This document represents a copy the District Policy Manual of the Oldmans Township Board of Education. It contains the policies, bylaws, regulations and job descriptions of the Oldmans Township School District. Although it is current, in order to assure accuracy, policies, bylaws, regulations and job descriptions filed herein must be compared with those in the Official Policy Manual. The Official District Policy manual is on file with the Superintendent of Schools of the Oldmans Township School District.
Oldmans Township
Board of Education
District Policy Manual

CONTENTS

This Policy Manual is divided into 9 sections (series):

- Series 1000 - Community Relations
- Series 2000 - Administration
- Series 3000 - Business & Non-instructional Operations
- Series 4000 - Instructional & Support Personnel
- Series 5000 - Students
- Series 6000 - Instructional Program
- Series 7000 - Property
- Series 8000 - District Job Descriptions
- Series 9000 - Bylaws of the Board of Education
# Oldmans Township Board of Education
## District Policy Manual
### TABLE OF CONTENTS
#### Community Relations - Series 1000

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Philosophy</td>
<td>0100</td>
</tr>
<tr>
<td>District Goals &amp; Objectives (T&amp;E)</td>
<td>0300</td>
</tr>
<tr>
<td>Concepts &amp; Roles in Community Relations: Goals &amp; Objectives</td>
<td>1000</td>
</tr>
<tr>
<td>Communicating with the Public</td>
<td>1100</td>
</tr>
<tr>
<td>Media</td>
<td>1110</td>
</tr>
<tr>
<td>District Publications</td>
<td>1111</td>
</tr>
<tr>
<td>Student Publications</td>
<td>1111.1</td>
</tr>
<tr>
<td>Student Publications other than Official School Publications</td>
<td>1111.2</td>
</tr>
<tr>
<td>Public Press, Radio &amp; Television</td>
<td>1112.1</td>
</tr>
<tr>
<td>Board of Education Meetings</td>
<td>1120</td>
</tr>
<tr>
<td>Distribution of Materials by Pupils &amp; Staff</td>
<td>1140</td>
</tr>
<tr>
<td>Participation of the Public</td>
<td>1200</td>
</tr>
<tr>
<td>Community Organizations</td>
<td>1210</td>
</tr>
<tr>
<td>Ad Hoc Advisory Committees</td>
<td>1220</td>
</tr>
<tr>
<td>Other School-Connected Organizations - PTA</td>
<td>1230</td>
</tr>
<tr>
<td>Visitors</td>
<td>1250</td>
</tr>
<tr>
<td>Loitering or Causing a Disturbance</td>
<td>1251</td>
</tr>
<tr>
<td>Use of School Grounds</td>
<td>1252</td>
</tr>
<tr>
<td>Public Activities Involving Staff, Students or School Faculty</td>
<td>1300</td>
</tr>
<tr>
<td>Community Complaints and Inquiries</td>
<td>1312</td>
</tr>
<tr>
<td>Gifts to School Personnel</td>
<td>1313</td>
</tr>
<tr>
<td>Advertising, Canvassing &amp; Fund Raising by Outside Organizations</td>
<td>1314</td>
</tr>
<tr>
<td>Soliciting Funds From and By School Personnel</td>
<td>1314.1</td>
</tr>
<tr>
<td>Relations Between Public &amp; Pupils</td>
<td>1320</td>
</tr>
<tr>
<td>Contests for Pupils</td>
<td>1322</td>
</tr>
<tr>
<td>Selling and Advertising on School Property</td>
<td>1325</td>
</tr>
<tr>
<td>Use of School Facilities</td>
<td>1330</td>
</tr>
<tr>
<td>Hours of Use of School Grounds &amp; Equipment, Fields, Basketball &amp; Tennis Courts, Etc.</td>
<td>1330.1</td>
</tr>
<tr>
<td>Outside Agency Access to Pupils</td>
<td>1400</td>
</tr>
<tr>
<td>Local Units</td>
<td>1410</td>
</tr>
<tr>
<td>Relations Between Other Organizations Including Nonpublic Schools</td>
<td>1600</td>
</tr>
<tr>
<td>Cooperative Arrangements and Other Relationships with Other School Districts</td>
<td>1650</td>
</tr>
</tbody>
</table>
The Board of Education of the school district recognizes its primary responsibility to be the preparation of all students for contributing membership in our democratic society. To accomplish this, it is the duty of the school district to strive to attain the highest possible degree of individual achievement in the areas of basic skills while providing for the unique academic and non-academic need of each student. It is with this concept in mind that the Board of Education oversees the preparation of students for entrance into receiving schools as well as maintaining vigilance over students of the municipality in the receiving secondary schools.

The educational program thus offered must integrate a sound academic program with citizenship training which instills high standards of integrity, self-respect, physical and mental health, and recognition of the rights of others while accepting personal responsibility for all actions. This program must be administered and staffed by well-trained and highly competent personnel who will work to maintain a cooperative attitude toward one another while exhibiting professional skill and sincere concern for the welfare and academic accomplishments of the students. The Board recognizes its responsibility to employ such professionals and staff members and to encourage professional growth and pride among these employees by lending support and encouragement as well as striving to achieve and maintain the most suitable and healthful physical plant for the pursuit of school activities.

To meet the unique needs of each individual, both academic and non-academic programs must contain provision for the broadest scope of individual achievement, thus offering or providing for the individual needs of all classifications of students – but attention to any one particular level of the educational spectrum should not work to the detriment of any other group. Standards in all programs must be set which call for the best from each student. Realizing the fullest individual potential while promoting opportunities for social growth and self-direction should be the aim.

The Board of Education recognizes its responsibility to promote cooperation between the school and the several community agencies responsible for the development of youth as well as its responsibility to promote understanding and cooperation with parents and other interested parties in order to prepare adjusted, self-sufficient citizens of society.

The Board also recognizes its role in serving the total community through programs which encourages the responsible use of professional talents and physical facilities for adult education, senior citizen program, municipally sponsored activities, PTO and other service organizations programs and recreational, physical fitness, health and safety programs for all ages.

<table>
<thead>
<tr>
<th>Legal References</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1 General mandatory powers and duties</td>
</tr>
</tbody>
</table>
In compliance with the State of New Jersey’s Educational Goals as enumerated in NJAC 6:8-2.1 this Board accepts the responsibility for the annual adoption of a five year plan of education for the school.

A written educational plan shall be prepared annually by the Superintendent of Schools with input by the teaching staff and comment by the public and shall include a time table for implementation developed in five year cycles.

The plan shall incorporate the following goals and objectives into the short and long-range programs for the school:

1. To ensure that each student develops proficiency in basic academic skills;
2. To ensure that each student develops the capacity to recognize and cope with future problems;
3. To ensure the development of meaningful interpersonal relationships among students, staff and community;
4. To ensure that staff, students and parents are afforded maximum feasible participation in the development and evaluation of progress and policies that meet the educational needs of each community;
5. To assure maximum efficiency in the allocation of material resources; and,
6. To ensure maximum efficiency in the allocation of human resources.

The Board will establish Board goals and specific objectives within budget limitations, and will expect the Superintendent of Schools to employ all appropriate means to provide for continuous and candid reports of the accomplishment of those goals and objectives for which reliable measurement indicators have been established by the Superintendent of Schools.

The Board shall annually provide district citizens with an accomplishment report, which shall include the Commissioner of Education’s classification of the school. This report shall be in clear and concise language and supported as necessary by meaningful graphics in order that the significance of all information be easily understood by lay citizens.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
NJAC 6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-2.1 Definitions
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education believes that school district public relations is not solely an information program, but encompasses all aspects of the schools’ relationship with the total community.

The Board of Education believes a school-community communications program should:

A. Promote public interest and participation in the operation of the school system;
B. Gather information about public attitudes toward the school system and its programs and report them to the Superintendent of Schools and the Board;
C. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems and progress of the school system to the community and the staff;
D. Develop the most effective means of communication with the school system’s public and use available media as appropriate;
E. Develop programs in the schools that will integrate home, school, and community in meeting the needs of district pupils;
F. Develop and maintain the confidence of the community in the school Board and school staff;
G. Develop a climate that attracts good teachers and encourages staff to strive for excellence in the educational program;
H. Anticipate and forestall problems that are brought about by lack of understanding; and,
I. Evaluate past procedures in order to make improvements in future communications.

The Superintendent of Schools shall be responsible for developing programs, techniques and channels for implementing this policy.

Relations with Parents/Guardians
The Board believes that the education of children is a joint responsibility, one it shares with the parents/guardians of the school community. To insure that the best interests of the child are served in the process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents/guardians who have the ultimate responsibility for their children’s in-school behavior, including the behavior of pupils who have reached the legal age of maturity, but are still for practical purposes, under parental authority. During school hours, the Board, through its designated administrator acts in loco parentis or in place of the parents/guardians.

The Board directs that the following activities be implemented to encourage parent-school cooperation:
A. Parent-teacher conferences to permit two-way communication between homes and school;
B. Open house activities in the district school to provide parents/guardians the opportunity to see the school facilities, meet the faculty and sample the program on a first hand basis.
The school will hold an open house at least once annually;
C. Meetings of staff members and groups of parent/guardians of those students having special abilities, disabilities, needs or problems;
D. Any meetings required by the State Department of Education to add additional community for input.

For the benefit of children, the Board believes that parents/guardians have a responsibility to encourage their child’s career in school by:
A. Supporting the school in requiring that the children observe all school rules and regulations and by accepting their own responsibilities for children’s willful in-school behavior;
B. Sending children to school with proper attention to their health, personal cleanliness and dress;
C. Maintaining an active interest in the student’s daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
D. Reading all communications from the school, and signing and returning them promptly when required to do so;
E. Cooperating with the school in attending conferences set up for the exchange of information on the child’s progress in school.

Relations with other Educational Institutions
It is the policy of the Board of Education that strong lines of communication be maintained by the district with other districts and institutions that provide programs, training, or services not available to children residing in this district.

In order to maintain cordial and constructive relationships with other education institutions:

In the case of the regional school district the Superintendent of Schools shall:
- Cooperate with the professional staff in articulation studies to ensure that pupils of this district are properly prepared to enter the school of the receiving district;
- Inform pupils in their final year in this district of program options in the receiving district and counsel them regarding their program choices;
- Provide an orientation program to pupils in their final year in this district to familiarize them with the facilities, procedures and rules of the receiving district;
- Develop procedures to follow the progress of the pupils of this district during their careers in the receiving school(s).
In the case of parochial and private schools, the Superintendent of Schools shall:

- Cooperate fully in the implementation of all state and federal programs administered by this district that benefit in whole or in part, eligible pupils attending private or parochial schools.

In the case of institutions of higher education, the Superintendent of Schools shall:

- Cooperate with state institutions in the placement and evaluation practice teachers in accordance with Board policy on student teachers and interns;
- Encourage local colleges to provide graduate level courses for the benefit of district staff members.

Legal References

**NJSA** 10:4-6 *et seq.* Open Public Meetings Act
47:1A-1*et seq.* Examination and copies of public records ("Open Public Records Act")

**NJAC** 6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-2.1 Definitions
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning

*Manual for the Evaluation of Local School Districts*
*New Jersey Quality Single Accountability Continuum (NJQSAC)*

Possible Cross References

3510, 3542, 3570, 4131/4131.1, 5020, 6010, 6142.1, 6142.2, 6142.13, 6171.1, 6171.3, 6171.4, 6300, 7110, 9322, 9323/9324, 9326
The Board of Education will keep the community informed of the status of the school through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the Board and the district shall be directed by the Superintendent of Schools, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the school’s plans and programs.

The district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its bilingual/ESL program; pupil progress toward achievement of the Core Curriculum Content Standards; graduation statistics and any other information shall be communicated to the public as required by law.

The Board of Education's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Each year by September 30th, the Superintendent of Schools shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner, for example:

A. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

B. Distribution of pictures of school Board of Education members is prohibited within 90 days of any district election.

C. Excessive public relations activities that are not part of the instructional program are prohibited.
The homepage of the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The Superintendent of Schools/designee shall oversee the postings. The grade shall be posted within 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the Superintendent of Schools/designee detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:7E-2 through -5 School report card program
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 6A:8-3.1(a)3 Curriculum and instruction
6A:23A-5.2 Public relations and professional services
6A:23-8.1 et seq. Budget Review and Approval
6A:23-8.3 Commissioner to ensure achievement of CCCS
6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-12.1 Reporting Requirements
6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
No Child Left Behind Act of 2001
New Jersey Core Curriculum Content Standards

Possible Cross References
1000/1010, 1120, 2232, 2240, 3570, 6142.6, 6142.10, 6171.1, 6171.3, 6171.4, 6300, 9160
Oldmans Township Board of Education
District Policy Manual

Community Relations

Media

Series 1000

Policy 1110

Date Adopted: July 1997
Date Revised: March 26, 2008
Page 1 of 1

Every effort shall be made to assist all local communications media to gain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

General releases of interest to the entire district shall be made available to all media simultaneously. There shall be no exclusive releases except as media representatives request information on particular programs, plans, or problems.

The Superintendent of Schools shall bear responsibility for establishing relations with news media, and providing particular information to each through the means found most suitable.

The Board of Education encourages public presentation of the programs, policies and progress of the school through press, radio and television. The staff member in charge shall clear all proposed presentations and/or press releases with the Superintendent of Schools. The staff member in charge shall also ensure that the parents of pupils who participate in such events are informed.

The Superintendent of Schools or designee shall devise procedures for optimum benefit from such presentations.

The Board shall make a periodic review of its relations with the news media.

Legal References

NJSAA 10:4-6 et seq. Open Public Meetings Act
18A:7E-2 through -5 School report card program
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 6A:8-3.1(a)3 Curriculum and instruction
6A:23A-5.2 Public relations and professional services
6A:23-8.1 et seq. Budget Review and Approval
6A:23-8.3 Commissioner to ensure achievement of CCCS
6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-12.1 Reporting Requirements
6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
No Child Left Behind Act of 2001
New Jersey Core Curriculum Content Standards

Possible Cross References
1000/1010, 1120, 2232, 2240, 3570, 6142.6, 6142.10, 6171.1, 6171.3, 6171.4, 6300, 9160
The Superintendent of Schools/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the Board. The district annual report shall be printed for distribution. The Board Secretary shall make the district audit available to the public as required by law.

Centralized control of district publications shall be designed to ensure that their contents reflect district-wide policies and regulations accurately. All matters representing the official position of the district prepared for publication by any of its employees shall be approved by the Superintendent of Schools prior to release to the public press.

In accordance with law, the Superintendent of Schools/designee shall prepare procedures to ensure that the district website shall not publish any personally identifiable information about a student without prior written consent from the student’s parents/guardians. Consent shall be obtained on a form that shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:17-20 Superintendent; general powers and duties
8A:23-1 et seq. audits and Auditors
18A:36-35 School internet web sites; disclosure of certain student information prohibited
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning

Possible Cross References
1111.1
Official school publications shall reflect the judgment of the faculty sponsors and student editors. This entails the obligations to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, false statements or material advocating violation of laws and racial or religious prejudice. The Superintendent of Schools is responsible for the development of a standard operating procedure in regard to all school publications.

Code of Ethics for School Publications

Administration

1. The Superintendent of Schools is ultimately responsible for all activities taking place within the school, and thus has final authority over all school publications.

2. As a matter of administrative necessity, the Superintendent of Schools delegates his authority to the faculty advisor(s) of the publication. It thus becomes the advisor’s responsibility to ensure that the publications under his or her control adhere to the letter and spirit of this code. When in doubt about the propriety of any specific article or issue, he or she is to consult the Superintendent of Schools for final decision.

3. The advisor may, in turn, grant to his or her student editors, the authority to ensure adherence to this code, although the responsibility still must rest with the advisor.

4. It is incumbent upon student editors to understand in full the provisions of this code. They can assume the editorship only when they have subscribed completely to the principles and provisions of this code in word and practice. Repeated failure of the editors to follow the principles and provisions of this code will constitute grounds for dismissal for the publication staff.

Specific Provisions Governing All School Publications

1. The stories and articles shall not contain any language that is profane, obscene, offensive or suggestive.

2. The stories and articles shall not deal with any subject that by its nature would offend the taste and sensibilities of the community.

3. No individual student or faculty member may ever be singled out for censure, criticism or ridicule in a school publication.

4. No group of individuals may similarly be identified in print for such censure, criticism or ridicule in a school publication, although positive suggestions may be made in editorial columns or letters for the improvement of such organizations.

5. No religious, racial or national group shall be held up to ridicule by statement or innuendo in the school publications.

6. As a matter of courtesy and as a guarantee of accuracy, all news stories concerning a faculty member should be cleared with that faculty member; and all stories dealing with a school organization should be cleared with the sponsor of that organization.

7. No article may covertly or overtly advocate the overthrow of our democratic system of government.
Specific Provisions Regarding Special Kinds of Writing

1. Editorials are always unsigned and as a matter of newspaper tradition, reflect the opinions of the entire editorial staff not one individual. They may make constructive suggestions for improvement, although they should do so in a positive fashion and must not hold up to ridicule, censure, or criticism any group or individual. The school newspaper should not indulge in political controversy, or support any one political party.

2. Columns of opinion (sports opinion, editorial opinion, literacy opinion, etc.) represent the thinking of one individual; as such, they must always be signed with the proper name of the student-author. He or she is held personally responsible for such opinions and must conform in all particulars with the provisions of this code.

3. Reviews of student performances (in sports, shows, etc.) present special problems and require special provisions. Such reviews are opinions, not news, and as such belong in signed opinion columns. Negative comments can have a deleterious effect on team or group achievement. In view of these considerations, no individual may ever be singled out for condemnation or criticism of such reviews.

4. Letters to the editor – student letters to the editor may be published only after the student editor has checked their authenticity and only when they are signed by the senders’ name, and conform in full to the provisions of this code.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:17-20 Superintendent; general powers and duties
18A:36-35 School internet web sites; disclosure of certain student information prohibited
18A:54-20 Powers of board (county vocational schools)

Possible Cross References

1110, 1111, 1111.2
It is the intent of this policy to clarify student rights and responsibilities in regard to the publication and distribution of literature other than official school publications.

The Board of Education recognizes that each student has the right of free speech and free press under the First Amendment of the United States Constitution.

The Board, in an attempt to guarantee and protect the aforementioned rights of students, as well as assuring the continual orderly process of the educational program, establishes the following guidelines for the publication and distribution of newspapers, magazines, petitions, leaflets and other written materials which are not official school publications.

Acceptable Materials
Materials not proscribed as “unacceptable” per this policy, unless the Superintendent of Schools is convinced that the item would materially disrupt class work or involve substantial disorder or the invasion of rights of others.

Unacceptable Materials

- “So-called “hate” literature which scurrilously attacks ethnic, religious and racial groups, other irresponsible publications aimed at creating hostility and violence, hardcore pornography and similar materials are not suitable for distribution in the schools.” [From a decision of the Commissioner of Education in Goodman vs. Board of Education, June 18, 1969, p.3]
- Materials that denigrate specific individuals in or out of the school; materials designed for commercial purposes to advertise a product or service for sale or rent and materials that are designed to solicit funds, are prohibited unless approved by the Superintendent of Schools.
- “Literature which in any manner and in any part thereof promotes, favors or opposes the candidacy of any candidate for election at any annual school elections, or the adoption of any bond issue, proposal, or any questions submitted at any general municipal or school election…”

[Decision of the New Jersey Commissioner of Education in Goodman vs. Board of Education, June 18, 1969, p.3]

Special Note
Students who edit, publish, post or distribute printed, handwritten or duplicated material among fellow students within the school are responsible for the content of such publications. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited, as is conduct that interrupts school activities or infringes on the rights of others.
Identification
All materials submitted for approval must identify the author, editor and publisher.

Approved Materials
Materials must be submitted to the Superintendent of Schools or designee for approval the previous day or earlier. For materials not readily classifiable or approvable, more than one day but not more than five (5) schools days should be allowed.

Places of Distribution
Acceptable materials (newspapers, magazines, petitions, leaflets), which have been defined, judged and approved as such, may be distributed on the schools’ sidewalks in front of main entrances to the building. In case of bad weather, two pupils only will be permitted in front of the main lobby. Specific approval to distribute material inside must be obtained from the Superintendent of Schools on each occasion. Distribution may be by pupils enrolled in the school in front of which material is being distributed.

Times for Distribution
Distribution of approved literature must be restricted to the following time periods unless a more definite time is designated by the Superintendent of Schools.

A. Fifteen minutes prior to the beginning of the school day (first class).
B. Fifteen minutes after the school day ends (last class).

Littering
All distributed materials, which are dropped in the immediate area on sidewalks to the street, inside lobbies and down adjacent corridors must be removed by persons distributing material.

Appeal
Pupils denied approval may appeal to the Superintendent of Schools who, with a student representative from each class, will review the matter. Should the petition be denied, the petitioner may still appeal to the Board of Education.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:17-20 Superintendent; general powers and duties
18A:36-35 School internet web sites; disclosure of certain student information prohibited
18A:54-20 Powers of board (county vocational schools)

Possible Cross References
1110, 1111, 1111.1
Representatives of all news media are invited to attend all public meetings of the Board of Education. Meeting announcements shall be furnished to newspapers and other news media active within the school district.

The Board President, Superintendent of Schools, and others as designated by such may be necessary, will be available for interview by media representatives, in its dealing with the media, the school system will recognize the requirements of the Open Public Meetings Act.

The Superintendent of Schools shall supervise development of press releases concerning district programs, events and accomplishments that might be of interest to the general public.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)
47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act")

NJAC 6A:30-1.2 Definitions
6A:32-12.1 Reporting requirements
6A:32A-12.2(a)1i School-level planning

Possible Cross References
1100, 9020
Board of Education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the Board of Education are open to the public and representatives of the media except when, by resolution at the public meeting, the Board excludes the public from those parts of a meeting, which deal with matters held confidential in accordance with law.

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

At each public meeting of the Board, the presiding officer shall administer the rules of the Board for public participation and comments. Where his/her ruling is disputed, it may be overruled by a majority vote of those Board Members present and voting.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted only as indicated on the order of business or agenda.
B. Any person wishing to participate in a public Board meeting shall register his/her intent with the Superintendent of Schools in advance of the meeting and include the topic to be addressed.
C. Each participant must be recognized by the presiding officer and must preface his/her comments by an announcement of his/her name, address and group affiliation if appropriate.
D. Each statement made by a participant shall be limited to five minutes duration, unless permission has been granted in advance of the meeting.
E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been given an opportunity to speak.
F. All statements shall be directed to the presiding officer; no participant may address or question Board Members individually.
G. The presiding officer may interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.
H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty minutes unless prior permission has been granted.
For Board agendas, no person shall be referred to as “educationally disabled” before being formally classified by the Child Study Team. No disabled pupil shall be needlessly identified or publicly labeled. Educationally disabled students shall be referred to by the initials of the student or case number.

Comments and questions at regular meetings may deal with any topic related to the Board’s conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the Board is made through newspapers.

The following information will be presented at regularly scheduled meetings of the Board and will be advertised to the public:

A. Discussion of state rules and local procedures for implementation of district goals, objectives and standards;
B. Presentation of audit report;
C. Presentation of budget;
D. Report on pupil progress, including testing program results;
E. Annual plans for special education, bilingual/ESL, and basic skills programs;
F. Graduation and dropout statistics.

Two times each school year between September 1st and January 1st and between January 1st and June 30th, the Board of Education shall hold a public hearing at which the Superintendent of Schools reports to the Board of Education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.
### Legal References

**NJSA**  
10:4-6 et seq. Open Public Meetings Act  
18A:7C-7 School administrators report on students awarded or denied diplomas  
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum  
18A:12.21 School Ethics Act  
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report  
18A:22-10 Fixing day, etc., for public hearing  
18A:22-13 Public hearing; objectives; heard, etc.  
18A:23-5 Meeting of board; discussion of report

**NJAC**  
6A:8-5.2(c) High school diplomas  
6A:14-1.1 et seq. Special Education  
6A:16-5.1 et seq. School safety plans  
6A:16-5.2, 5.3 N.J.A.C. 6A:26 Educational Facilities  
6A:26-2.2(a)7 Completion of long range facilities plans  
6A:26-9.1(d) Capital reserve accounts  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:30-2.4, -3.1 N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for district board of education members and charter school board of trustee members  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning  
6A:32-13.1 School attendance  
6A:32-13.2 Dropouts  
6A:32-14.1 Review of mandated programs and services  
**Manual for the Evaluation of Local School Districts**  
New Jersey Quality Single Accountability Continuum (NJQSAC)

### Possible Cross References

1100, 2240, 3100, 3570, 3571.2, 5145.4, 6142.2, 6142.6, 6171.1, 6171.3, 6171.4, 9322, 9323/9324, 9326
The participation of pupils in disseminating public information materials shall be encouraged with the understanding that:

A. Pupils shall not be exploited for the benefit of any individual, group, or profit-making organization;
B. Pupils shall participate only in appropriate situations as approved by the Superintendent of Schools/designee or the Board of Education;
C. Pupils shall participate in fund raising activities for school activities only;
D. Pupils shall not be used to distribute partisan materials or information pertaining to a school election, budget or bond issue, or negotiations.

Any nonprofit service organization which is based solely within the boundaries of this district and has no relationship or responsibility to a parent/guardian organization on a regional, county, state, or national level, that raises its operating budget through donations and provides a service directly to this community and its children shall be permitted to utilize the schools communication systems to alert the community to its fund-raising activities.

All publicity or materials to be disseminated by pupils shall be presented to the Superintendent of Schools or designee for approval prior to distribution.

All surveys, questionnaires or other similar items requiring pupil or parent response shall be reviewed and approved by the Superintendent of Schools prior to dissemination. The Superintendent of Schools shall inform the Board of Education of any such communications at its next regular meeting.

Legal References

NJSA 18A:36-34 Written approval required prior to acquisition of certain survey information from students
18A:42-4 Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited
19:34-6 Prohibited actions in polling place on election day, exception for simulated voting
19:34-15 Electioneering within or about polling place; disorderly persons offense

34 CFR 98.1 - Pupil Protection Rights Amendment
Child Evangelism Fellowship of New Jersey. vs. Stafford Township School District, No. 03-1101 (October 2004)

Possible Cross References

1100, 1315, 1322, 4135.16, 4235.16, 5136, 6142.10, 6145.3, 6162.5
Citizen Volunteers
The Board endorses volunteers and resource persons in the schools, who make valuable contributions to the regular programs, without supplanting the responsibilities of paid professional and para-professional staff.

Such volunteers and resource persons who are regularly in use, shall be recommended by the Administrator and approved by the Board on an annual basis; or month-to-month as need arises; or approved as delegated to the Administrator, who will report his actions at the next occurring Board meeting.

Volunteers will receive appropriate training in the duties they perform, as approved by the administration and the staff supervision necessary to ensure the health, safety and welfare of the students served.

Appropriate insurance shall be obtained to cover liability and accidents.

Citizen volunteers may be invited to act as advisors both as groups and individually in:
   A. Clarifying the general ideas and attitudes held by residents about the school;
   B. Determining the purposes of courses of study and special services to be provided by present practices;
   C. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision; and/or,
   D. Coordinating the delivery of social services to students.

Citizen volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board’s liability insurance policy.

The Superintendent of Schools shall supervise the development of programs and procedures to enlist community participation in school events and deliberations. He/she shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled.

All school volunteers who assist in the school more than 10 hours per week must:
   A. Undergo a criminal background check and be fingerprinted at Board expense.
   B. Provide documentation that a Mantoux test has been administered.
Mandatory Fingerprinting / Background Checks of Chaperones

In accordance with the provisions of NJSA 18:6-7, all persons who submit a request to be a volunteer for more than 10 hours per week, including but not limited to: parents/guardians, relatives, members or officers of the PTA, and as required by the New Jersey Commissioner of Education to be fingerprinted and submit to a criminal background check. The Board of Education shall bear the cost for the criminal history record check, as well as the cost of fingerprinting.

The Board, Superintendent of Schools, and the staff shall give substantial weight to the advice that they receive from individuals and community groups interested in the school, especially those individuals and groups that have been invited or created to advise them regarding selected problems. The Board, Superintendent of Schools, and staff shall use their own best judgment in arriving at decisions.

The Superintendent of Schools shall report to the public annually on all aspects of community support of the educational program of the district.

Volunteer Athletic Coaches

The Superintendent of Schools will be responsible for the recruitment and screening of volunteer athletic coaches and their assignments. The district is not obligated to utilize the proffered services of a volunteer athletic coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent of Schools. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent of Schools and approved by the Board of Education prior to assuming any coaching responsibilities.

The Superintendent of Schools will prepare and promulgate rules of conduct for volunteer athletic coaches. Each volunteer athletic coach will be given a copy of this policy and the rules of conduct.

Guidelines for the Service of Volunteer Athletic Coaches

The Oldmans Township Board of Education supports Inter-Scholastic Sports through cooperative scheduling with rural leagues.

When the Board approves, and appoints a non-certificated volunteer(s) to assist in the conduct of team practices and competition, the volunteers remain under the supervision of the certificated staff member.
The Board-approved coach will report to the administration, thence to the Board, of the abilities of the volunteer(s) to: teacher skills, organize drills, develop team plays, maintain discipline, supervise team activities at competitions, and relate to students.

Should such abilities not meet school standards, the Board-approved coach and/or administrator will recommend to the Board the following actions: reduction of the volunteer's responsibilities in the areas of deficiency, or termination of the volunteer services to the team - or, until deficiencies are corrected. Corrective action may also be brought about through informal means, prior to referral to the Board.

The coach and Superintendent of Schools shall report annually to the Board on the number of volunteer coaches serving in the district, the duties performed by volunteer coaches and the number of volunteer hours served, by school athletic program.

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The Board of Education appreciates the efforts of concerned citizens who form or belong to organizations that contribute funds or equipment for district approved pupil extracurricular activities, or for recognition of pupil achievement.

The Superintendent of Schools shall formulate a procedure for review of the proposed use of such funds. Proposed equipment must be approved for safety in the same manner in which district-purchased equipment is reviewed.

The Board encourages active support of and cooperation with community associations by teachers and other district employees.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

Possible Cross References

1000/1010, 1100, 1210, 1330, 3280, 4136, 5020, 5136, 6010
Community and/or parent advisory committees can be particularly useful both in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues and concerns. The Board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The Board may dissolve any Board-appointed committee at its sole discretion.

Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and pupils when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity.

Systematic programs shall be set up to draw on what business, labor, and other organizations have to offer in developing vocational, technical and enrichment programs and in providing pupils with practical work experience.

The Board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The Board is responsible for approving all members of a committee and the method of their selection in consultation with the Superintendent of Schools. Staff members shall not constitute a majority of any general community advisory committee.

Recommendations from the committee shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit. Only the Board has the power to act. It will be the responsibility of the chairperson to see that the members of the committee are informed as to the final decision of the Board.

Any publicity concerning the organization, membership, operations, findings or recommendations of any committee shall be released only by the Board designee.

In district-initiated advisory committees, the Superintendent of Schools shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the Board wishes them to render, the resources the Board intends to provide, and the approximate date on which the Board wishes to dissolve the committee. Furthermore, the Committee shall be instructed as to the relationship it has to the Board, to the individual Board members, to the Business Administrator/Board Secretary, to the Superintendent of Schools, and to the rest of the professional staff.
When the law regulates the formation and activities of an advisory committee, the administration shall cooperate fully in its activities.

**Legal References**

**NJSA** 10:4-6 et seq. Open Public Meetings Act  
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

**NJAC** 6A:16-4.2(a) Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse  
6A:32-12.1 Reporting requirements

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)  
34 C.F.R. 200.1 to 200.89 - Part 200  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**

2240, 6142.1, 6142.12, 6144, 6162.4, 6171.3, 9020, 9130
The Board of Education recognizes the importance and benefits of the active participation and cooperation of parent-school organizations. To this end, the following guidelines have been established for the creation and operation of parent-school organizations:

A. Any organization consisting of parents, school staff and/or friends of the school shall be a Board-approved voluntary organization.

B. The parent/school organization shall have as its objectives the promotion of student welfare; the development of close relationships between the home and the school; and the development between educators and the public of such united efforts as will secure for every pupil in the community the best kind of educational program possible for his physical, mental, social and moral development.

C. The parent/school organization may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs.

D. The Superintendent of Schools or another professional staff member designated by the Superintendent of Schools shall serve as advisor to the parent/school organization.

E. All members of the school’s professional staff shall be encouraged to join the organization and actively cooperate in its projects and on committees. All professional staff shall be encouraged to support PTA-sponsored activities, as appropriate.

F. Organizations shall not use the district’s name in their titles without the Board’s express consent. Such permission to use the district’s name does not constitute permission to act as the district’s representative.

G. The Board shall make it a practice not to interfere in the internal workings of such groups.

H. Permission to hold regular meetings of such associations in school facilities will be extended by the Board of Education for a particular school year in accordance with Policy 1330.

I. The Board may select one of its members as advisor to the general parent/teacher organization.

J. All banquets fund raising and other activities involving students must be approved by the appropriate school administration.

K. Formation of these school affiliated parent/community booster clubs is subject to approval of the Board of Education.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

Possible Cross References

1000/1010, 1100, 1210, 1330, 3280, 4136, 5020, 5136, 6010
The Board of Education welcomes and encourages visits to school by parents, Board members, other adult residents of the community, and interested educators, when appropriate. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the following procedures have been established:

A. All visitors shall be required to report to the school office upon entering the building, are to sign in and secure a visitor’s pass.

B. A “visitor” is anyone other than a student enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the Superintendent of Schools or designee.

C. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations related to visitations. The Superintendent of Schools shall seek confirmation of legal custodianship where necessary.

D. Persons may not visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff.

E. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent of Schools or designee.

F. All visitors to the school must obey no smoking regulations and any other regulations designed to ensure orderly operating of the school. All persons violating this policy shall be considered “disorderly persons” and subject to appropriate action.

After Hours Visits to the School
Visitors are not permitted to enter the school building after the school office has closed for the day or when school is not in session, other than at times when special, after hours events are being held at the school.

In order to protect pupil, district and staff property, and to ensure pupil safety and anonymity, no visitor shall be permitted to enter the school building, classrooms or other school rooms unless accompanied by an authorized district employee.

Employees are not permitted to allow entry to the school building, classrooms or other school rooms by visitors after hours. Employees who violate this policy shall be subject to disciplinary action, including termination.

Visitors who violate this policy may be considered to be trespassing and may be subject to prosecution.
School Visitation Procedure

1. Any person wishing to visit a classroom during the school day must request permission from the building Superintendent of Schools or designee 24 hours in advance.
2. The Superintendent of Schools or designee will consult the classroom teacher regarding the convenience of the proposed visit, and arrange accordingly.
3. The time limit of visits shall be set by the Superintendent of Schools.
4. No visitor shall interrupt the presentation of a lesson, talk to the students or distract the teacher’s attention from the students.
5. For the safety and security of our students and staff, a visitor must report to the office before visiting a classroom. It is the duty of every teacher and staff member upon seeing a stranger in the building to ask if they have been to the office. If the visitor has not, he/she should be directed to the office and the teacher should notify the office of the presence of the visitor, immediately.
6. All bags and vehicles of a visitor are subject to being searched.

Legal References

NJSA 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
2C:33-2 Disorderly conduct
18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools) N.J.S.A.
26:3D-55 et seq. New Jersey Smoke-Free Air Act

Possible Cross References

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125, 5142, 5145.11, 6144, 9010
The Board subscribes to the fundamental law that all children of school age have a right to attend public schools and to receive a suitable education.

Therefore, violence, vandalism, seizure of school buildings or any other disruption to the education process will not be condoned or tolerated.

Any person who is not a member of the school staff or student body and who loiters in or about the school building or grounds without written permission or who causes disturbances may be prosecuted according to the law.

Also, unauthorized persons who enter onto school premises or grounds and cause a disruption shall be prosecuted. Pupils, who are guilty of continued and willful disobedience, or of open defiance of the authority of any teachers or person having authority over them, shall be liable to suspension or expulsion from school.

Any pupil leading or instigating an illegal or unauthorized demonstration or walkout shall be liable to immediate suspension consistent with due process. Re-entry into the school program shall be permitted only after satisfactory consultation with the pupil and parents/guardians.

**Disturbances at School Events**

The Board welcomes the attendance of members of the community at athletic and other public events held by the school, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of these events.

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. In compliance with law, the Board directs that no alcoholic beverage be consumed at any function on school property nor that any betting occurs on school premises.

**Legal References**

- NJSA 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
- 2C:33-2 Disorderly conduct
- 18A:11-1 General mandatory powers and duties
- 18A:54-20 Powers of board (county vocational schools) N.J.S.A.
- 26:3D-55 et seq. New Jersey Smoke-Free Air Act

**Possible Cross References**

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125, 5142, 5145.11, 6144, 9010
School Hours
Students are not to arrive at, or walk onto, school grounds prior to the designated arrival time (see student handbook), at which time school aides assume supervisory duty.

A letter is to be sent to parents/guardians of students, who arrive on school grounds prior to the designated arrival time, disclaiming supervisory responsibility for their child, and file copies kept of such letters.

Students shall leave the school and school grounds upon the dismissal of school, unless express permission is given by a guardian to remain, for staff approved purposes, and the administrator informed.

Trespass
Motorized vehicles, Mo-Peds, horses and bicycle riding are prohibited on school grounds.

Students are not authorized, at any time, to ride their own motorized vehicle to the school grounds, enter upon or park thereon.

It is illegal to trespass on school grounds from dusk to dawn, without express permission of the Board of Education.

When notified of the names of trespassers, or other pertinent data, by reliable sources, the administration is responsible for filing complaints with the appropriate authorities.

Vandalism
Every citizen of the district, students, and members of the police department are urged by the Board to cooperate in reporting any incidents and vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the administrator of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The administration is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he sees fit, authority to sign such complaints and to press charges.

Legal References

NJS A 18A:11-1 General mandatory powers and duties
18A:20-34 Use of schoolhouse and grounds for various purposes
26:3D-55 et seq. New Jersey Smoke-Free Air Act

NJAC 6A:26-12.2(a)4 Policies and procedures for school facility operation
Soliciting Funds from and by Students / Profit-Making Through School Activities

A. Money-making activities revolving around school activities and student personnel shall generally be sponsored for the benefit of student and school organizations.

B. Money-making activities by school organizations shall be held to a minimum. The money-making activity should meet the following two criteria:
   1. The purpose of the fundraiser shall be educational in nature.
   2. The need for the funds shall be of a magnitude that cannot be met by dues of the activity concerned.

C. The Superintendent of Schools shall establish such rules and regulations as are necessary to implement this policy.

D. No fund raising drives may be conducted by non-school organizations including those of a charitable nature except with the express approval of the Board of Education.

Legal References

NJSAT 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)
The Board of Education welcomes inquiries about and constructive criticism of the district’s programs, equipment, operations and personnel.

Complaints, questions, and suggestions concerning school personnel or the operation of the schools should follow the established “chain of command” – teacher, supervisor, Superintendent of Schools, Board of Education.

The Superintendent of Schools shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and applicable negotiated agreements.

Parents and pupils will be informed of the proper avenues to follow in the school.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the person with the complaint to inquiry to the appropriate authority.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent of Schools and the staff shall communications and complaints be referred to the Board of Education for resolution.

All signed complaints shall be acknowledged promptly. No anonymous letters will be considered by the Board.

In carrying out the policy for the handling of complaints, the following procedures will be used:

A. Neither the Board as a whole, nor any individual Board Member, will entertain or consider communications or complaints from school employees, parents, students, or other citizens, but shall refer such communications to the Superintendent of Schools;

B. Complaints and inquiries should be written, in as brief a form as possible and sent to the Superintendent of Schools;

C. The Superintendent of Schools will make every effort to resolve the problem with the person(s) immediately involved;

D. When satisfaction has not been received at this level, the Board will accept complaint or inquiries submitted in writing;

E. Persons requesting a hearing of the Board shall present their complaint or grievance in written form to the Board Secretary/Business Manager in sufficient detail to permit a full understanding of the matter. After hearing the evidence submitted by the Superintendent of Schools, the Board will, if it deems advisable, grant a hearing to the parties interested;
F. School employees who are employed under a bargaining unit contract shall follow the provisions of that contract for the filing of complaints or grievances;

G. Decisions regarding complaints and inquiries presented initially to the Board at a public meeting may be deferred, at the discretion of the Board.

It is hoped that citizens of the community will make every effort to resolve problems involving teachers or administrators with the personnel involved. The Superintendent of Schools must be consulted on all matters involving school personnel and the community.

Legal References

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<td>47:1A-1et seq. Examination and copies of public records (&quot;Open Public Records Act&quot;)</td>
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Possible Cross References

| 1120, 3570, 4112.6, 4116, 4148, 4212.6, 4248, 5145.6, 6144, 6161.1, 6161.2, 6163.1, 9010, 9020, 9123 |
No school employee is to accept any commission and/or gift from individuals or companies seeking to sell equipment or materials required in the district’s operations. These operations include the purchase of materials and supplies for the construction, repair and maintenance of the school plant; for the conducting of classes; for school organizations, such as club, etc.

This prohibition shall not be construed to prevent vendors from paying reasonable costs of providing opportunities for school officers and employees to see or hear about new ideas, equipment and/or materials.

The writing of letters to staff members expressing gratitude and/or appreciation is always welcomed by the Board of Education.

The acceptance of gifts shall be subject to the provisions of Policy 7230 – Gifts, Grants & Donations.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

Possible Cross References
7230
No money-making schemes may be employed in the school without the approval of the Board of Education. Any canvasser in the school without the approval from the Administrator should be reported immediately.

The district may cooperate in furthering the work of any non-profit, community wide social service agency provided such cooperation does not restrict or impair educational programs. As a matter of policy, the Board expects such activities to be kept to a minimum.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school, without the approval of the Superintendent of Schools, nor shall any staff member be made responsible, or assume responsibility for, the collection of any money or distribution of any fund drive literature without such activity being approved by the Board on the recommendation of the Superintendent of Schools.

The Superintendent of Schools shall seek direction from the Board in instances where prior practice has set no policy as to a particular fund drive.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:42-4 Distribution of Literature
Solicitations by Staff
Staff members must refrain from using their positions in the school district for personal gain and for soliciting support of parents/guardians or pupils in the district for projects or enterprises in which the staff member is directly or indirectly involved, except as may be approved by the Superintendent of Schools.

Solicitations of Staff
In the interest of preventing the exploitation of staff, solicitation of staff by whatever source is prohibited during the school day on school grounds unless approval in writing is obtained from the Superintendent of Schools.

Solicitation by Pupils
It is the policy of the Board to permit in-school sponsorship of only those solicitations that have educational value for the pupil and which do not interfere with the educational program. All activities must have the approval of the Superintendent of Schools.

Solicitations of Pupils
In the interest of preventing the exploitation of pupils, solicitations by outside organizations, commercial enterprises and individuals are prohibited on school grounds both during and after school hours.

Outside organizations are not permitted to advertise events or sell products through the schools or use the children to sell tickets and/or products except those events jointly sponsored with a school and school-approved parents-teacher activities, and those specifically approved by the Superintendent of Schools.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
52:14-15,(9c)1 Public Employee Charitable Fundraising Act

Possible Cross References
1314, 3453
The Superintendent of Schools shall review all proposals for pupil involvement in civic or charitable activities that are to be considered part of school-sponsored programs. He/she shall inform the Board of all such proposals and make recommendations.

**Pupil Participation in Public Events**
The Board recognizes the value to pupils of sharing their talents and skills with the community through participation and performance in public events. The Board endorses such performances when:

- A. they constitute a learning experience that contributes to the educational program;
- B. they do not interfere with other scheduled activities of the school;
- C. the circumstances of the event do not pose a threat to the health, safety, and well being of the public who will be involved.

School groups may not participate in events that fall into any of the following classifications:

- A. Events that are for the purpose of private gain or to advertise any commercial project or product. A school name, the names of school sponsored groups or school equipment shall not be exploited in events of a commercial nature.
- B. Events that are for the furtherance of any partisan interest, either political or sectarian.
- C. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation. This shall be a value judgment by the Superintendent of Schools.

The Superintendent of Schools shall ensure that:

- A. Parental permission is sought and received before pupils may participate.
- B. No pupil is compelled to participate in a public performance or penalized in any way for failure to do so; (if public performance is part of a course/program requirement, pupils must be informed. This policy does not address that type of participation.)
- C. No pupil or group of pupils receive compensation for their performance in public in an organized school activity; donations may be given to the general school funds by the sponsoring organization.
- D. Sponsoring organizations pay the expenses of transportation when appropriate.
- E. Pupils who participate in public performance make prior arrangements with teachers of classes to be missed in order to make up work.

**Legal References**

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The Superintendent of Schools shall approve participation in extracurricular contests sponsored by organizations outside the schools, as long as participation does not interfere with the instructional program. When such contests involve promotional aid, school time, or faculty assistance to pupils in essay writing, poster making, or other activities, the Superintendent of Schools shall determine whether the experiences are closely enough allied to and in support of the instructional work of the school and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency’s cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

Contests and awards whether local, state, or national shall be:

A. For the benefit of the pupil;
B. Open to all pupils regardless of race, creed, color, national origin, ancestry, age or sex;
C. Consistent with district objectives;
D. Judged by disinterested parties;
E. Properly supervised with safety precautions in place;
F. Voluntary for pupils and teachers.

Contests and awards shall not place undue time or financial burdens on pupils, teachers and parents. They shall not promote commercial products or partisan viewpoints. Participation shall not be dependent on the financial status of the pupil.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:11-1 General mandatory powers and duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:42-2 School orchestra not to compete with civilian musicians; exceptions</td>
</tr>
<tr>
<td></td>
<td>18A:54-20 Powers of board (county vocational schools)</td>
</tr>
</tbody>
</table>

Possible Cross References

1314, 1320, 3280, 5126, 6145, 6145.1/6145.2, 6145.4, 6153
Selling and advertising on school property is prohibited except with the approval of the Superintendent of Schools.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)
Use of School Facilities

Date Adopted: July 1997
Date Revised: March 26, 2008, April 12, 2012

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Board for:

A. Uses and groups directly related to the school and the operations of the school;
B. Uses and organizations indirectly related to the school;
C. Departments or agencies of the municipal government;
D. Other governmental agencies;
E. Community organizations formed for charitable, civic or educational purposes.

General Requirements

The school and facilities shall be made available to the public as freely as is consistent with state statutes and policies of the Board of Education. The buildings will not normally be available during holidays or vacations, or if the programs interfere with cleaning and maintenance schedules.

All groups and organizations must submit a completed application form to the school office for approval. This will be placed on the Board agenda for approval.

Applicants must satisfy the Superintendent of Schools that:

A. they are responsible persons and officially represent responsible organizations;
B. they will guarantee orderly behavior and will underwrite any damages due to their use of the premises;
C. their program is of a nature suitable for presentation in a public school;
D. the proposed activity is lawful and in conformity with regulations of the Board of Education.

Responsibility for use of facilities and observance of regulations shall rest upon the applicants. Custodians or other designated representatives of the Board of Education, on duty in the schools at the time, are required to report all irregularities to the Superintendent of Schools.
Inaccurate or untruthful statements made in application or violations of any district or state regulation may place the responsible persons or organizations or both on an ineligibility list. Subsequent applications of such ineligibles will be referred to the Board of Education, which will determine whether disqualification shall be temporary or permanent.

The user must agree to save and hold harmless the said public schools and must agree to assume responsibility for all liabilities arising incident to occupancy. A certificate of insurance coverage should be presented at the time of application for facilities use. Insurance coverage must be at least $1,000,000/$3,000,000.

Applications not covered by these policies will be referred to the Board of Education for action.

Special Requirements and Restriction on Use
The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions or political organizations or any purpose, which is prohibited by law.

The Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. The Board shall not be required to give a reason for such refusal.

Smoking is not permitted in any school facility. Intoxicating beverages and the use of illegal drugs are prohibited on all school properties at all times, and any person under the influence of alcohol and/or drugs shall not be permitted to remain thereon. All facility use shall comply with state and local fire, health, safety and police regulations. Responsibility for these controls rests upon the party signing the application.

Political Activities
As used in this section, “school property” shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.
This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this section of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than $5000, for each violation.

All meetings involving children must be in charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use. Recommended ratio is 1-15 or less.

Use of school facilities for games of chance or the use any scheme or device, which encourages or suggests gambling or games of chance, is prohibited.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used, except by a qualified operator.

Organizations and groups using the building or facilities without charge must set up and restore, if moved, all furniture and equipment and leave them clean.

Any decorations shall be erected in a manner that will not be destructive of school property, and such erection shall be in accordance with local and state fire marshal regulations and approved by the Superintendent of Schools or designee on duty. All decorations shall be removed from the building before 8:00 A.M. on the day after the building has been used.

User shall assume responsibility for securing necessary police supervision, if so directed by the school administration.

User shall be fully responsible for all damage or loss of school property, including that belonging to students and employees, as well as his own property, occurring during the time the building is in use under the permit.
Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be within the school property and arrangements made at the time of application. Extra compensation must be paid for employees to operate or supervise special or extra equipment or transfer it from another building. No equipment is to be loaned or rented for use outside public school property.

Future school facility use will not be permitted if charges are not paid within 30 days after statement has been rendered.

**Basis of Charges**
Charges and rentals of school property shall be determined by the status of the requesting group with regard to the following classifications:

Class A-No fee for facilities – only custodial and/or cafeteria worker costs, and energy fees. Security costs will be charged if a non-school group. School sponsored programs, clubs, student or employee organizations, PTA groups, which have a direct affiliation with the school district or its municipality’s recreational program are included in the Class A group. This also includes other public groups such as civic associations, youth, local agencies, etc., character-building organizations, not operating for profit.

Class B – Commercial Rental Rates
This classification includes meetings called for commercial or semi-commercial purposes or group benefit and organized groups within the community dedicated to personal or private use for meetings or entertainment. This class must pay a facility usage fee plus custodial overtime.

This fee will be determined by the Board when it approves the use of the facility.

**Application Procedures**
A. Any individual group conforming to Class A of the preceding section which plans to use school property shall obtain an application form from the school and complete and return it no later than thirty days prior to the event. If the group is deemed to conform to Class A status and the requested facilities are available, the Superintendent of Schools or designee will notify the group prior to the event. The Superintendent of Schools or designee shall act as a central clearinghouse for reserving and checking dates. The Board shall receive a report of all facility use at each regular meeting. Those groups refused Class A status may appeal in writing to the Board of Education through a letter to the Superintendent of Schools.
B. An application for a permit to use public school facilities by groups conforming to Class B status shall be filed and submitted to the office at least forty days prior to the date for which the building is to be used. The application shall include the time of the opening and closing of the event, the date and time of rehearsal, if any, and the materials, rooms and outside equipment, such as extra and special lighting to be used. The application shall contain the name, address and telephone number of the person in charge, who shall assume responsibility of the group, the purpose and scope of the activity and the number and description of the individuals to be involved. The Board of Education reserves the right to limit or deny the use of facilities if the Board feels in its judgment there is good reason for refusal.

C. The application shall then be submitted for Board consideration at its next regular meeting. The Superintendent of Schools or designee shall notify the group of the action of the Board, with a statement of the fee to be paid if approval is granted. Full payment for the use of the building shall be made at the time of permit approval.

D. In cases where use of the building or grounds is unforeseen or necessary between Board meetings, the Superintendent of Schools may grant approval upon a favorable response from the Board’s Building and Property Committee. All other procedures outlined in this policy will remain in effect.

**Fees**

Annually, the Board will set fees for the following:

A. Gymnasium/Multi-Purpose Room
B. Cafeteria
C. Classrooms
D. Custodian
E. Cafeteria workers
F. Stage hands
G. Stage advisor
H. Security costs
I. Any group shall be responsible for any damage that is attributable to the group’s negligence.

Sunday or holiday usage requires that all fees be doubled.
Payment
Upon approval of the Board for the use of school property, a copy of the approved application and a cover letter showing what fees need to be paid, and to whom, will be sent to the person in charge of the group by the Business Administrator.

A. A check, made payable to the Board of Education shall be paid for the rent at the time of the approval of the contract.
B. Custodians/cafeteria workers/stage advisor will be paid through the Board of Education payroll account. The organization renting the facility will be billed for district personnel time.
C. In the event of overtime usage, a bill will be sent to the group for extra rental or other fees.

Legal References
NJSA 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
18A:11-1 General mandatory powers and duties
18A:20-34 Use of schoolhouse and grounds for various purposes
26:3D-55 et seq. New Jersey Smoke-Free Air Act
19:44A-19.1 solicitation on state property; prohibited – political activity

NJAC 6A:26-12.2(a)4 Policies and procedures for school facility operation

No Child Left Behind Act of 2001, Pub. L. 107-110,
USCA 6301 et seq
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Possible Cross References
1330, 1420, 3220/3230, 3320, 5125, 5131.5, 5141.1, 5141.4, 5141.6, 5145.11, 5145.12, 6114, 6122, 6145.1/6145.2, 6172, 7110, 7150
OLDMANS TOWNSHIP SCHOOL DISTRICT
CONTRACTUAL AGREEMENT FOR RENTAL / USE OF SCHOOL PROPERTY

_________________________________________ requests the use of the school properties listed below, for the dates and times given, for the purpose of ________________________________

I have read the Policies, Rules and Regulations of the Oldmans Township Board of Education, including, but not limited to 1330 – Use of School Facilities, 3515 – Smoking and 6145.4 – Sports-Related Concussions & Head Injuries concerning rental and use of the school district’s property, and am authorized to agree to the same. I/We hereby acknowledge that we have reviewed the school district policy for the management of concussions and other head injuries and agree to fully comply with all requirements of that policy.

Name, address and phone number of person in charge:

__________________________________________

Signature of Authorized Person:

Phone Number : ___________________________ Date Request Submitted: ____________

Space Requested: ________________________________

Dates and Times of Performances: ________________________________

Dates and Times of Rehearsals: ________________________________

Equipment Needed: ________________________________

Admission Charged By Your Organization: ________________________________

Insurance certificate is _____, is not ______ attached.

******************************************************************************
In accordance with policy #1330 permission is ______, is not ______ granted to the above applicant by Oldmans Township Board of Education for use of the school properties as listed and for the dates and times indicated, subject to the Policy, Rules and Regulations concerning the use of the school district’s property - attached.

__________________________  ____________________________
Date Approved                 Business Administrator

__________________________  ____________________________
Times and Date of Usage            Superintendent

******************************************************************************
This form must be submitted to the Superintendent’s Secretary at least three (3) days in advance of the scheduled activity for school-sponsored activities. All requests made by outside groups must have Board approval and be submitted to the Superintendent’s Secretary seven (7) days prior to the Board meeting which is scheduled the 2nd Tuesday of each month.

NOTE: EMERGENCY CLOSING OF SCHOOL WILL AUTOMATICALLY CANCEL SCHEDULED ACTIVITY

To be completed in quadruplicate: 1-Board Secretary, 1-Custodian, 1-File, 1-Organization Revised: April 12, 2012
The Board of Education affirms that the buildings, grounds and equipment belong to the community, which paid for them. Responsible use of the school grounds and equipment outside of regular school hours by township residents and members of the public is an efficient use of them. The Board permits the use of the school grounds including basketball courts, athletic fields, tennis courts, and playground equipment by the general public provided that such use does not interfere with their use by the students and staff of the district schools.

All rules and regulations established by the Board of Education and the local municipal government shall be observed by any person or persons while on school property.

The school and facilities shall be made available to the public as freely as is consistent with state statutes and policies of the Board of Education. The facilities will normally be available between the hours of 5:00 PM until 10:00 PM on weekdays and between 9:00 AM and 10:00 PM on weekends and holidays or vacations, unless such use interferes with cleaning and maintenance schedules. The Board directs that signs be posted conspicuously about the grounds stating the permitted hours of such use.

The Board of Education may refuse to grant the use of school grounds and/or facilities whenever in their judgment there is good reason why permission should be refused. The Board shall not be required to give a reason for such refusal.

Smoking is not permitted on school grounds. Intoxicating beverages and the use of illegal drugs are prohibited on all school properties at all times, and any person under the influence of alcohol and/or drugs shall not be permitted to remain thereon. All facility use shall comply with state and local fire, health, safety and police regulations.

Use of school facilities for games of chance or the use of any scheme or device, which encourages or suggests gambling or games of chance, is prohibited.

Violence and/or vandalism of school buildings or facilities or equipment will not be condoned or tolerated.

Disorderly persons who enter onto school premises or grounds and cause a public disturbance or who do not abide by the provisions of this policy may be prosecuted.

Legal References

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<td>26:3D-55 et seq. New Jersey Smoke-Free Air Act</td>
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<td>NJAC</td>
<td>6A:26-12.2(a)4 Policies and procedures for school facility operation</td>
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</tbody>
</table>
As staff and employees stand "en loco parentis", for pupils, and, also recognizing that schools are for the purpose of educating students; and, that parent/guardian assume the same when their children reach school: the following policy should serve as a guide when representatives of outside agencies come to school and request to meet with pupils.

Access to Pupils
No representative shall be given access to pupils unless the following authority is given: they display proper identification and a check with their office confirms their business; parental consent is given by letter or phone; or, a Court Order is presented with conditions and questions given for access; or, the Administrator determines that a dire emergency exists that may result in imminent harm if access is not provided; or, a signed letter, stating their authority, is presented and handed-over for actual custody of the child, after legitimacy of access is confirmed with the agency office pursuant to N.J.S.A. 9:6-8.29. In absence of parental consent or dire emergency a Court Order should be requested before access is given.

Interview of Pupils
No access for interview with a pupil shall be given by the Administrator unless the conditions above are met. The Administrator or designee shall be present for, and know in advance all questions to be asked, and exercise the right to terminate the interview, when concluded, or a deviation in questioning seems improper.

Designee
No staff member may act for the Administrator in the matter of pupil access by an outside agency representative; unless, in the absence of the Administrator, a "Dire Emergency" is determined by the Administrator, who shall himself, or the homeroom teacher designee, be present for, and monitor the interview.

Legal References

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<thead>
<tr>
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</tr>
</thead>
<tbody>
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</tr>
<tr>
<td></td>
<td>18A:36-25 Early detection of missing and abused children; policies of school districts</td>
</tr>
<tr>
<td></td>
<td>18A:38-30 Assistance of sheriffs, police officers, etc</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
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<td>6A:14-8.1 et seq. Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission</td>
</tr>
<tr>
<td></td>
<td>6A:16-1.1 et seq. Student Development Programs</td>
</tr>
<tr>
<td></td>
<td>6A:32-9.1(c) Athletics Procedures (General requirements)</td>
</tr>
<tr>
<td></td>
<td>6A:32-12.1 et seq. Annual Reporting and Planning Requirements</td>
</tr>
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The Board of Education wishes to cooperate as fully as possible with other public agencies in the 
community, which deal with pupils. Whenever feasible, the Superintendent of Schools shall 
develop positive working relationships with such agencies, including but not limited to 
investigative committees, pooled resources, and information exchange.

In accordance, with the law, the district may accept or share the use of facilities or equipment 
with other local organizations. The terms of the acceptance or sharing shall be decided for each 
instance.

Relations with Police and Fire Authorities
Cooperation with law enforcement agencies is desirable. This cooperation must recognize the 
functions of the schools, be in harmony with the Constitution of the United States, the laws of 
New Jersey, and recognize the potential enrichment that law enforcement agencies can make in 
the educational program.

Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 
(MOA)
Pursuant to the provisions of NJAC 6A:16-6 et seq, the Board of Education and the 
Superintendent of Schools shall ensure cooperation between school staff and law enforcement 
authorities as defined therein.

Live Streaming Memorandum of Understanding Between Education and Law Enforcement 
Officials (MOU)
Pursuant to the provisions of PL 2017, c.119, effective July 21, 2017, if the school building is 
equipped with video surveillance equipment that is capable of streaming live video wirelessly to 
a remote location, the Board of Education and local law enforcement must enter into a 
Memorandum of Understanding (MOU) which provides the authorities with the capacity to 
activate the equipment and view the live streaming video.

This MOU regarding live streaming, at a minimum, must include:
A list of designated law enforcement authorities, including contact information, position, rank, and supervisor’s contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the MOU.

- Description of the circumstances under which the designated individuals could activate and view the live streaming video.
- A detailed plan for preventing and detecting unauthorized access to live streaming video.

Annually, the Superintendent of Schools and the Board of Education shall discuss the implementation of and the need for revising the MOA and the MOU and review the effectiveness of the policies and procedures adopted by the Board of Education and implemented by the district in accordance with the requirements of NJAC 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety.

The annual review must include input from the Executive County Superintendent, community members, Board of Education Members, and meetings with the County Prosecutor and the law enforcement officials designated by the County Prosecutor.

The MOA and MOU must be approved and signed by the following school and law enforcement officials:

- President of the Board of Education
- Superintendent of Schools
- Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.);
- Executive County Superintendent
- County Prosecutor.

Each of these individuals shall sign and received a signed copy of the MOA and the MOU annually, subsequent to the annual discussion of the MOA and the MOU.

Procedures
The following procedures shall be followed:

- The Superintendent of Schools shall schedule meetings with the Appropriate Law Enforcement Agency Leader to discuss the MOA and the MOU and/or revisions to them;
- All copies of the MOA and the MOU shall be signed by the Superintendent of Schools and the Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.);
- Any and all additional approved MOA and the MOU provisions and all school and law enforcement contacts are to be attached to each signed copy of the MOA and the MOU;
- All copies of the MOA and the MOU are then to be forwarded to the Executive County Superintendent for approval and signature;
The Executive County Superintendent signs all copies of the MOA and the MOU and forwards them to the County Prosecutor for approval and signature;

The County Prosecutor signs all copies of the MOA and the MOU, retains one copy of each and arranges for the delivery of one copy of each to the Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.) and the remaining copies to the Executive County Superintendent;

The Executive County Superintendent retains one copy of the MOA and the MOU and arranges for the delivery of the remaining copies of each document to the Superintendent of Schools and the President of the Board of Education.

Cooperative Arrangements with Other School Districts
The Board desires that strong lines of communication be maintained with other districts and institutions which provide programs, training, or services not available to children residing in this district, and with districts whose resident pupils are enrolled in programs in this district.

The district in which pupils are in attendance has responsibility and authority for those pupils. In order that those pupils receive maximum benefit from their program of studies, articulation between the cooperating institutions is essential.

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the Superintendent of Schools shall participate in the coordination of such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendar and activities, and any others where it may be advantageous to serve a broader area than this school district.
Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
18A:11-1 General mandatory powers and duties
18A:18A-11 Joint purchases by districts, municipalities; counties; authority
18A:20-4.2 Acquisition, improvement, lease, etc., of property for school purposes;
authority of board of education
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified
recipients; reversion
18A:20-34 Use of schoolhouse and grounds for various purposes
18A:36-25 Early detection of missing and abused children; policies of school
districts
18A:38-30 Assistance of sheriffs, police officers, etc
18A:40A-1 et seq. Substance abuse
18A:40A-11, -12, -15, -16, -17, -18
18A:41-1 Fire drills
18A:41-5 Reporting fires
40:8A-3 et al. Authority to enter into contract for joint provision services
40:55D-8 et al. Municipal fees; exemptions

NJAC 6A:14-7.1 et seq. Receiving Schools
6A:14-8.1 et seq. Programs Operated by the Departments of Corrections and Human
Services, and the Juvenile Justice Commission
6A:16-1.1 et seq. Student Development Programs
6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 10.2
6A:32-9.1(c) Athletics Procedures (General requirements)
6A:32-12.1 et seq. Annual Reporting and Planning Requirements

The New Jersey School Search Policy Manual,
Uniform State Memorandum of Agreement Between Education and Law Enforcement
Officials (1999 Revisions)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1330, 1420, 3220/3230, 3320, 5125, 5131.5, 5131.6, 5141.1, 5141.4, 5141.6, 5145.11,
5145.12, 6114, 6122, 6145.1/6145.2, 6172, 7110, 7150
The Board of Education believes that cooperation between the school district and other organizations concerned with youth, career development and mental health will enhance the opportunities of the district’s pupils. Such cooperation will also enable the district to serve its pupils better through appropriate referrals as in drug/alcohol programs, special needs, etc. The Superintendent of Schools is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

The Board directs the Superintendent of Schools to seek and maintain working relationships with local colleges and universities in such areas as student teaching, in-service staff development, school-college liaison and advanced placement.

Relations With Non-Public Schools
The Board of Education will cooperate with parochial and private schools in matters of mutual benefit not expressly prohibited by law. The Superintendent of Schools is encouraged to explore areas of mutual benefit with the administrative officer of such schools and to recommend desirable courses of action.

Donations To Private Organizations
The authority for a Board of Education to expend public funds is derived from the constitutional mandate to “provide for the maintenance and support of a thorough and efficient system of free public schools.” The donation of moneys to any private organization, regardless of the merits of that organization’s purpose, is not within the authority of the Board and is, therefore, prohibited.
Legal References

NJSA
18A:11-1 General mandatory powers and duties
18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, etc.
18A:17-15 Appointment of superintendents; terms; apportionment of expense
18A:17-24.1 Sharing of personnel by school boards
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
18A:20-34 Use of schoolhouse and grounds for various purposes
18A:36A-1 et seq. Charter schools
18A:54-20 Powers of board (county vocational schools)
18A:58-37.1 et seq. Textbook aid to public and nonpublic schools
18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
18A:61C-4 Program providing college credit courses for high school students on high school campuses; establishment
40:8A-1 et seq. Interlocal Services Act
52:14-15.9cl et seq. Public Employees Charitable Fund-raising Act

NJAC
6A:8-3.1(a)2 Curriculum and instruction
6A:8-3.3(a) Enrollment in college courses
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:11-1.1 et seq. Charter Schools
6A:14-7.1 et seq. Receiving Schools
6A:16-1.1et seq. Student Development Programs
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:32-12 et seq. Annual Reporting and Planning Requirements

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board may enter into cooperative agreements, otherwise known as “interlocal agreements,” “shared service agreements,” and/or “consortiums,” with other school districts in accordance with law.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, etc.
18A:17-15 Appointment of superintendents; terms; apportionment of expense
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40:8A-1 et seq. Interlocal Services Act
52:14-15.9cl et seq. Public Employees Charitable Fund-raising Act

NJAC 6A:8-3.1(a)2 Curriculum and instruction
6A:8-3.3(a) Enrollment in college courses
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:11-1.1 et seq. Charter Schools
6A:14-7.1 et seq. Receiving Schools
6A:16-1.1et seq. Student Development Programs
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:32-12 et seq. Annual Reporting and Planning Requirements
# Table of Contents

## Administration - Series 2000

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concepts &amp; Roles in Administration: Goals &amp; Objectives</td>
<td>2000/2010</td>
</tr>
<tr>
<td>Code of Ethics for Administrators</td>
<td>2050</td>
</tr>
<tr>
<td>Administrative Staff Organization</td>
<td>2100</td>
</tr>
<tr>
<td>Administrative Team Development</td>
<td>2110.1</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>2111.4</td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>2120</td>
</tr>
<tr>
<td>Lines of Responsibility</td>
<td>2121</td>
</tr>
<tr>
<td>Administrative Positions / Job Descriptions of Administrators</td>
<td>2130</td>
</tr>
<tr>
<td>Evaluation of the Superintendent of Schools</td>
<td>2131</td>
</tr>
<tr>
<td>Acting Superintendent of Schools</td>
<td>2133</td>
</tr>
<tr>
<td>Administrative Positions – Review of Contracts</td>
<td>2200</td>
</tr>
<tr>
<td>Administrative Leeway in Absence of Board Policy</td>
<td>2210</td>
</tr>
<tr>
<td>Representative &amp; Deliberative Groups</td>
<td>2220</td>
</tr>
<tr>
<td>Nondiscrimination / Affirmative Action</td>
<td>2224</td>
</tr>
<tr>
<td>Research, Evaluation &amp; Planning</td>
<td>2240</td>
</tr>
<tr>
<td>Needs Assessment of the District and the Individual Programs / Facilities</td>
<td>2241</td>
</tr>
<tr>
<td>Action Planning for Thorough &amp; Efficient Certification</td>
<td>2255</td>
</tr>
<tr>
<td>Action Planning for State Monitoring – NJQSAC</td>
<td>2256</td>
</tr>
</tbody>
</table>
The Board of Education shall establish policies that govern all aspects of district operations. The Board expects the educational administration to direct, coordinate and supervise pupils and staff in their efforts to reach the goals and objectives adopted by the Board.

Within the guidelines of Board policy, negotiated agreements and New Jersey law, the Board expects the educational administration to:

1. Provide up-to-date information and sound professional advice to the Board, as an aid in rational decision making;
2. Plan, organize, implement and evaluate the educational programs established by Board policy, in order to provide optimum educational opportunities to the pupils of the district;
3. Provide these optimum educational opportunities at a reasonable cost;
4. Use efficient administrative and management procedures, pursuant to law and regulations, and developed after consultation with and among the Board, administrators and appropriate staff members;
5. Coordinate the resources of the community and the district.
6. Keep the Board informed of all new legislative actions or changes in code and statute that affect the policies, programs or operations of the district.

Legal References

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<tr>
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<tbody>
<tr>
<td></td>
<td>18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996</td>
</tr>
<tr>
<td></td>
<td>18A:11-1 General mandatory powers and duties</td>
</tr>
<tr>
<td></td>
<td>18A:12-21 et seq. School Ethics Act</td>
</tr>
<tr>
<td></td>
<td>18A:54-20 Powers of board (county vocational schools)</td>
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</tbody>
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<tr>
<th>NJAC</th>
<th>6A:8-1.1 et seq. Standards and Assessment</th>
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<tbody>
<tr>
<td></td>
<td>6A:28-1.1 et seq. School Ethics Commission N.J</td>
</tr>
<tr>
<td></td>
<td>6A:30-1.1 et seq. Evaluation of the Performance of School Districts</td>
</tr>
<tr>
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<td>6A:32-1.1 et seq. School District Operations</td>
</tr>
</tbody>
</table>

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2131, 2210, 3293.1, 4111, 4115, 4116, 4211, 4215, 9000, 9313
Definitions
For the purposes of this policy, the following definitions shall apply:
“Administrator” means any employee of this school district who holds a position that:
   A. Requires certification with the endorsement of school administrator, Administrator or
      school business administrator;
   B. Does not require certification but is responsible for making recommendations regarding
      hiring or the purchase or acquisition of any property or services by the school district;
   C. Requires certification with the endorsement of supervisor and is responsible for making
      recommendations regarding hiring or the purchase or acquisition of any property or
      services by the school district.

For the purposes of this policy, the following definitions will apply:
“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole
proprietorship, union, political organization, or other legal entity but does not include a school
district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or
stock of a business but does not include the control of assets in a labor union.

“Immediate family” means the person to whom the administrator is legally married and any
dependent child of the administrator residing in the same household.

Code of Ethics
No administrator or member of his/her immediate family shall have an interest in a business
organization or engage in any businesses, transaction or professional activity that is in substantial
conflict with the proper discharge of his/her duties in the public interest.

No administrator shall use or attempt to use his/her official position to secure unwarranted
privileges, advantages, or employment for himself/herself, a member of his/her immediate family
or any other person.

No administrator shall act in his/her official capacity in any matter where he/she, a member of
his/her immediate family, or a business organization in which he/she has an involvement that
might reasonably be expected to impair his or her independence of judgment in the exercise of
his/her official duties.

No administrator shall undertake any employment or service, whether compensated or not, that
might reasonably be expected to prejudice his/her independence of judgment in the exercise of
his/her office duties.
No administrator shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her directly or indirectly, in the discharge of his/her official duties.

No administrator shall accept offers of meals, entertainment, or hospitality that are limited to the clients/customers of the individual providing such hospitality. Administrators may attend hospitality suites or receptions at conferences only when they are open to attending the conference.

No administrator shall use, or allow to be used, his/her public office or any information not generally available to the members of the public that he/she receives or acquires in the course of and by reason on his/her office, for the purpose of securing financial gain for himself/herself, any member of his/her immediate family or any business organization with which he/she is associated.

No administrator or business organization in which he/she has interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding not deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

Nothing in this policy shall prohibit an administrator or members of his/her immediate family from representing himself/herself or themselves in negotiations or proceedings concerning his/her or their own interests.

Each administrator shall annually, in accordance with law, file with the New Jersey Commissioner of Education, a report regarding potential conflicts of interest and with the School Ethics Commission, a financial disclosure statement.

Legal References

| NJSA     | 18A:11-1 General mandatory powers and duties |
|          | 18A:12-21 et seq. School Ethics Act |
|          | 18A:54-20 Powers of board (county vocational schools) |
| NJAC     | 6A:9-12.3 Authorization |
|          | 6A:9-12.4 School administrator |
The School System shall operate under a unit control system headed by the Superintendent of Schools.

The Superintendent of Schools shall be responsible for all programs provided by the district, both educational and operational.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:8-1.1 et seq. Standards and Assessment
6A:9-12.3 Authorization
6A:9-12.4 School administrator
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-1.1 et seq. School District Operations
Among the criteria used in annual evaluation of members of the administrative team, Board of Education policy includes personal professional growth; keeping the public and the Board informed about modern educational practices and trends; maintaining and enhancing the districts standing in all its major internal and external relationships.

The Board recognizes that a valuable source of the information necessary to accomplish these objectives is attendance and participation by district staff at state, regional and national educational conferences, conventions, workshops and seminars.

Therefore, the Superintendent of Schools shall develop forms and regulations to permit each administrative team member to attend such events at district expense subject to the following conditions:

1. Superintendent of Schools approval of the relevancy and value of the event;
2. Duration of total absence not to exceed six consecutive school days;
3. Mileage allowance as approved by the Board of Education;
4. Coach accommodation when traveling by train or plane;
5. Mid-fare accommodation at hotels and motels; when pairs of team members are of the same sex, shared accommodations;
6. Participation must be approved by the Board.

These conditions shall apply to travel accommodations and reimbursement procedures for all district-paid attendance at such events.

**Legal References**

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<tr>
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<th>18A:11-1 General mandatory powers and duties</th>
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<td>6A:32-1.1 et seq. School District Operations</td>
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In accordance with the provisions of NJSA 52:14-7 (PL 2011, c. 70), otherwise known as the “New Jersey First Act,” which became effective on September 1, 2011, employees are expected to have their primary residences within the confines of the State of New Jersey, with the exceptions noted within this policy.

A candidate for employment within this district is granted up to 365 days of the effective date of hire to establish his/her principal residence in the State of New Jersey and maintain this principal residence throughout their employment.

For the purposes of this policy, a principal residence shall be defined as:
   1. The primary domicile or home location of the employee or employment candidate;
   2. The location that is designated as his/her legal address and legal residence for voting;
   3. The place where he/she spends the majority of his/her non-working time;
   4. The place that is most clearly the center of his/her domestic life;

A New Jersey mailing address shall not, by itself, constitute a principal address in New Jersey.

**Current Employees**
Any current employee who relocates his/her principal residence outside of the State of New Jersey, shall forfeit his/her employment with this district.

**New Employees and/or Employment Candidates**
Any and all newly hired or contracted employee of this district must, as a condition of employment, be a resident of the State of New Jersey.

**Exemptions**
Current employees living outside of the State of New Jersey as of September 1, 2011 are exempted from the residency requirements of this law and as long as the current employee remains an employee of this district, he/she will continue to be exempted from these residency requirements.

A newly hired employee shall be granted up to 365 days to establish his/her principal residence in New Jersey.
Current employees, new employees and/or employment candidates may apply for an exemption on the basis of “critical need or hardship” to the residency requirements of this policy and state law by filing an “Application for Exemption from the Provisions of NJSA 52:14-7a. of the New Jersey First Act” with the Employee Residency Review Committee, NJ Department of Labor and Workforce Development, Office of Legal and Regulatory Services, PO Box 110, Trenton, NJ 08625-0110. Copies of this application shall be available from the appropriate District Office.

Legal References

NJSA  10:5-1 et seq. Law Against Discrimination
  18A:3-15.2 Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
  18A:6-6 No sex discrimination
  18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
  18A:13-40 General powers and duties of board of newly created regional districts
  18A:16-1 Officers and employees in general
  18A:26-1, -1.1, -2 Citizenship of teachers, etc.
  18A:27-1 et seq. Employment and Contracts
  52:14-7 New Jersey First Act
  52:14-7a Exemptions

NJAC  6A:7-1.1 et seq. Managing for Equality and Equity in Education
  6A:9-8.1 et seq. Requirements for Instructional Certification
  6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate
  6A:9-12.1 et seq. Requirements for Administrative Certification
  6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
  6A:30-1.1 et seq. Evaluation of the Performance of School Districts
  6A:32-4.1 Employment of teaching staff
  6A:32-4.8 Support residencies for regularly certified, inexperienced first-year principals
  6A:32-5.1 Standards for determining seniority

Possible Cross References

4111.4, 4211.4
The administration organization of the district shall be considered as an orderly means of achieving the district’s primary objective: An effective program of instruction for pupils.

Organization or function charts for the district shall be prepared by the Superintendent of Schools and approved by the Board of Education to designate clearly the relationships of all employees within the district organization. The organization or function charts shall be kept up-to-date and changes shall be approved by the Board of Education.

Legal References

NJSA 18A:11-1 General mandatory powers and duties 18A:54-20 Powers of board (county vocational schools)


Possible Cross References

1312, 2100, 2131, 2210, 3000/3010, 9123, 9313
The Board of Education shall operate under a unit control system headed by the Superintendent of Schools.

The authority of the Board of Education is transmitted through the Superintendent of Schools along specific paths from person to person as illustrated in the organization chart of the school district. The lines of authority represent direction of authority and responsibility. The lines are those approved by the Board of Education and are intended to establish clear understanding on the part of all personnel of the working relationships in the school system.

Personnel are expected to refer matters requiring administrative action to the Assistant Administrator and/or Superintendent of Schools. Personnel are expected to keep the administration informed of their activities by appropriate means.

**Legal References**

**NJSA**
- 18A:11-1 General mandatory powers and duties
- 18A:17-5 through -14.3 Secretaries, Asst Secretaries and School Business Administrators
- 18A:17-15 through -23 Superintendents and Assistant Superintendent of Schools
- 18A:17-24.1 et seq. Shared Administrators, Superintendents
- 18A:54-20 Powers of board (county vocational schools)

**NJAC**
- 6A:9-12.3 Authorization
- 6A:9-12.4 School administrator
- 6A:9-12.7 School business administrator
- 6A:32-2.1 Definitions (superintendent)

**Possible Cross References**
- 1312, 2100, 2131, 2210, 3000/3010, 9123, 9313
All administrative and supervisory positions shall be established initially by the Board of Education upon recommendation of the Superintendent of Schools. Prior to creating a new position, the Board will approve a statement of job requirements as prepared by the Superintendent of Schools.

The Board directs the Superintendent of Schools to maintain a comprehensive, coordinated set of job descriptions for all positions to promote efficiency in the administration of the schools.

The Superintendent of Schools shall supervise development and implementation of the procedures necessary for evaluation of certified and non-certified administrators and supervisors.

Tenured certified administrators and supervisors shall be evaluated annually by appropriate procedures consistent with NJ statutes and the Administrative Code. Non-tenured certified administrators shall be evaluated three times a year by appropriate procedures consistent with NJ statutes and the Administrative Code.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:9-12.3 Authorization
6A:9-12.4 School administrator
6A:32-1.1 et seq. School District Operations
In compliance with New Jersey state law, the Board of Education shall evaluate the Superintendent of Schools at least annually. Every newly appointed or elected Board Member shall complete the New Jersey School Boards Association's training program on evaluation of Superintendents within six (6) months of commencement of his/her term of office. The purpose of the evaluation shall be:

A. To promote professional excellence and improve the skills of the Superintendent of Schools;
B. To improve the quality of the education received by the pupils served by the public schools of the district;
C. To provide a basis for the review of the job performance of the Superintendent of Schools.

Role & Responsibility of the Board in the Evaluation of the Superintendent of Schools

The role and responsibility of the Board in this evaluation shall be:

A. To complete a New Jersey School Boards Association training program on the evaluation of the Superintendent of Schools within six months of the commencement of newly appointed or elected district Board Member’s term of office in accordance with the provisions of NJSA 18A:17-20.3.b;
B. To review, revise and adopt procedures suggested by the Superintendent of Schools for implementation of this policy;
C. To determine whether the services of a qualified consultant will contribute substantially to the evaluation process and to engage such a consultant as deemed appropriate to assist the Board of Education. The evaluation itself shall be the responsibility of the Board;
D. To adopt an individual plan for professional growth and development of the Superintendent of Schools based in part upon any needs identified in the evaluation. The Board of Education and the Superintendent of Schools shall mutually develop this plan. The duration of the plan will be three to five years, depending on the Superintendent of Schools’ contract with the school district;
E. To hold an annual summary conference between a majority of its total membership and the Superintendent of Schools. The annual summary conference shall be held before the written performance report is filed. The conference shall be held in private, unless the Superintendent of Schools requests that it be held in public. The conference shall include, but not be limited to, review of the following:
- Performance of the Superintendent of Schools based upon the job description;
- Progress of the Superintendent of Schools in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
- Indicators of student progress and growth toward program objectives.

F. By July 1st, subsequent to the annual summary conference, an annual written performance report, approved by a majority of the full membership of the Board of Education. This report shall include:
- Performance areas of strength;
- Performance areas needing improvement based upon the job description and evaluation criteria in “E” above;
- Recommendations for professional growth and development;
- A summary of available indicators of pupil progress and growth and a statement of how these available indicators relate to the effectiveness of the overall program and the performance of the Superintendent of Schools;
- Provision for performance data which have not been included in the report prepared by the Board of Education to be entered into the record by the Superintendent of Schools within 10 working days after the completion of the report.

G. To add all written performance reports and supporting data, including, but not limited to, indicators of student progress and growth to a Superintendent of Schools’ personnel file. The records shall be confidential and not be subject to public inspection or copying pursuant to the Open Public Records Act, NJSA 47:1A-1 et seq.

Role & Responsibility of the Chief School Administrator
The Board of Education shall determine the role and responsibility in consultation with the Superintendent of Schools. The Superintendent of Schools shall be to provide information and propose procedures for:

A. Development of a job description and evaluation criteria, based upon the district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements, and the functions, duties and responsibilities of the Superintendent of Schools. The evaluation criteria shall include but not be limited to available indicators of pupil progress;

B. Specification of methods of data collection and reporting appropriate to the job description;

C. Design of evaluation instruments suited to reviewing the Superintendent of Schools' performance based upon the job description;
D. Establishing an evaluation calendar to include a date for the annual conference and including appropriate information to allow proper consideration of all the items to be included in the subsequent written performance report;

E. After the Board of Education's adoption of the annual written performance report, to provide all other appropriate information relative to evaluation of his/her performance not contained in the report.

F. Preparation and review of the Professional Growth Plan for the administrator’s professional development.

The policy shall be delivered to the Superintendent of Schools upon adoption. Amendments to the policy shall be distributed within 10 working days after adoption.

**Legal References**

**NJSA**
- 18A:4-15 General rule-making power
- 18A:6-10 through -17 Dismissal and reduction in compensation of persons under tenure in public school system
- 18A:12-21 et seq. School Ethics Act
- 18A:17-15 through -21 Appointment of superintendents; terms;
- 18A:17-20 Tenured and non-tenured superintendents; general powers and duties
- 18A:17-24 Clerks in superintendent's office
- 18A:17-24.1 Shared Administrators, Superintendents
- 18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions
- 18A:28-3 through -6.1 No tenure for noncitizens
- 18A:29-14 Withholding increments; causes; notice of appeals
- 40:8A-1 et seq. Interlocal Services Act

**NJAC**
- 6A:9-12 Requirements for Administrative Certification
- 6A:28-1.1 et seq. School Ethics Commission
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-4.1 et seq. Employment and Supervision of Teaching Staff
- 6A:32-4.3 Evaluation of tenured and nontenured superintendent
- 6A:32-4.4 Evaluation of tenured teaching staff members
- 6A:32-4.5 Evaluation of nontenured teaching staff members

8 U.S.C. 1101 et seq. - Immigration and Nationality Act
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
In the absence of the Superintendent of Schools, an Acting Superintendent of Schools is automatically assigned according to the following order, unless otherwise designated by the Board of Education:

1. Board Secretary / School Business Administrator
2. Administrator / Instructional Supervisor
3. Child Study Team Coordinator

The role of Acting Superintendent of Schools shall be the same as for the Superintendent of Schools.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:9-12.3 Authorization
6A:9-12.4 School administrator
6A:32-2.1 Definitions (superintendent)

Possible Cross References
3516, 4135.16, 4235.16, 5141.1, 5141.2, 6114, 9311, 9313
In accordance with NJAC 6A:23A-3.1, the Executive County Superintendent shall review and approve the following item relative to the contracts of the Superintendent of Schools and the Business Administrator:

- New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
- Renegotiations, extensions, amendments or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and,
- Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In the absence of an Executive County Superintendent, the Assistant Commissioner for Field Services shall review and approve all above contracts.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to NJSA 18A:11-11 and prior to the Board approval and execution of those contracts to ensure compliance with all applicable laws, including but not limited to NJSA 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

The public notice and public hearing required pursuant to NJSA 18A:11-11 is applicable to the Board of Education, when it renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools or Business Administrator. It does not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing precludes the Board of Education from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

In connection with the Executive County Superintendent’s review of the contract, the Board of Education shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.
The contract review and approval shall be consistent with the following additional standards:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.

2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to NJSA.18A:11-12 including but not limited to the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.

3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the district with other teaching staff members, such as payment of the employee’s State or federal taxes, or of the employee’s contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with proration for partial years, not to exceed 12 months, or the remaining salary amount due under the contract.

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between that employee and the district.

6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with NJSA 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual’s estate or beneficiaries in the event of the individual’s death prior to retirement. Pursuant to NJSA 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave days in accordance with the new Board of Education’s policy on sick leave credit for all employees.

7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with NJSA 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of NJSA 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual’s estate or beneficiaries in the event of the individual’s death prior to separation.
8. Contractual provisions that include a calculation of per diem for 12 month employees shall be based on a 260 day work year.

9. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to this section, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.

10. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.

11. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and NJOMB circulars. If such allowance is included, the employee cannot be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with NJAC 6A:23A-6.12 and be supported by detailed justification. No contract can include a provision of a dedicated driver or chauffeur.

12. All Superintendent of Schools contracts shall include the required provision pursuant to NJSA 18A:17-51 which states that in the event the Superintendent of Schools’ certificate is revoked, the contract is null and void.

13. Any actions by the Executive County Superintendent undertaken pursuant to this subchapter may be appealed to the Commissioner pursuant to the procedures set forth in NJAC 6A:3.

Legal References

NJS

18A:11-1 General mandatory powers and duties
18A:11-12 Travel
18A:17-15.1 Superintendent’s contract
18A:30-3.2 Unused sick leave
18A:30-3.5 Payment for unused sick leave
18A:30-9 Payment for accumulated vacation
18A:54-20 Powers of board (county vocational schools)

NJAC

6A:3 Controversies and disputes
6A:9-12.3 Authorization
6A:9-12.4 School administrator
6A:23A-3.1 Accountability Regulations
6A:23A-6.12 Accountability Regulations
6A:32-2.1 Definitions (superintendent)
Administrative Leeway in Absence of Board Policy

Policy 2210

Date Adopted: July 1997
Date Revised: April 23, 2008

In cases where emergency action must be taken within the school system and where the Board of Education has provided no guides for administrative action, the Superintendent of Schools shall have the power to act, but those decisions shall be subject to review by the Board of Education at its next regular meeting.

It shall be the duty of the Superintendent of Schools to inform the Board of Education promptly of such action and of the need for possible additional policies or revisions of existing policies.

Legal References

NJSA
18A:11-1 General mandatory powers and duties
18A:17-20 General powers and duties
18A:30-3.2 Unused sick leave
18A:54-20 Powers of board (county vocational schools)

NJAC
6A:9-12.3 Authorization
6A:9-12.4 School administrator
6A:32-2.1 Definitions (superintendent)

Possible Cross References
3516, 4135.16, 4235.16, 5141.1, 5141.2, 6114, 9311, 9313
The Board encourages staff and community participation in decision-making. The Superintendent of Schools shall recommend and the Board shall establish such committees as are necessary to make recommendations for the proper functioning of the district.

Legal References

- **NJSA**: 18A:11-1 General mandatory powers and duties
  - 18A:17-20 General powers and duties
  - 18A:54-20 Powers of board (county vocational schools)

- **NJAC**: 6A:9-12.3 Authorization
  - 6A:9-12.4 School administrator
  - 6A:32-2.1 Definitions (superintendent)

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Superintendent of Schools shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes.

The Board of Education will continue to support its Affirmative Action Resolution of, and implement the districts equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The Board authorizes the Superintendent of Schools to develop and implement a comprehensive equity plan as mandated by the New Jersey Department of Education to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the Board shall adopt it by resolution. A copy of the districts affirmative action/equity plans and self-evaluation of their achievement shall be available in the district office.

Affirmative Action Officer(s)

The Board shall appoint annually a certified member of the staff as Affirmative Action Officer(s) and a 504 Compliance Officer. The Board shall adopt the job description of the Affirmative Action Officer(s), and 504 Compliance Officer, granting to them the responsibility to facilitate, oversee and ensure the development of implementation of school and classroom practices plans, employment and contract practices plan, school and classroom practices plan, school desegregation plan and section 504 plans, as well as related inter-program coordination. The Affirmative Action Officer(s) shall ensure that the district upholds all regulations, codes and law related to equity in the schools.

The Affirmative Action Officer(s) shall monitor compliance with this policy. The name, work location and telephone number of the district Affirmative Action Officer(s) shall annually be made known to staff, pupils and members of the community.
Harassment

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

A. Submission of the conduct or communication is made a term or condition of employment;
B. Submission to, or rejection of the conduct or communication is the basis for decisions affecting employment and assignment;
C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the school. Harassment by Board members, employees, parents, students, vendors and others doing business with the district if prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action Officer or building Administrator. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Superintendent of Schools or Board President. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent of Schools/Board. This policy statement on sexual harassment shall be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.
School and Classroom Practices
In implementing affirmative action, the district shall:
   A. Identify and correct the denial of equity of educational opportunities for pupils solely on the basis of any classification protected by law;
   B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instructional policies or the district of #5145.4 Equal education opportunity, #6121 Nondiscrimination/affirmative action, and #6145 Extracurricular activities.

Contract/Employment Practices
The district directs the Superintendent of Schools to ensure that appropriate administrators implement the districts affirmative action policy by:
   A. Adhering to the administrative code on selection of vendors and suppliers, informing vendors and suppliers that their employees are bound by the districts affirmative action policies in their contracts with district staff and pupils;
   B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel-management practices and collective bargaining agreements are structured and administered in a manner which furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law, holding in-service programs on affirmative action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district at #3320, #3327.

Disabled
In addition to prohibiting educational and employment decisions based on nonapplicable disabling conditions, the district shall, as much as feasible, make facilities accessible to disabled pupils, employees, and members of the community as intended by Section 504 and as specified in the administrative code.
Pregnant Individuals
The Board of Education shall provide reasonable accommodations to pregnant women and those who suffer medical conditions related to pregnancy and childbirth. Such accommodations that cause an undue hardship in the operation of the school district are not required.

Report on Implementation
The Superintendent of Schools shall devise regulations, including grievance forms and procedures to implement the districts affirmative action policies. He/she shall report to the Board annually on the effectiveness of this policy and implementing procedures.
Legal References

NJSA 2C:16-1 Bias intimidation  
2C:33-4 Harassment  
10:5-1 et seq. Law Against Discrimination  
18A:6-5 Inquiry as to religion and religious tests prohibited  
18A:6-6 Sexual discrimination  
18A:18A-17 Facilities for handicapped persons  
18A:26-1 Citizenship of teachers, etc  
18A:26-1.1 Residence requirements prohibited  
18A:29-2 Equality of compensation for male and female teachers  
18A:37-14 through -19 Harassment, intimidation, and bullying defined  
18A:36-20 Discrimination; prohibition  
26:8A-1 et seq. Domestic Partnership Act

NJAC 5:23-7.1 et seq. Barrier free subcode of the uniform construction code  
6A:7-1.1 et seq. Managing for Equality and Equity in Education  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-12.1 Reporting requirements  
6A:32-14.1 Review of mandated programs and services

Executive Order 11246 as amended  
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972  
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act  
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  
School Board of Nassau County v. Arline, 480 U.S. 273 (1987)  
Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)  
Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)  
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)  
Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)  
Comprehensive Equity Plan, New Jersey Department of Education

Possible Cross References  
3320, 4111, 4111.1, 4131/4131.1, 4211, 4211.1, 4231, 4231.1, 5145.4, 6121, 6145
As required by New Jersey Quality Single Accountability Continuum (NJQSAC), the Superintendent of Schools shall annually direct development or review of district long and short-range goals and the plan of action to attain them. Objectives shall be developed with community participation and approved by the Board of Education; the plan of action shall be prepared in consultation with teaching staff members. The districts plans shall be discussed at a public meeting before the date required by law.

Further, the Superintendent of Schools shall coordinate continual research and evaluation of programs and facilities. The master plan shall be studied and revised periodically to keep it in accord with the changing circumstances and aspirations of the district.

**Legal References**

**NJS A** 18A:7A-10 Evaluation of performance of each school  
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills  
18A:7A-14 Review of evaluation of district performance  
18A:7F-4 Periodic review of core curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil  
18A:7F-6 Approval of budget by Commissioner

**NJAC** 6A:8-1.1 et seq. Standards and Assessments  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts  
6A:26-2.1 et seq. Long-Range Facilities Plans  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning  
6A:32-13.1 et seq. Student Behavior  
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**  
1120, 1220, 2255, 3510, 5020, 6142.2, 6171.34, 7110, 9130
The Superintendent of Schools shall monitor continuously the program and equipment needs of the district and the individual programs/facilities. To this end he/she shall devise appropriate instruments to identify and prioritize these needs, and report them to the Board as necessary, but at least annually before the budget is finalized.

**Legal References**

**NJSA**
- 18A:7A-10 Evaluation of performance of each school
- 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
- 18A:7F-4 Periodic review of core curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil
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- 6A:8-1.1 et seq. Standards and Assessments
- 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
- 6A:26-2.1 et seq. Long-Range Facilities Plans
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-2.1 Definitions
- 6A:32-12.1 Reporting requirements
- 6A:32-12.2 School-level planning
- 6A:32-13.1 et seq. Student Behavior
- 6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**
- 1120, 1220, 2255, 3510, 5020, 6142.2, 6171.34, 7110, 9130
The Superintendent of Schools shall be responsible for assembling all necessary documentation to meet state certification requirements.

He/she shall ensure the district's compliance with all indicators when it is within his/her power to do so. He/she shall inform the Board in a timely fashion of any areas in which Board action is required to bring the district into compliance, and suggest to the Board feasible plans of action.

In the event that the district, or a program/facility within the district, does not receive full approval in classification by the Commissioner of Education, the Board of Education shall cooperate in undertaking corrective action by the development of a remedial plan pursuant to the New Jersey Administrative Code.

Certification requirements for teaching staff members shall not be violated.

**Equivalency and Waiver Procedures**

The Board may apply to the Commissioner for a waiver of a specific rule or an equivalent means of implementing a rule through alternate procedures so long as the following criteria are met:

- The spirit and intent of New Jersey statutes, applicable federal laws and regulations, and the administrative code are served by granting the equivalency or waiver;
- The provision of a thorough and efficient education to the students in the district is not compromised as a result of the equivalency or waiver; and
- There will be no risk to student health, safety or civil rights by granting the equivalency or waiver.

All applications for equivalency and waivers shall be signed by the Superintendent of Schools and approved by the Board of Education.

**Alternative Monitoring**

If the district meets the standards set out in the administrative code in student performance and attendance, the board may decide on an alternative method of evaluation in compliance with code and statute.
Legal References

NJSANJSA  18A:7A-10 Evaluation of performance of each school
         18A:7A-14 Review of evaluation of district performance
         18A:7F-1 et al. Comprehensive Educational Improvement and Financing Act
         18A:26-2 Certificates required; exception

NJAC  6A:5-1.1 et seq. Regulatory Equivalency and Waiver
       6A:8-1.1 et seq. Standards and Assessments
       6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing
                   Efficiency in Abbott Districts
       6A:23-8.3 Commissioner to ensure achievement of the Core Curricular Content Standards
       6A:30-1.1 et seq. Evaluation of the Performance of School Districts
       6A:32-2.1 Definitions
       6A:32-12.1 Reporting requirements
       6A:32-12.2 School-level planning
       6A:32-14.1 Review of mandated programs and services

       Manual for the Evaluation of Local School Districts
       New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1120, 1220, 2240
The Board of Education recognizes that it has important functions under the New Jersey state monitoring system: Quality Single Accountability Continuum (NJQSAC). The Board shall comply with the requirements of the Department of Education’s three-year monitoring system by completing the District Performance Review (DPR). The district shall be assessed in the following five key areas:

A. Operations;
B. Instruction and Program;
C. Governance;
D. Fiscal managements;
E. Personnel.

The Superintendent of Schools shall take the following steps to oversee the efficient completion of the District Performance Review every three years as required by law:

District Performance Review form shall be completed by the district committee. The Superintendent of Schools shall determine the total number of people that will serve on the committee. The Superintendent of Schools shall appoint the following persons to the committee, and, in his or her discretion, may include other persons on the committee with the approval of the Board of Education:

A. Superintendent of Schools;
B. One or more members of the administrative staff;
C. One or more teaching personnel, representative of different grade levels and/or;
D. The business administrator and assistant superintendent for curriculum and instruction, as well as other appropriate personnel;
E. One or more member representatives of the local collective bargaining unit of the educational staff selected by the local collective bargaining unit; which may include the teaching personnel otherwise appointed in “C” above; and
F. One or more members of the Board selected by the Board.

The Superintendent of Schools shall:

A. Ensure that the process used by the committee in completing the District Performance Review provides for participation and input by all committee members;
B. Consult with the committee in formulating a response to all weighted quality performance indicators of each component of school district effectiveness;
C. Ensure that the responses in District Performance Review encompass and reflect the circumstances that exist in the school district; and
D. Ensure that all responses to the District Performance Review can be verified by data and supporting documentation or otherwise and provide this verification to the department upon request. In accordance with the provisions of NJAC 6A:30-3.2 District Performance Review.

Additionally, the Superintendent of Schools shall ensure the district's compliance with all indicators when it is within his/her power to do so. He/she shall inform the Board in a timely fashion of any areas in which Board action is required to bring the district into compliance, and suggest to the Board feasible plans of action.

Upon completion of the proposed responses to the District Performance Review, the Board of Education shall fix a date, place and time for the holding of a public meeting, which may be a regularly scheduled meeting of the district Board of Education. The proposed responses to the District Performance Review and statement of assurance shall be presented to the Board for approval by resolution.

The Board shall ensure that:
A. The proposed responses to the District Performance Review and statement of assurance shall be posted on its internet site, if one exists, at least five working days prior to the date fixed for the meeting, and shall make it available for examination by the public at the district Board offices or another reasonable location;
B. Notice of the meeting shall be published as required by the Open Public Meetings Act and this notice shall inform the public that the District Performance Review and statement of assurance will be discussed at the meeting and the times and manner in which members of the public may view the proposed responses to the District Performance Review; and
C. At the public meeting the public shall have the opportunity to comment and be heard with respect to the proposed responses to the District Performance Review. The public shall have the opportunity to submit written comments prior to the meeting, as well in accordance with the provisions of NJAC. 6A:30-3.2 District Performance Review.

If the school district fails to satisfy the evaluation criteria, the Board of Education shall cooperate in undertaking corrective action plans indicated by the executive county superintendent and pursuant to the New Jersey administrative code.

Certification requirements for teaching staff members shall not be violated.

Equivalency & Waiver Procedures
The Board may apply to the commissioner for a waiver of a specific rule or an equivalent means of implementing a rule through alternate procedures so long as the following criteria are met:
A. The spirit and intent of New Jersey statutes, applicable federal laws and regulations, and the administrative code are served by granting the equivalency or waiver;
B. The provision of a thorough and efficient education to the students in the district is not compromised as a result of the equivalency or waiver; and
C. There will be no risk to student health, safety or civil rights by granting the equivalency or waiver.

All applications for equivalency and waivers shall be in accordance with NJAC 6A:5-1.4 and shall be signed by the Superintendent of Schools and approved by the Board of Education.

Legal References

NJSA 18A:7A-10 Evaluation of performance of each school
18A:7A-14 Review of evaluation of district performance
18A:7F-1 et al. Comprehensive Educational Improvement and Financing Act
18A:26-2 Certificates required; exception

NJAC 6A:5-1.1 et seq. Regulatory Equivalency and Waiver
6A:8-1.1 et seq. Standards and Assessments
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott Districts
6A:23-8.3 Commissioner to ensure achievement of the Core Curricular Content Standards
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-2.1 Definitions
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
# TABLE OF CONTENTS

**Business & Non-Instructional Operations - Series 3000**

<table>
<thead>
<tr>
<th>Section</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals &amp; Objectives</td>
<td>3000/3010</td>
</tr>
<tr>
<td>Budget Planning, Preparation &amp; Adoption</td>
<td>3100/3110</td>
</tr>
<tr>
<td>Determination of Budget Priorities</td>
<td>3113</td>
</tr>
<tr>
<td>Transfers of Funds Between Line Items / Amendments / Purchases Not Budgeted</td>
<td>3160</td>
</tr>
<tr>
<td>State Funds / Federal Funds</td>
<td>3220/3230</td>
</tr>
<tr>
<td>Materials / Services, Fees, Fines &amp; Charges</td>
<td>3250</td>
</tr>
<tr>
<td>Sale &amp; Disposal of Books, Equipment &amp; Supplies / Sale, Licensing &amp; Rental of Property</td>
<td>3260/3270</td>
</tr>
<tr>
<td>Gifts, Grants, &amp; Bequests</td>
<td>3280</td>
</tr>
<tr>
<td>Funds Management / Investing</td>
<td>3290</td>
</tr>
<tr>
<td>Secondary Bond Market &amp; Continuing Disclosure Commitments</td>
<td>3291</td>
</tr>
<tr>
<td>Depository</td>
<td>3293</td>
</tr>
<tr>
<td>Signatures, Facsimiles</td>
<td>3293.1</td>
</tr>
<tr>
<td>Expenditures / Expending Authority</td>
<td>3300</td>
</tr>
<tr>
<td>Purchasing Procedures</td>
<td>3320</td>
</tr>
<tr>
<td>Incurring Liabilities</td>
<td>3321</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>3322</td>
</tr>
<tr>
<td>Soliciting Prices, Bids &amp; Quotations</td>
<td>3323</td>
</tr>
<tr>
<td>Contracts</td>
<td>3324.1</td>
</tr>
<tr>
<td>Payment for Goods &amp; Services</td>
<td>3326</td>
</tr>
<tr>
<td>Relations With Vendors</td>
<td>3327</td>
</tr>
<tr>
<td>Direct Deposit of Payroll</td>
<td>3333</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>3335</td>
</tr>
<tr>
<td>Accounts</td>
<td>3400</td>
</tr>
<tr>
<td>Capital Reserve Account</td>
<td>3410</td>
</tr>
<tr>
<td>Investments</td>
<td>3420</td>
</tr>
<tr>
<td>Inventories</td>
<td>3440</td>
</tr>
<tr>
<td>Money in School Buildings</td>
<td>3450</td>
</tr>
<tr>
<td>Petty Cash Funds</td>
<td>3451</td>
</tr>
<tr>
<td>Athletic Fund</td>
<td>3452</td>
</tr>
<tr>
<td>School Activity Funds</td>
<td>3453</td>
</tr>
<tr>
<td>School Funds</td>
<td>3454</td>
</tr>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>3510</td>
</tr>
<tr>
<td>Category</td>
<td>Code</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Equipment</td>
<td>3514</td>
</tr>
<tr>
<td>Smoking</td>
<td>3515</td>
</tr>
<tr>
<td>District Telephones / Cellular Phones</td>
<td>3515.1</td>
</tr>
<tr>
<td>Safety</td>
<td>3516</td>
</tr>
<tr>
<td>First Aid</td>
<td>3516.3</td>
</tr>
<tr>
<td>Vandalism</td>
<td>3516.5</td>
</tr>
<tr>
<td>Management of Life-Threatening Allergies</td>
<td>3516.6</td>
</tr>
<tr>
<td>Property Records</td>
<td>3518</td>
</tr>
<tr>
<td>Insurance &amp; Indemnification</td>
<td>3530</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>3532</td>
</tr>
<tr>
<td>Property Insurance</td>
<td>3532.2</td>
</tr>
<tr>
<td>Employee Indemnification and Bonding</td>
<td>3532.3</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>3540.3</td>
</tr>
<tr>
<td>Transportation</td>
<td>3541</td>
</tr>
<tr>
<td>Transportation Routes &amp; Services</td>
<td>3541.1</td>
</tr>
<tr>
<td>Transportation Aides</td>
<td>3541.2</td>
</tr>
<tr>
<td>Pupil Transportation</td>
<td>3541.25</td>
</tr>
<tr>
<td>Student Transportation in Private Vehicles</td>
<td>3541.31</td>
</tr>
<tr>
<td>Educationally Disabled Transportation</td>
<td>3541.32</td>
</tr>
<tr>
<td>Transportation Safety</td>
<td>3541.33</td>
</tr>
<tr>
<td>Monitoring Devices on School Vehicles</td>
<td>3541.36</td>
</tr>
<tr>
<td>Use of District Vehicles</td>
<td>3541.37</td>
</tr>
<tr>
<td>District Vehicle Tracking, Maintenance &amp; Accounting</td>
<td>3541.38</td>
</tr>
<tr>
<td>Food Service</td>
<td>3542</td>
</tr>
<tr>
<td>Wellness &amp; Nutrition</td>
<td>3542.1</td>
</tr>
<tr>
<td>Cafeteria Sanitation – Personal Hygiene</td>
<td>3542.2</td>
</tr>
<tr>
<td>Free or Reduced-Price Lunches / Breakfasts / Milk</td>
<td>3542.31</td>
</tr>
<tr>
<td>Food Services Account</td>
<td>3542.35</td>
</tr>
<tr>
<td>Biosecurity Management Plan</td>
<td>3542.40</td>
</tr>
<tr>
<td>Food Service - Purchasing</td>
<td>3542.44</td>
</tr>
<tr>
<td>Written Code of Conduct for Procurement</td>
<td>3542.45</td>
</tr>
<tr>
<td>Meals on Credit / Charged Meals</td>
<td>3542.46</td>
</tr>
<tr>
<td>Copyrighted Materials</td>
<td>3543.11</td>
</tr>
<tr>
<td>District Records &amp; Reports</td>
<td>3570</td>
</tr>
<tr>
<td>Audit</td>
<td>3571.4</td>
</tr>
<tr>
<td>Integrated Pest Management</td>
<td>3575</td>
</tr>
<tr>
<td>Evaluation of Business &amp; Non-Instructional Operations</td>
<td>3600</td>
</tr>
</tbody>
</table>
Fiscal Management
The Board of Education recognizes that money and money management are a necessary support of the whole school program. To make that support as effective as possible, the Board intends:
   A. To encourage advance planning through the best possible budget procedures;
   B. To explore all practical sources of dollar income;
   C. To guide the expenditure of funds so as to extract the greatest educational returns;
   D. To expect top-quality accounting and reporting procedures; to adopt and implement sound fiscal procedures. The Business Administrator/Board Secretary shall prepare a manual of procedures to ensure that all business operations of the district are carried out uniformly, efficiently and in accordance with law and Board policy;
   E. To maintain a level of per pupil expenditure sufficient to provide high quality education.

Internal Controls / Standard Operating Procedures
The Board of Education is committed to financial integrity and directs the Business Administrator to establish specific regulations and standard operating procedures for business functions which are designed to provide district administrators with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of NJAC 6A:23A-6.5 through 6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies and comply with law and regulation.

The district may submit a written request to the Commissioner to approve an alternative system, approach or process for implementing the internal controls required in this subchapter. The application must include documented evidence that includes but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency and other purposes as the specified internal control requirement(s).

Personnel Tracking and Accounting
The district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each in accordance with NJAC 6A:23A-6.8.

Support Services
The Board of Education expects operation and maintenance of the school plant and equipment to set high standards of safety, to maintain the health of pupils and staff, to reflect the aspirations of the community, to support environmentally the efforts of the staff to provide a good education and to preserve the community’s major investment.
In order to provide services that sufficiently support the educational program, the Board establishes as broad goals:

A. To provide a physical environment for teaching and learning that is safe and pleasant for pupils, staff and public;
B. To provide safe transportation for eligible pupils;
C. To make nutritious meals available to pupils;
D. To provide resources, facilities and assistance to meet the needs of the educational program as they develop.

**Long Range Plans**

In compliance with law, the Superintendent of Schools, with input from the School Business Administrator, will develop a five-year comprehensive maintenance plan. The Board will review this plan and the District’s long-range facilities plan annually and will revise them as necessary with the advice of the Superintendent of Schools.

**Legal References**

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<thead>
<tr>
<th>NJSA</th>
<th>2C:30 4 Disbursement of public moneys, incurrence of obligations in excess of appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:14 Uniform system of bookkeeping for school districts</td>
</tr>
<tr>
<td></td>
<td>18A:17 14.1 Appointment of school business administrator; through 14.3 duties;</td>
</tr>
<tr>
<td></td>
<td>subcontracting; tenure acquisition</td>
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<tr>
<td></td>
<td>18A:17-24.1 Sharing of superintendent, school business administrator; procedure</td>
</tr>
<tr>
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<td>18A:18A-1 et seq. Public School Contracts Law</td>
</tr>
<tr>
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<td>18A:20-1 et seq. Acquisition and Disposition of Property</td>
</tr>
<tr>
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<td>18A:33-1 et seq. Facilities in general</td>
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<td>18A:39-1 et seq. Transportation to and from schools</td>
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<td>40:8A-1 et seq. Interlocal Services Act</td>
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| NJAC     | 2:36-1.1 et seq. Child Nutrition Programs                                                |
|          | 6A:9-12.1 et. seq. Requirements for administrative certification,                        |
|          | 6A:23-1.1et seq. Finance and Business Services                                           |
|          | 6A:26-1.1et seq. Educational Facilities                                                 |
|          | 6A:27-1.1et seq. Student Transportation                                                  |

**Possible Cross References**

3100, 3200, 3300, 3400, 3500, 3510, 3530, 3542, 3543, 3570, 3600, 9123/9124
The budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district. The budget shall be in accord with statutory and regulatory mandates of the federal government, the state legislature, the State Board of Education, County Superintendent and the Board of Education.

Since the budget is the legal basis for the establishment of the school tax rate, the annual school budget process is an important means of communication within the school organization and with the residents of the district.

In reviewing budget proposals, the Board will consider priorities to be accomplished during the subsequent year, based on the needs identified through the district's planning process. The budget shall be prepared on forms prescribed by the Commissioner of Education and should be considered critically by each Board Member during its preparation.

In order to ensure adequate time for the preparation and review of the proposed budget, the Board directs the Superintendent of Schools to develop a schedule of events associated with the development, presentation and adoption of the budget by the Board. This calendar of events shall conform to all dates set out in statute and shall be reviewed and adopted by the Board annually. The Superintendent of Schools shall prepare a tentative budget and shall confer with the Child Study Team Chairperson, Board Committees and other district personnel, as necessary, to make the tentative budget realistic. The Board may call upon key personnel to discuss those portions of the budget that concern their areas of district operations.

It shall be the policy of this Board to inform the citizens of the community about the proposed annual school budget and provide citizens with the opportunity to discuss such budget with the Board at a public meeting of the Board. The Board shall hold at least one public meeting on the proposed budget prior to final action and in accordance with the law. Notices of the public hearing shall be made in accordance with the New Jersey Open Public Meetings Act. Legally required public hearing on the proposed budget shall be held after the County Superintendent of Schools has approved the budget. The community shall be notified of and encouraged to attend all Board Meetings at which preliminary budget discussions will be held.

If, as a result of the public hearing, it should be determined that changes in the budget are necessary the changes shall be made before the budget is adopted. The budget should evolve primarily from the schools’ current needs, but should also consider the data collected in long-range budget planning. The budget should provide sufficient resources for curriculum and instruction that are designed and shall be delivered in such a way that all students will have the opportunity to achieve the knowledge and skills defined by the core curriculum content standards, as well as locally defined standards.
In preparing budget requests, the responsible administrator shall include the following costs by program area:

A. Staff
B. Textbooks, equipment and supplies
C. Cost and maintenance of facilities and equipment
D. Other costs associated with the operation of each program

The district’s operating budget, when presented to the Board for review, shall contain:

A. The proposed expenditure for each line item requested for the ensuing year;
B. The anticipated expenditure for each existing line item in the current school year;
C. The actual expenditure for each then-existing line item from the immediately completed school year;
D. A description of each line item;
E. An estimate of the pupil population for the coming school year by grade;
F. The current pupil population by grade;
G. An estimate of the staff needed for the coming school year by grade and/or by subject;
H. Actual staff for the current year;
I. Anticipated revenue by sources and amounts;
J. Amount of surplus anticipated at the end of the current school year including accumulated surplus;
K. All other expenses projected for the coming year, anticipated for the present year, and incurred in the preceding year, on the district level;
L. Projected impact on tax rate.

The Board may submit a separate budget proposal or proposals to the voters for additional general fund tax levies which may be in excess to that which has been determined necessary for all students to have an opportunity to achieve the core curriculum content standards and a thorough and efficient education.

The adoption of the budget shall be made by roll call vote and the resolution adopting the budget shall be incorporated into the official minutes of the meeting of the Board. Once adopted, the proposal represents the position of the board, and all reasonable means shall be employed by the Board to present and explain that position to all community residents and taxpayers.

The Board shall adopt any such questions by a recorded roll call majority vote of the full Board. Upon Board approval of the tentative school budget, it shall be advertised in accordance with New Jersey State Law and copies shall be made available to the public.
The proposed budget as accepted by this Board shall be set forth in detail, using the form prescribed by the state department of education, and shall be made available to the public as required by law. A brochure will be published by the Board Secretary/Business Administrator to explain the annual school budget and will be distributed to district taxpayers, if the Board of Education deems it necessary.

The brochure should include:

A. A summary of the proposed expenditures and anticipated revenues;
B. General information which may enable district taxpayers to understand the proposed budget better; for example, present and projected school enrollments and assessed valuations, state aid, and teachers’ salaries;
C. An explanation of significant changes in the budget.
D. An explanation of the tax impact of the proposed budget.

In addition, the district will publish the budget on the district website.

All Board Members are expected to attend the public hearing on the budget.

Once the budget has been adopted, it shall be supported by all Board Members, regardless of their positions when adopted.

Legal References
NJSA 18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996
18A:13-17, -19, -23 Submission of budget; annual regional school election
18A:22-7, -8 through -13 Preparation of budgets
18A:22-8.6 Transportation (budget line item)/hazardous routes
18A:22-14 Fixing appropriations to be made; notice of intent to appeal (Type I districts)
18A:22-25 Borrowing against appropriations on notes (Type I districts)
18A:22-26 through -31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation
18A:22-32, -33 Type II districts without board of school estimate; determination of appropriation
19:60-1 School elections, adjustments, ballots
NJAC 6A:8-1.1 et seq. Standards and Assessment
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:26-10.1 et seq. Purchase and lease Agreements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
Manual for the Evaluation of Local School Districts (September 2002)
New Jersey Quality Single Accountability Continuum (NJQSAC)
Possible Cross References
3160, 3220/3230, 3326
The Board of Education can meet only a limited number of educational needs and desires with the finite resources available to it. The laws of the State of New Jersey require that the school system be operated so that expenditures do not exceed revenues. The Superintendent of Schools and Board Secretary/Business Administrator are directed to formulate the annual budget, taking into consideration the following criteria:

A. At all times, district resources, shall be used to produce the most positive effect on the students’ opportunities to gain a sound basic education;
B. The budget shall be in accord with statutory and regulatory mandates promulgated by the federal government, the state legislature, the State Board of Education, County Superintendent of Schools and the Board of Education;
C. The budget shall be consistent with contracts between the Board and its employee groups.

In reviewing the proposed budget, the Board will consider priorities to be accomplished during the subsequent year, based upon the needs identified through the district’s planning process. Funds and resources shall be provided for their accomplishment in amounts determined by the constraints of the budget.

Legal References

NJSA 18A:7F-1 et seq. Comprehensive Education Improvement and Financing Act of 1996
18A:11-1 General powers of the Board
18A:13-17, -19, -23 Submission of budget; annual regional school election
18A:22-7, -8 through -13 Preparation of budgets
18A:22-8.6 Transportation (budget line item)/hazardous routes
18A:22-14 Fixing appropriations to be made; notice of intent to appeal (Type I districts)
18A:22-25 Borrowing against appropriations on notes (Type I districts
18A:22-26 through -31 Type II district with board of school estimate; determination; certification and raising of appropriations; notice of intent to appeal amount of appropriation
18A:22-32, -33 Type II districts without board of school estimate; determination of appropriation
19:60-1 School elections, adjustments, ballots

NJAC 6A:8-1.1 et seq. Standards and Assessment
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:26-10.1 et seq. Purchase and lease Agreements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
Appropriate fiscal controls shall ensure that the Board does not spend more than authorized funds. The Business Administrator/Board Secretary shall keep the Board informed of the district’s financial status according to law.

Except in the case of federal funds, the Board designates the Superintendent of Schools to approve transfers among line items and programs as are necessary between meetings of the Board. Transfers approved by the Superintendent of Schools shall be reported to the Board, ratified by a 2/3 vote of the Board, and recorded in the minutes at the next subsequent monthly meeting of the Board.

Funds may not be transferred among the major categories, i.e. current expense, capital outlay and debt service.

When the necessity arises for an unbudgeted expenditure, and there are no available funds in other line items in the same category, the procedures required by administrative code shall be initiated. In such cases, a 2/3 vote of the Board of Education shall be required for approval.

The Board may, by resolution, designate the Superintendent of Schools to approve such transfers as are necessary between meetings of the Board. Transfers approved by the Superintendent of Schools shall be reported to the Board, ratified by a 2/3 vote of the Board of Education and duly recorded in the minutes at the next subsequent monthly meeting of the Board.

**Legal References**

- NJS A 2C:30-4 Disbursing moneys, incurring obligations in excess of appropriations
  - 18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
  - 18A:18A-7 Emergency purchases and contracts
  - 18A:22-8.1 Transfer of amounts among line items and program categories
  - 18A:22-8.2 Prohibited transfers
  - 18A:24-48 through -54 Application of proceeds to new purpose;

- NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping & GAAP Accounting in Local School Districts
  - 6A:23-2.2, 2.11 N.J.A.C. 6A:30-1.1 et seq.
  - Evaluation of the Performance of School Districts
  - Guidelines for Development of Application--Basic Skills Improvement Plan--New Jersey State Department of Education, revised annually
  - Guidelines for Development of Program Plan--Bilingual/ESL Education Programs--New Jersey State Department of Education, revised annually
  - New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**

- 3000, 3100/3110, 3320, 9127
Each year, when it is believed that the school district is eligible for federal and/or state assistance under the provisions of public laws, application for said assistance may be submitted so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education. The Superintendent of Schools shall inform the Board about specific assurances that may be required in addition to those addressed in this policy, and will provide the required language for Board adoption.

When the law requires the development and implementation of administrative procedures for submitting state and federal financial reports, with specified time schedules, the Superintendent of Schools and the Business Administrator/Board Secretary shall ensure that the staff has properly completed the reports and that in each instance the reports have been submitted within the specified time.

In particular, the Superintendent of Schools is responsible for assuring that the District is in compliance with Education Department General Administrative Regulations (EDGAR) and all persons responsible for following those administrative regulations shall be held accountable.

**Drawdown of Federal Grant Funds**

The New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the NJDOE Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by this district in submitting reimbursement requests.

Reimbursement requests by the Board Secretary/Business Administrator/designee shall be made for individual titles and awards shall be made using the NJDOE’s Electronic Web-Enabled Grant System (EWEG) system.

Reimbursement requests shall be made for individual titles and awards and only one reimbursement request per month may be submitted for an individual title or award. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made.

The submission of a reimbursement request shall constitute a certification by the Board Secretary/Business Administrator that the district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with the approved grant applications.
The regular operating budget must include amounts anticipated to be received from state and/or federal sources, and a listing of projects describing how this money will be spent. These recommendations for expenditures will be approved by the Board before projects are submitted.

If additional amounts become available during the year, additional projects will be recommended to the Board and, with its approval, added to the budget.

Maintenance of Effort
In order to comply with the requirements of state and federal laws, the Board of Education will maintain a combined fiscal effort per student, or aggregate expenditures, of state and local funds with respect to the provision of the free public education in the Local Education Agency (LEA) for the preceding fiscal year that is not less than the required amount of the combined fiscal effort per student, or the aggregate expenditures, for the second preceding year.

Equivalence Comparability of Materials and Supplies
To be in compliance with state and federal laws, the Board of Education directs the Superintendent of Schools to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured appropriately within the school.

Supplement Not Supplant
Federal funds shall be used for supplementary services only and shall not be used to replace services that the district would supply eligible pupils, if state and federal funds were not available.

Parent Participation
The district shall implement parent consultation and participation, advisory councils, etc., as mandated for the specific program.
Legal References

NJSAb 18A:7F-1 et seq. Comprehensive Improvement and Financing Act of 1996
18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act
18A:11-1 General mandatory powers and duties
18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
18A:38-7.7 through -7.14 Legislative findings and declarations (impact aid)
18A:54-20 Powers of board (county vocational schools)
18A:58-7.1 School lunch program
18A:58-7.2 School lunch program; additional state aid
18A:58-11 Emergency aid
18A:58-11.1 Loss of tuition to district due to establishment of regional district; state aid for one year
18A:58-33.6 through -33.21 Additional State School Building Aid Act of 1970
18A:58-37.1 through -37.7 Textbook Aid to Public and Nonpublic Schools
18A:59-1 through -3 Federal aid

NJACb 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:14-1.1 et seq. Special Education
6A:23-5.1 et seq. State Aid
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:23A-5.3 Accountability Regulations
6A:26-1.1 et seq. Educational Facilities
6A:27-8.1 et seq. State Aid
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (Pub. L. 100-97)
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Drug-Free Workplace Act of 1988
34 CFR 80 (7-1-05) monitoring districts' use of federal grant funds
Education Department General Administrative Regulations (EDGAR)
34 CFR Part 85, Government-wide Debarment and Suspension (non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)
34 CFR 200.1 et seq.

Possible Cross References
3100, 3160, 3570, 3542.31
The Board authorizes the imposition of fines for the loss, damage, or defacement of textbooks and other instructional materials.

The Superintendent of Schools shall oversee preparation of a schedule of fines for lost or damaged textbooks and/or equipment.

The Business Administrator shall ensure that funds collected as fees or fines are properly recorded and safeguarded. The Superintendent of Schools shall be responsible for funds donated by the Parent Teacher Association to the school and also those generated by student activities that are deposited in the designated bank.

All charges to pupils shall be kept to a minimum. No pupil shall be caused to suffer embarrassment because of financial inability to participate in any activity or project under control of the district.

The Board, on recommendation of the Superintendent of Schools, shall approve reasonable charges for admission to school-sponsored events.

Legal References

NJSA 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
18A:34-2 Care and keeping of textbooks and accounting
18A:37-3 Liability of parents or guardian of minor for damage to property
18A:58-37.3 Purchase and loan of textbooks

NJAC 6A:23-2.14 Student activity funds
6A:23-2.15 School store business practice
6A:23-6.6 Charge for textbook loss or damage
Ballato v. Long Branch Board of Education 1990 S.L.D. (August 20)

Possible Cross References
3453, 3517, 5131.5, 6153, 6161.3, 6200
The Board of Education may authorize the sale, exchange, trade or other disposition of real or personal property of the school district, when it is determined that it is no longer needed for school purposes.

Real estate property shall be leased or disposed of by sale or otherwise, in accordance with law and Board resolution. Property, the value of which does not exceed the legal limit in any one sale, and property which consists of livestock or is perishable, shall be disposed of by the Superintendent of Schools in such manner as will be in the public interest and benefit the school district.

Property, the value of which exceeds the legal limit in any one sale and is neither livestock nor perishable nor is to be sold to the United States, the State of New Jersey or to any body politic in the state, shall be sold at public sale to the highest bidder in accordance with law.

All bids may be rejected if it is determined by the Board that doing so would be in the public’s interest. Where the Board has rejected all bids, it may be re-advertised for subsequent public sale. If at the second sale all bids are again rejected, the personal property may be sold without additional public notice. In no event shall the negotiated price at a private sale be less than the highest price of any bid that was rejected at the preceding two public sales, and in no event may the terms or conditions of sale be changed or amended.

Any district property designated for donation or unsold after such offer may be offered without cost to charitable or nonprofit organizations having a use for such property.

The Superintendent of Schools or designee shall develop procedures for the disposition of district property which include:

A. The review of the continued usefulness of all property periodically;
B. Recommendation for Board designation of property for sale, donation or discard;
C. Rules for the disposition of property that ensure that all sales and donations are conducted in a fair and open manner in accordance with the public interest.

Federally Funded Equipment and Property
When equipment and/or property procured with federal grant funds is no longer needed for the original project, or is obsolete or unusable, it shall be disposed of in strict accordance with applicable federal law and regulation.
Legal References

NJSA
18A:7F-7(c) Appropriation by school district of undesignated fund balance; amounts allowable
18A:18A-45 Manner and method of sale (personal property)
18A:20-2 Purchase and sale of property in general
18A:20-5 Disposition of property and title of purchaser
18A:20-6 Sale at public sale; exceptions
18A:20-7 Sale at fixed minimum prices; rejection of bids
18A:20-8.1 Transfer of land for vocational school purposes
18A:20-8.2 Lease of land, or part or all of school building not necessary for school purpose; resolution; procedure
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
18A:20-9.1 Conveyance of certain sewer lines to a municipality
18A:20-9.2 Sale of school property to nonprofit schools for the handicapped
54:4-3.6 Exemption of property of nonprofit organizations

NJAC
6A:26-7.4 Approval for the disposal of land

Possible Cross References
3220/3230, 3280, 3440, 6171.3, 7110
Only the Board of Education may accept, for the school district, any bequest or gift or money, property or goods. All gifts shall be given to the school district as a whole, and not to a particular school program. At the discretion of the Board, the gift may be used on a particular school project.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Superintendent of Schools shall become the property of the Board, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, not including scholarships or memorial trust funds. Proposed gifts of equipment must be reviewed and approved for safety in the same manner in which a district-purchased is reviewed.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

In general, teachers are not empowered to receive gifts on behalf of the schools. Prospective donors should be advised to consult the Superintendent of Schools.

The Board shall not take title to real estate in the event of a gift of same without prior approval as required by law.

A letter of appreciation shall acknowledge all gifts accepted by the Board of Education. Such appreciation shall in no case be considered as a testimonial or endorsement by the school system of a product or enterprise.

**Grants**

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the Superintendent of Schools, who shall investigate the conditions of such grants and gifts and make recommendations to the Board regarding the advisability of seeking and or accepting them.

A complete budget breakdown must be submitted to the business office prior to drawing moneys from the grant.
Legal References
NJSA 18A:6-33.1 through -33.12 Incentive Grants
18A:18A-15.1 Payment for goods or services; funds received from a bequest, legacy or gift
18A:20-4 Acceptance and use of gifts
18A:20-11 through -16 Property devised in trust
18A:29A-1 through -7 Governor's Annual Teacher Recognition Act
18A:71B-1 et seq. Student Financial Aid
18A:71C-1 et seq. Student Loans

NJAC 6A:26-7.4 Approval of land acquisition

Possible Cross References
1230, 3200, 3220/3230, 3453, 5126, 6163.1
When the Board, due to unforeseen contingencies in the current account because of the receipt of state aid, funds in advance of construction, etc., is holding unencumbered cash balances, such funds shall be invested at interest.

Funds of the Board may be invested in bonds or other obligations of the United States, bond of certain federal agencies as specified by law, bonds or obligations of county, municipality or school district, and public depositories located within the boundaries of the State of New Jersey, provided such depositories secure public funds in accordance with state law.

The Business Administrator/Board Secretary shall include in the monthly report to the Board revenue of account of the previous month as well as all investment assets of the Board.

The use of student activities funds shall be limited to activities directly related to educational functions sanctioned and authorized by the Board of Education. Organizations such as parent-teacher associations or parent-citizen booster clubs, and groups that conduct events not sponsored by the Board of Education shall be expected to account for funds separately.

No fund raising drives may be conducted except with the express approval of the Board of Education.

Investment of Board funds is the responsibility of the Business Administrator/Board Secretary, as governed by applicable statutes, provided that no commitment of this Board may be put in default.

Funds of the Board may be withdrawn from approved public depositories, or negotiable instruments owned by the Board may be sold prior to maturity at the discretion of the Business Administrator/Board Secretary acting within the law.

The interest earned on such investments shall be combined with the general revenues of the Board.

Legal References

NJSA 18A:17-34 Receipt and disposition of money
18A:20-37 et seq Investments

Possible Cross References

1314
Access to capital is critical for advancing needed infrastructure projects and meeting cash flow needs. As a condition of providing access to capital in the form of debt, the financial community expects to be kept abreast of key financial information that could impact the value of securities in the secondary market. Legally, the Board of Education has an obligation to provide certain information. The Board is obligated under federal law to issue certain information at the time of issuing new debt, and it is frequently contractually obligated to continue providing certain information while their debt remains outstanding.

Should the district have outstanding bond, bond anticipation notes and/or other securities, or if it anticipates a need to access financial markets in the near future, it shall comply with any and all requirements mandated by the state and/or the Securities Exchange Commission (SEC) regarding any continuing disclosure commitments as may be mandated.

Continuing disclosure requirements are indirectly required pursuant to federal law. The Board Secretary/Business Administrator and/or the Superintendent of Schools are generally required in one or more documents authorizing the issuance of debt (commonly called “Continuing Disclosure Agreements”) to annually, or more frequently, publicly disclose certain information. Consequences of failing to live up to requirements will likely include future difficulty accessing credit markets. Consequences for non-compliance may include, among other things:

- Enforcement actions being brought by the SEC that will result in more severe penalties otherwise available pursuant to “the SEC’s “Municipalities Continuing Disclosure Cooperation Initiative”
- Denial or deferral of applications made to the Local Finance Board or Director of the Division for various approvals;
- Actions against state licensures in the event of fraudulent attestations of compliance; and/or
- Decreased scores on future “Best Practices Questionnaires” (which will contain questions as to past compliance) that could trigger a withholding of a portion of state aid.

The Securities Exchange Commission (SEC) has adopted a program to encourage local issuers to self-identify any past noncompliance and improve timely continuing disclosure in the future. This program, known as the *Municipalities Continuing Disclosure Cooperation Initiative*, essentially establishes lesser enforcement actions provided local issuers self-identify past noncompliance and agree to a plan designed to prevent future noncompliance.
The Board of Education, through the Board Secretary/Business Administrator and the Superintendent of Schools shall proactively take steps to self-identify its own levels of compliance with Continuing Disclosure Agreements if it has outstanding debt, and to consult with appropriate public finance officials during this process to determine if it is advisable to participate in the SEC’s program.

The Board will also take steps to improve disclosure closely by reviewing past compliance and, as appropriate, refraining from underwriting or buying new debt unless compliance has been achieved. When anticipating a need to access financial markets, the Board of Education will conduct a self-assessment of past continuing disclosure compliance and correct any deficiencies if they exist.

As a part of the budget submission process to the Executive County Superintendent, the Superintendent of Schools and the Board Secretary/Business Administrator are to attest that appropriate steps are being taken to ensure compliance with continuing disclosure requirements.

As part of such self-assessment, the Board shall identify any continuing disclosure contractual obligations with respect to past issuances of debt while it remained (or remains) outstanding. These obligations generally include filing audits, budgets, and certain operating data with various depositories.

Continuing Disclosure Agreements generally specify what information must be filed and where it must be filed. If there are any continuing disclosure requirements, the Board will file the following information through the Municipal Securities Rulemaking Board’s Electronic Municipal Marketplace Access (EMMA) website (www.emma.msrb.org) in addition to any information it previously agreed to provide:

1. As soon as available: The issuer’s Annual Financial Statement -- or a variation thereof where an Annual Financial Statement is not statutorily required; and
2. As soon as available: The Issuer’s Audited Financial Statements; and
3. As soon as available: The Issuer’s adopted budgets; and
4. Within 180 days of the end of the fiscal year: Annual Operating Data, consisting of (if applicable):
   - Debt Statistics
   - Property Tax Information and tax statistics where the issuer relies on property tax collections as a major source of revenue;
   - Other major revenue data and statistics where the issuer relies on revenues other than property tax collections.
   - Capital Budget
   - New construction permits
Within 10 business days of the occurrence of any material events consisting of the following:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults, if material;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
7. Modifications to rights of security holders, if material;
8. Bond calls, if material, and tender offers;
9. Defeasances;
10. Release, substitution, or sale of property securing repayment of the Securities, if material;
11. Rating changes;
12. Bankruptcy, insolvency, receivership or similar event of the obligated person;
13. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
14. Appointment of a successor or additional trustee or the change of name of a trustee, if material; and
15. Any and all additional or other information or documents required by the specific continuing disclosure obligations of such Issuer, for any particular series of Securities outstanding.

The Board shall also ensure that past official statements, or similar documents issued with respect to new issuances of debt, have accurately reported past compliance with continuing disclosure requirements.

The Board Secretary/Business Administrator is encouraged to seek the assistance of an experienced professional to assist or undertake such self-assessment.

The Board Secretary/Business Administrator shall attest that appropriate steps are being taken to ensure compliance with continuing disclosure requirements.
District auditors are required to treat non-compliance with continuing disclosure requirements as an instance of non-compliance with prevailing laws, statutes, regulations, contracts and agreements that is required to be reported under Government Auditing Standards.

Legal References

NJSA 18A:17-34 Receipt and disposition of money
18A:20-37 et seq Investments

Rule 15c2-12 (SEC) Prohibition of Underwriters from purchasing securities
Section 17(a) (SEC) Securities Act of 1933 – Enforcement
Section 10(b) (SEC) – Enforcement
Securities Exchange Act of 1934 – Violations and Compliance
West Clark Community Schools, AP File No. 3-15391 (7/29/2013)
City Securities Corp & Randy G Ruhl, AP File No. 3-15390 (7/29/2013)
75FR331100, supra n. 348-362 (6/10/2010)

Possible Cross References

3290
At its annual reorganization meeting or as necessary thereafter, the Board shall select one or more banks or bank and trust companies to serve as the depository or depositories of school funds.

Upon recommendation of the Business Administrator/Board Secretary, the Board may change its designated depositories.

**Legal References**

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<tr>
<th>NJSA</th>
<th>18A:10-5 Organization meeting of the board</th>
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<td>18A:11-1 General mandatory powers and duties</td>
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The Board shall name the persons who are authorized to sign checks on its accounts at the annual organization meeting and as becomes necessary during the year.

In order to expedite the signing of warrants issued by the district and to be signed by the official designated by law, signature plates for use in a facsimile signature machine shall be purchased. Such facsimiles shall be used only to sign approved warrants, and the plates shall be kept in safe custody.

The Business Administrator/Board Secretary shall notify the depositories the facsimile signatures will be used.

**Legal References**

NJSA 18A:10-5 Organization meeting of the board  
18A:11-1 General mandatory powers and duties  
18A:17:31 Treasurer of school moneys  
18A:19-1 Expenditure of funds

**Possible Cross References**

3326.1, 9121, 9123, 9125
The authority to spend money for district operations rests with the Board of Education, although authority to purchase goods or engage services not covered by the Board-approved contracts may be delegated within limits established by law and the Board.

The budget as approved by the voters constitutes the district spending plan for the year. The New Jersey Administrative Code (NJAC) forbids the district to operate at a deficit. When expenditure will overspend a line item within either current expense, capital outlay or debt service, available funds may be transferred from another line item within the same category. This must be done by Board resolution before the expenditure is made and requires approval by a 2/3 affirmative vote of the authorized membership of the Board of Education.

The Board of Education shall not knowingly enter into a contract with any company that does not subscribe to and implement an affirmative action policy.

If the district anticipates an over-expenditure of one of three major accounts - current expense, capital outlay, or debt service - the procedures required by NJAC shall be initiated.

Legal References

NJSA 18A:4-14 Uniform system of bookkeeping
18A:11-1 General mandatory powers and duties
18A:17-9 Secretary; report of appropriations; custodial duties
18A:18A-7 Emergency contracts
18A:19-1 et seq Expenditures
18A:22-8.1 Transfer of funds
18A:22-8.2 Transfers prohibited

NJAC 6A:23 Finance and business services

Possible Cross References
3000, 3100, 3160, 3320, 3326, 3571, 3571.2
The Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the Business Administrator/Board Secretary, who shall be familiar with and perform all activities within the limitations prescribed by law, Board policy and legal opinions.

The Board of Education encourages the administration to:
   A. Seek advantages in savings that may accrue to this district through cooperative pricing or joint agreements for the purchase of work, materials or supplies with the governing body of other contracting units within county or adjoining counties;
   B. Evaluate any savings which might result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division or purchase and property; and,
   C. Solicit contracts without competitive bidding if price quotations lower than the state contract price are obtained as provided by law.

Nothing may be ordered by any school personnel without the approval of the Superintendent of Schools.

The Business Administrator/Board Secretary shall be responsible for so informing all prospective suppliers of work or materials.

Soliciting Prices/Bids and Quotations
Whenever the amount of the contract requires, by law, submission for bids, the Board of Education shall authorize the Business Administrator/Board Secretary to initiate the bidding procedure. Legal ads shall be placed and all bids shall be opened at the place and time designated in the advertisement.

The Business Administrator/Board Secretary shall:
   A. Analyze and tabulate all bids;
   B. Bring recommendations and all supporting materials before the Board at its next regular meeting.

Quotations shall be solicited when they are required by law. The Business Administrator/Board Secretary shall maintain a file of all quotations.

The Board will make all final decisions, including, when advisable, rejection of all bids. The Board Secretary/Business Administrator shall make every effort to obtain at least two and preferably three bids for each prospective purchase.
The Board of Education shall not knowingly enter into contract with any company that does not subscribe to and implement an affirmative action policy. The Board of Education shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, religion, sex, ancestry, national origin, age, social or economic status, or non-job-related handicap or disability, either in employment practices or in the provisions of benefits or services to pupils or employees. The district will seek bidders that who comply with the affirmative action requirements of the federal and state governments and the policies of this district.

When emergency situations arise between Board meetings and funds are properly budgeted, the Superintendent of Schools, in consultation with the Board Secretary/Business Administrator and Board President shall be authorized to make such purchases as necessary. The Superintendent of Schools shall be authorized to make such purchases in the Board Secretary/Business Administrator’s absence.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract signed by both the Board Secretary/Business Administrator and the Superintendent of Schools.

Specifications governing materials are a joint responsibility of the Superintendent of Schools and the Board Secretary/Business Administrator.

**Multiple Year Contract/Bid Cycle**

The Business Administrator/Board Secretary will establish a multiple year contract/bid cycle, the purpose of which is to ensure that the district is receiving the most efficient and economical services available. These services consist of, but are not limited to:

- Auditing
- Food Service
- Transportation
- Insurance
- Custodial
- HVAC
- Electrical
- Plumbing
- Landscaping and Grounds
- Trash Removal
- Snow Plowing
Oldmans Township Board of Education District Policy Manual

Business & Non-Instructional Operations
Purchasing Procedures

Series 3000
Policy 3320

Page 3 of 3

Legal References
NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:23-7.1 et seq. Management of Public School Contracts
6A:27-9.1 et seq. Contracting for Transportation Services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2224, 3300, 3326, 3327, 3570, 3571
The Board has established a careful system of purchasing and accounting to help provide an effective program of education.

Therefore, except as otherwise provided in these policies, no individual Board Member or member of the administration or other district employee shall commit the Board to expenditures for which the Board has not given prior approval.

In the event of emergencies requiring expenditures, the Superintendent of Schools shall act in the best interests of the district and inform the Board at the earliest opportunity so it may act at the next regular meeting.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

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Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2224, 3300, 3326, 3327, 3570, 3571
The Board of Education establishes the following approval process for any remittance of payment for invoice amounts greater than the approved purchase order issued by the Board Secretary/Business Administrator:

1. The Board Secretary/Business Administrator shall identify and investigate the reason(s) for any increase to a purchase order.
2. If it is determined that such an increase is warranted, the Board Secretary/Business Administrator shall either approve a revision to the original purchase order with the reason(s) noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order.
3. If it is found that such an increase is not warranted, the purchase order shall be canceled and the returned to the appropriate vendor.
4. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The Board Secretary/Business Administrator shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.
Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims
52:32-44 Business registration for providers of goods and services (definitions)

NJAC 6A:7-1.8 Equity in employment and contract practices
6A:23-1.2 Definitions
6A:23-2.6 Supplies and equipment
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:23-7.1 et seq. Management of Public School Contracts
6A:23A-6.10 Financial system and payment approval process
6A:27-9.1 et seq. Contracting for Transportation Services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2224, 3300, 3326, 3327, 3570, 3571
Telephone Price Quotations
When a single item or service or group of like items cost over $500.00 and less than 20% of the bid threshold as established by the Governor, three (3) telephone quotations are required.

Written Price Quotations
When a single item or service or group of like times cost or exceed 20% of the bid threshold as established by the Governor, three (3) written quotations are required.

Bid Process
When a single item or service or group of like items costs or exceeds the bid threshold as established by the Governor, formal bid process through the Business Office is required. Administrators are responsible for providing the Business Office with detailed specifications and a list of vendors for each item or service being purchased.

The legal process takes four to six weeks from the date the Business Office receives the specifications.

Other Items
The purchase of any single item or service not falling into one of the above categories must be processed on a purchase order that has been authorized prior to purchase. This means that there shall be no confirming purchase orders, except in the case of an emergency, and those shall be authorized by the appropriate Board Secretary/Board Secretary prior to the commitment of any funds.

Approval
All copies of quotes and forms must be forwarded to the Board Office for approval before a purchase order number will be authorized.

Legal References

| NJSA     | 10:5-1 et seq. Law Against Discrimination |
| 18A:18A-1 et seq. Public Schools Contracts Law |
| 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims |
| 52:32-44 Business registration for providers of goods and services (definitions) |
| NJAC     | 6A:7-1.8 Equity in employment and contract practices |
| 6A:23-1.2 Definitions |
| 6A:23-2.6 Supplies and equipment |
| 6A:23-6.1 et seq. Purchase and Loan of Textbooks |
| 6A:23-7.1 et seq. Management of Public School Contracts |
| 6A:23A-6.10 Financial system and payment approval process |
| 6A:27-9.1 et seq. Contracting for Transportation Services |
| 6A:30-1.1 et seq. Evaluation of the Performance of School Districts |
| 6A:32-14.1 Review of mandated programs and services |
Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board unless the Board chooses to reject all bids, to re-advertise, or to purchase under a state contract.

Whenever two or more proposals or bids of equal amounts are the lowest proposals or bids submitted by responsible bidders, the Board of Education may award the contract to whichever one of the lowest bidders it may determine.

The Board shall consider the advantages of entering into a contract for more than one year when and as the law permits.

**Multiple Year Contract/Bid Cycle**
The Business Administrator/Board Secretary will establish a multiple year contract/bid cycle, the purpose of which is to ensure that the district is receiving the most efficient and economical services available. These services consist of, but are not limited to:

- Auditing
- Food Service
- Transportation
- Insurance
- Custodial
- HVAC
- Electrical
- Plumbing
- Landscaping and Grounds
- Trash Removal
- Snow Plowing

**Legal References**

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**Possible Cross References**

3320, 3323
The Board of Education will authorize payment for goods and services.

Before warrants signed by the Board President, Board Secretary/Business Administrator and Treasurer of School moneys may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the Business Administrator/Board Secretary and approved by the Board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly reviewed and recommended by the Superintendent of Schools for items previously approved by the Board or provided for in the budget may be approved by the Superintendent of Schools. Such payments shall be reported to the Board at the next regular meeting.

Items not previously approved by the Board or provided for in the budget must be reviewed and recommended by the Superintendent of Schools and presented for Board approval.

Legal References

NJSA 18A:19-1 Expenditure of funds on warrant only; requisites
18A:19-2 Requirements for payment of claims; audit of claims in general
18A:19-3 Verification of claims
18A:19-4 Audit of claims, etc., by secretary; warrants for payment
18A:19-4.1 Account or demand; audit; approval
18A:19-9 Compensation of teachers, etc., payrolls
18A:22-8.1 Transfer of amounts among line items and program categories

NJAC 6A:23-2.9 Petty cash funds
6A:23A-6.10 Financial system and payment approval process

Possible Cross References
3320, 3451, 3453, 4142, 4242
The Board of Education wishes to maintain good working relations with vendors who supply materials and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

In the schools, vendors shall be seen by appointment only. Vendors who call upon a school shall be governed by policy #1250. Teachers or supervisors of instruction who have invited vendors to call should notify the school office in advance so that proper courtesies may be extended.

No agents, canvassers, or vendors shall have access to teachers during their classes. No business concern that solicits or gains business through the school system shall use school facilities for this purpose.

All vendors, suppliers, contractors and/or any other business organizations that do business with the Board of Education shall be registered with the State of New Jersey and provide proof of that registration to the Business Administrator/Board Secretary before the Board may enter into a contract with that business. Proof of registration shall be in the form of a copy of the “State of New Jersey Business Registration Certificate.” The Business Administrator/Board Secretary shall keep a copy of the registration certificate on file.

Affirmative Action
If awarded a contract, all companies/firms will be required to comply with the requirements of NJSA 10: 5-31 et seq. and NJAC 17:27. During the performance of any awarded contract, the contractor or subcontractor, where applicable, will:

• agree that it will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, afflicational or sexual orientation, gender identity or expression, disability, nationality or sex;

will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

comply with any regulations promulgated by the Treasurer pursuant to NJSA 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act;

make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with NJAC 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to NJAC 17:27-5.2;

inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities and labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, afflicational or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;

revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, afflicational or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
Contracting with Small/Minority Businesses/Women’s Business Enterprises and Labor Surplus Area Firms
In accordance with state and federal law, the Board of Education shall take all necessary affirmative steps to ensure that minority businesses, women’s business enterprises and labor surplus area firms are used whenever possible.

Affirmative steps shall include but not be limited to:

- Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
- Ensuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
- Establishing delivery schedule, where the requirement permits, that encourage participation by small and minority businesses and women’s business enterprises;
- Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Disbarred Vendors
When acquiring goods and services under federally sponsored programs, the district will not contract with a vendor who is currently either debarred or suspended from doing business with the Federal government. Prior to contract award, and in accordance with Federal requirements, the district contracting specialist will check the Federal Debarred Vendor List – Excluded Parties List – System for Award Management on SAM.gov to ensure the prospective vendor is not debarred. Should a prospective vendor be found to be debarred or suspended by the Federal government, the Board Secretary/Business Administrator’s office will notify the Superintendent of Schools of this finding and will place a hold on the supplier's registration within the district financial system.
Legal References
NJSA 10:5-1 et seq. Law Against Discrimination
18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies, royalties
10:5-31 Affirmative Action
18A:11-1 General mandatory powers and duties
18A:12-2 Inconsistent interests or office prohibited
18A:12-21 et seq. School Ethics Act
18A:18A-1 et seq. Public Schools Contracts Law
52:32-44 Business registration for providers of goods and services

NJAC 6A:7-1.8 Equality in employment and contract practices
6A:23A-6.3 Accountability regulations
6A:28-1.1 et seq. School Ethics Commission
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services
17:27-5.2 Vendor/Contractor guidelines

Comprehensive Equity Plan, New Jersey State Department of Education

Possible Cross References
1250, 1313, 1330, 2224, 3320, 4119.21, 4219.21, 9270
Board Members and district employees shall be reimbursed for contracted, approved out-of-pocket or other expenses and mileage upon filling out the proper form and presenting to the Board Secretary/Business Administrator. The Board of Education must approve payments as per its established process.

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In accordance with the provisions of P.L. 2013, C. 38, each employee of the district shall have his/her net pay deposited in a banking institution in a checking account, savings account or share savings account specified by the employee, as of the date specified in the Board of Education Resolution authorizing direct deposit of employee net pay and/or the date of the adoption of this policy.

Each employee shall notify the Board Secretary / Business Administrator in writing, the name of the employee’s specified banking institution, account number and routing number for direct deposit of the employee’s net pay funds.

Should the employee change banks or accounts within the banking institution on record with the Board Secretary / Business Administrator, the employee shall notify the Board Secretary / Business Administrator within three (3) business days of the change. If the employee fails to notify the Board Secretary / Business Administrator, and the district incurs any banking fees assessed, said fees shall be the responsibility of the employee. Should the employee fail to reimburse the district for such fees, the amount of the fees shall be deducted from the employee’s next paycheck.

The Board Secretary / Business Administrator shall develop forms as may be necessary and to be used by employees to specify the banking institution’s name, the specific account number and routing number for direct deposit of the employee’s net pay funds.

The Board of Education shall make available all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable federal law, only on the Internet with restricted access for the employee only.

The Board Secretary / Business Administrator shall develop and initiate necessary policies and procedures to protect the integrity and confidentiality of employee information relative to the provisions of this policy.

The Board of Education may, at its sole discretion grant an exemption from the requirements adopted in accordance with such terms and conditions as the Board of Education may deem necessary.
Legal References
NJSA 18A:16-9 Responsibility of board
  18A:19-9 et seq Compensation of teachers; payroll
  18A:66-19 Payroll deductions
  18A:66-127 Employees agreement to reduce salary for purchase of annuity
  18A:66-128 Reduction of salary for obtaining certain benefits
  43:3C-9 Payroll deductions
  52:18A:107 et seq. Payroll deductions
The Board of Education recognizes that as a part of its responsibility for the financial operation of the school district, all reimbursable expenses incurred by district employees and Board Members may be subject to audit and scrutiny.

All travel by district employees and Board Members shall be educationally necessary and fiscally prudent and all travel and expense reimbursements shall be:

1. Directly related to and within the scope of the employee’s and/or Board Member’s current responsibilities;
2. For travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and
3. In compliance with NJ State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letter 06-02, except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable.

Reports Following Travel

Following any authorized and reimbursable travel, all employees are required to submit a report to their immediate supervisors detailing the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district within 10 working days of returning from the event. Board Members shall submit similar reports to the Board President and the Board Secretary/Business Administrator by the next regular Board Meeting.

Approved Types of Travel

1. **Staff Training and Seminars** – include all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility.
2. **Conventions and Conferences** – are distinct from formal staff training and seminars, although some training may take place at such events. These are general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee and/or Board Member attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to the educational program of the school district.
3. Regular District Business – includes all regular official business travel, including attendance at meetings, conferences and any other gatherings that are not covered by the definitions included above.

4. Retreats – includes meetings with school district employees and Board Members, held away from the normal work environment at which organizational goals and objectives are discussed. School district facilities shall be utilized for this type of event, if available.

Travel Methods
When used in these regulations, the term "transportation" is meant to include all necessary official travel on railroads, airlines, buses, taxicabs, rental cars and other usual means of transportation. The provisions of this section apply to all travel, whether for regular district business or attendance at conventions, conferences, staff training and/or seminars.

Air Travel
Air travel is authorized when it is determined that air transportation is advantageous to the conduct of district business. The most economical air travel must be used, including the use of discounted and special rates. Charges for classes of service other than economy (i.e., Business or First Class) are to be considered privileged and ineligible except when travel in such classes is less expensive than economy, avoids circuitous routings or excessive flight duration and/or would result in overall transportation cost savings.

Rail Travel
When it has been determined to be advantageous to the conduct of district business, the most economical scheduling of rail travel is to be utilized.

Cruises
Participation in a conference, meeting or training event that is presented on a cruise ship is prohibited. Travel on a cruise ship as transportation to an event is also prohibited.

Ground Travel
Necessary taxicab charges are permitted. However, travel to and from airports and downtown areas should be confined to regularly scheduled shuttle service, whenever such service is less costly than taxicab service. If shuttle service between the airport and downtown destinations is not available, taxicabs may be used.

The district shall not bare the costs for car rentals, limousine services, and/or chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendees’ accommodations at the event.
Special Conveyances
The rental or hire of a boat, aircraft or other special conveyance is allowed only when public or regular means of transportation is not available or when such regular means of transportation cannot be used advantageously in the interest of the district. In such cases, prior approval of the Superintendent of Schools is required. A satisfactory explanation must accompany these requests for approval.

Personal Vehicle (Mileage Basis)
Mileage allowance in lieu of all actual expenses of transportation is allowed an employee traveling by his own automobile on official business at the rate authorized by the Board of Education or in an agreement between the Board and the employee’s bargaining unit, provided such mode of travel is previously approved by the Superintendent of Schools.

New contracts that specify a mileage reimbursement and that have an effective date of July 1, 2008 or later, must specify that the reimbursement rate shall be that stipulated in the OMB Travel Circular. All district travel reimbursement shall also be in accordance with the rate stipulated in the OMB Travel Circular. Parking and toll charges are allowed in addition to the mileage allowance.

Routing of Travel
All travel must be by the most direct, economical and usually traveled route. Travel by other routes is allowed when official necessity is satisfactorily established in advance of such travel.

In any case where a person travels by indirect route for personal convenience, the extra expense must be borne by the individual.

Reimbursement for expenses must be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually traveled route.

Lodging, Accommodations, Meals and Miscellaneous Expenses
When travel is deemed necessary, district employees and Board Members may be reimbursed for allowable and reasonable expenses for lodging, accommodations, meals and miscellaneous expenses incurred. Annually, the Board of Education will establish reasonable and fiscally responsible rates for lodging, accommodations and meals. Unless approved in advance by the Board or the Superintendent of Schools, no expenses in excess of these rates will be eligible for reimbursement.
Meal Expenses Allowable Limits
In accordance with the provisions of Circular 16-11-OMB, which supersedes Circular 12-14-OMB, the following limits for meal expenses per individual shall not be exceeded:

- Breakfasts $7.00
- Lunches $10.00
- Dinners $15.00

One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following:

1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the federal register for the current year;
2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting and the going rate of the hotel is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
3. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
4. In any case in which the total per diem reimbursement is greater than the federal per diem rate, except as stated in number 1 above, the costs will be considered to be excessive and shall not be paid by school district funds;
5. The district shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater costs benefits; and,
6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee and/or Board Member attends when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.

Out-of-state travel events shall be limited to the fewest number of Board Members or affected employees needed to acquire and present the content offered to all Board Members or staff, as applicable, at the conclusion of the event. Where the event is sponsored by a New Jersey-based organization and targeted to employees and/or Board Members of the school district, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of NJAC 6A:23A-7.11. Where the event is national or regional in scope and targeted to school district employees and/or Board Members from multiple states, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty (50) miles.
Where a travel event has a total cost that exceeds $5,000, regardless of the number of attendees, or where more than five (5) individuals from the district are to attend a travel event out-of-state, the district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall promptly review the request and render a decision within ten (10) working days.

For all employee and Board Member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. The Executive County Superintendent shall promptly review the request and render a decision within ten (10) working days. It is expected that approvals will be rare.

**Documentation for Reimbursement of Expenses**
In all cases, district employees and Board Members shall complete a voucher for any and all expenses being submitted for reimbursement, along with original, dated receipts for these expenses.

The Board directs the Business Administrator/Board Secretary to review all expenses submitted for reimbursement by district employees and Board Members to ensure that they are reasonable and fully documented according to the provisions of this policy.

**Filing of Documentation**
The Board of Education requires that detailed documentation demonstrating compliance with this policy, including travel approvals, reports and receipts for all school district funded expenditures, as appropriate, shall be maintained on file with the Board Secretary/Business Administrator.

**Reimbursement**
Reimbursement will only be made upon demonstrated compliance with this policy provisions and approval requirements. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event.

No employee of the Board of Education or Board Member shall receive an amount for travel and travel-related expenses in advance of the travel pursuant to NJSA 18A:19-1 et seq.
Conflict of Interest
A Board Member shall recuse himself/herself from voting on travel if the Board Member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.

No Board Members shall act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family or undertake any employment or service, whether compensated or not, that may reasonably be expected to prejudice his/her independent judgment in the execution of his/her official duties.

Annual Review
As a part of the annual budget making process, the Board Secretary/Business Administrator shall determine and the Board will approve a maximum expenditure amount allotted for travel and expense reimbursement for district employees and Board Members. In establishing this maximum expenditure amount, the Board Secretary/Business Administrator will take into consideration that costs vary depending on the location of the off-site event. Following the adoption of the maximum annual expenditure for the district, should it become appropriate, the Board may alter the established maximum expenditure due to unforeseen costs.

Annually in the prebudget year, the Board of Education shall establish by resolution, a maximum travel expenditure amount for the budget year that the district shall not exceed in that budget year. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.

The Board may, at its discretion, exclude travel expenditures to be supported by federal funds in the maximum travel expenditure amount. If federal funds are excluded from the established maximum travel expenditure amount, the Board of Education shall include in the Board resolution, the total amount of travel supported by federal funds from the prior year, prebudget year and projected for the budget year.

The Board further directs the Board Secretary/Business Administrator to establish and maintain files detailing compliance with this policy, including but not limited to travel approvals, reports, and receipts for all reimbursed expenses, as appropriate. The Board further directs the Board Secretary/Business Administrator to maintain separate accounting for district travel expenditures as necessary, to ensure compliance with the district’s maximum travel expenditure amount. This may include but need not be limited to a separate or offline accounting of such expenditures or expanding the district’s accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board’s policy and shall provide auditable information.
Approval for Travel and Travel Expenses
The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board approval is not required. The annual maximum shall not exceed $1,500 and shall be subject to the approval requirements as stipulated in NJSA 18A:19-1.

In accordance with the provisions of NJAC 6A:23A-7 et seq, the Superintendent of Schools may approve, prior to final approval by the Board of Education, expenses for in-state professional development, for which the registration fee does not exceed $150 per employee or Board Member. In all other instances, travel by district employees shall not be permitted without written approval of the Superintendent of Schools and prior approval by a majority vote of the full membership of the Board of Education.

Travel by Board Members shall not be permitted without prior approval by a majority vote of the full membership of the Board of Education and that travel shall be in compliance with Section 4 of P.L. 1991, c.393 (C.18A:12-24) and Section 5 of P.L. 2001, c.178 (18A:12-24.1).

The Board of Education may, at its discretion, approve at any time prior to an event, travel for multiple months as long as the Board approval, as detailed in the minutes of an official meeting of the Board, itemizes the approval by event, total cost, and number of employees and/or Board Members attending the event. General or blanket pre-approval for travel is not authorized. Approval shall be itemized by event, event total cost, and number of employees and/or Board Members attending the event.

Any person who approves any travel in violation of this policy shall be required to reimburse the district in an amount equal to three (3) times the cost associated with attending the event.

An employee or Board Member who travels in violation of this policy shall be required to reimburse the district in an amount equal to three (3) times the cost associated with attending the event.

Exclusions
Any travel caused by or subject to contractual provisions, other statutory requirements of federal regulatory requirements or travel that does not otherwise comply with the requirements set forth in this policy, but that is deemed by the Board to be necessary or unavoidable shall be excluded from the requirements of this policy. In such cases, the reason(s) for such exclusion shall be clearly set forth in detailed documentation and approved by the Board of Education.
Legal References

NJSA 18A:2-1 Power to effectuate action
18A:4-23 Supervision of schools; enforcement of rules and 24 Determining efficiency of schools; report to state board
18A:11-1 General mandatory powers and duties
18A:12-4 Compensation of members
18A:12-24 School Ethics Act and 24.1 Code of Ethics

NJAC 6A:23B-1.1 et. seq. Travel and Related Expense Reimbursement (Non-Abbott Districts)
6A:23A-5.9 Out of state and high cost travel
6A:7 et seq Maximum travel budget

P.L. 2005, c.132 Appropriations Act
P.L. 2007, c. 52 District accountability measures
NJ Department of Treasury NJOMB Circular A-87
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3300, 3330, 3571, 4131/4131.1, 4233, 4231/4231.1, 4233, 9200, 9250, 9270
The school district shall use a standard accounting system as legal in the State of New Jersey and recommended by the School Auditor.

All activity accounts in the school year are to be administered under the supervision of the Board Secretary/Business Administrator.

The accounting system shall be established according to state guidelines and reviewed by the auditor and include all generally accepted accounting practices considered necessary. These practices provide that all revenues of moneys shall be deposited intact in the bank within 24 hours of receipt.

No payments are to be made from these monies in cash.

Payments are to be made only by check.

Legal References

NJSA 18A:4-14 Uniform system of bookkeeping for school districts
18A:17-8 Secretary; collection of tuition and auditing of accounts
18A:17-35 Records of receipts and payments
18A:22-8 Contents of budget; program budget system
18A:34-2 Care and keeping of textbooks and accounting

NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
6A:23-8.1 et seq. Annual Budget Development, Review and Approval

Handbook 2R2 - Financial Accounting for Local and State School Systems
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3100, 3326, 3450, 3451, 3453, 3570, 3571, 3571.4
The Board of Education has established a Capital Reserve Account (CRA), a copy of which is on file with the County Superintendent of Schools. Funds in the CRA will only be used to implement capital projects in the district’s Long Range Facilities Plan (LRFP) required pursuant to New Jersey law and may not be used for current expenses.

The Board may appropriate funds in the district’s annual budget to meet the needs of its LRFP not met by State support in accordance with statute. When the district submits the LRFP to the New Jersey State Department of Education, the Board may deposit funds into the CRA at any time by Board resolution. This may be completed through the transfer of excess undesignated, unreserved general fund balance or through the transfer of excess undesignated, unreserved fund balance that is anticipated in the budget certified for taxes. No transfer of undesignated, unreserved fund balance shall be made subject to the provisions of New Jersey State statute. Audited excess undesignated, unreserved general fund balance shall not be deposited into a CRA and shall not be reserved and designated in the subsequent year’s budget pursuant to statute.

The amount of money in the CRA shall not exceed the amount needed to implement the capital projects in the district’s LRFP not met by State support. If the amount in the CRA exceeds the maximum amount approved, the district must withdraw the excess and reserved and designate it in the subsequent year’s budget. As a part of the district’s annual audit, the district’s independent auditors will, pursuant to the procedures developed by the New Jersey Commissioner of Education, verify the amount in the CRA at any time during the year does not exceed the maximum permitted amount. All excess amounts in the CRA identified in the annual audit shall be reserved and designated in the subsequent year’s budget.

Funds may be withdrawn from the CRA and the district may apply to the New Jersey Commissioner of Education for approval to withdraw funds from its CRA as provided by statute. In order to obtain approval to withdraw funds, the district shall comply with all requirements as provided for in statute.

The CRA will be established and held in accordance with the Generally Accepted Accounting Principles (GAAP) and is subject to annual audit.
If the cost to complete an approved school facilities project not funded in whole or in part by school bonds, exceeds the local share less excess costs, those costs up to 10% above the local share less excess costs may be withdrawn from the CRA. Funds withdrawn for the local share of a school facilities project not using school bonds or loan bonds for all or part of the local share which received a grant pursuant to statute must be transferred to the capital projects fund and accounted for separately with the corresponding grant. Any unexpended transferred capital reserve funds remaining after completion of such school facilities projects must be reserved and designated in the subsequent year’s budget.

The CRA will be increased by the earnings attributable to the investment of the account’s assets. Anticipated investment income must be included in the original annual general fund budget certified for taxes as miscellaneous income. Investment earnings shall be included in the maximum amount of capital reserve.

A separate account shall be established in the general fund for bookkeeping purposes only in order to account for increases to and withdrawal from the CRA and its balance.

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<td>NJSA 18A:7G-4 Long-range facilities plan</td>
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<td>18A:21-2 et seq Capital Reserve Funds</td>
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<td>18A:4-14 Uniform system of bookkeeping for school districts</td>
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The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in:

A. Bonds or other obligations of the United States;
B. Bonds of those federal agencies in which such investment is permitted by law;
C. Bonds or other obligations of a county, municipality, or school district; and,
D. Public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Finance Committee is authorized to invest district funds in certificates of deposits whenever they become due before the next regularly scheduled Board of Education meeting.

The Treasurer shall report to the Board each month the cash on all accounts on deposit and all investment assets. The Board Secretary/Business Administrator shall report to the Board each month the amount of funds in investments, investment interest earned, and all investment transactions.

Legal References
NJSA 18A:17-34 Receipt and disposition of money
18A:20-37 et seq Investments

Possible Cross References
1314
The Business Administrator/Board Secretary shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and their value, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

Legal References

NJSA 18A:11-2 Power to sue and be sued; reports; census of school children
18A:17-9 Secretary; report of appropriations, etc.; custodial duties, etc.
18A:4-14 Uniform system of bookkeeping for school districts

NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Possible Cross References
3530, 3570
All funds from athletic events or other activities of pupil organizations collected by school district employees and by pupil treasurers under the auspices of the Board shall be handled and accounted for pursuant to prudent business procedures and rules of the State Board of Education.

The Superintendent of Schools or his/her designee shall be responsible for the receipt and deposit of all funds collected in the school and shall administer an accounting system for all such moneys.

In no case shall money be left overnight in the school.

The school cannot assume responsibility for money left in an individual teacher’s classroom overnight. Money brought to the school office must be handled directly to the secretary.

Lost money shall be replaced by the person responsible.

Legal References

NJSA 18A:17-34 Receipt and disposition of moneys
18A:19-13 Petty cash funds
18A:19-14 Funds derived from pupil activities
18A:23-2 Scope of audit

NJAC 6A:23-2.9 Petty cash fund
6A:23-2.14 Student activity funds
6A:23-2.15 School store business practices

Possible Cross References
3250, 3293, 3400, 3451, 3453, 3571, 3571.4, 5136, 6145.4
The Board of Education authorizes the establishment of petty cash funds in accordance with this policy and directs the implementation of appropriate controls to protect the funds from abuse.

The Board will establish petty cash funds and name custodians and amounts annually.

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditure and may not be used to circumvent the regular purchasing procedures of this district. The Board of Education, in consultation with the Board Secretary/Business Administrator shall annually establish a maximum single expenditure amount permitted from any petty cash fund.

Each request for petty cash funds must be in writing and must be signed by the person making the request. Supporting document, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit a request the Board Secretary/Business Administrator for replenishment when the moneys available in the fund have declined to 50% or less than the authorized amount of the fund. The Board Secretary/Business Administrator shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each petty cash fund will report to the Board on amounts disbursed from the fund not less than once per year.

**Legal References**

- **NJSA** 18A:19-13 Petty cash funds
  18A:23-2 Scope of audit

- **NJAC** 6A:23-2.9 Petty cash fund

**Possible Cross References**

3320, 3326, 3571, 3571.3
The Board of Education directs the establishment of an athletic fund for the financial administration of an interscholastic athletic program and game officials. Moneys may be collected and disbursed only for the interscholastic athletic program duly approved by the Board of Education.

The Administration shall be responsible for the administration of the athletic fund.

The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will include income and expenses separately for each approved athletic program.

All gate receipts must be turned in to the Administration within 24 hours of collection and must be deposited on the day they are received.

Legal References
NJSA 18A:19-13 Petty cash funds
18A:19-14 Funds derived from pupil activities
18A:23-2 Scope of audit

NJAC 6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Possible Cross References
3280, 3450, 3571, 3571.4, 5136
The Board hereby authorizes the establishment and maintenance of a student activities account at each school. The Building Administrator shall be responsible for the proper administration of the financial activities of each student activity account in his/her assigned school and in accord with the provisions of state law and appropriate school district accounting practices and procedures. All monies collected shall be deposited in the student activities account shall have the signature of the faculty sponsor and the Building Administrator or designee responsible for the student activities account. The Business Administrator shall oversee the account in accordance with the New Jersey Administrative Code.

The student activity fund will include moneys collected for and dedicated for, but not limited to, student government, clubs, publications, school trips, the school band and orchestra, and other activities.

All funds collected must be turned in to the school office within 24 hours of collection and must be deposited on the day they are received.

The annual school district audit shall include an audit of student organization funds. Payment for the audit shall be made from district funds.

Reserves may be carried over from year to year as necessary for the beginning of the following year’s operation.

Moneys raised by student organizations must be expended for the benefit of students. The Superintendent of Schools or designee shall be responsible for developing guidelines for the accounting of student activities funds within each school.

All moneys accumulated in the account of a specific class or activity will, upon the graduation of that class or the discontinuance of the activity, revert to the student activity fund.

Legal References
NJSA 18A:19-13 Petty cash funds
18A:19-14 Funds derived from pupil activities
18A:23-2 Scope of audit

NJAC 6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts

Possible Cross References
3280, 3450, 3571, 3571.4, 5136
The purpose of the School Funds shall be to provide a petty cash or small expenditures of $10 or less by staff, and discretionary funds for use by the Superintendent of Schools/staff for regular and unanticipated school revenues and expenditure unrelated to the Board budget.

Petty Cash Funds:
1. Cash Funds are to be used for:
   a. Miscellaneous postage
   b. Collect deliveries
   c. small disbursements of $10 and under
   d. monthly disbursement not to exceed $100

2. Cash Funds are not to be used for:
   a. travel expenses
   b. salaries or casual labor
   c. supplies in excess of $10
   d. loans to staff

3. Cash Funds will be replenished monthly at regular Board Meetings upon approval of a proper voucher form.

4. All items must be reconciled and accounted for at the end of each month to the Board and annually in the school audit.

School Activities Fund:
A discretionary fund established to properly account for all funds received from sources not normally budgeted for by the Board and expenditures for same such as Classroom and Band Fund Raisers, Student Council Activities, Lost/Damaged Books, School Picture proceeds and any other funds under the auspices of the Board of Education.

1. A checking a/c be established and operated as "School Activity Fund".
2. Pre-Numbered receipts be issued for all income received.
3. Checks be issued for all expenditures and signed by the Board Secretary and the Custodian of School Funds.
4. Certain expenditures may be replenished by the Board in rare circumstances and only after Board approval.
5. Fund not to be used for normally budgeted expenditures by the Board, personal, or non-school related business.
6. A cash receipts/disbursements ledger be maintained and reconciled monthly and audited annually at the end of each school year by the School District Auditor and made part of the Annual Audit Report.
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Possible Cross References
3280, 3450, 3571, 3571.4, 5136
The Superintendent of Schools and Business Administrator/Board Secretary shall develop a multi-year comprehensive maintenance plan for Board approval, to be updated annually.

The Superintendent of Schools shall develop and enforce detailed regulations for safe and sanitary maintenance of the buildings and grounds. The regulations shall also include procedures for encouraging students, parent organizations and the community to participate in the beautification of school grounds.

In addition, the Superintendent of Schools shall develop and implement a maintenance program that shall include:
   A. A regular summer program of facilities repair and conditioning;
   B. Critical spare parts inventory where necessary;
   C. A long-range program of building maintenance

Legal References

NJSA  13:1F-19 through -33 "School Integrated Pest Management Act"
      18A:17-49 through -52 Buildings and grounds supervisors to be certified educational facilities managers
      18A:22-8 Contents of budget; program budgeting system
      34:5A-1 et seq. Worker and Community Right to Know Act
      34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act

NJAC  5:23 Barrier free subcode of the uniform construction code
      6A:26-12.1 et seq. Operation and Maintenance of Facilities
      6A:30-1.1 et seq. Evaluation of the Performance of School Districts
      6A:32-12.1 Reporting requirements
      7:30-13.1 et seq. Integrated Pest Management

Possible Cross References

3000/3010, 3516, 7110, 9130
Equipment purchased by the Board of Education is intended for support of the educational program.

The Superintendent of Schools shall oversee the maintenance of all district educational and non-educational equipment in safe working condition. No employee or pupil shall use equipment that is found in an unsafe condition. Equipment use during school hours shall be properly supervised by appropriate teaching staff.

The administration shall develop procedures for providing routine maintenance by outside contractors for specialized or complicated equipment as necessary and for utilizing local maintenance employees whenever feasible and economical for maintenance and repair of furniture and less specialized equipment.

Specific items of equipment may be loaned or rented for community use after a written request is made to and approval granted by the Superintendent of Schools. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. He/she shall be responsible for its safe return.

When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.

The Board shall not be responsible for any loss, damage or injury or expense that may arise during or be caused in any way by such use of district equipment.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent of Schools is required for such removal.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:20-34 Use of schoolhouse and grounds for various purposes
- 18A:54-20 Powers of board (county vocational schools)
- NJAC 6A:26-12.2 Policies and procedures for school facility operation

Possible Cross References

1330, 1410, 3250, 3510, 3516, 4143, 4147, 4243, 4247, 5142
Tobacco Use & Possession
No student, faculty/staff member or school visitor is permitted to use any tobacco product:
- In any building, facility, or vehicle owned, leased, rented or chartered by the district;
- On any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots) or chartered by the Board of Education;
- At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, proms, sporting events off campus, etc.).

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using tobacco products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

Definition of Smoking, Tobacco Products & Tobacco Use
For the purpose of this policy, “smoking” and “tobacco use” mean the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco. “Smoking” and “tobacco use” also includes the use of smokeless tobacco, snuff, e-cigarettes, Juuls, and all electronic smoking devices.

For the purpose of this policy, “tobacco product” is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, and all other forms of smokeless tobacco, rolling papers, or electronic smoking devices, or similar product or device or any other items containing, or reasonably resembling tobacco or tobacco products (excluding products which are used to quit smoking).
For the purpose of this policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

“Tobacco use” includes smoking, chewing, dipping, vaping or any other use of tobacco or similar products.

Prohibition of Smoking by Pupils

A. Pupils are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises.

B. Pupils are not permitted to possess tobacco products or smoking paraphernalia while on school property.

C. Pupils who are found exhaling smoke or possessing tobacco products or smoking paraphernalia shall be subject to school discipline codes approved by the Board of Education.

Compliance for Students

In recognition that tobacco use is a public health issue and that tobacco is a gateway drug and highly addictive, the Board of Education recognizes that intervention rather than punishment is the most effective way to address violations of this policy. Students who violate the school district’s tobacco-use policy will be referred to the student assistance counselor (SAC), guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling, and referral. Administration will consult with appropriate health organizations in order to provide student violators with access to an Alternative-to-Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs.
Parents/guardians will be notified of all violations and actions taken by the school. Schools may also use community service as part of the consequences. Ordinarily, and consistent with a wellness strategy, suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.

**Prohibition of Smoking for Persons Other Than Pupils**
A. No person is permitted to smoke at any time in any building, on any school property or any school vehicle owned by the Board of Education.

B. Sanctions for violations
   - First offense: Issuance of a verbal warning, documented in writing, if address of the offender is known. For employees the warning will include a suggestion to participate in a smoking cessation program.
   - Second offense: Issuance of a written warning if the offender’s address is known. For employees this written warning will be placed in the personnel file.
   - Third or more offenses: Written complaint to the local Board of Health and/or municipal court/prosecutor. If the offender is an employee of the complainant, the documentation will be placed in the personnel file.

**Compliance for Faculty, Staff, and Visitors**
As with students, intervention rather than punishment is the most effective way to address adult violations of this policy. Faculty or staff who violate the school district’s tobacco-use policy will be referred to the Employee Assistance Program (EAP) or a tobacco cessation program. Employees who repeatedly violate the policy or do not comply with intervention or cessation referrals may be subject to consequences in accordance with district policy and their contract. Visitors using tobacco products will be informed about the policy and asked to refrain while on school property. Visitors who continue to violate the policy will then be asked to leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Employees who fail to comply with NJSA. 26:3D-15 and this policy are subject to standard employee discipline procedures, in addition to the sanctions noted in B(1-3) above.

The Superintendent of Schools and/or designee is authorized to report violations, in accordance with the law to the County Board of Health and/or local municipal court/prosecutor.
Signs and Reminders
A. Signs will be posted in a manner and location that adequately notify students, faculty/staff and visitors about the Comprehensive Tobacco-Free School Policy.
B. At the beginning of activities that involve large numbers of visitors (e.g. athletic events, concerts, awards, ceremonies) an announcement will be made which states that smoking is prohibited in this building or on these grounds.

Opportunities for Cessation
The administration will consult with the county health department and other appropriate health organizations (e.g., American Lung Association, American Cancer Society, etc.) to provide students and employees with information and access to support systems, programs and services (e.g., NJDHSS Quitline 1 866 NJSTOPS (657-8677) and njquitline.org) to encourage them to abstain from the use of tobacco products.

Prevention Education
The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Procedures for Implementation
The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A process that identifies intervention and referrals for students, faculty/staff, and visitors who violate the policy will be created and communicated to all students, faculty/staff and parents.

Prevention Education for Students
The Board of Education will enforce the laws of New Jersey requiring a program of drug, alcohol, steroid, and tobacco education. The Superintendent of Schools shall prepare and submit to the Board of Education for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with department of education chemical health guidelines, pursuant to NJSA 18A:40A-1 et seq. Drug, alcohol, steroid, and tobacco education shall be integrated with the health curriculum.
Faculty Education & Inservice Training
All district personnel shall be alert to signs of tobacco use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of Schools of schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses tobacco and in helping pupils with tobacco-related problems in a program of rehabilitation. The Superintendent of Schools will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with Board of Education policies and NJAC 6A:16-3.1.

**Legal References**

| NJSA       | 26:3D-55 et seq. New Jersey Smoke-Free Air Act  
|            | 30:5B-5.3 Smoking in child care centers prohibited |

| NJAC       | 6A:16-1.3 Definitions  
|            | 6A:16-3.1(a)7 Establishment of comprehensive alcohol, tobacco and other drug abuse programs  
|            | 6A:26-1.2 Definitions  
|            | 6A:26-12.2(a)4 Policies and procedures for school facility operation |

**Possible Cross References**

1250, 1330, 4119.23, 4219.23
District telephones, including cellular phones are to be used for school business only. They are not to be used for personal calls, except in cases of emergency.

In the interest of economy, it is desirable to plan school business in such a way that all calls can be kept to a minimum. Whenever possible, letters, rather than long distance telephone calls, should be used.

Except in emergency, neither teachers nor students will be called to the telephone during class time. Messages will be delivered at a later time.

Students are not to use the school telephone, except with the approval of his/her teacher or an administrator.

Other regulations and procedures may be administered through the Superintendent of Schools.

Legal References
NJS 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)
It is the intention of the Board of Education to implement a safety program which is designed to protect and safeguard its pupils and employees; to set standards of safety and delineate procedures designed to maintain these standards; and to develop procedures to be following in case of accident or other physical incapacitation.

Accidents are undesirable, unplanned occurrences that can be prevented and often result in bodily harm, loss of school time, property damage, possibly expensive legal action and even death. Thus, it shall be the policy of the Oldmans Township Board of Education to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district. The Board of Education believes that safety education and accident prevention are important to everyone concerned with the school district, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

The Superintendent of Schools and Business Administrator/Board Secretary shall prepare rules and programs for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices where they are required for the safety or pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the school.

The rules and programs shall include but not be limited to; pupil safety in school; employee job safety; vehicle safety programs; care of injured pupils; plant safety emergency procedures; pupil traffic safety in transit to and from school; and eye protection. They shall address as a minimum the requirements of law and the applicable rules and regulations of various departments of state government along with the guidelines mandated by the annual insurance report and this policy.

It shall be the responsibility of the district’s administrators to execute this policy in order to have a comprehensive program that will meet the needs of the Oldmans Township Board of Education. The responsibility for developing the total safety program shall be delegated to a competent professional staff member who will be directly responsible to the Superintendent of Schools and will act in an advisory capacity to all administrators and staff members. He/she shall be responsible for the promotion and development of an aggressive prevention and safety education program for students and staff members.
The general areas of responsibilities shall include, but not be limited to in-service training, development of accident prevention procedures, accident record keeping, inspection, driver education, vehicle safety programs, fire prevention, school site selection, emergency procedures and traffic safety problems related to employees, students and the community.

Use & Storage of Hazardous Substances
The Board of Education shall not allow the use of any hazardous substances in or on any of the buildings or grounds of this district when children are present, except in emergencies.

For the purposes of this policy, “hazardous substance” means any substance, or substance in a mixture, included on the hazardous substance list developed by the Department of Health and Senior Services pursuant to the "Worker and Community Right to Know Act," P.L.1983, c.315 (C.34:5A-1 et seq.).

In accordance with NJSA 34:5A-10.1, "hazardous substance" shall not include:

1. Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;
2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container in a public school building;
3. Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;
5. Any fuel in a motor vehicle;
6. Tobacco or tobacco products;
7. Wood or wood products;
8. Foods, drugs, or cosmetics;
9. Hazardous substances which are an integral part of a building's structure or furnishings;
10. Products which are personal property and are intended for personal use; and,
11. Any substance used in the routine maintenance of a school building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school.

The Superintendent of Schools shall inform the Board of Education when hazardous substances may be used when children are present, and the Board of Education shall determine if an emergency situation exists and such use is warranted.

If any hazardous substance is stored on any school site, the Superintendent of Schools shall make available the hazardous substance fact sheet for that substance to any one who requests it.

At least two days prior to the start of any construction activity involving hazardous substances, the Superintendent of Schools shall post on a bulletin board at the school a notice that such construction will take place. The notice will state the activity to be conducted and the hazardous substance(s) to be used.

The Superintendent of Schools shall ensure that all parents/guardians receive a notice at least once a year informing them of the following:
1. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
2. Hazardous substances may be stored at the school at various times throughout the year;
3. Hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

Soil Contamination on School Property
The administration shall ensure that notice of soil contamination on school property is provided. Notice will be provided to each parent or guardian of a student enrolled at the school, and to each staff member of the school.

Notice will be provided within 10 business days of the discovery of the soil contamination, when the contamination is found by the Department of Environmental Protection or a licensed site remediation professional to exceed the department’s direct contact soil remediation standards for residential use.
The notice shall include:
1. A description of the soil contamination and the conditions under which a student or staff member may be exposed to the contamination;
2. A description and timetable of the steps that have been taken and will be taken to ensure that there is no contact by any student or staff member with the contamination;
3. A description and timetable of the steps that have been taken and will be taken to remediate the soil contamination.

The notice may be provided by:
1. Written notice sent home with the student and provided to the staff member;
2. Telephone call;
3. Direct contact;
4. Electronic mail.

The district shall also post a copy of the notice in a conspicuous location near the site of the contamination to notify any other users of the school grounds of the existence of the contamination.

Implementation
Rules and procedures implementing this policy shall be reviewed and adopted by the Board of Education as required by law and shall be disseminated to staff and pupils annually, and whenever any changes are made.

The Superintendent of Schools and Business Administrator/Board Secretary shall be responsible for the promulgation of such rules to all personnel concerned.
## Legal References

**NJSA**
- 18A:6-2 Instruction in accident and fire prevention
- 18A:11-1 General mandatory powers and duties
- 18A:17-42 et seq. Public School Safety Law
- 18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases
- 18A:41-1 et seq. Fire Drills and Fire Protection
- 18A:54-20 Powers of board (county vocational schools)
- 34:5A-1 et seq. Worker and Community Right to Know Act

**NJAC**
- 5:23 Barrier free subcode of the uniform construction code
- 6A:16-1.4 District policies and procedures
- 6A:19-10.1 et seq. Safety and Health Standards
- 6A:26-1.1 et seq. Educational Facilities
- 6A:26-12.1 et seq
- 6A:27-12.2 Accident reporting
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-12.1 Reporting requirements

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
National School Boards Association, February 6, 1969
Association of School Business Officials, April 1, 1969

## Possible Cross References
- 5141.1, 5142, 5142.1
In cases of injury to, or sudden illness of, a student, school employee or visitor, the responsibility of the Board and its personnel lies in giving emergency care and first aid until medical help can be obtained if necessary.

The Board directs the Superintendent of Schools to develop procedures for the proper handling and reporting of such emergencies and to disseminate them to all personnel.

Legal References

NJSA 18A:6-2 Instruction in accident and fire prevention
18A:16-6 Indemnification of employees
18A:11-1 General mandatory powers and duties
18A:17-42 et seq. Public School Safety Law
18A:40-12.5 Emergency administration of epinephrine
18A:40-7 Nebulizer required
18A:54-20 Powers of board (county vocational schools)
Vandalism
Wanton destruction of school property or equipment or unauthorized removal of same shall be reported at once to the appropriate administrator, who will report incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes, by phone to the Superintendent of Schools and Business Administrator/Board Secretary as soon as discovered.

Every resident of the district, all staff members, pupils, and the police department are asked by the Board to cooperate in reporting any incidents of vandalism of property belonging to this Board and the names of the person or persons believed to be responsible.

The Business Administrator/Board Secretary shall then forward the bill for the cost of such damage or damages to the responsible party or parties and to their parents if they are minors, requiring payment of the amount. If the vandalism is committed by a pupil or pupils enrolled in the district’s school, the violators shall be subject to the Student Code of Conduct.

The Business Administrator/Board Secretary shall devise procedures to keep building and equipment secure and district pupils and personnel safe from intruders. Such procedures may include employment of school law enforcement officers as permitted by statute.

All necessary steps shall be taken and police cooperation and action shall be sought to protect school property from theft and vandalism.

Theft, willful damage to school property, and unlawful entry into the school building are criminal acts, punishable by law.

**Legal References**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA</td>
<td>2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure</td>
</tr>
<tr>
<td></td>
<td>2A:53A-15 Liability of parent/guardian for willful destruction of property</td>
</tr>
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<td>18A:25-2 Authority over pupils</td>
</tr>
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<td>18A:37-1 et seq. Discipline of Pupils</td>
</tr>
<tr>
<td>NJAC</td>
<td>6A:14-2.8 Discipline/suspension/expulsion</td>
</tr>
<tr>
<td></td>
<td>6A:16-1.1 et seq. Programs to Support Student Development</td>
</tr>
<tr>
<td></td>
<td>Commissioners' Decisions indexed under &quot;Pupils - Punishment of&quot; in Index to N.J. School Law Decisions</td>
</tr>
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<td>No Child Left Behind Act of 2001, Pub. L. 107-110</td>
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<tr>
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<td>20 U.S.C.A. 6301 et seq.</td>
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<tr>
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<td>A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)</td>
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<td>Manual for the Evaluation of Local School Districts</td>
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<td>New Jersey Quality Single Accountability Continuum (NJQSAC)</td>
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The Board of Education strives to provide a safe environment to all pupils, employees, and visitors who have allergic/anaphylactic reactions to various food items that may be found in the school.

The purpose of this policy is to minimize the risk of exposure of pupils with severe allergies to potentially life-threatening allergens without depriving the pupil with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other pupils while in school.

The Board of Education directs the Superintendent of Schools or his/her designee to develop a system of identifying pupils with life threatening allergies that will prepare the school personnel to deal with occurring life-threatening reactions, despite precautions taken. The Board of Education also believes that staff members involved with pupils should be instructed as to the potentially severe, life-threatening nature and proper treatment of the specific allergic condition.

An allergy action plan and identification sheet shall be developed with the pupil’s name, specific allergy, warning signs of reactions and emergency treatments.

The Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Board of Education does not support a ban on any particular allergen. This policy has been promulgated in an effort to minimize the risk of exposure of pupils with severe allergies to potentially life-threatening allergens.

For the purposes of this policy the following definitions shall apply:

A. Allergen means a substance that provokes an allergic response and includes bee or wasp venom, certain food and latex and other chemicals.
B. Injector means a syringe and needle that contain a pre-measured dose of epinephrine or adrenaline and includes epi-pens and other preloaded auto-injectors.
C. Severe allergy means a severe allergic reaction or anaphylactic response to an allergen, which, if left untreated can lead to sudden death.
D. Life-threatening means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life, such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat potential anaphylactic reaction.

Responsibility of Parents/Guardians

Parents/guardians must:

A. Advise the Principal and School Nurse about the pupil’s severe allergy;
B. Provide and keep emergency contact information current;
C. Assist the Principal and School Nurse by asking the pupil’s physician to provide a doctor’s order;
D. Provide the School Nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the pupil is approved for self-administration of medication, that the pupil has a case or medication readily available, while at school, on field trips or at other school events and activities,
E. Check expiration dates of medication and injectors and replace them as necessary; and,
F. Provide medically-approved snacks and/or lunches for the pupil.

Responsibility of Pupils with Severe Allergies
Pupils with severe allergies must:
A. Not exchange and/or eat food items provided by others;
B. Wash their hands before eating;
C. Learn to recognize symptoms of a severe allergic reaction;
D. Promptly inform a teacher or staff member as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear; and,
E. If the pupil is approved for the self-administration of medication, keep an injector or medication available at all times.

Responsibility of the School Nurse
The School Nurse is responsible for planning the coordination and management of pupils who have life-threatening allergies.

The School Nurse must:
A. Advise the parents/guardians of the pupil with severe allergies of this policy;
B. Consult with and advise the parents/guardians of the pupils with severe allergies and the school community of school-specific procedures regarding severe allergies, and administration of medication at school,
C. Request and ensure that the parents/guardians and primary physician sign the authorization to administer medication;
D. Advise all staff members of pupils who have potentially life-threatening allergies as soon as possible; and,

The School Nurse is encouraged to involve the pupil’s parents/guardians in all phases of planning. The School Nurse must ensure that a Severe Allergy Alert Form is developed for each pupil with severe allergies in cooperation with the parents/guardians, the pupil’s physician and where the School Nurse deems it necessary, other staff or consultant.

The Superintendent of Schools/designee will ensure that appropriate medication is taken on all field trips.
Educating the School Community
The Superintendent of Schools must ensure:

A. That all specifically selected teaching and non-teaching staff and lunchroom supervisors receive annual training on a regular basis, in the recognition of a severe allergic reaction, if applicable;
B. That lunchroom staff are aware of the procedure and receive annual training in the recognition of a severe allergic reaction and the use of injectors and the emergency plan, if applicable; and,

With the consent of the parent/guardian, the Superintendent of Schools and the teacher must ensure that the pupil’s classmates are provided with information on severe allergies. Intimidation and bullying will not be tolerated.

Responsibility of Teachers
Teachers of pupils with severe allergies must:
A. Assist the School Nurse to facilitate communication with other parent/guardians instructing them to avoid allergenic foods and substances for classroom events; and,
B. Leave information about pupils with severe allergies in an organized, prominent and accessible format for substitute teachers.

Responsibility of Teachers and Lunchroom Supervisors
The teacher and the lunchroom supervisor of a pupil with severe allergies must:
A. Know the School’s emergency response protocol;
B. Encourage pupils not to share or trade food items; and,
C. Encourage the pupil with severe food allergies to eat only what he/she brings from home.

Emergency Response Protocol
The Superintendent of Schools must ensure that:
A. An emergency response protocol is developed for the school, including collection and storage of injectors, education of all parties, procedures to be followed, location of the medications, field trip and lunchroom procedures.
B. Any injectors provided by parents/guardians and which are not in the pupil’s possession are appropriately stored in a secure area of the School Nurse’s office; and,
C. He/she is aware of the location of and has access to the injectors.

Annual Training of Staff
All staff members shall be trained annually in the use of an epi-pen and the emergency administration of epinephrine.
### Legal References
- FCS Instruction 783-2, Revision 2
- 42 USC 12183(b) Americans with Disabilities Act
- 1973 Vocational Rehabilitation Act, Section 504
- 20 USC 1413 Individuals with Disabilities Education Act
- 20 USC 1232g Family Education Rights and Privacy Act
- FCS Instruction 783-2, Revision 2

### Possible Cross References
- 5142.21, 61153
The Board of Education shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and the valuation thereof in order to offer proof of loss in the event of an insurance claim. Every five years the Board shall contract an outside independent appraisal agency to conduct a reappraisal of all school property.

Property shall be inventoried by physical count annually to coincide with the re-issuance of policies. Valuations shall be placed thereon in conformity with insurance requirements. Property records shall also be updated by reference to purchase orders and withdrawals. Consumable supplies shall be maintained on a continuous inventory basis.

Portable capital equipment of $2,000 unit value or more shall be inventoried annually and any loss reported to the Board.

Legal References

NJSA 18A:4-14 Uniform system of bookkeeping for school districts
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
18A:17-28(e) Duties of business manager
18A:17-35 Records of receipts and payments
18A:17-36 Accounting; monthly and annual reports
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law

NJAC 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
6A:27-7.9 Vehicle records
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
15:3-2.1 et seq. Records Retention
Liability Insurance
The Board of Education recognizes the risk 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 of Education shall in accordance with law insure its employees against injury or death resulting in the course of their employment and chooses also to insure:

A. Members of the Board of Education, 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. Its students in beauty culture, health occupations, and culinary services for professional liability;
C. 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; and,
D. Children in the preschool program from any injury or death occurring during their time at school or in transit to or from school.

The Board of Education shall provide appropriate insurance for the indemnification of officers and employees, including student teachers, from damages, losses, and expenses from civil suit brought against such persons on grounds arising out of and in the course of their employment or position with this Board of Education as authorized by this policy.

Property Insurance
The Board of Education recognizes its responsibility under law to keep all insurable property of this school district, real and personal, insured against loss or damage by fire and has adopted as policy the extension of that coverage to windstorms, explosions, smoke, vandalism, boiler, burglary and water damage, as well.

In accordance with the above, the Board of Education shall secure the proper and necessary insurance through an agent of its choice or by direct negotiation with an insurance company or companies if it does not use the service of an agent.

Indemnification of Legal Expenses Incurred by School Board Members
The Board of Education shall indemnify Board Members whenever a civil administrative, criminal or quasi-criminal action or other legal proceeding has been or shall be brought against him/her for any act or omission arising out of and in the course of the performance of his/her duties as a member of a Board of Education. In the case of a criminal or quasi-criminal action when such action results in final disposition in favor of the Board Member, the Board of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together
with the costs of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting there from. Indemnification for exemplary or punitive damages shall not be mandated and shall be governed by this policy.

**Indemnification & School Employees / Board Members**

**Indemnification in a Civil Matter**
Whenever any civil or administrative action or other legal proceeding has been or shall be brought against an employee of this district, including any student teacher or person assigned to other professional pre-teaching field experience for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching or other assignment to professional field experience, the Board of Education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with the costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting there from. However, no employee shall be entitled to be held harmless or have his/her defense cost defrayed in a disciplinary proceeding instituted against him/her by the Board of Education or when the employee is appealing an action taken by the Board of Education; and

In the case of a civil matter, there is no requirement that the individual seeking indemnification be successful in the litigation. The test which must be satisfied in determining whether the Board of Education must indemnify an employee, is whether the employee’s act or omission, which is the subject of the litigation, arises out of and in the course of the performance of his/her duties. The employee shall not be indemnified for costs and expenses incurred in a disciplinary proceeding which generally takes the form of an administrative proceeding.

**Indemnification & Criminal Matters**
In order to be indemnified for costs and expenses incurred in a criminal or quasi-criminal matter, an employee must meet a higher standard than that which is established for civil and administrative matters. Accordingly, should any criminal or quasi-criminal action be instituted against the employee for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of the employee, the Board of Education shall reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. No employee shall be entitled to be held harmless or have his/her defense cost defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the Board of Education. The employee must be able to prove that the criminal matter ended in a favorable disposition, and that the employee was acting in the course of performing his/her own duties.
Indemnification for Exemplary or Punitive Damages
The Board of Education shall not indemnify Board Members and employees for exemplary or punitive damages resulting from the Board Members’ and employees’ civil violation of State or federal law if, in the opinion of the Board of Education, the act or acts committed by the Board Member or employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

The Board of Education may arrange for and maintain appropriate insurance to cover all damages, losses and expenses as authorized by this policy.

Legal References
NJSA 18A:12-20 Indemnification of members of boards of education against cost of defense
18A:16-6.1 Indemnity of officers and employees in certain criminal, quasi-criminal actions
18A:18A-42(c) Multiyear contracts
18A:20-25 Insurance of property
59:10-4 Local public entities; authority to indemnify

Possible Cross References
1330, 3510, 5141.1, 5142, 6114
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 personal 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 office or employment;

B. 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.

**Legal References**

NJSA 18A:12-20 Indemnification of board members
18A:16-6 Indemnity of officers and employees
18A:20-25 through -33 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, windstorm 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, the reputation and past
performance of the agent of the insurer and the desirability of distributing the insurance coverage
of the district through an agent of record.

The Board may appoint annually an insurance advisor who may be the agent of record and 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. Assist the Board in the establishment and maintenance of property, valuation, and
insurance records;
D. Provide annually safety and fire inspections;
E. Process all claims; and,
F. Recommend such measures as may reduce the cost of insurance premiums including
assumption of risk, loss prevention, and transfer of risk

Legal References
NJSA 18A:12-20 Indemnification of board members
18A:16-6 Indemnity of officers and employees
18A:20-25 through -33 Insurance
The Board of Education recognizes that officers and employees of this district are exposed to certain risks in the course of the performance of their duties and will provide insurance coverage against losses that may be incurred by such risks.

The Board shall insure employees of the school district against injury and death arising out of or in the course of their employment, in accordance with law.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any student teacher/intern, or person assigned to other professional pre-teaching field experience, for damages, losses and costs incurred as a result of a civil or administrative action or other legal proceeding brought against any such persons for any acts or omissions arising out of and in the course of their employment, student teaching, or other assignment to profession field experience with this Board. This indemnification will include all costs of defending such action, including reasonable legal fees and expenses, together with costs of appeal, if any, and will hold harmless and protect such person from any financial loss resulting from such action.

No employee will be held harmless or have his/her defense costs defrayed in a disciplinary proceeding instituted against him/her by the Board. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in statute.

The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any student teacher/intern, or person assigned to other professional pre-teaching field experience, for the costs of defense against any criminal or quasi-criminal action for any such act or omission when such prosecution is dismissed or results in a final disposition favorable to the officer or employee. This indemnification will include all costs of defending such proceeding, including reasonable legal fees and expenses of the original hearing or trial and all appeals.

No employee will be held harmless or have his/her defense costs defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the Board.

The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.
The Board may insure against any major liability arising from the use of a motor vehicle by an employee or pupils of the district in the performance of district business.

The Board may, in accordance with law, enter into a joint contract for the purchase of liability insurance.

**Bonding**

Employees of the district who are responsible for the safekeeping of district moneys shall be bonded. The Board will determine annually the employees who are to be bonded. The Board shall bear the cost of bonding each employee required to be bonded by this policy or by statute.

**Legal References**

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<thead>
<tr>
<th>Source</th>
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<tbody>
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<td>18A:16-6 Indemnity of officers and employees</td>
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It shall be the policy of the Board of Education that no transportation service shall be provided to any public or private schools to which resident students attend on such days as it is deemed unsafe to operate the district school due to inclement weather, unsafe road conditions, or other circumstances. It shall be the duty of the Superintendent of Schools to determine when these conditions exist.

Legal References

NJSA 18A:25-2 Authority over pupils - bus driver
18A:39-1 et seq. Transportation to and from schools

Policies and Procedure Manual for Pupil Transportation NJ State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3516, 3541.1, 5142
General
The major purpose of school transportation is to take pupils, who live an unreasonable walking distance from school, to school and back in an efficient, safe, economical and responsible manner.

Field Trips
Other purposes include the provision of transportation for academic field trips in direct support of the curriculum and co-curricular programs, i.e., athletics, mini-courses, graduation.

The school district will furnish, at district expense on normal school days, bus transportation for school-sponsored activities, when the one-way distance does not exceed 60 miles.

The Board of Education may authorize field trips for which all or part of the costs are borne by the pupils' parents or legal guardians, with the exception of pupils with financial hardship.

Cell Phones
Bus drivers may carry their personal cell phones with them during working hours, however, bus drivers are strictly forbidden to use a cell phone (whether personal or district-supplied) while operating the school bus, unless there is an actual emergency. In all such cases, whether it is necessary for the bus driver to send or receive an emergency cell phone call, the driver shall first move the bus to a safe location, such as a parking lot or to the side of the road, etc., and engage the emergency flashing lights before placing or receiving a call.

At no time shall bus drivers send or receive any text messages or e-mails, using either a personal or district-supplied cell phone while the bus is moving. Should a driver be found in violation of this policy, appropriate disciplinary action may be taken by the Administration.

Private Use
School buses shall not be used by or on behalf of private, commercial, nonprofit or religious organizations, except as specified in Board policy.

Home Stop Only
Written requests by a child's guardian to ride the same bus or another bus, to a destination other than his home, may be approved by the building Administrator in emergency situations. When the student will reside at or be supervised before and after school at another home, the parent must submit a written request to the Administrator.
Hazardous Conditions
Route adjustments may be routinely made by the Administrator, and later approved by the Board, for students who must walk an excessive distance on a roadway to their bus stop.

Rules for Students Riding School Buses

1. The driver is in full charge of the bus and pupils. The bus driver is to have the same authority on his bus as the teacher in the classroom.
2. Pupils must obey the orders of school safety patrol if one is provided.
3. Outside of ordinary conversation, classroom conduct must be observed.
4. Pupils are to assist in keeping the bus clean to the same degree as they do in the classroom. Pupils must also refrain from throwing refuse out of the window.
5. No pupils shall open a window in the school bus without first getting permission from the school bus driver.
6. No pupil shall, at any time, extend his/her head, hands or arms out of the windows, whether the bus is in motion or standing still.
7. Pupils are to remain seated while bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
8. Pupils are to leave the bus in an orderly manner. They must obey all orders. They must not cross the highway until given the signal to do so by the proper person. Pupils must cross the highway only in front of the school bus. Pupils who have to walk for some distance along the road to the bus loading zone or to their homes must walk on the left hand side facing the oncoming traffic.
9. Pupils must not, at any time, ride on the outside of the bus.
10. Pupils must see that they have nothing in their possession that may cause injury to others and shall handle their personal belongings in a manner so as not to be a hazard to others.
11. Pupils are to talk to drivers only when it is necessary.
12. No smoking will be permitted on the buses.
13. Pupils will not be permitted to leave school grounds during school hours.
   a. Notes from parents will be required for pupils to go to some other location then their home and approved by the Superintendent of Schools.
   b. Notes from parents will be required for pupils to leave the school for doctor, dentist, or music lesson appointments.
14. Pupils shall wear seat belts during the entire time that they are on the bus.
15. Pupils shall not engage in eating or drinking while on the bus. The only exception to this rule will be when on a field trip with agreement of the teacher in charge and the bus driver.
Upon written request to the Oldman’s Township Board of Education, courtesy bus transportation may be provided to an Oldmans Township district resident high school student to/from the student's residence in Oldmans Township to a high school that Oldmans has a current send/receive relationship with the operating district if the student is enrolled as a tuition based student in that district for which the student’s parent(s)/guardian(s) is/are legally obligated to pay the tuition to the operating district upon satisfaction of the following criteria:

- Transportation pick-up and drop off must be at a currently established stop on a district bus route;
- There must be a seat available on the current established bus route and such offer for a seat may be removed during the school year upon certain conditions: (1) if the student fails to follow the school bus rules, violates the Oldmans student code of conduct or causes any other disruption that interferes with the health and safety of the other students on the bus and (2) the student’s courtesy seat takes up a spot needed for a student that Oldmans is legally required to transport to and from school, not just as a courtesy;
- The parents sign a waiver form agreeing to the courtesy transportation;
- The student’s parent(s)/guardian(s) written request must made on an annual basis and received in the Oldmans Township Board of Education district office no later than August 1st for the forthcoming September to June academic year;
- Any and all grants of courtesy transportation approved by the Oldmans Township Board of Education shall expire at the end of the academic year for which the request was made.

Student Conduct on School Buses
While the Law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child arrives at the bus stop and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end when the child leaves the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Such conduct shall be discussed in school and the rules sent home for parental information on a regular basis.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Superintendent of Schools by the bus driver in writing.
Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Superintendent of Schools. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Bus drivers shall complete discipline forms upon the infraction of rules for bus conduct and forward same to the school office. The Superintendent of Schools shall take these actions upon receipt of the discipline report:

- **First Report**: Phone call home and form letter advising of Board Policy and availability for a conference

- **Second Report**: Immediate three (3) day suspension from the bus and phone call home w/conference if requested.

- **Third Report**: Immediate five (5) day suspension from the bus and phone call home w/conference if requested.

- **Fourth Report**: Immediate suspension until committee conference with parent and disposition of case.

**BUS CONDUCT REPORT**

Student Name______________________      Driver________________________

Date____________________________

Behavior Problem

______________________________________________________________________

______________________________________________________________________
Legal References

**NJSA**
- 18A:7F-25 Transportation aid
- 18A:22-8.6 Transportation (budget line item)
- 18A:39-1 et seq. Transportation To and From Schools
- 18A:46-19.6 Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
- 18A:46-23 Transportation of pupils; special classes; handicapped children; state aid
- 39:3-10.9 et al. New Jersey Commercial Drivers License Act
- 39:3-27 Free registration of certain vehicles; transfer to other motor vehicles

**NJAC**
- 6A:27-1.1 et seq. Student Transportation
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts


Policies and Procedure Manual for Pupil Transportation NJ State Department of Education

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education directs the Superintendent of Schools to supervise the development and provide safe and reasonably expeditious transportation for:

A. Pupils who live remote from the school as defined by New Jersey law;
B. Educationally handicapped pupils in accordance with their IEP;
C. Pupils participating in Board approved extracurricular activities or field trips;
D. Pupils whose route to the school is deemed hazardous by the Board;
E. Other pupils as required by law.

The criteria to be used in designing routes and assigning pupils to them shall include:

A. The distance to be traveled to and from school;
B. The age and state of health of the child;
C. The requirements of the instructional program;
D. The hazards involved on the route to be traveled such as, but not limited to:
   1. No sidewalks and speed limit in excess of 35 miles per hour and/or traffic volume of a main thoroughfare
   2. With sidewalks but speed limit in excess of 40 miles per hour and/or traffic volume of a main thoroughfare
   3. In addition to the above situations, unsafe road hazards include:
      a. Blind curves
      b. Steep inclines
      c. Bridges
      d. Railroad tracks
      e. Roadways with no shoulders
      f. Adverse roadway conditions (heavy crowning, poor lighting and maintenance)
      g. Higher crime rate

4. Unsafe roadways to cross:
   a. Any roadway with four or more lanes
   b. Divided highways
   c. Main thoroughfares with speed limits of 35 miles per hour
   d. State highways
   e. County highways
   f. Railroad tracks
Transportation to and from school shall be provided by law to eligible nonpublic school pupils. All pupils riding on district buses shall be required to observe the district’s bus conduct regulations or risk loss of the privilege of such transportation.

Buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all state safety regulations.

Bus routes must be acted upon by the Board and submitted to the office of the County Superintendent of Schools.

**Legal References**

**NJSA**
- 18A:7F-25 Transportation aid
- 18A:22-8.6 Transportation (budget line item)
- 18A:39-1 et seq. Transportation To and From Schools
- 18A:46-19.6 Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
- 18A:46-23 Transportation of pupils; special classes; handicapped children; state aid
- 39:3-10.9 et al. New Jersey Commercial Drivers License Act
- 39:3-27 Free registration of certain vehicles; transfer to other motor vehicles

**NJAC**
- 6A:27-1.1 et seq. Student Transportation
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Policies and Procedure Manual for Pupil Transportation NJ State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Placement of aides on the transportation vehicles will be considered if circumstances warrant.

Legal References
NJAC  6A:27-1.1 et seq. Student Transportation
       6A:27-12.1 et seq Drivers and Aides
In the interest of safety, the Board of Education directs that all pupils attending the district schools shall be transported in buses provided by licensed contractors or the district itself. The amount of the minimum acceptable Certificate of Insurance shall be reviewed annually by the Board and revised as necessary on the recommendation of the Superintendent of Schools.

The Superintendent of Schools shall develop regulations to implement this policy, including, but limited to:

- Determination of routes to provide the shortest trip for each student consistent with economy;
- Determination of stops to give the most students the shortest walk to the bus stop, except that there shall be no less than three-tenths of a mile between stops;

**Legal References**

**NJSA**
- 18A:7F-25 Transportation aid
- 18A:22-8.6 Transportation (budget line item)
- 18A:39-1 et seq. Transportation To and From Schools
- 18A:46-19.6 Transportation to location or maintenance of vehicular classrooms to obtain services; payment of cost
- 18A:46-23 Transportation of pupils; special classes; handicapped children; state aid
- 39:3-10.9 et al. New Jersey Commercial Drivers License Act
- 39:3-27 Free registration of certain vehicles; transfer to other motor vehicles

**NJAC**
- 6A:27-1.1 et seq. Student Transportation
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts


Policies and Procedure Manual for Pupil Transportation NJ State Department of Education

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)
In recommending arrangements for pupil transportation to and from school-related activities, the Superintendent of Schools shall consider the type of activity, the total number of pupils involved, and the availability of appropriate vehicles. Groups of students too small in number to make economical use of Type I or Type II vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Transportation by Volunteer Drivers
The Business Administrator and Superintendent of Schools may supplement the transportation recourses of the district by identifying qualified school personnel and parents/guardians who are willing to provide transportation for district pupils to and from school-related activities.

Qualifications shall include:
A. A valid New Jersey (or other state) driver’s license with no convictions for moving violations;
B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other state inspection sticker; and a private passenger vehicle with a seat belt for each passenger; and
C. Evidence of at least statutorily required insurance coverage.

The Business Administrator and Superintendent of Schools shall develop and the Board shall adopt detailed regulations to ensure that:
A. District approval of activities involved;
B. District determination of drivers and assignment of pupils to them;
C. Pupil safety in pickup, transit and drop off;
D. Adequate supervision of pupils at the activity.

Transportation of Pupils by District Employees as Part of Assigned Duties
District employees who transport pupils in a private vehicle during working hours as a part of their assigned duties shall:
A. Have a current New Jersey (or other state) driver’s license with no convictions for moving violations;
B. A private passenger vehicle of eight or fewer capacity, with a current New Jersey or other state inspection sticker; and a private passenger vehicle with a seat belt for each passenger; and
C. Conform to all safety practices set forth in the regulations of this policy.

Implementation of this policy shall be in conformity with applicable negotiated contract.
Board of Education Members, the school administrators, teachers, and other employees who routinely or by special assignment use their personal vehicles for any school purpose shall be held harmless from any liability that may be incurred because of such transportation, while working within the scope of employment, except that the school district shall not be liable to reimburse the employee for any additional premiums due to his/her vehicle’s insurance, that results from an accident that occurs during such transportation.

Cost of damage to a Board Member’s, administrator’s, teacher’s or employee’s vehicle resulting from an accident or vandalism while he/she is performing designated school missions, shall be defrayed within the limits of the Board’s insurance policy coverage.

Employees are not authorized or expected to transport students in their personal automobiles unless explicitly authorized by the Superintendent of Schools.

1. To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent of Schools or his or her designee.
   a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
   b. For all special trips involving students, including Field Trips, a special permit must be obtained in advance for the specific trip.

2. Employees having their own basic insurance and authorized to use their cars for school business purposes may share in liability benefits of secondary coverage on the Board of Education per attached list.

3. The district shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.

4. The Board specifically forbids any employee to transport students for school purposes without prior authorization of the Superintendent of Schools or his or her designee (Administrator).

5. No student shall be sent on school errands with his or her own automobile, an employee's automobile, or a district owned automobile.

6. Guidelines for transportation of ill, injured or detained pupils from school to home.

First:
- Exhaust all possibility of parent at home picking up child.
- Exhaust all possibility of authorized parent-substitute picking up child.
- Contact parent/guardian.
- Proceed down emergency contact list if needed.
Legal References

NJSA 18A:16-6 Indemnity of officers and employees against civil actions
18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents

NJAC 6A:27-7.6 Transportation to and from related school activities
6A:27-7.7 Parent transporting his or her own child or children

Possible Cross References
5020, 6131.1, 6145, 6145.1, 6145.2, 6153
The transportation of educationally disabled students shall be the responsibility of the school district. Bus routes shall be developed in cooperation with the receiving district.

The Superintendent of Schools shall annually formulate and promulgate to all staff members and students and their parents rules and regulations to govern the safety of the children on the buses and at points of embarkation and disembarkation. Rules for the acceptable conduct of pupil passengers will be created and disseminated and the bus drivers will be instructed to report infractions of those rules to the appropriate administrator.

Vehicles used to transport educationally disabled children shall comply with the requirements of statute and the rules of the State Board of Education. Bus drivers shall observe the procedures established therein.

Legal References

**NJSA**
- 18A:25-2 Authority over pupils - bus driver
- 18A:39-1 et seq. Transportation to and from schools
- 18A:39-22.1 School bus used to transport developmental disabilities client permitted
- 18A:39-20.1 Transportation to and from related school activities in private vehicle with capacity of eight or less; authorization of qualified school personnel, state employees or parents

**NJAC**
- 6A:27-5.1 Special needs students transportation
- 6A:27-7.6 Transportation to and from related school activities
- 6A:27-7.7 Parent transporting his or her own child or children

Possible Cross References
- 3516, 5142
The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The Board directs the Superintendent of Schools to provide regulations and forms for the immediate reporting of all incidents involving any vehicle used to transport students that include any of the following:

A. Physical injury to anyone concerned, no matter how minor  
B. Property damage of any kind, even if the financial loss is negligible  
C. Failure of any mechanical function of a district-owned vehicle during operations, even if no injury or damage results  

It shall be the responsibility of the Superintendent of Schools to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating subcontractor performances, and in scheduling inspection of vehicles.

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year.

All vehicles used to transport children, shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All vehicles used to transport children, shall conform with state standards for such vehicles.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Drivers of all Type I and Type II school vehicles used to transport district pupils must be licensed by the State of New Jersey as bus drivers and meet all other requirements of law. Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

**Legal References**

**NJSA**  
18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
18A:25-2 Authority over pupils  
18A:39-1 et seq. Transportation To and From Schools  
39:3-10.9 et seq New Jersey Commercial Driver License Act  
39:3B-1.1 et seq. School Buses, Equipment and Regulations

**NJAC**  
6A:27-1.1et seq. Student Transportation Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

**Possible Cross References**  
3516, 5142
The Board of Education recognizes that safe and secure conditions for all pupils transported in school-owned or contracted school vehicles is paramount. Pupils transported in a school-owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school-owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posited in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School-Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time”

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parents/guardians and all transportation personnel each year in staff, pupil and/or parent handbooks.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
20 USCA 1231g
30 CFR 300.571 Part 99, 300.572, 300.5773
The Board of Education, upon the recommendation of the Chief School Administrator may authorize, at its discretion, by an affirmative vote of the Board’s full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the organization for pool use according to the following classifications:

1. Vehicles may be assigned permanently and individually to the Superintendent, Board Secretary/Business Administrator or other supervisory employees who based on their job duties may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.

2. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.

3. Board Members or employees may be temporarily assigned a district vehicle for travel events.

4. The Board of Education directs that the Board Secretary/Business Administrator or his/her designee is assigned the functions of district vehicle coordinator.

5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.

6. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.

7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

8. No luxury vehicle, one which exceeds the greater of $30,000 or any current dollar limit established in Internal Revenue Service law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the Superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.

9. The district vehicle shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.

10. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.

11. No physical alterations shall be made to a vehicle without prior Board approval.

12. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
13. When a vehicle is due for routine maintenance in accordance with the manufacturer’s schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.

14. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.

15. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.

16. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.

17. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.

18. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.
   - Frequent violation of traffic laws,
   - Flagrant violation of the traffic laws.
   - Operation of a vehicle which the police or insurance company determined was the cause of an accident.
   - Use of a vehicle for unauthorized use whether personal use, business use, or commuting.
   - Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer’s routine maintenance schedule.
   - Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes.
   - Use of a district vehicle by an unauthorized individual while assigned to an employee.
   - Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities.
   - Use of radar detectors in district vehicles.

The Board shall establish a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary.

Legal References
NJAC 6A:23A-6.12 Vehicle assignment and use
The Board of Education directs the Board Secretary/Business Administrator to develop a system for the management, control and regulatory supervision of school district vehicles including, but not limited to, the following:

1. Vehicle inventory control record including:
   - Vehicle make, model and year,
   - Vehicle identification numbers (VIN),
   - Original purchase price,
   - Date purchased,
   - License plate number,
   - Person assigned or pool if not individually assigned,
   - Driver license number of person assigned and expiration date,
   - Insurer and policy number of person assigned, and
   - Usage category such as regular business, maintenance, security or pupil transportation.

2. Driving record of operators of district vehicles including:
   - Name of driver,
   - Driver license number and expiration date,
   - Insurer and policy number of person assigned,
   - Motor vehicle code violations,
   - Incidents of improper or non-business usage,
   - Accidents, and
   - Other relevant information.

3. Record of maintenance, repair and body work for each district vehicle including:
   - Vehicle make, model and year,
   - Vehicle identification numbers (VIN),
   - Original purchase price,
   - Date purchased,
   - License plate number,
   - Usage category such as regular business, maintenance, security or pupil transportation,
   - Manufacturer’s routine maintenance schedule,
   - Category of work performed (routine maintenance, repair or body work),
   - Purchase order number,
   - Date work was performed,
   - Detailed description of work performed,
   - Mileage on date work was performed, and
   - Cost of work performed.

Legal References
NJAC 6A:23A-6.11 Vehicle tracking, maintenance and accounting
6A:23A-6.12 District vehicle assignment and use
The Board of Education within its financial means, endeavors to provide a nutritious food service program in a manner that allows the food service facilities and programs to be used to provide a nourishing lunch to all school children.

The Superintendent of Schools shall ensure that pupils and parents are informed concerning good nutrition practices in an effort to promote better nutrition in food service operations.

In planning menus for the food service operations, the different nutritional needs and problems of various groups should be considered, and information about nutritional and calorie content of foods offered should be both posted and distributed with school menus.

The School Lunch Program shall:
A. Operate on a nonprofit basis, with prices to be approved by the Board as necessary;
B. Be operated in strict compliance with all laws and regulations pertaining to health, sanitation and safety; internal accounting; employment practices; nutritional standards; costs of lunches; and periodic reporting;
C. Charge school personnel a price in accordance with state school nutrition guidelines;
D. Restrict the sale of federally defined “junk foods” in schools that operate the National School Lunch Program from the beginning of the school day until the end of the last lunch period.

The sale of all food items in the school must be approved by the Board of Education. Nutritious snacks, such as fresh fruit, fruit juice, nuts, seeds, yogurt, cheese, raisins and skim milk, shall be made available where possible. The sale of foods of low nutritional value (candy and other “junk foods”) for fund raising projects must be approved by the Superintendent of Schools.

The Business Administrator/Board Secretary has overall responsibility for the administration and operation of the school lunch program in keeping with federal and state laws and the policies and directives of the Board.

Legal References

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<tr>
<th>NJSA</th>
<th>18A:11-1 General mandatory powers and duties</th>
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<tr>
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<td>18A:18A-5 Exceptions to requirement for advertising</td>
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<td>18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations</td>
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<td>18A:33-3 through -5 Cafeterias for pupils</td>
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<td>18A:54-20 Powers of board (county vocational schools)</td>
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<td>18A:58-7.1 through -7.2 School lunch program</td>
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<td>NJAC</td>
<td>2:36-1.1 et seq. Child Nutrition Programs</td>
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<td>6A:23-2.6 Supplies and equipment</td>
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<td>6A:30-1.1 et seq. Evaluation of the Performance of School Districts</td>
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<td>6A:32-12.1 Reporting requirements</td>
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<td>6A:32-14.1 Review of mandated programs and services</td>
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The Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education.

Therefore, the Board of Education is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity, and will ensure that:

A. All students will have opportunities, support, and encouragement to be physically active on a regular basis.

B. Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans, the Healthy, Hunger-Free Kids Act of 2010* and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs.

C. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

D. Meal periods shall be scheduled at appropriate times (Lunches will be served between 10:00 AM and 2 PM).

E. All food preparation areas shall have had regular health inspections and received satisfactory approvals.

F. To the maximum extent practicable, all schools in the district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program including after-school snacks, Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program).

G. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

H. The Board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

Goals for the Promotion for Nutrition Within the District
The following activities will be coordinated within district:
• Age-appropriate materials will be posted where food and beverages are served to students encouraging the value of good nutrition;
• During the school year, the lunch program will have promotional days where at least one (1) new nutritional alternative menu item will be featured as part of the menu pattern meal component;
• Staff members will promote this nutritional alternative during meals with appropriate hand-outs regarding any nutritional menu item alternative(s);
• The Superintendent of Schools/designee will encourage serving food products that meet the nutritional standards of the Healthy, Hunger-Free Kids Act of 2010 when used as an incentive or reward for student accomplishments, club or activity within the school;
• Designated staff members will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, to promote nutrition awareness;
• Food service staff will place the healthier food items in the service line where students are more likely to choose them;
• Parents/guardians will be provided the nutritional standards of the Healthy, Hunger-Free Kids Act of 2010;
• Parents/guardians will be encouraged to pack lunches and snacks that meet the nutritional standards as specified in the Healthy, Hunger-Free Kids Act of 2010;

The Superintendent of Schools/designee shall develop procedures and regulations process for measuring the effectiveness for the implementation of this policy. He/she shall also designate personnel with the responsibility for ensuring the school is complying with the policy. In addition, the Superintendent of Schools shall designate a district administrator to oversee and ensure that the district complies with the provisions of this policy and that the policy is implemented correctly for each are beverages are offered, including vending machines and the school store(s), if applicable.

Nutritional Education
The Superintendent of Schools/designee will ensure that there will be at least one presentation per school year promoting good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district’s curriculum.

The Superintendent of Schools/designee will post the nutritional guidelines of the Healthy, Hunger-Free Kids Act of 2010 where food and beverages are served.
The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.

**Physical Activity**

In the elementary grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- The Superintendent of Schools/designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities;
- Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kickball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment;
- The Superintendent of Schools will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day. He/she shall also coordinate special events highlighting physical activity, that may include field days, walk-a-thons, and activity tournaments or competitions;
- The Superintendent of Schools/designee may involve parents, community members, and students in the planning of these events

In the middle school grades of the district:

- All students shall receive health/physical education under the supervision of a properly certified teaching staff member;
- Middle school students may be offered opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members;
- After-school activities and clubs where physical activity for students is included as a key component to the activity’s or club’s purpose may be provided by the Board. This may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

**Other School-Based Activities**

The district will establish a Wellness Committee comprised of the Superintendent of Schools/designee, a health/physical education teacher, the school nurse, at least two (2) parents/guardians, at least two (2) students, and at least one (1) food service staff member.
The Superintendent of Schools/designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.

The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools/designee and will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by the Wellness Committee.

The Superintendent of Schools/designee will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

Annual Progress Report
The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Superintendent of Schools/designee and Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools/designee by June 30th of each school year.

The Annual Progress Report shall present the extent to which the district is in compliance with this policy, any recommended changes to this policy, and an action plan for the following school year to achieve the school’s annual goals and objectives.

Guidelines for All Foods and Beverages
The Board of Education requires that the district to complies with the federal school meal nutrition standards and the smart snacks in accordance with the requirements specified in the Healthy, Hunger-Free Kids Act of 2010. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the Healthy, Hunger-Free Kids Act of 2010.

The school district will comply with the Healthy, Hunger-Free Kids Act of 2010 beverage requirements and beverage portion requirements for elementary and middle school students. Potable water shall be made available to children at no charge in the place where breakfast, lunch, and after-school snacks are served during meal service.
On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the Healthy, Hunger-Free Kids Act of 2010. Theses nutrition standards do not apply to non-school hours, weekends, and off-campus fundraising events.

The Superintendent of Schools shall be responsible to providing support for staff members so they have the skills and knowledge to implement the provisions of this policy.

The Board of Education will support the implementation of nutrition education throughout the school day and during after school programs, in order to promote a consistent message to parents/guardians and students.

Healthy Snack Guidelines
The following additional nutrient requirements shall also apply:
1. Calorie Limits – Snack Items < 200 calories; Entrée Items < 350 calories
2. Sodium Limits - Snack Items < 230 mg.*; Entrée Items < 480 mg.
3. Fat Limits - Snack Items < 35% of calories; Entrée Items < 10% of calories;
   Trans fat: zero grams
4. Sugar Limit - ≤ 35% of weight from total sugars in foods
   * On July 1, 2016, snack items must contain ≤ 200 mg. sodium per item.

Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold. This helps control the amount of calories, fat, sugar and sodium added to foods.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using Foods of Minimal Nutritional Value (FMNV) during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board of Education recommends that physical education or recess be scheduled before lunch whenever possible.

Notification
At a minimum, a copy of this policy shall be posted in the cafeteria(s), school store(s) and provided to the parent group(s) of the school district.

Parents/guardians shall be provided information supporting the provisions of this policy and promoting healthy choice awareness.
All staff members shall be provided with a copy of this policy annually or following any revision to it.

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| **NJAC** | 2:36-1.1 et seq. Child Nutrition Programs |
| | 6A:16-5.1(b) School safety plans |
| | 6A:23-2.6 Supplies and equipment |
| | 6A:32-12.1 Reporting requirements |
| | 6A:32-14.1 Review of mandated programs and services |
| | 6A:30-1.1 et seq. Evaluation of the Performance of School Districts |

**Healthy, Hunger-Free Kids Act of 2010**
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265)
7 C.F.R. Part 210 Medically authorized special needs diets
7 C.F.R. Part 210.10 Foods of minimum nutritional value
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**
1200, 1220, 3000/3010, 3450, 3510, 3542, 3542.31, 3542.44, 4222, 5131, 9123, 9124
1. All employees of the Cafeteria must keep themselves clean, practice good hygiene, be free of any contagious condition, and obtain appropriate medical exams as required by the nurse or Board.

2. No one is permitted behind the serving counter, unless authorized by the Cafeteria Manager.

3. All refuse cans will be emptied daily, at the conclusion of lunch, and disinfected weekly by the custodial staff.

4. Cafeteria Staff shall keep working areas clean and clean/remove large debris from floors resulting from prep work. The kitchen and cafeteria floors will be swept and wet mopped on a daily basis by custodial staff.

5. All staff shall wear gloves at all times when preparing food and during the period of serving food.

6. Handling/collection of money should not be done by a staff member while engaged in the preparation and/or serving of food. The only exception to this would be in the instance of selling pre-packaged ala carte items. (ice cream, boxed drinks, etc)

7. Hair nets or hats shall be used by all employees, while on duty. If uniforms are provided, it is expected that they be worn every day, without fail. Should clothing become in need of repair or replacement, the Manager and/or Business Administrator are to be notified immediately.

8. Improper functioning of the dishwasher (below 180°) and unsanitary conditions should be reported to the Manager and/or Business Administrator immediately upon equipment failure.

9. Cafeteria staff are responsible for the appropriate and periodic cleaning of all kitchen and cafeteria equipment tools, utensils, surfaces, furniture and storage areas. Custodial staff will sweep storage rooms periodically.

Legal References

NJS 18A:11-1 General mandatory powers and duties
    18A:33-3 through -5 Cafeterias for pupils
    18A:58-7.1 through -7.2 School lunch program

NJAC 2:36-1.1 et seq. Child Nutrition Programs
    6A:16-5.1(b) School safety plans
    6A:23-2.6 Supplies and equipment
It is the policy of the Board of Education that this school district participates in any federal or state subsidized food program for the benefit of eligible pupils.

Eligibility shall be as determined by the guidelines of the subsidizing agency. The Board requires that all regulations of the subsidizing agency be observed, especially those that preserve the privacy of eligible pupils.

The Board hereby adopts, as its own, the free and reduced-price policy developed by the Bureau of Child Nutrition programs pursuant to federal regulations.

Offer Versus Serve
In order to reduce plate waste and food costs relating to reimbursable meals, the district will participate in the Offer Versus Serve program, as described in this policy.

Offer Versus Serve for both lunch and breakfast shall be implemented in accordance with law and this policy.

Food service staff members shall be trained annually in the provisions of this policy.

Lunch Offer Versus Serve
Students receiving reimbursable lunches may decline a certain number of food components in the meal.

A school lunch eligible for federal reimbursement shall offer five (5) food components in the appropriate amounts per grade grouping:
- Fruit;
- Vegetable;
- Milk;
- Grain; and,
- Meat/Meat Alternate.

Students may decline two (2) of the five (5) required food components, but must select at least ½ cup of either fruit (or fruit combination) or a ½ cup of vegetable (or vegetable combination) or ½ cup of a fruit/vegetable combination.
After selecting the ½ cup of fruit or vegetable requirement, students must select at least two (2) additional full components in the full amounts (per age/grade grouping) required amount to count toward the reimbursable Offer Versus Serve meal.

The student’s decision to accept all five (5) food components or to decline two (2) food components shall not affect the price charged for the meal. The lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff shall not make exceptions to this policy, such as requiring every student to take a particular food component. It is the student’s choice to select any three (3), four (4) or all five (5) components of the reimbursable meal.

**Breakfast Offer Versus Serve**

Students receiving reimbursable breakfasts may decline a certain number of food components in the meal.

A school breakfast eligible for federal reimbursement shall offer four (4) food items from the three (3) food components in the appropriate amounts per grade grouping:
- Fruit or vegetable or juice;
- Milk;
- Grains, including optional Meat/Meat Alternate

Students may decline one (1) of the four (4) items offered.

The student’s decision to accept all four (4) food items or to decline one (1) food item shall not affect the price charged for the meal. The breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff, including food service staff, shall not make exceptions to this policy, such as requiring every student to take a particular food component. It is the student’s choice to select any three (3) or all four (4) components of the reimbursable meal.
Legal References

NJSA 18A:33-3 Cafeterias for pupils
18A:33-4 School lunch; availability to all children
18A:33-5 Exemptions
18A:33-10 Establishment of school breakfast program in certain schools
18A:33-11 Implementation of school breakfast program by district
18A:58-7.1 through -7.2 School lunch program

NJAC 2:36-1.2 Policy and agreement for school nutrition programs
2:36-1.8 Review and evaluation
The Board of Education directs that all moneys derived from the operation, maintenance
or sponsorship of the food service facilities of this district be deposited in the Food
Services Account, a special checking account, and shall be administered by the Board
Secretary/Business Administrator in the same manner as are other moneys belonging to
the district.

Cafeteria funds shall be expended in such manner as may be approved by the Board, but
no amount shall be transferred from the Food Services Account to any other account or
fund of this district, except as authorized by the Board and in accordance with law.

The Board Secretary/Business Administrator is authorized to disburse funds from the
Food Services Account in accordance with law.

Legal References
NJSA
18A:11-1 General mandatory powers and duties
18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding; boards of
education
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations
18A:33-3 through -5 Cafeterias for pupils
18A:33-9 through -14 Findings, declarations relative to school breakfast programs
18A:54-20 Powers of board (county vocational schools)
18A:58-7.1 through -7.2 School lunch program

NJAC
2:36-1.1 et seq. Child Nutrition Programs
6A:16-5.1(b) School safety plans
6A:23-2.6 Supplies and equipment
6A:32-12.1 Reporting requirements
6A:32--14.1 Review of mandated programs and services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Possible Cross References
3542.31, 5131
The Board of Education recognizes its responsibility to protect the health of the pupils, staff, and visitors to this school district as well as providing a safe school environment and secure foodservice program. Therefore, the Board hereby directs the establishment of a Biosecurity Management Plan designed to keep school meals free from intentional contamination and enable the administration and foodservice personnel to respond to threats or incidents of bioterrorism.

The Biosecurity Management Plan:
- Establishes lunch program policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in the school community;
- Assigns key personnel to specific roles and duties pertaining to the Biosecurity Management Plan;
- Sets procedures aimed at preventing threats and incidents of product tampering and food contamination;
- Includes appropriate response actions to be taken should an incident occur,
- Provides documentation of actions planned and/or taken;

Implementation of the Biosecurity Management Plan shall be the responsibility of the food service director with the oversight of the Superintendent of Schools/designee.

Legal References
NJAC 2:36-1.13 Biosecurity for School Food Service
The Board of Education authorizes and directs the Board Secretary/Business Administrator or his/her designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable foods without competitive bids. This policy shall be published annually as required by law, along with the procedures by which authorized vendors may become eligible to submit quotations.

Legal References

NJSa 18A:18A-5(a)6 Exceptions to requirements for advertising
18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations

NJAC 6A:23-2.6 Supplies and equipment

Possible Cross References
3542, 3542.31, 5131
In accordance with the provisions of 18A:18A-1 et seq NJ Public School Contract Law, 21 CFR Part 200, 318, CFR Part 3019.42 and the policies dealing with purchasing of this district, all procurements must ensure that there is open and free competition and adhere to the most restrictive federal/state/local requirements.

This district seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

**Legal References**

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| NJAC | 6A:23-2.6 Supplies and equipment |

**Possible Cross References**

| 3542, 3542.31, 5131 |
While the Board of Education understands that there may be occasions when students fail to bring the required meal money to school, the cafeteria personnel are not empowered to extend unlimited credit to students.

In accordance with the provisions of state law, if any money is owed for a student’s school meals, the Principal/designee shall contact the student’s parent/guardian and provide notice of the debt before discontinuing meal service.

The Principal/designee shall allow a period of ten (10) school days for the parent/guardian to pay the amount due.

If the parent/guardian does not make full payment by the end of the ten (10) school days, a second letter will be sent by the designated administrator, stating that the student will not be served a school meal beginning five (5) school days from the date of the second notice, unless payment is made in full.

Students may receive an alternate meal during the period that regular meals have been suspended. This alternative meal shall provide adequate nutritional benefits to the student and will be prepared in consideration of any food allergies the student may have.

Provided the Principal/designee has sent the required letters to parents/guardians, as noted above, after three (3) meal charges, students will not be permitted to participate in the school breakfast program until meal charges are paid in full.

Any and all payments submitted by parents/guardians to cover charged meals shall be accounted for by the designated employee.

**Notification**
A copy of this policy shall be provided in writing to all households at the start of each school year and to households whose children transfer into the district during the school year. It is recommended that a copy of the policy be included in student handbooks and/or online. Multiple methods of communication with parents/guardians should be used whenever possible.

Additionally, all staff members shall be provided with a copy of this policy to ensure proper enforcement.
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It is the intent of the Board of Education to adhere to the provisions of the current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school system.

The Board of Education directs that district employees adhere to all provisions of Title 17 of the United States Code, entitled “Copyrights”, and other relative federal legislative and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board further directs that:

A. Unlawful copies of copyrighted materials may not be produced on district owned equipment.
B. Unlawful copies of copyrighted materials may not be used with district owned equipment, within district owned facilities, or at district-sponsored functions.
C. The legal and/or insurance protection of the district will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide to their supervisor, upon request, the justification under The Copyright Act of 1976, as amended, is codified at 17 U.S.C. Sec.101 et seq. Section 107 or 110 of United States Code 17 for copies that have been made or used.

Employees who use copyrighted materials that do not fall within fair use or public display guidelines will be able to substantiate that the materials meet one of the following tests:

A. The materials have been purchased from an authorized vendor by the individual employee or the Board of Education and a record of the purchase exists.
B. The materials are copies covered by licensing agreement between the copyright owner and the Board of Education or the individual employee.
C. Materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase of licensing and a valid agreement exists that allows for such use.

Although there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to operate legally.

Legal References:
NJSA 18A:11-1, 18A:54-20
The Copyright Act of 1976, as amended and codified as 17 U.S.C. Sec.101 et seq.
Section 107 or 110 of United States Code 17
In accordance with the provisions of P.L. 2001, c.404, the Board of Education will provide reasonable access, inspection, copying and examination of all public records except those specifically exempted by law.

For the purpose of this policy, Board records shall be defined as, “any paper, written or printed book, document drawing, map, plan, photograph, microfilm, data processed or image processed, stored or maintained electronically or by sound-recording or in a similar device or any copy thereof, that has been made, maintained or kept on file in the course of the Board’s official business and/or that has been received in the course of the Board’s official business.”

**Exemptions**

Documents, records and/or information that are exempted from public access include:

1. In general, the portion of any document that discloses the social security number, credit card number, unlisted telephone number or driver license number of any person;
2. Personnel or pension records, except that an individual’s name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received are considered government records;
3. Inter-agency or intra-agency advisory consultative or deliberative material;
4. Any record within the attorney-client privilege;
5. Administrative or technical information regarding computer hardware, software or networks that, if disclosed, would jeopardize computer security;
6. Emergency or security information or procedures for any building or facility that, if disclosed, would jeopardize security;
7. Information that, if disclosed would give an advantage to competitors or bidders;
8. Information relating to any sexual harassment complaint;
9. Information relating to any grievance filed by or against an individual in connection with collective negotiations;
10. Information that is a communication between the Board and its insurance carrier, administrative service organization or risk management office; and
11. Information that is to be kept confidential pursuant to a court order.

**Custodian of Board Records**

The Custodian of Board Records shall be the Board Secretary/Business Administrator.

**Responsibility of the Custodian of School Records**

The Custodian of Board Records must permit Board records to be inspected, examined, and copied during regular business hours. The district position of Board Secretary/Business Administrator is officially designated by this action custodian of Board records. The Board Secretary/Business Administrator is required to keep and maintain all records and documents belonging to the Board except those required by the Treasurer of School Moneys.
Timely Access
In general, the Custodian of Board Records has a duty to provide access to a Board record immediately. However, there may be instances where the requested record(s) may be archived. In that case, the Custodian of Board Records will attempt to provide the requested record(s) within seven (7) business days after receiving the request. In general, failure to respond within seven (7) business days may be deemed a denial of the request.

Redaction of Records
In general, before providing public access, the Custodian of School Records has a duty to redact any information that discloses the social security number, credit card number, unlisted telephone number, driver license number and/or other exempted information.

Form for Requesting Records
The custodian shall adopt a form for the public to use to make requests for Board records. The form must provide the following:
1. Space for the name, address and telephone of the requestor;
2. Space for a brief description of the record sought;
3. Space for the custodian to indicate which record will be made available, and fees (if any), to be charged;
4. Specific directions and procedures for requesting the record;
5. A statement as to whether prepayment of fees (if any) are required;
6. An indication that, in general, the custodian has seven (7) business days after receiving the request to respond;
7. A statement of the requestor’s right to challenge a decision denying access and the procedure for filing an appeal;
8. Space for the requestor to sign and date the form;
9. Space for the custodian to sign and date the form if the request is fulfilled or denied.

Fees Charged for Copying Records
The Board may assess fees for providing copies of records. If the Custodian of School Records can demonstrate that the actual cost for duplicating a record exceeds these rates, he/she shall charge the actual cost per page. Under certain circumstances, special service fees may also be charged.

Appeal of Denial or Access to Records
A person who is denied access to a Board Record may file suit in Superior Court or may file a complaint with the newly created Government Records Council within the New Jersey Department of Community Affairs.
Legal References

NJSA
10:4-6 et seq. Open Public Meetings Act
18A:4-14 Uniform system of bookkeeping for school districts
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
18A:11-2 Power to sue and be sued; reports; census of school
18A:11-2b N.J.S.A. 18A:17-7 through -12 Secretary to give notices and keep minutes, etc.
18A:17-28(e) Duties of business manager
18A:17-35 Records of receipts and payments
18A:17-36 Accounting; monthly and annual reports
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law

NJAC
2:36-1.1 et seq. Child Nutrition Programs
6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
6A:27-7.9 Vehicle records
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1 et seq. Student Records
6A:32-12.2 School level planning
15:3-2.1 et seq. Records Retention

Annual Data Collection Plan, New Jersey State Department of Education Records Retention Schedule, New Jersey State Department of Education
Horner v. Kingsway Regional, 1990 S.L.D. 752
Beatty v. Chester Bd of Ed, 1999 S.L.D. (Sept.)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
4112.6, 4212.6, 5125, 9330
An audit of the accounts of the school district shall be made annually by a public school accountant selected by the Board of Education. The audit examination shall be conducted in accordance with statute and generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

An auditor’s fee shall be established in each fiscal year. The Board of Education shall select an auditing firm experienced in school accounting and willing to perform the required services for the established fee.

Within 30 days following the receipt of the annual audit, the Board of Education will, at a regular meeting, cause the recommendations of the auditor to be read and to be discussed, and the discussion noted in the minutes of the meeting. The Board will direct the implementation of the auditor’s recommendations.

The Auditor must provide a copy of the most recent review to the Board of Education.

Legal References

NJSA 18A:6-68 Bookkeeping and accounting system (educational services commission)
18A:18A-1 et seq. Public School Contracts Law
18A:23-1 et seq. Audits and auditors

NJAC 6A:23-1.2 Definitions
6A:23-2.2(i) Principles and directives for accounting and reporting
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.2 School level planning

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
4112.6, 4212.6, 5125, 9330
The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the Board of Education directs the Superintendent of Schools to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. In addition, the Board of Education shall adopt and maintain an IPM plan developed by the Superintendent of Schools/designee as part of this policy.

**Definition**
For the purposes of this policy, Integrated Pest Management shall be defined as a sustainable approach to managing pests by using all appropriate technology and management practices in a way that minimizes health, environmental, and economic risks. IPM includes, but is not limited to, monitoring pest populations, consumer education, and when needed, cultivation practices, sanitation, solid waste management, structural maintenance, physical, mechanical, biological and chemical controls.

**Integrated Pest Management Procedures**
Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

In preparing the IPM, the Superintendent of Schools will consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

**Development of IPM Plans**
The school IPM plan is a blueprint of how the school system will manage pests through IPM methods. The IPM plan states the district’s goals regarding the management of pests and the use of pesticides. It reflects the school’s site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The Superintendent of Schools, in collaboration with the building Administrator, shall be responsible for the development of the IPM plan for the school.

**IPM Coordinator**
The Superintendent of Schools shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy. The Board of Education shall approve the selection of the named IPM Coordinator upon recommendation of the Superintendent of Schools.
Education/Training
All school personnel will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping
Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the Board of Education.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting
The Superintendent of Schools, under the direction of the Board of Education, is responsible for timely notification to students’ parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry
Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators
The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation
Annually, the Superintendent of Schools will report to the Board of Education on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Board of Education directs the Superintendent of Schools to develop regulations/procedures for the implementation of this policy.
Legal References

NJSA 13:1F-19 through -33 "School Integrated Pest Management Act"
18A:17-49 through -52 Buildings and grounds supervisors to be certified educational facilities managers
18A:22-8 Contents of budget; program budgeting system
34:5A-1 et seq. Worker and Community Right to Know Act
34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act

NJAC 5:23 Barrier free subcode of the uniform construction code
6A:26-12.1 et seq. Operation and Maintenance of Facilities
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.1 Reporting requirements
7:30-13.1 et seq. Integrated Pest Management

The School Integrated Pest Management Act of 2002

Possible Cross References
3000/3010, 3516, 7110, 9130
The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.

The Business Administrator/Board Secretary shall identify processes that when performed by the same individuals are a violation of sound segregation of duties. The Business Administrator/Board Secretary shall segregate the duties of all such processes among business office staff based on available district resources, assessed vulnerability and the associated cost-benefit.

The following functions shall be segregated and completed by different employees in all districts:
   A. Human resources and payroll
   B. Purchasing and accounts payable

The district shall include in the Comprehensive Annual Financial Report (CAFR) detailed organizational charts for the central office that tie to the districts' position control logs, including, but not limited to, the business, human resources and information management functions.
### Instructional Personnel

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Ethics</td>
<td>4110.22</td>
</tr>
<tr>
<td>Absences for Jury Duty</td>
<td>4110.5</td>
</tr>
<tr>
<td>Creating &amp; Abolishing Positions</td>
<td>4110.7</td>
</tr>
<tr>
<td>Recruitment, Selection &amp; Hiring</td>
<td>4111</td>
</tr>
<tr>
<td>Nondiscrimination / Affirmative Action / Sexual Harassment</td>
<td>4111.1</td>
</tr>
<tr>
<td>Summer School Employment</td>
<td>4111.3</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>4111.35</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>4111.4</td>
</tr>
<tr>
<td>Contract – Nontenured Personnel</td>
<td>4112</td>
</tr>
<tr>
<td>Certification</td>
<td>4112.2</td>
</tr>
<tr>
<td>Tax Shelter Annuities</td>
<td>4112.3</td>
</tr>
<tr>
<td>Credit Union</td>
<td>4112.35</td>
</tr>
<tr>
<td>Employee Health</td>
<td>4112.4</td>
</tr>
<tr>
<td>Criminal History Verification</td>
<td>4112.5</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>4112.6</td>
</tr>
<tr>
<td>Nepotism</td>
<td>4112.8</td>
</tr>
<tr>
<td>Assignment / Transfer</td>
<td>4113/4114</td>
</tr>
<tr>
<td>Supervision &amp; Evaluation</td>
<td>4115/4116</td>
</tr>
<tr>
<td>Separation</td>
<td>4117</td>
</tr>
<tr>
<td>Retirement</td>
<td>4117.1</td>
</tr>
<tr>
<td>Arrest Reporting Requirements for Certificated Staff Members</td>
<td>4117.27</td>
</tr>
<tr>
<td>Resignation</td>
<td>4117.3</td>
</tr>
<tr>
<td>Personnel Reduction / Abolishing a Position</td>
<td>4117.4</td>
</tr>
<tr>
<td>Nonrenewal of Nontenured Teachers</td>
<td>4117.41</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>4117.5</td>
</tr>
<tr>
<td>Unauthorized Absence</td>
<td>4117.53</td>
</tr>
<tr>
<td>Grievance Procedure – Title IX</td>
<td>4118.1</td>
</tr>
<tr>
<td>Grievances Not Covered by Contract</td>
<td>4118.3</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>4119.21</td>
</tr>
<tr>
<td>Conduct &amp; Dress</td>
<td>4119.22</td>
</tr>
<tr>
<td>Drug-Free Workplace</td>
<td>4119.232</td>
</tr>
<tr>
<td>Topic</td>
<td>Code</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Political Activities</td>
<td>4119.24</td>
</tr>
<tr>
<td>Unbecoming Conduct</td>
<td>4119.25</td>
</tr>
<tr>
<td>Acceptable Use of Computer Network(s) / Computers, E-mail, Social</td>
<td>4119.26</td>
</tr>
<tr>
<td>Networks &amp; Other Forms of Electronic Communications by</td>
<td></td>
</tr>
<tr>
<td>Instructional Staff Members</td>
<td></td>
</tr>
<tr>
<td>Paging Devices, Cell Phones &amp; Other Electronic Devices</td>
<td>4119.27</td>
</tr>
<tr>
<td>Duties / Responsibilities</td>
<td>4119.3</td>
</tr>
<tr>
<td>Substitute Teachers</td>
<td>4121</td>
</tr>
<tr>
<td>Student Teachers / Interns</td>
<td>4122</td>
</tr>
<tr>
<td>Instructional/Non-Instructional Aides</td>
<td>4123</td>
</tr>
<tr>
<td>Staff Development; In-service Education /</td>
<td>4131/ 4131.1</td>
</tr>
<tr>
<td>Visitations, Conferences</td>
<td></td>
</tr>
<tr>
<td>Research Projects by Staff Members</td>
<td>4132</td>
</tr>
<tr>
<td>Job Expenses</td>
<td>4133</td>
</tr>
<tr>
<td>Board / Staff Relationships</td>
<td>4135</td>
</tr>
<tr>
<td>Work Stoppages / Strikes</td>
<td>4135.16</td>
</tr>
<tr>
<td>Meetings / Committees</td>
<td>4136</td>
</tr>
<tr>
<td>Soliciting &amp; Selling</td>
<td>4137</td>
</tr>
<tr>
<td>Nonschool Employment</td>
<td>4138</td>
</tr>
<tr>
<td>Private Tutoring</td>
<td>4138.2</td>
</tr>
<tr>
<td>Exclusions of Employees From School for Reasons of Illness</td>
<td>4141.2</td>
</tr>
<tr>
<td>Insurance</td>
<td>4144</td>
</tr>
<tr>
<td>Health Insurance – Non-Bargaining Unit Employees</td>
<td>4144.1</td>
</tr>
<tr>
<td>Employee Safety</td>
<td>4147</td>
</tr>
<tr>
<td>Exposure Control; HIV / HBV / Bloodborne Pathogens</td>
<td>4147.1</td>
</tr>
<tr>
<td>Stolen Personal Property</td>
<td>4147.2</td>
</tr>
<tr>
<td>Employee Protection</td>
<td>4148</td>
</tr>
<tr>
<td>Leaves of Absence &amp; Vacations</td>
<td>4150</td>
</tr>
<tr>
<td>Military Leave</td>
<td>4150.5</td>
</tr>
<tr>
<td>Attendance Patterns</td>
<td>4151</td>
</tr>
<tr>
<td>Personal Illness &amp; Injury / Health &amp; Hardship</td>
<td>4151.1</td>
</tr>
<tr>
<td>Request to Extend a Disability Leave</td>
<td>4151.2</td>
</tr>
<tr>
<td>Earned Sick Leave Law</td>
<td>4151.5</td>
</tr>
<tr>
<td>Punctuality</td>
<td>4152</td>
</tr>
<tr>
<td>Accidents / Injuries</td>
<td>4152.2</td>
</tr>
<tr>
<td>Family Leave</td>
<td>4152.3</td>
</tr>
</tbody>
</table>

**Support Personnel**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Ethics</td>
<td>4210.22</td>
</tr>
<tr>
<td>Absences for Jury Duty</td>
<td>4210.5</td>
</tr>
<tr>
<td>Creating &amp; Abolishing Positions</td>
<td>4210.7</td>
</tr>
<tr>
<td>Recruitment, Selection &amp; Hiring</td>
<td>4211</td>
</tr>
<tr>
<td>Nondiscrimination / Affirmative Action / Sexual Harassment</td>
<td>4211.1</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>4111.3</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>4211.4</td>
</tr>
<tr>
<td>Contract</td>
<td>4212</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Appointment &amp; Conditions of Employment</td>
<td>4212.1</td>
</tr>
<tr>
<td>Tax Shelter Annuities</td>
<td>4212.3</td>
</tr>
<tr>
<td>Credit Union</td>
<td>4212.35</td>
</tr>
<tr>
<td>Employee Health</td>
<td>4212.4</td>
</tr>
<tr>
<td>Criminal History Verification</td>
<td>4212.5</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>4212.6</td>
</tr>
<tr>
<td>Nepotism</td>
<td>4212.8</td>
</tr>
<tr>
<td>Assignment / Transfer</td>
<td>4213/4214</td>
</tr>
<tr>
<td>Supervision; Evaluation – Support Staff</td>
<td>4215/4216</td>
</tr>
<tr>
<td>Separation</td>
<td>4217</td>
</tr>
<tr>
<td>Retirement</td>
<td>4217.1</td>
</tr>
<tr>
<td>Arrest Reporting Requirements for Certificated Staff Members</td>
<td>4217.27</td>
</tr>
<tr>
<td>Resignation</td>
<td>4217.3</td>
</tr>
<tr>
<td>Grievance Procedure – Title IX</td>
<td>4218.1</td>
</tr>
<tr>
<td>Grievances Not Covered by Contract</td>
<td>4218.3</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>4219.21</td>
</tr>
<tr>
<td>Conduct &amp; Dress</td>
<td>4219.22</td>
</tr>
<tr>
<td>Drug-Free Workplace</td>
<td>4219.232</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Testing – Bus Drivers</td>
<td>4219.233</td>
</tr>
<tr>
<td>Political Activities</td>
<td>4219.24</td>
</tr>
<tr>
<td>Unbecoming Conduct</td>
<td>4219.25</td>
</tr>
<tr>
<td>Acceptable Use of Computer Network(s) / Computers, E-mail, Social Networks &amp; Other Forms of Electronic Communications by Support Staff Members</td>
<td>4219.26</td>
</tr>
<tr>
<td>Paging Devices, Cell Phones &amp; Other Electronic Devices</td>
<td>4219.27</td>
</tr>
<tr>
<td>Probationary Period for New Employees</td>
<td>4221</td>
</tr>
<tr>
<td>Instructional/Non-Instructional Aides</td>
<td>4223</td>
</tr>
<tr>
<td>Staff Development; In-service Education / Visitation, Conferences</td>
<td>4231/ 4231.1</td>
</tr>
<tr>
<td>Job Expenses</td>
<td>4233</td>
</tr>
<tr>
<td>Work Stoppages / Strikes</td>
<td>4235.16</td>
</tr>
<tr>
<td>Soliciting &amp; Selling</td>
<td>4237</td>
</tr>
<tr>
<td>Nonschool Employment</td>
<td>4238</td>
</tr>
<tr>
<td>Exclusions of Employees From School for Reasons of Illness</td>
<td>4241.2</td>
</tr>
<tr>
<td>Overtime</td>
<td>4243</td>
</tr>
<tr>
<td>Insurance</td>
<td>4244</td>
</tr>
<tr>
<td>Health Insurance – Non-Bargaining Unit Employees</td>
<td>4244.1</td>
</tr>
<tr>
<td>Employee Safety</td>
<td>4247</td>
</tr>
<tr>
<td>Exposure Control; HIV / HBV / Bloodborne Pathogens</td>
<td>4247.1</td>
</tr>
<tr>
<td>Stolen Personal Property</td>
<td>4247.2</td>
</tr>
<tr>
<td>Employee Protection</td>
<td>4248</td>
</tr>
<tr>
<td>Leaves of Absences &amp; Vacations</td>
<td>4250</td>
</tr>
<tr>
<td>Military Leave</td>
<td>4250.5</td>
</tr>
<tr>
<td>Attendance Patterns</td>
<td>4251</td>
</tr>
<tr>
<td>Personal Illness &amp; Injury / Health &amp; Hardship</td>
<td>4251.1</td>
</tr>
<tr>
<td>Request to Extend a Disability Leave</td>
<td>4251.2</td>
</tr>
<tr>
<td>Earned Sick Leave Law</td>
<td>4251.5</td>
</tr>
<tr>
<td>Section</td>
<td>Code</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Punctuality</td>
<td>4252</td>
</tr>
<tr>
<td>Accidents / Injuries</td>
<td>4252.2</td>
</tr>
<tr>
<td>Family Leave</td>
<td>4252.3</td>
</tr>
</tbody>
</table>

Appendix

Benefits Schedule
Support Staff Salary Schedule
Preamble
The educators, both teachers and administrators, employed by the Board of Education believe in the worth and dignity of man. Each educator recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. All educators regard as essential to these goals the protection of the freedom to both learn, and to teach; and the guarantee of equal educational opportunity for all. The educator accepts personal responsibility to practice the profession according to the highest ethical standards.

All educators recognize the magnitude of the responsibility they have accepted in choosing a career in education, and engage themselves, individually and collectively with other educators to judge their colleagues, and to be judged by them in accordance with the provisions of this code.

Principle 1—Commitment to the Student and Parents/Guardians
All educators measure their success by the progress of all students toward realization of their potential as worthy and effective citizens. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. Educators recognize the concerns of parents/guardians and attempt to demonstrate these concerns in the best interest of children.

In fulfilling their obligation to the students and parents/guardians, educators:

1. Shall not deliberately suppress or distort subject matter for which they bear personal responsibility;
2. Shall respect the confidence of each pupil; information given in confidence should be passed only to authorized persons or agencies that are attempting to aid the pupil unless disclosure is required by law;
3. Shall respect the basic responsibility of parents/guardians for their children, seek to establish friendly and cooperative relationships with the home, and shall be discreet with information received from parents/guardians;
4. Shall not use classroom privileges and prestige to promote personal gain, selfish interests, partisan politics, or sectarian religious views;
5. Shall strive to help pupils develop sound moral, ethical, emotional, social and intellectual foundations;
6. Shall strengthen the democratic activities of the school and show all pupils that American citizenship involves responsibilities as well as privileges;
7. Shall demonstrate their primary responsibility is to the pupil;
8. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
9. Shall conduct professional business in such a way that they do not expose the student to unnecessary embarrassment or disparagement;
10. Shall not on the grounds of race, color, creed, or national origin exclude students from participation in, or deny them benefits under any program, nor grant any discriminatory consideration of advantage;
11. Shall not tutor for remuneration students assigned to their classes without prior consent from the Board of Education.

Principle II --Commitment to the Public
Educators hold a position wherein the public trust is embodied. As a trustee of democratic ideals and of the American heritage, the educator strives to strengthen appreciation for education and its potential service in the making of a strong country.

In fulfilling their obligation to the public, educators:
1. Shall not misrepresent an institution or organization with which they are affiliated, and shall take adequate precautions to distinguish between personal views and institutional/organization policy;
2. Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
3. Shall strive to maintain a positive public image in the educational program of the school;
4. Shall perform the duties of citizenship and participate in community activities;
5. Shall not interfere with a colleague’s exercise of political and citizenship rights and responsibilities;
6. Shall not use institutional privileges for private gain or to promote political candidates or partisan political activities;
7. Shall accept no gratuities, gifts or favors, nor offer any favor, service, or thing of value to obtain special advantage.

Principle III –Commitment to the Profession
In fulfilling their obligations to the profession, educators:
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- Shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
- Shall withhold, protect and safeguard information acquired about colleagues in the course of employment, unless disclosure serves legitimate professional purposes;
- Shall not misrepresent any professional qualification;
- Shall not knowingly distort evaluations of colleagues;
- Shall endorse the principle that the profession must accept responsibility for the conduct of its members and understands that as educators own individual conduct will be regarded as representative of the profession;
- Shall maintain an attitude and personal appearance that strengthens public respect for the teaching profession and for the school;
- Shall properly and efficiently use and protect all school properties, equipment and materials;
Oldmans Township Board of Education District Policy Manual

Instructional & Support Personnel

Code of Ethics

Policy 4110.22

Page 3 of 4

- Shall be loyal to the nation, the state and the school system;
- Shall adhere to the conditions of a contract until the contract has been terminated by mutual consent, or has otherwise been legally modified;
- Shall exercise their right to participate in the democratic processes, which help determine school policy. Once policy is determined, all educators are then obligated to support it;
- Shall conduct school affairs through defined channels of the school system;
- Shall be considerate and loyal in their relationships with fellow educators and take pride in their achievements;
- Shall regard public criticism of fellow educators as unprofessional;
- Shall report to the appropriate school authority any matters which involve the best interests of the school;
- Shall seek continued professional growth.

Principle IV—Commitment to Professional Employment Practices

The educator regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. All educators believe that sound professional relationships with governing Boards are built upon personal integrity, dignity and mutual respect.

In fulfilling their professional obligations to education, all educators:

1. Shall apply for, accept offer or assign a position or responsibility on the basis of professional preparation and legal qualifications;
2. Shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates;
3. Shall not knowingly withhold information regarding a position from an applicant or misinterpret an assignment or conditions of employment;
4. Shall not prompt notice to the employing agency of any change in availability of service, and the employment agent shall give prompt notice of change in availability;
5. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency;
6. Shall conduct professional business through legitimate channels;
7. Shall not delegate tasks of a certified professional to unqualified personnel;
8. Shall use all work time for the purpose for which it is intended.

Principle V—Commitment to Confidentiality

It is the desire of all educators and the Board to rectify any misunderstanding between the teachers, the Board of Education, and the school district by direct discussions informally among the affected parties. It is only when such informal discussions fail to resolve the differences, shall either party employ more formal procedures. Before more formal procedures are employed, at least 15 days written notice should be given to the other party.
Principle VI—Commitment to High Standards
It is the intent of this policy to prescribe our commitment to high ethical standards, but it is not feasible to describe every possible infraction, which violates those standards. Our commitment to high ethical standards means, therefore, that since each educator must be a mature, responsible decision-maker, the propriety or impropriety of any action depends not only on the goodness of the ends sought, but also upon the efficacy of the means used to achieve those ends. In short, each educator must apply the criterion, “what would a reasonable person do?” in each decision-making situation.

Legal References
NJSA 18A:6-75 through -78 Establishment and operation; teacher performance evaluation project
18A:16-1 Officers and employees in general
18A:27-3.1 Nontenured teaching staff; observation and evaluation; conference; purpose
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:27-5 Written contracts of employment required

Possible Cross References
4112.8, 4117.5, 4118.2, 4119.22, 4138, 4138.2
Any full time school employee who is summoned for jury duty or subpoenaed as a witness must, apply through the office of the Superintendent of Schools to be granted leave for such purpose. The Superintendent of Schools may, at his/her discretion and as circumstances warrant, rearrange the employee’s work schedule and/or grant leave with pay, minus any remuneration received for such court duty that coincides with the hours for which the employee is being paid by the Board.

**Legal References**

| NJSA | 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
Creating Positions
The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public education.

The Board shall create new positions as they are required, approve job titles, and specify the number of positions required to staff adequately each employment category. On a careful review of the position, the Board shall establish the background experiences and personal qualities, if any to be required of candidates or preferred among applicants for a particular position. Any such local qualifications shall be flexibly applied.

The Superintendent of Schools shall recommend to the Board, such new positions or additions to existing employment categories as may be required by the specific instructional needs of pupils of the district and each school within the district.

Positions shall, to the maximum extent possible, conform to certification regulations of the New Jersey State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the County Superintendent of Schools shall be sought before the position is filled.

Abolishing Positions
The Board of Education will provide the professional staff necessary for the economical and efficient implementation of the educational program of the district. The Board reserves the right to abolish positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of pupils, or other good cause so warrant. The Superintendent of Schools shall continually review the efficiency and effectiveness of the district organization and recommend to the Board the abolition of positions and reallocation of duties and positions.

Legal References
NJSA 18A:16 Employment in general
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:28-9 Reduction in force
The Board of Education believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the Superintendent of Schools shall have the responsibility of locating and recruiting the best-qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The Superintendent of Schools shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

Beginning in the 2002-2003 academic year, all teachers newly employed by the Board of Education for programs in a district supported with Title 1, Part A funds shall be highly qualified, as defined by federal law. All teachers employed by the Board before 2003 shall be highly qualified according to federal regulations for the subjects they teach by 2005-2006.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The Superintendent of Schools shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes.

The Superintendent of Schools, in determining the candidates to be nominated shall seek information from the candidate’s prior employers.

The Superintendent of Schools shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The Board shall adopt those job descriptions required by law or code and others as appropriate.
The Board shall affirm employment and initial placement on the salary guide by a majority vote of the full membership of the Board.

The Board of Education shall provide reasonable accommodations to pregnant women and those who suffer medical conditions related to pregnancy and childbirth. Such accommodations that cause an undue hardship in the operation of the school district are not required.

The Board will appoint teaching staff members only from nominations made by the Superintendent of Schools. Should a nominee be rejected, it shall be the duty of the Superintendent of Schools to make other nominations.

In accordance with the provisions of PL 2018 c5, as of June 1, 2018, all applicants for a position involving regular contact with students must provide:
- a contact list of their current and former employers within the last 20 years that were schools or involved direct contact with children;
- a written authorization allowing the former employers to release requested information;
- a written statement as to whether the applicant has ever been the subject of, or disciplined for, any child abuse or sexual misconduct concerning any student; and,
- a written statement as to whether the applicant ever had a license or certificate suspended or revoked in connection with child abuse or sexual misconduct with a student.

Former employers are indemnified for providing this information.

In addition, the law stipulates that the district is required to contact the references to verify the applicant’s employment history, and previous employers have 20 days to disclose requested information. The applicant may receive a provisional contract of up to 90 days while the investigation is proceeding. Any information provided is not considered a public record and not subject to an OPRA request. The district will not be subject to liability for claims brought by an applicant who is not offered employment or whose employment is terminated because required information could not be verified.

The law further stipulates that beginning on June 1, 2018, all applications for positions involving regular contact with students must include a notification of the penalties for willfully providing false information regarding this information.

Violation of this law by the applicant may result in discipline, including termination and/or a civil penalty of not more than $500.00.
### Legal References

**NJSA**
- 10:5-1 et seq. Law Against Discrimination
- 18A:3-15.2 Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
- 18A:6-5 Inquiry as to religion and religious tests prohibited
- 18A:6-6 No sex discrimination
- 18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- 18A:6-76.1 Deadline for notification to students of requirements of provisional certificate and induction program
- 18A:11-1 General mandatory powers and duties
- 18A:13-40 General powers and duties of board of newly created regional districts
- 18A:16-1 Officers and employees in general
- 18A:26-1, -1.1, -2 Citizenship of teachers, etc.
- 18A:27-1 et seq. Employment and Contracts
- 26:8-A-1 et seq. Domestic Partnership Act

**NJAC**
- 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- 6A:9-6.1 et seq. Types of Certificates
- 6A:9-8.1 et seq. Requirements for Instructional Certification
- 6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate
- 6A:9-12.1 et seq. Requirements for Administrative Certification
- 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-4.1 Employment of teaching staff
- 6A:32-4.8 Support residencies for regularly certified, inexperienced first-year principals
- 6A:32-5.1 Standards for determining seniority

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917
Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)
The Comprehensive Equity Plan, New Jersey Department of Education
The Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The Board-designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

Harassment and Favoritism

The Board of Education is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the Board’s statement of equal access to employment, retention and advancement is prohibited.

Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism. This material shall be included in the legally mandated affirmative action in-service training for all employees, and shall be clear and specific (see policy 2224). When harassment has been determined to have taken place, disciplinary action will follow. All such determinations shall be reported to the Board.

Sexual Harassment

The Board of Education shall maintain a working environment that is free from sexual harassment.

A. Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student, or when made by a student to a staff member, when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

B. Sexual harassment, as set forth in Section A, may include, but is not limited to the following:
   1. verbal harassment or abuse
   2. pressure for sexual activity
   3. repeated remarks to a person with sexually demeaning implications
   4. unwelcomed touching suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc.

The Board of Education must provide reasonable accommodations to pregnant women and those who suffer medical conditions related to pregnancy and childbirth, such as bathroom breaks, breaks for increased water intake, periodic rest, assistance with manual labor, job restructuring or modified work schedules and temporary transfers to less strenuous or hazardous work. Such accommodations that cause an undue hardship in the operation of the school district are not required.

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee’s submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by non-supervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The Board will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.
Students may also file formal grievances related to sexual harassment (refer to Parent/Student Handbook – grievance policy).

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, such as a letter of reprimand, withholding of an increment or possible discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the student disciplinary code.

Notice of this policy will be circulated to the school and departments of the school district on an annual basis and incorporated in teacher and parent handbooks. It may also be distributed to all originations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. Training sessions on this policy and the preventions of sexual harassment shall be held for teachers and students in the school on an annual basis.

“Whistleblower” Protection
The Board prohibits discrimination or retaliation against any school employee who does any of the following

A. Disclose or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the Board that the employee reasonably believes is in violation of a law, or a rule or regulation established pursuant to law;
B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, rule or regulation established pursuant to law by the Board; or
C. Objects to, or refuses to participate in any activity, policy, or practice which the employee reasonable believes is in violation of law, rule or regulation; is fraudulent or criminal; or is incompatible with public health, safety or welfare.

The Board shall ensure that notices are posted conspicuously in each school, informing employees that they are protected under the “Conscientious Employee Protection Act”.

Report on Implementation
The Superintendent of Schools shall devise regulations, including grievance forms and procedures to implement this policy. He/she shall be responsible for informing staff annually of the identity and location of the affirmative action officer and the implementing procedures.
Legal References
NJSA 10:5-1 et seq. Law Against Discrimination
18A:6-5 Inquiry as to religion and religious tests prohibited
18A:6-6 No sex discrimination
18A:18A-17 Facilities for handicapped persons
18A:26-1 Citizenship of teachers, etc.
18A:26-1.1 Residence requirements prohibited
18A:29-2 Equality of compensation for male and female teachers
26:8A-1 et seq. Domestic Partnership Act
34:19-1 et seq. Conscientious Employee Protection Act

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Executive Order 11246 as amended
20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
by the Equal Employment Opportunities Act of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

School Board of Nassau County v. Arline, 480 U.S. 273 (1987)
Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)
Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)
Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)
The Comprehensive Equity Plan, New Jersey State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2130, 2131, 2224, 3320, 4111, 4112.2, 4112.4, 4112.5, 4112.6, 4112.8, 4121, 4147,
5120, 5145.4, 6121
In order that staff and administration may reasonably anticipate summer opportunities, and to exercise uniform criteria for such employment, the following criteria shall be applied:

A. District personnel shall be given first priority for staffing summer school positions, unless significant discrepancies exists in the competencies required and district talent available.
B. Transportation positions shall be filled on the basis of seniority as full time employees.
C. Professional teaching positions shall be filled with the following priority criteria used:
   1. those staff members closest in regular grade level assignment to the grade level of students attending summer school.
   2. those staff members apply who most closely reflect current Affirmative Action (EEO) goals in sex and race, by seniority in the system.
   3. those staff members with past experience at the grade levels sought, and/or prior summer schools at similar grade levels.

Where criteria are unable to be applied with certainty, the Board and Administration will exercise their discretion.

Legal References
NJSA 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
The Board of Education is committed to ensuring that all staff are supported in the event that they experience domestic violence as defined by law (N.J.S.A. 2C:25-19). Victims of domestic violence can suffer devastating physical, emotional and psychological effects and economic disruption. The Board encourages employees who are victims of domestic violence to contact the appropriate administrator or employee responsible for orienting, training, counseling and appraising staff. Employees disclosing their experiences with domestic violence shall be supported in the work environment to an extent that is feasible and practical for the employee to maintain and perform their job and for the effective operation of the educational program.

**Reporting Domestic Violence**

Any disclosure of domestic violence by an employee shall be taken seriously and according to the following guidelines:

- Employees are encouraged to meet with the appropriate administrator in person. Requests to meet maybe made by cell phone or telephone. Email may not be confidential and should not be used when private information is being discussed or disclosed unless this is the only safe method of communication available;
- The appropriate administrator shall ensure that an employee’s disclosure of domestic violence be kept confidential unless there exists an emergent danger to the employee or other staff;
- The appropriate administrator shall ensure that such conversations are held in a room or office that can be closed off from the hearing range of other staff members to the extent possible;
- The appropriate administrator officer shall ensure that any sharing of confidential information is only done with the written authorization of the employee. This excludes reported incidents of violence or abuse against children;
- The appropriate administrator shall ensure that any records pertaining to domestic violence be kept separate from the personnel record and in strict confidentiality. Only the employee, the appropriate administrator and the Superintendent of Schools shall have access to an employee’s confidential file; and
- The appropriate administrator will assemble a list of resources available to victims of domestic violence.

These resources shall include but may not be limited to information on domestic violence (books, web resources, etc.), legal resources available such as advocacy and law enforcement options, medical and psychological treatment and counseling referral sources, food and housing options and local support groups.
Work Support
In order to help prevent occupational disruption, loss of employment and financial hardship that may occur when an employee experiences domestic violence the appropriate administrator may investigate the following options to support the employee’s continued performance of their job responsibilities, including but not limited to:

- Adjusting work assignments;
- Temporary or permanent job restructuring;
- Temporary adjustment to the employee’s work schedule;
- Work from home options;
- Flexible approval of paid sick leave, personal time and vacation time;
- Other reasonable options.

The employee shall work with the appropriate administrator and the supervisor when requesting employment changes that affect the normal schedule. The Superintendent of Schools or, as necessary and required by law, the Board shall approve such support measures. Notice to the appropriate collective bargaining unit covering the employee may be necessary where required by the contract or State law. Approval may be granted when reasonable and practical.

Approval shall not be granted when such request places a hardship on the Board and/or the educational program. Approval of requested employment modifications shall include the following considerations:

- The overall size of the school district’s program with respect to the number of employees, number and type of facilities and the size of the budget;
- The type of employment responsibilities and the effect on the educational program; and
- The nature and expected duration of the request and cost to the district.

Teaching staff members shall not be granted schedule changes that frequently interfere with their assigned class schedule. All changes in employment responsibilities and schedule shall be consistent with the appropriate collective bargaining agreement.

Leave
In accordance with the New Jersey Security and Financial Empowerment Act (SAFE Act) an employee of this district shall be entitled to up to 20 days of unpaid leave in a 12-month period when the employee or his or her child, parent, spouse, domestic or civil union partner has been the victim of a domestic violence incident or a sexually violent offense. This entitlement applies to any employee that has been employed by the district for at least 12 months and has worked 1,000 hours during the 12-month period immediately preceding the leave.
Leave may be taken under the SAFE Act to:

- Seek medical attention or recover from physical or psychological injuries resulting from a domestic violence or a sexually violent offense for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Obtain services from a victim services organization for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Obtain psychological or other counseling for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Participate in safety planning, relocating or other actions to increase the safety of the employee or to ensure economic security of the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- Attend, participate in or prepare for a civil or criminal court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, was a victim.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the district written notice as far in advance as reasonable and practicable under the circumstances.

The district may require the employee to provide documentation of the domestic violence or sexually violent offense that is the basis for the leave. Documentation may include a restraining order, a letter from the prosecutor’s office, documentation regarding the conviction of the abuser, medical documentation, a certification from a domestic violence specialist or rape crisis center, or documentation from a religious or social services professional who has assisted the employee or the employee’s family member.

Any documentation required by the district and provided by the employee shall be maintained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.
The SAFE Act prohibits the district from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

Employees may take leave under the SAFE Act for each incident of domestic violence or sexually violent offense, so long as the employee has not exhausted the maximum permissible leave time of 40 days within the 12-month period. Leave may be taken in blocks of time or intermittently in minimum intervals of one day.

If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee’s entitlement under each respective law.

Violations of the SAFE Act
Any employee alleging a violation of the NJ SAFE Act must file a private cause of action in the Superior Court within one year of the date of the alleged violation (N.J.S.A. 34:11C-1 et seq.).

<table>
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<tr>
<th>NJSA</th>
<th>2C:25-19 Definition of Domestic Violence and Victim of Domestic</th>
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<tbody>
<tr>
<td>NJAC</td>
<td>6A:7-1.1 et seq. Managing for Equality and Equity in Education</td>
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<td>6A:16-11.1 District policies and procedures; reporting potentially missing or abused children</td>
</tr>
</tbody>
</table>

| 18A:16-2 through -5 Health examinations |
| 18A:11-1 General mandatory powers and duties |
| 11A:2-6a Civil Service, domestic violence policies |
| 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
| 18A:30-1, -2 Sick leave |
| 18A:30-16 Prolonged absence beyond sick leave |
| 34:11B-1 et seq. Federal Family Medical Leave Act |
| 34:11C-1 et seq. New Jersey Security and Financial Empowerment Act |
| 34:19-1 et seq. Conscientious Employee Protection Act |

29 USCA 2601 et. seq. (Family Medical Leave Act)
29 C.F.R. 825.200 et seq.
P.L. 2008, c. 17, Family Temporary Disability Leave
In accordance with the provisions of NJSA 52:14-7 (PL 2011, c. 70), otherwise known as the “New Jersey First Act,” which became effective on September 1, 2011, employees are expected to have their primary residences within the confines of the State of New Jersey, with the exceptions noted within this policy.

A candidate for employment within this district is granted up to 365 days of the effective date of hire to establish his/her principal residence in the State of New Jersey and maintain this principal residence throughout their employment.

For the purposes of this policy, a principal residence shall be defined as:
1. The primary domicile or home location of the employee or employment candidate;
2. The location that is designated as his/her legal address and legal residence for voting;
3. The place where he/she spends the majority of his/her non-working time;
4. The place that is most clearly the center of his/her domestic life;

A New Jersey mailing address shall not, by itself, constitute a principal address in New Jersey.

**Current Employees**
Any current employee who relocates his/her principal residence outside of the State of New Jersey, shall forfeit his/her employment with this district.

**New Employees and/or Employment Candidates**
Any and all newly hired or contracted employee of this district must, as a condition of employment, be a resident of the State of New Jersey.

**Exemptions**
Current employees living outside of the State of New Jersey as of September 1, 2011 are exempted from the residency requirements of this law and as long as the current employee remains an employee of this district, he/she will continue to be exempted from these residency requirements.

A newly hired employee shall be granted up to 365 days to establish his/her principal residence in New Jersey.
Current employees, new employees and/or employment candidates may apply for an exemption on the basis of “critical need or hardship” to the residency requirements of this policy and state law by filing an “Application for Exemption from the Provisions of NJSA 52:14-7a. of the New Jersey First Act” with the Employee Residency Review Committee, NJ Department of Labor and Workforce Development, Office of Legal and Regulatory Services, PO Box 110, Trenton, NJ 08625-0110. Copies of this application shall be available from the appropriate District Office.

### Legal References

**NJS**A
10:5-1 et seq. Law Against Discrimination  
18A:3-15.2 Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation  
18A:6-6 No sex discrimination  
18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
18A:13-40 General powers and duties of board of newly created regional districts  
18A:16-1 Officers and employees in general  
18A:26-1, -1.1, -2 Citizenship of teachers, etc.  
18A:27-1 et seq. Employment and Contracts  
52:14-7 New Jersey First Act  
52:14-7a Exemptions

**NJAC**  
6A:7-1.1 et seq. Managing for Equality and Equity in Education  
6A:9-8.1 et seq. Requirements for Instructional Certification  
6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate  
6A:9-12.1 et seq. Requirements for Administrative Certification  
6A:10A-1.1et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-4.1 Employment of teaching staff  
6A:32-4.8 Support residencies for regularly certified, inexperienced first-year principals  
6A:32-5.1 Standards for determining seniority

### Possible Cross References
2111.4, 4211.4
In accordance with law and for the mutual protection of the district and the employee, every teaching staff member who has not achieved tenure shall be required annually to sign an employment contract. The contract shall be executed by the President of the Board of Education on behalf of the Board and shall contain a termination clause of 60 days’ notice.

Each employment contract shall include:

A. The term of employment, including beginning and ending dates;
B. The salary at which the person is employed;
C. The intervals at which the person is employed;
D. A provision for termination of contract on notice duly given;
E. Such other matters as may be necessary to a full and complete understanding of the contract.

Should an employee be offered in error a contract for a salary which differs from that approved by the Board, the salary approved by the Board shall be the salary paid.

The Superintendent of Schools shall issue salary notification to all tenured and non-tenured personnel indicating the name of the employee and giving a concise explanation of their contractual salary for the coming year. All salary notification statements shall be signed by the Board Secretary/Business Administrator and the Board of Education.

All terms and conditions of the contract shall conform with requirements of state law and the State Board of Education.

Legal References

NJSA 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc; employment thereunder
18A:27-5 Written contracts of employment required
18A:27-6 Contents of contracts
18A:27-7 Contract forms
18A:27-8 Filing of contracts
18A:28-8 Notice of intention to resign required

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the New Jersey State Board of Education. The Superintendent of Schools will take appropriate steps to avoid employment of teachers with revoked or suspended certificates.

Validity of certification must be verified with the office of the Executive County Superintendent.

The Superintendent of Schools must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the Board of Education.

**District Reporting Requirements**

Pursuant to the provisions of NJAC 6A:9-17.4(a), the Superintendent of Schools shall notify the New Jersey Board of Examiners when:

- Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
- Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct, resign, retire or are removed from their positions;
- A certificate holder fails to maintain any license, certificate or authorization pursuant to the provisions of NJAC 6A:9-4.1(b) that is mandated in order for the holder to serve in a position; or
- He or she becomes aware that a certificate holder has been convicted of a crime while in the district's employ;
- The Superintendent of Schools has received a report from the Division of Child Protection and Permanence (DCP&P) substantiating allegations of abuse or neglect or establishing “concerns” regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.
Provisionally Certified Teachers
The Board of Education encourages the employment of provisionally certified teachers for service in their first and second years of employment. The building principal or other appropriately certified administrator shall observe and evaluate all provisionally certified teachers in the first year of employment in conformance with the schedule described in the administrative code.

Mentoring Novice Teachers
In order to enhance student achievement of the Core Curriculum Content Standards by enhancing the skills of inexperienced teachers, identifying exemplary teaching skills and practices necessary for excellent teaching and assist novice teachers in adjusting to the challenges of teaching, the Board of Education shall ensure the development of a mentoring plan for all novice teachers employed in the district.

The plan shall provide each novice teacher with in-person contact with a mentor teacher (who may be a retired teacher or administrator) who shall provide confidential support and guidance to the novice teacher. The plan shall be developed by the local Professional Development Committee, approved by the Board of Education, and aligned with the professional standards for teachers as set forth in administrative code. Included in the plan shall be criteria for selection and training of mentor teachers. Implementation of the district mentor plan shall be in compliance with the administrative code and included in the district annual report.

The Board of Education shall annually submit a report with required data to the State Department of Education on the effectiveness of the local mentoring plan. State funds appropriated for the novice teacher mentoring program shall be applied in accordance with law and code.

Special Education
All personnel serving students with disabilities shall be appropriately certified and licensed, where a license is required.
Legal References

NJSA

18A:6-38 Powers and duties of the board; issuance and revocation of certificate; rules and regulations
18A:6-39 Issuance of certificates to non-citizens
18A:6-76.1 Deadlines for notification to students of requirements of provisional certificate and induction program; submission of induction program plan to school districts and Department of Education; coordination of mentor training program
18A:26-1, -2,-8.1,-9 Citizenship of teachers, etc.
18A:26-2.1 et al. Supervisory certificate required for appointment as director of athletics
18A:27-2 Employment without certificate prohibited
18A:29-1 Uncertified teacher denied salary
18A:40A-4 Preservice training of future teachers; teaching certificate requirements

NJAC

6:30-2.1(a)8 Purpose and program descriptions (Adult education programs
6A:9-1.1 et seq. Professional Licensure and Standards
6A:9-17.4 District reporting responsibilities
6A:10A-2.2 Preschool programs
6A:14-1.1 et seq. Special Education
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-4.1(d) Employment of teaching staff
6A:32-12.1 et seq. Reporting requirements

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2131, 4010, 4111, 6130, 6141, 6142.1, 6156, 6163.1, 6164.2, 6171.4, 6200
The Board of Education recognizes the importance of providing the opportunity for employees to participate in a tax shelter annuity through the districts payroll process.

The guidelines for tax shelter annuities in the district shall be as follows:

1. The approved agency or agencies shall be designated by the Board.
2. The Board shall direct the Board Secretary to make payroll deductions and transmit such to the agency.
3. Any questions or clarifications of these programs shall be addressed by employees to the Board Secretary/Business Administrator. Any enrollment or information sessions relative to the programs shall be conducted after regular school hours.
4. The Board accepts no liabilities for the performance of either the funds or the agencies.

Legal References

- NJSA 17B:17-5 Annuity defined
- NJSA 18A:66-127 Employees of board of education, agreement to reduce salary for purchase of annuity
- NJSA 18A:66-128 Reduction of salary for obtaining certain benefits
The Board of Education recognizes the importance of providing the opportunity for employees to participate in a personal savings plan through the district's payroll deduction process.

The Members 1st of New Jersey Federal Credit Union is open to all school employees. Members are encouraged to save regularly. The savings are called "shares" in the Credit Union. It is from this accumulated capital that loans are made to members for practically any good purpose at low interest.

If any school employee wishes further information, he should consult with the Administrator or contact Association Officers who will advise them of the current Credit Union representative.

The Board accepts no liabilities or responsibility for the performance of the Members 1st of New Jersey Federal Credit Union.

Legal References

NJSA 18A:66-128 Reduction of salary for obtaining certain benefits
18A:16-9 Responsibility of board
18A:19-9 et seq Compensation of teachers; payroll
18A:66-19 Payroll deductions
18A:66-127 Employees agreement to reduce salary for purchase of annuity
18A:66-128 Reduction of salary for obtaining certain benefits
43:3C-9 Payroll deductions
52:18A:107 et seq, Payroll deductions
Health Examinations
When a candidate has been given a conditional offer of employment, he/she shall be required to submit to a medical evaluation and a physical examination. This physical examination may include testing for controlled dangerous substances as they are defined in the criminal code. Elements of the examination of newly employed staff shall include but not be limited to those physical exam elements listed in administrative code.

Employees may be required to undergo an annual physical examination.

The results of all required employee medical examinations shall be made known to the Superintendent of Schools on a confidential basis, discussed with the employee, and made a part of his/her confidential medical record. Records and reports of examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as required by law.

Examination for Cause
The Board of Education may, in accordance with law, require the psychiatric or physical examination of any active teaching staff member who shows evidence of deviation from normal physical or mental health. This may include temporarily removing the staff member from duty when incapacitated.

The Superintendent shall recommend to the Board the examination of any teaching staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by documentation of the situation or condition. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within ten working days of the receipt of the notice.
A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board’s expense.

The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.

If the teaching staff member’s request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member’s own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to the provisions of NJSA 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.

If the results of the examination show mental abnormality, substance abuse or communicable disease, the teaching staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.

A teaching staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to appropriate discipline, as determined by the Superintendent of Schools, and which may include the certification of tenure charges to the Commissioner of Education.

In the event an employee of the Board has been determined to have a mental abnormality or communicable disease or exhibits symptoms of substance abuse and, if in the opinion of the district medical inspector such condition makes the employee unfit for continued employment, the Board may remove the employee from further service as provided by law or grant leave as provided by law during the period of unfitness. An employee determined to be unfit must provide the Board with satisfactory proof of recovery before reinstatement will be allowed.
In order to protect the pupils and staff in the district schools, all regulations of the State Department of Education, the State Department of Health and the Local Board of Health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases. Staff members who have been identified as having a communicable disease shall not be permitted continued employment unless they qualify under the above agencies’ rules pertaining to periods of incubation, communicability, quarantine and reporting.

When required examinations are performed by a physician designated by the Board, the Board shall bear the expense. Should an employee prefer to see his/her own physician, with Board approval, the employee shall bear the expense.

In the event that the prospective employee in question had, as a condition of employment in another NJ school district during the same school year, undergone an identical physical examination and can provide the Superintendent of Schools a copy of a certificate to verify this, then, in that case, the Superintendent of Schools, at his/her discretion, may excuse the prospective from obtaining a new physical examination.

Each school employee shall submit an updated health history with an assurance statement presented within a time frame established by the Board of Education.

An employee who refuses to submit an updated health history with an assurance statement shall undergo a physical examination pursuant to applicable state laws and regulations.

Confidentiality of employee medical records including computerized records shall be assured. The school district shall regulate access, compilation and maintenance of employee health records in compliance with federal and state statutes governing the collection, maintenance, disclosure and security of employee medical records. It shall be the responsibility of the Superintendent of Schools to establish procedures to ensure the security of employee health records maintained in this school district.

The section of the medical record which contains the health history, e.g. medications or current health status to assure ready access in a medical emergency, may be shared with the Superintendent of Schools/designee and school nurse with the consent of the employee.

When an employee is requested to submit to any physical examination, he/she shall be provided with:

- A written statement of reasons for the request;
- An opportunity for a Board hearing, if so requested (said hearing shall be in private and confidential unless the employee requests otherwise);
• Adequate prior notice of the date of the hearing;
• Copies of statements or affidavits relied on by the Board prior to the hearing;
• An opportunity to be represented at the hearing by counsel or other persons of the employee’s choice;
• An opportunity to present witnesses on his/her behalf.

Reports of these examinations shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or creating a risk to the health or welfare of pupils or other employees, or a statement that no such condition exists.

All records and report of such examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as required by law.

Occupational Containment of Bloodborne Pathogens
The Board is committed to provide a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal regulations.

The ECP is a key document to assist the district in implementing and ensuring compliance with the OSHA bloodborne pathogens standard, thereby protecting employees. This ECP includes:
   A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;
   B. Procedures for evaluating the circumstances surrounding an exposure incident; and,
   C. The schedule and method for implementing the specific sections of the standard, including:
      1. Methods of compliance;
      2. Hepatitis B vaccination;
      3. Post-exposure evaluation and follow-up;
      4. Hazard communication requirements;
      5. Effective employee training;
      6. Recordkeeping.

The ECP shall be reviewed annually to ensure that it reflects use of the most current medical technology.
Implementation and Dissemination
The Superintendent of Schools in consultation with the district medical inspector shall prepare regulations to implement this policy in compliance with law and code. All employees shall receive this policy and be made aware of all requirements for health examinations.

Legal References
NJSA 2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
18A:16-2 Physical examinations; requirement
18A:16-3 Character of examinations
18A:16-4 Sick leave; dismissal
18A:16-5 Records of examinations
18A:25-7 Appearance of teaching staff member before board or member; when written notice required
18A:28-5 Requirements for tenure
18A:30-1 et seq Definition of sick leave
18A:40-10 Exclusion of teachers and pupils exposed to disease
18A:66-39 Disability retirement
26:4-1 "Communicable disease" defined
26:4-6 Prohibiting attendance of teachers or pupils
26:4-15 Reporting of communicable diseases by physicians
26:5c-1 et seq. AIDS Assistance Act

NJAC 6A:16-1.4 et seq. District policies and procedures
6A:16-2.1 Health services policy and procedure requirements
6A:32-6.1 et seq. School Employee Physical Examinations
8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
29 CFR 1910.1030 - Bloodborne Pathogen Standard
School Board of Nassau County v. Arline, 480 U.S. 273 (1987)
Warren v. Warren Fire Officers Association, 10 NJPER 15022
HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools, SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31
New Jersey Quality Single Accountability Continuum (NJQSAC)
Pursuant to N.J.S.A. 18A:6-7.1 et. seq. and N.J.S.A. 18A:39-19.1, all employees of a public school district under the supervision of the State Department of Education who hire or contract for the services of any employees having regular pupil contact must submit a criminal background check. This mandate shall apply to all employees hired or contracted by the school district after October 8, 1986.

In order to provide for the proper security of the children of this district by prohibiting employment of unfit persons in the schools, the Board of Education directs the Superintendent of Schools to establish procedures necessary for the implementation of the school employee criminal history review consistent with statute and code.

Further, the Board directs that all employees subject to the criminal history check successfully clear this process prior to appointment unless the Superintendent of Schools determines that the circumstances and/or needs of the district warrant an exception.

**Legal References**

- **NJSA 18A:6-7.1** et seq Criminal history record checks for final candidates for school employee positions
- **18A:39-19.1** Criminal records of school bus drivers; effect
Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognizes that there is a distinction between those personnel records which are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the NJ Commission of Education or the courts.

The Superintendent of Schools may consult with the Board Attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent of Schools and the Board Attorney shall be responsible for limiting administrative records to those that are consistent with New Jersey and federal law.

In accordance with federal law, the Superintendent of Schools shall establish procedures to release information upon request regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians for any teacher or paraprofessional who is employed by a school receiving Title 1 funds and who provides instruction to their children.

The Superintendent of Schools shall establish the necessary regulations for maintaining both public and confidential employee records.

A. The public file shall consist of an alphabetic index of all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. The Superintendent of Schools shall devise procedures for making this file available to the public in accordance with the Open Public Records Act.

B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; transcript of certification; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:

1. At any time, by the Superintendent of Schools or the supervisory personnel he/she designates;
2. During regular business hours, by the employee or his personally authorized representative, in accordance with regulations;
3. During regular business hours, or at any meeting of the Board or any committee thereof, by any member of the Board in connection with any assigned Board responsibility or duty.
C. Employee health records shall be maintained separately from other personnel files and in strict confidentiality. Only the employee, the chief medical inspector and the Superintendent of Schools shall have access to an employee’s medical file. To assure ready access in a medical emergency, the section of the medical record that contains the health history may also be shared with the building Administrator and the school nurse with the consent of the employee.

D. Staff emergency contact cards for all employees shall be maintained by the Superintendent of Schools/designee and updated annually.
In order to avoid the reality and the appearance of conflict of interest in its employment, and in accordance with NJAC 6A:23A-6.2, the Board of Education will not appoint a relative of a Board Member or of an Administrator, as defined by statute, to any employment position in this district, and directs that no person who is a relative of a Board Member or administrator shall be placed in nomination for any vacant position. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative.

Definitions
For the purpose of this policy “nepotism” shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a relationship as a relative or immediate family member of a Board Member or Superintendent of Schools.

Definitions
For the purpose of this policy the following definitions shall apply:

“Nepotism” shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a “conflicted relationship” with a Board Member or Superintendent of Schools.

“Conflicted relationship” includes but is not limited to an immediate family member, a relative, and any other relationship that create a justifiable impression that the public trust may be violated.

“Conflicted Board Member/administrator” shall mean any Board Member or administrator with a conflict of interest, regardless of the source of conflict as identified in the definitions below.

“Relative” shall be defined as an individual’s spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner, by blood, marriage or adoption.
“Immediate family” shall be defined as Board Member or school administrator, their spouse, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

“Other” when describing relationships between individuals and Board Members or the Superintendent of Schools includes but is not limited to in-law, cousin, cohabitating partner, and step daughter-in-law and any other personal or professional relationship that creates the justifiable impression that the public trust is being violated.

In accordance with the provisions of NJSA 18A:12-24(b), Board Members may not provide any unwarranted privilege, advantage or employment in the district. However, there shall be no presumption of a conflict simply because a Board Member a Board Member’s family member works in the district. Should a Board Member and his/her family member, as described herein, enter into a business arrangement or if the family member were to be granted unwarranted privilege, advantage or employment in the district, a conflict would then be apparent and the Board Member would be required to comply with all pertinent sections of this policy.

Employment and Supervision of a Relative
The Board of Education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not initially appoint a relative of a Board Member or of the Superintendent of Schools to any employment position in this district.

No Board Member or administrator of this district, shall use or attempt to use his/her official position to secure unwarranted privileges, advantages or employment for himself, members of his/her immediate family or others.

The Superintendent of Schools shall not recommend to the Board for initial hire any relative of a Board Member or of the Superintendent of Schools, unless the person is subject to the exception below. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

No conflicted administrator shall supervise, or exercise authority over personnel matters in which the administrator has a conflict. No Board Member shall deliberate or vote on a matter involving the member’s conflicted relationship. Nor should the Board Member be present for any confidential discussion of employment matters in which they have a conflict. Neither should the Board Member receive confidential information pertaining to a matter in which they have a conflict.
Exceptions

Persons who are employees of the Board of the date that this policy becomes effective or the date a relative becomes a Board Member or Superintendent of Schools shall not be prohibited from continuing to be employed in the district. This includes employees who must be renewed annually by the Board. The Superintendent of Schools may recommend those employees for reemployment, transfer, promotion or removal.

A relative of a Board Member or Superintendent of Schools may be initially employed by the district provided that the district has obtained the approval from the Executive County Superintendent. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position. Per diem substitutes and student employees may be excluded from the initial hiring aspects of this nepotism policy.

Participation in Employment Related Matters

Conflicted Board Members may not participate in employment matters concerning the Superintendent of Schools, principal or any administrator or supervisor(s) in the chain of command between the employee and Superintendent of Schools.

Prohibited activities for conflicted Board Members include hiring of the selection agency, criteria, job description, voting to advertise for applicants, search committee, vote to hire and any evaluation and contract discussion post-hire.

Conflicted Board Members may not be present in closed session when discussions regarding the administrators take place and should not be privy to executive session materials until such time as the minutes are made available to the general public.

Board Member/Superintendent of Schools Participation in Negotiations

In-District Bargaining Units

When a Board Member or school administrator is in a conflicted relationship that prohibits participation in collective negotiations, that Board Member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to, setting negotiation parameters, being a member of the negotiating team, receiving negotiations updates, voting on the proposed agreement and post-contract participation in grievances. Nor shall that Board Member or school administrator be present with the Board in closed session when negotiation strategies are being discussed. A school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.
Board Members or the Superintendent of Schools are similarly precluded from participation in negotiations with any bargaining unit whose members have supervisory authority over a family member or other conflicted connection.

**Out-of-District Similar Statewide Bargaining Units**

When a Board Member or school administrator is in a conflicted relationship with an individual who is a member of an out-of-district similar statewide union with which the Board is negotiating, that Board Member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to:

- Developing negotiation parameters;
- Being a member of the negotiating team;
- Receiving confidential negotiations information updates prior;
- Voting on the contract; and
- Grievance participation.

A school administrator may, however provide technical information that is necessary to the collective bargaining process when no one else in the district can provide that information.

When a Board Member or school administrator is in a conflicted relationship involving a relative who is a member of an out-of-district similar statewide union with which the Board is negotiating, there is no conflict unless the relative has a union leadership position in the state-wide union or local union that has the ability to affect negotiations. Union leadership positions in the state-wide union or local union that have the ability to affect negotiations include but are not limited to:

- Officer;
- Grievance chairperson;
- Building representative;
- Negotiation committee member.

A school official who has a conflicted relationship with any employee of the district or an employee in another out-of-district similar statewide union as of the effective date of this policy shall declare such relationship to the Board immediately.

**Doctrine of Necessity**

When a quorum of the Board has conflicted interests, the Doctrine of Necessity may be invoked in order to allow conflicted Board Members to participate in the negotiation process and vote. The Doctrine of Necessity may be invoked for the negotiation team or superintendent search committee only when the Board of Education has fewer non-conflicted Board Members than are required, pursuant to statute, to take action. The Board shall only invoke the Doctrine of Necessity after consultation with the Board attorney.
When invoking the Doctrine of Necessity, the Board shall state publically that it is invoking the Doctrine of Necessity with the reasons for doing so and the specific nature of the conflicts of interest. The Board shall read the resolution invoking the Doctrine of Necessity at a regularly scheduled public meeting, post the notice of the resolution for 30 days and provide the School Ethics Commission with a copy of the resolution.

**Implementation**

The connections and relationships that create a conflict of interest for an individual Board Member’s participation in Board decisions are subject to changes that result from commissioner rulings or changes in law. Therefore, the Board shall consult with the Board attorney as necessary and appropriate for guidance and clarification related to the implementation of this policy.

A school official who has such relationship with any employee of the district as of the effective date of this policy shall declare such relationship immediately.
Legal References

NJSA 18A:12-2 Inconsistent interests or office prohibited
18A:12-21 et seq. School Ethics Act
18A:16-1 Officers and employees in general
18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees;

NJAC 6A:4-1.1 et seq. Appealable decisions
6A:23A-1.2 et seq. Fiscal accountability; definitions
6A:23A-6.2 et seq. Fiscal accountability; nepotism
6A:28-1.1 et seq. School Ethics Commission

In the Matter of the Election of Dorothy Bayless to the Board of Education of the
Shirley Smieciinski v. Board of Education of the Township of Hanover, Morris Cnty
Scola v. Ringwood Bd. of Ed., 1978 S.L.D. 413
Salerno v. Old Bridge Board of Ed., 1984 S.L.D. (April 28)
Larsen v. Woodbridge Board of Ed., 1985 S.L.D. (March 18)
Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93,
In the Matter of Frank Pannucci, 2000 S.L.D. March 1, State Board Rev'g
Commissioner 97 NJAR 2d (EDU) 339
School Ethics Commission, Advisory Opinion
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
School Ethics Commission, Advisory Opinion, A01-93
School Ethics Commission, Advisory Opinion, A021-93
School Ethics Commission, Advisory Opinion, A10-93
School Ethics Commission, Advisory Opinion, A107-94
School Ethics Commission, Advisory Opinion, A33-95
School Ethics Commission, Advisory Opinion, A03-95
School Ethics Commission, Advisory Opinion, A01-98
School Ethics Commission, Advisory Opinion, A14-00
School Ethics Commission, Advisory Opinion, A01-93
School Ethics Commission, Advisory Opinion, A03-13
School Ethics Commission, Advisory Opinion, A01-13
School Ethics Commission, Advisory Opinion, A15-93
School Ethics Commission, Advisory Opinion, A22-13
School Ethics Commission, Advisory Opinion, A10-14
School Ethics Commission, Advisory Opinion, A11-14
School Ethics Commission, Advisory Opinion, A43-14
School Ethics Commission, Advisory Opinion, A03-15
School Ethics Commission, Advisory Opinion, A05-15
School Ethics Commission, Advisory Opinion, A24-17
School Ethics Commission, Advisory Opinion, A35-17
The Superintendent of Schools shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program.

Teaching, supervisory and administrative personnel are subject to assignment and transfer after recommendation of the Superintendent of Schools and approved by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law.

In accordance with the law of New Jersey, the Board of Education directs the Superintendent of Schools to assign teachers, administrators and auxiliary personnel to the school in such a way that equivalence of personnel is ensured within the school.

The Superintendent of Schools may use his/her discretion to make temporary assignments of existing employees to cover long-term absences of other staff members. It is the policy of the Board that these temporary assignments will be in the best interest of the school district and its pupils.

It is the policy of the Board that twelve-month employees are expected to work a full school day on such days as school is in session less than full time due to a scheduled non-emergency activity (workshop, in-service, staff meeting, etc.). The Superintendent of Schools may dismiss twelve-month employees after less than a full school day’s work in any situation where he/she deems their continued attendance to be of little or no value to the educational program being considered at that time.

Part-time teachers shall be scheduled by the Superintendent of Schools and in the case of emergency school closings, part-time teachers may be scheduled to work on alternate days than those on which they would have been scheduled in order to affect no loss of instructional time due to school closing.

Any staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination and subject the employee to disciplinary procedures.
Legal References

NJSA 18A:25-1 Transfer of teaching staff members
    18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
    18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
    18A:59-1 through -3 Apportionment and distribution of federal funds; exceptions
    34:13A-1 et seq. New Jersey Employer-Employee Relations Act

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
    6A:30-1.1 et seq. Evaluation of the Performance of School Districts
    6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)
34 CFR 200.1 to 200.89 - Part 200
34 CFR Part 204
Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J. 144 (1978)
The Comprehensive Equity Plan, New Jersey State Department of Education Division Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
    2224, 4111, 4111.1, 5145.4, 6160
Supervision
The Board of Education believes that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the New Jersey Student Learning Standards.

Each teacher employed in this district as of the effective date specified in code shall be responsible for fulfilling requirements for continuing education and for making annual progress toward the goal of 20 clock hours of state-approved professional development annually. Each teacher's individual professional development plan (PDP) shall incorporate appropriate steps toward this goal and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential to student achievement of the New Jersey Student Learning Standards. The professional development plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, day-long workshops, and classes on certain instructional approaches.

Although supervisors shall develop professional development plans in collaboration with teachers, the Superintendent of Schools shall maintain final authority in determining their appropriate content. The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in NJAC 6A:9-3.3 and the Standards for Professional Learning in NJAC 6A:9C-3.3. Supervisory assistance and support in achieving the 20 clock hours of state-approved continuing education shall be offered in the context of the district's evaluation process, negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The Superintendent of Schools shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional development plan.
Evaluation
The Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The Board of Education is committed to establishing educator evaluation rubrics for the evaluation of teaching staff members’ effectiveness to further the development of a professional corps of State educators and to increase student achievement. The district evaluation system shall facilitate:

- Continual improvement of instruction;
- Meaningful differentiation of educator performance using four performance levels;
- Use of multiple valid measures in determining educator performance levels, including objective measures of student performance and measures of professional practice;
- Evaluation of educators on a regular basis;
- Delivery of clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development; and,
- District personnel decisions.

Definitions
For the purpose of this policy on teacher evaluation the following definitions shall apply:

“Corrective action plan” means a written plan developed by a teaching staff member serving in a supervisory capacity in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member “and the school district for implementing the plan, and specific support that the district shall provide.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

"Teaching staff member" means a member of the professional staff of any district or regional Board of Education, holding office, position, or employment of such character that the qualifications for such office, position, or employment require him or her to hold a valid, effective, and appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners.
Teaching staff members include the positions of school nurse and school athletic trainer. There are three different types of certificates that teaching staff members work under:

- An instructional certificate (holders of this certificate are referred to in this chapter as “teachers”);
- Administrative certificate; and
- Educational services certificate.

This definition of teaching staff member includes certified staff positions that have instructional responsibilities as well as certified staff positions that have no instructional responsibilities. Some examples of teaching staff member positions without instructional responsibilities include supervisor, director, school nurse, athletic trainer, principal, vice-principal, student assistance counselor, school psychologist, and guidance counselor.

It is important to note that there are different requirements in this policy and in the law for the training, observation and evaluation conferences of classroom teachers and the training, observation and evaluation conferences of certified staff members who have no instructional responsibilities. This also includes differences in the educational rubrics adopted by the Board of Education and approved by the commissioner. The requirements of this policy and law for other aspects of teacher evaluation apply to staff with and without instructional responsibilities (teaching staff members) including reports, personnel records, professional development plans and corrective action plans.

“Teacher” is defined as a “teaching staff member” who holds the appropriate standard, provisional, or emergency certificate issued by the State Board of Examiners and who is assigned a class roster of students for a particular course.

**Board of Education Responsibilities**

The Board of Education shall:

- Ensure that evaluation rubrics are submitted to the commissioner by June 1st for approval by August 1st. The Board of Education shall annually adopt evaluation rubrics for all teaching staff members that have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubric that has been approved by the Commissioner of Education shall not be subject to collective negotiations. No collective bargaining agreement or other contract entered adopted after July 1, 2013 shall conflict with the district’s educator evaluation system;
- Annually adopt policies and procedures developed by the Superintendent of Schools on the evaluation of all teaching staff members.
• Annually adopt, by June 1st, Commissioner-approved educator practice instruments and notify the New Jersey Department of Education which instruments will be used as part of the school district's evaluation rubrics;

• Ensure the principal of each school within the school district has established a School Improvement Panel. The panel shall be established annually by August 31 and shall carry out the duties and functions described below;

• Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and,

• Ensure that the Superintendent of Schools or his or her designee certifies to the New Jersey Department of Education that any observer who conducts an observation of a teaching staff member for the purpose of evaluation meets the statutory observation requirements as described below and in accordance with the provisions of NSSA 18A:6-119, 18A:6-123 b(8), and 18A:27-3.1. In addition, the Superintendent of Schools or his or her designee shall certify that a teacher member of the School Improvement Panel conducting observations for the purposes of evaluation has the agreement of the majority representative, has the appropriate supervisory certification and has the approval of the principal who supervises the teacher being observed. A teacher member of the School Improvement Panel who participates in the evaluation process shall not serve concurrently as a mentor;

• Ensure that the Superintendent of Schools annually notifies all teaching staff members of the adopted policies and procedures by October 1st. The Board of Education shall also notify each teaching staff members at the beginning upon commencement of employment.

• The Board of Education shall establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures. Beginning with the 2018-19 school year, the District Evaluation Advisory Committee shall no longer be required.

The Board of Education shall ensure through the Superintendent of Schools or his or her designee(s) that the following requirements are met:

A. The Superintendent of Schools directs the development of and oversees the district evaluation policies and procedures requiring the annual evaluation of all teaching staff members. The Superintendent of Schools may consult with the District Advisory Evaluation Committee or representatives from School Improvement Panels. The Superintendent of Schools shall ensure:
• The assignment of roles and responsibilities for implementation of evaluation policies and procedures;
• The development of job descriptions and evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component;
• The application of methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, principals, assistant principals, and vice principals for calculating the median and schoolwide student growth percentile;
• Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
• Process for developing and scoring student growth objectives;
• The process for preparation of individual professional development plans; and,
• The process for the preparation of an annual written performance report by the teaching staff member’s designated supervisor and an annual summary conference between the teaching staff member and his or her designated supervisor.

B. The Superintendent of Schools notifies all teaching staff members annually of the adopted evaluation policies and procedures no later than October 1st. If a staff member is hired after October 1st, he/she shall be notified of the policies at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy within 10 working days of adoption;

C. The principal of each school within the school district has established a School Improvement Panel. The panel shall be established annually by August 31st;

D. Data elements shall be collected from the implementation of the teaching and principal practice instruments and the data shall be stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation; and,

E. The Superintendent of Schools or his or her designee in the district shall certify to the New Jersey Department of Education that any observer who conducts an observation of a teaching staff member meets the statutory observation and certifies that the teaching staff member of the School Improvement Panel meets the requirements detailed below and according to law; and,

F. The Superintendent of Schools shall develop policies and procedures that ensure student performance data on the Statewide assessment, is, upon receipt, promptly disseminated to teaching staff members who were primarily responsible for instructing applicable students in the year the assessment was administered, as well as to teachers who will be primarily responsible to instructing applicable students in the upcoming school year.
Training for Teaching Staff Members and Supervisors

The Board of Education shall ensure, through the Superintendent of Schools or his or her designee(s) that the following training procedures are observed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:

Teaching Staff Members
Annual training shall be provided on and descriptions provided of each component of the evaluation rubric for all teaching staff members who are being evaluated. More thorough training shall be provided for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components, including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments.

Supervisors of Classroom Teachers
"Supervisor" means an appropriately certified teaching staff member, employed in the school district in a supervisory role and capacity, and possessing a school administrator, principal, or supervisor, endorsement as defined in NJAC 6A:9-1.1.

Annually provide updates and refresher training for supervisors who are conducting evaluations in the district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member;

Each supervisor who will conduct observations for the purpose of evaluation of a teacher shall complete two co-observations annually, during the academic year: co-observers shall use co-observation to promote accuracy and consistency in scoring; and, a co-observation may count as one required observation for the purpose of evaluation as long as the observer meets the requirements of law and this policy (see Teacher Observation and Observation Conferences below). The co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.

The Superintendent of Schools shall annually certify to the Department of Education that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.
District Evaluation Advisory Committee
The Board of Education shall establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the district’s evaluation policies and procedures. Members of the District Evaluation Advisory Committee shall include representation from the following groups:

- Teachers from each school level represented in the school district;
- Central office administrators overseeing the teacher evaluation process;
- Supervisors involved in teacher evaluation, when available or appropriate; and,
- Administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel.

Members also shall include the Superintendent of Schools, a special education administrator, a parent, and a member of the Board of Education. The Superintendent of Schools may extend membership on the District Evaluation Advisory Committee to representatives of other groups. The District Evaluation Advisory Committee is not required but may be continued at the discretion of the district.

School Improvement Panel
The principal of each school shall establish a School Improvement Panel. The panel shall include the principal, a vice-principal, and a teacher who is chosen by the principal in consultation with the majority representative. If an assistant principal or vice principal is not available to serve on the panel, the principal shall appoint an additional member who is employed in the district in a supervisory role and capacity. The principal may appoint additional members to the panel as long as all members meet the following criteria and teachers on the panel represent at least one-third of its total membership.

The building principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:

- The teacher member shall be a person with a demonstrated record of success in the classroom and who has demonstrated a record of success with an evaluation rating of effective or highly effective in the most recent available annual summative rating;
- The majority representative may submit to the principal teacher member nominees for consideration;
- The principal shall have final decision making authority and is not bound by the majority representative’s list of nominees.

The teacher member shall serve a full academic year, except in case of illness or authorized leave, but may not be appointed more than three consecutive years. All members of the School Improvement Panel shall be chosen by August 31st of each year.
Duties of the School Improvement Panel
The School Improvement Panel shall:

- Oversee the mentoring of teachers and support the implementation of the district mentoring plan;
- Conduct evaluations of teachers according to Board of Education policy and law;
- Ensure corrective action plans for teachers are created and conduct the mid-year evaluations for teachers who are on a corrective action plan; and
- Identify professional development opportunities for all teaching staff members based on the review of aggregate school-level data, including, but not limited to, educator evaluation and student performance data to support school-level professional development plans;
- To conduct observations for the purpose of evaluation, the teacher member shall have: agreement of the majority representative; an appropriate supervisory certificate; and, approval of the principal who supervises the teacher being observed.
- The teacher member who participates in the evaluation process shall not serve concurrently as a mentor.

Components of Teacher Evaluation
The components of teacher evaluation shall include the following:

A. Evaluation rubrics for all teaching staff members shall be adopted by the Board of Education annually. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubrics for teachers, principals, vice principals, and assistant principals shall include all other relevant minimum standards as stated in Board of Education policy and law. Evaluation rubrics shall be submitted to the Commissioner by June 1st for approval by August 1st of each year;

B. Board of Education adopted practice instruments for teaching staff members;

C. Observations for the purposes of evaluation and post observation conferences by the supervisor;

E. A professional development plan (PDP);

F. An annual summary conference between designated supervisors and teaching staff members shall be held before the written performance report is filed. The conference shall be held on or before June 30 of each year and include, but not be limited to, a review of the following:
• The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable, the educator's practice instrument and available indicators or student achievement measures such as student growth objective scores and student growth percentile scores;
• The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan;
• The preliminary annual performance report.

If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

G. An annual performance report shall be prepared by the designated supervisor. The annual performance report shall include, but not be limited to:

• A summative rating based on the evaluation rubric, including, when applicable, a total score for each component;
• Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member’s evaluation rubric;
• The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

The teaching staff member and the designated supervisor shall sign the report within five working days of the review.

The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part the teaching staff member’s personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act.
Teacher Evaluation Rubric

The evaluation rubrics for all classroom teachers shall include, but not be limited to:

A. Components of student achievement:
   1. Median student growth percentile for teachers who:
      a. Teach at least one course or group within a course that falls within a standardized-tested grade or subject;
      b. Teach the course or group within the course for at least 60 percent of the time from the beginning of the course to the day of the standardized assessment; and
      c. Have at least 20 individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least 20 individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation;

   2. Student growth objectives which are academic goals that teachers and designated supervisors set for groups of students. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31st of each school year, or within 25 working days of the teacher's start date if the teacher begins work after October 1st;

B. Measures of teacher practice component rating which shall be based on the measurement of the teacher's performance according to the district's Commissioner-approved teacher practice instrument. Observations shall be used as one form of evidence for the measurement;

C. Teacher observation.

Teacher Practice Instrument

The teacher practice instrument shall be approved by the Department of Education and shall:
A. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers;
B. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
   1. Clearly define the expectations for each rating category;
   2. Provide a conversion to the four rating categories: highly effective, effective, partially effective, and ineffective;
   3. Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
   4. Use clear and precise language that facilitates common understanding among teachers and administrators;
C. Rely, to the extent possible, on specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
D. Include descriptions of specific training and implementation details required for the instrument to be effective.

Observation: Tenured & Nontenured Classroom Teachers
For all teachers, at least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. The Superintendent of Schools shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:

A. Each observation required for the purpose of evaluation shall be conducted for at least 20 minutes;
B. Nontenured teachers shall be observed at least three times each school year but not less than once each semester. Evaluations shall take place before April 30th each year. The evaluations may cover that period between April 30 of one year and April 30th of the succeeding year. In the case of the first year of employment all three evaluations must be completed prior to April 30th. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year. Each evaluation shall be followed by a conference between that teaching staff member and his or her superior or superiors.

The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for their correction and improve professional competence:
1. To earn a teacher practice score, a nontenured teacher shall receive at least three observations;
2. If a nontenured teacher is present for less than 40 percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score;

C. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year;

D. If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with this section;

E. Teachers on a corrective action plan shall receive one additional observation, including a post-observation conference.

F. Upon receiving a final summative evaluation that necessitates a corrective action plan any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized;

G. A written or electronic observation report shall be signed by the supervisory who conducted the observation and post-observation and the teacher who was observed;

H. The teacher shall submit his or her written objection(s) of the evaluation within 10 teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report. The district may consider and address the objections in the teacher’s corrective action plan.

Observation Conferences for Teachers
The following procedures shall apply to teacher observation conferences:

A. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than 15 teaching staff member working days following each observation;

B. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness;

C. If agreed to by the teacher, one required post-observation conference and any pre-conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic;
D. One post-observation conference may be combined with a teacher’s annual summary conference, as long as it occurs within the required 15 teaching staff member working days following the observation for the purpose of evaluation; and,

E. A pre-conference, when required, shall occur at least one but not more than seven teaching staff member working days prior to the observation.

Annual Performance Report for Teachers
The annual written performance report shall be prepared by the designated supervisor. In the case of a teacher, the annual written performance report shall be prepared by the teacher’s principal, or his or her designee, and shall include, but not be limited to:

A. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component, including the median student growth percentile, student growth objectives, the teacher practice component, and teacher observation. The four summative performance ratings are:
   1. Highly effective;
   2. Effective;
   3. Partially effective;
   4. Ineffective;

B. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member’s evaluation rubric; and

C. The teaching staff member’s individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.

The teaching staff member and the designated supervisor shall sign the report within five working days of the review.

Annual Summary Conference for Teachers
The annual summary conference between designated supervisors and teaching staff members shall be held before the annual performance report is filed. The conference shall occur on or before June 30th of each year and include, but not be limited to, a review of the following:

A. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member’s evaluation rubric, including the educator’s practice instrument; and available indicators or student achievement measures such as student growth objective scores and student growth percentile scores;
B. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan;

C. The preliminary annual written performance report.

If any scores for the teaching staff member’s evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

Teaching Staff Members other than Teachers, Principals, Vice Principals & Assistant Principals

Some examples of teaching staff member positions without instructional responsibilities may include supervisor, director, school nurse, athletic trainer, student assistance counselor, school psychologist, and guidance counselor.

The components of the teacher evaluation rubric shall apply to teaching staff members other than a teacher, principals, vice principals and assistant principals and the district shall determine the components of the Board of Education adopted rubric that apply to staff without instructional responsibilities.

Observations include, but are not limited to: observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:

A. Be at least 20 minutes in length;
B. Be followed within 15 teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
C. Be followed by both parties to the conference signing the written or electronic evaluation report and each retaining a copy for his or her records; and
D. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within 10 teaching staff member working days following the conference. The objection(s) shall be attached to each party’s copy of the annual written performance report. The district may consider and address the objections in the teacher’s corrective action plan.

All tenured teaching staff members shall receive at least one observation per school year.
All nontenured teaching staff members shall receive at least three observations.
Personnel Records of Teaching Staff Members
The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member’s personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying according to the Open Public Records Act.

Teacher Professional Development Plans
Each teacher shall be guided by an individualized professional development plan (PDP), which shall include at least 20 hours per year of qualifying activities. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers and the Standards for Professional Learning. The individual PDP shall be effective for one year and shall specify, at a minimum:

A. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;

B. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.

Progress on the individual PDP shall be discussed at the annual summary conference as detailed in law. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.

Each teacher's individual PDP shall be updated annually no later than October 31. If the teacher is hired after October 1 the PDP shall be developed within 25 working days of his or her hire. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements of 20 hours of professional development annually. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner.
The Board of Education shall ensure that all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.

Corrective Action Plans for Teaching Staff Members
When a teaching staff member is rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the Superintendent of Schools or the teaching staff member’s supervisor.

A corrective action plan shall be developed by the teaching staff member and the teaching staff member's designated supervisor when the teaching staff member is rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.

The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31st of the school year following the year of evaluation. However, if the ineffective or partially effective summative evaluation rating is received after October 1st of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within 25 teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

The content of the corrective action plan shall replace the content of the individual professional development plan until the next annual summary conference.

The content of the corrective action plan shall:

A. Address areas in need of improvement identified in the educator evaluation rubric;
B. Include specific, demonstrable goals for improvement;
C. Include responsibilities of the evaluated employee and the school district for the plan’s implementation; and
D. Include timelines for meeting the goal(s).
The teaching staff member’s designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member’s progress toward the goals outlined in the corrective action plan during each post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.

Progress toward the teaching staff member’s goals outlined in the corrective action plan shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference or the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals.

Progress toward the teaching staff member’s goals outlined in the corrective action plan may be used as evidence in the teaching staff member’s next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

Responsibilities of the evaluated employee on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member’s supervisor.

**Mid-Year Evaluation of the Corrective Action Plan**

The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.

The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required as part of the teaching staff member evaluation process.

Tenured teachers with a corrective action plan shall be observed by multiple observers.

**Implementation**

This policy and related procedures shall be reviewed at least yearly, and any necessary revisions made before being readopted by the Board of Education.
The Board of Education shall ensure that the Superintendent of Schools notifies each teaching staff member of the Board of Education adopted evaluation policies and procedures no later than Oct. 1st.

If a staff member is hired after October 1st, the teaching staff member shall be notified of the evaluation policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy within 10 working days of adoption.

**Legal References**

**NJSA**
- 18A:4-15 General rule-making power
- 18A:4-16 Incidental powers conferred
- 18A:6-10 et seq. Dismissal and reduction in compensation of persons under tenure in public school system
- 18A:11-1 General mandatory powers and duties
- 18A:27-3.1 through -3.3 Non-tenured teaching staff; observation and evaluation; conference; purpose
- 18A:27-10 et seq. Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
- 18A:28-5 Tenure of teaching staff members
- 18A:29-14 Withholding increments; causes; notice of appeals

**NJAC**
- 6:30-2.1(a)8 Purpose and program descriptions
- 6A:32-4.1(e) (f) Employment of teaching staff
- 6A:32-4.4 Evaluation of tenured teaching staff members
- 6A:32-4.6 Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of a notice of nonreemployment
- 6A:32-5.1 et seq. Standards for determining seniority
- 6A:9-15.1 et seq. Required Professional Development for Teachers
- 6A:32-4.4 Evaluation of tenured teaching staff member
- 6A:32-4.5 Supervision of instruction: observation and evaluation of nontenured teaching staff members


Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)
Notice as per employee contracts shall be given in cases of dismissal by the Board of Education or resignation by the employee.

At the discretion of the Superintendent of Schools, employees retiring from the district may be required to participate in an “exit interview,” the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

All notices to and from employees shall be in accordance with law.

Legal References

NJSA 18A:27-3.1 Non-tenured teaching staff; observation and evaluation; conference; purpose
18A:27-3.2 Teaching staff member; notice of termination; statement of reasons; request; written answer
18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
18A:27-9 Teaching after notice of termination of contract
18A:27-10 et seq. Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
18A:28-8 Notice of intention to resign required
18A:66-43 Retirement of service age limits
18A:66-44 Service retirement allowances

NJAC 6A:32-4.1 et seq. Employment of teaching staff
6A:32-4.6 Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of notice of nonreemployment

Hicks v. Pemberton Township Board of Education, 1975 S.L.D. 332
Velasquez v. Brielle Board of Education, 97 N.J.A.R. 2d (EDU) (August 6), aff'g on different grounds Comm'r 96 N.J.A.R. 2d (EDU) (April 4)
Retirement shall be at the option of the employee in accordance with the rules and regulations of the Teachers Pension and Annuity Fund or P.E.R.S. The Board will abide by state law in the matter of retirement agreements. In the event that the Board has any jurisdiction, it will decide on a case-by-case basis.

At the discretion of the Superintendent of Schools, employees retiring from the district may be required to participate in an “exit interview,” the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

Each year, paid employees who are retiring may be recognized by the Board at the conclusion of the school year.

Legal References

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<tr>
<th>NJSA</th>
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<tr>
<td>18A:27-9</td>
<td>Teaching after notice of termination of contract</td>
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<td>18A:28-8</td>
<td>Notice of intention to resign required</td>
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<td>18A:66-43</td>
<td>Retirement of service age limits</td>
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<td>18A:66-44</td>
<td>Service retirement allowances</td>
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Retirement and Service

The Board of Education, through the Secretary, shall honor all employees who have given extensive and valuable service to the schools, with an appropriate resolution setting forth its appreciation of the services rendered.

Certificated Personnel Retirement
All members of the Teacher Pension and Annuity Fund must retire at the close of the school year (July 1) that precedes their 71st birthday.

All professionals retiring under provisions of the Teacher Pension and Annuity Fund shall receive an appropriately engraved plaque noting their years of service, along with addition to the special plaque honoring all past retirees.

Certificated Staff shall be compensated upon retirement, a sum equivalent to their total accumulated unused sick days, times the rate or in accordance with negotiated contract.

Support Personnel
The Board of Education reserves the right to retire support employees prior to their sixty-fifth birthday if, in its judgment, such action would serve the best interest of the pupils of the school district.

All support personnel who retire under provisions of P.E.R.S. Plan shall receive an appropriately engraved plaque.

Recognition for Service
From time to time, i.e. in May, the Board may choose to express appreciation to certain staff members for special services or efforts in the past school year (i.e. dinner tickets, etc.).

Staff shall also be recognized at appropriate social occasions for years of service.

N.J. State Recognition
Currently, two teachers are honored each year, thru selection by community, N.J. State Recognition, and a $1,000 State Award for a Teacher Designated Project.
Oldmans Township Board of Education  
District Policy Manual

Instructional Personnel  
Series 4000

Arrest Reporting Requirements for Certificated Staff Members  
Policy 4117.27

Date Adopted: August 11, 2009
Date Revised: May 10, 2011, January 3, 2017
Page 1 of 2

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report to the Superintendent of Schools of the charge, arrest or indictment, including (but not limited to) disorderly persons’ offenses. This reporting requirement pertains to both in-state and out-of-state offenses and crimes. Pursuant to NJAC 6A:9B-4.3, the employee will make the report within fourteen (14) days. The staff member shall also report the disposition of any charges within seven (7) days of the disposition.

Failure to comply with these reporting requirements may be deemed “just cause” to revoke or suspend the certificate(s) of any certificate holder pursuant to NJAC 6A:9B-4.5.

The Superintendent of Schools will make these requirements known to all new employees and to all employees on an annual basis.

For the purposes of this policy, Driving Under the Influence (DUI) and reckless driving charges are not considered to be “criminal offenses” for the purpose of notifying the Board of Examiners.

District Reporting Requirements
Pursuant to N.J.A.C. 6A:9-17.4(a), the Superintendent of Schools shall notify the New Jersey Board of Examiners when:

A. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
B. Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct, resign, retire or are removed from their positions;
C. A certificate holder fails to maintain any license, certificate or authorization pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position;
D. He/she becomes aware that a certificate holder has been convicted of a crime while in the district's employ;
E. He/she has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing “concerns” regarding a certificated teaching staff member.

The district shall cooperate with the Board of Examiners in any proceeding arising from an order to show cause issued by the Board of Examiners and based on information about the certificate holder that the district provided.
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<tr>
<td><strong>NJSA</strong> 18A:6-7.1</td>
<td>Criminal history record checks for final candidates for school employee positions</td>
</tr>
<tr>
<td>18A:39-19.1</td>
<td>Criminal records of school bus drivers</td>
</tr>
<tr>
<td><strong>NJAC</strong> 6A:9B-4.3</td>
<td>Arrest reporting requirements</td>
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<tr>
<td>6A:9B-4.5</td>
<td>Grounds for revocation and suspension of certification</td>
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A certified employee shall submit his resignation in writing to the Superintendent of Schools at least 60 days prior to the effective date of resignation. This date shall be approved unless the Board of Education desires to accept the resignation sooner.

The resignation becomes effective upon its formal approval by the Board of Education, and may be withdrawn by the employee at any time prior to Board action.

Any employee of the school district who terminates his employment of his own volition with exception of retirees or if released by the Board will forfeit Board granted benefits accrued during his employment.

If an employee returns to the employ of the Board of Education after having had prior service, said employee will begin with the same benefits as any other new employee, except as covered by New Jersey State law, and/or the contracted agreement between the employee and the Board of Education.

At the discretion of the Superintendent of Schools, employees retiring from the district may be required to participate in an “exit interview,” the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

Legal References

NJSA 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
18A:27-9 Teaching after notice of termination of contract
18A:27-10 et seq. Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
18A:28-8 Notice of intention to resign required
18A:66-43 Retirement of service age limits
18A:66-44 Service retirement allowances

NJAC 6A:32-4.1 et seq. Employment of teaching staff
The Board of Education has the right under the state law to abolish unilaterally any existing position in whole or in part and to reduce the number of employees in any category for reasons of economy, reduction in the number of pupils, change in the administrative or supervisory organization, change in the educational program or other good cause.

Should it become necessary to reduce the number of employees in the district, the laws and regulations of the state shall be the controlling guides. If, in the case of such reduction, candidates for termination are non-tenured personnel only, the primary basis for selection for termination or reduction shall be the needs of the district’s educational program and the individual’s contribution toward achievement of that program based on properly completed observations and evaluations.

If, in the case of such reduction, candidates for termination or reduction in grade are tenured in this district, the state regulations regarding seniority shall be the primary basis for decision. In the event that there should be equal applicable seniority among staff members, the decision for reduction or termination shall be based on the needs of the district’s educational program and the individual’s contribution toward achievement of that program based on properly completed observations and evaluations.

In no case shall any choice be based on arbitrary, capricious or discriminatory reasons.

The Superintendent of Schools shall prepare guidelines for restructuring positions and for determining objectively which employees are to be dismissed as a result, and shall present his/her recommendations to the Board for action.

**Legal References**

**NJSA**
- 18A:28-5 Tenure of teaching staff members
- 18A:28-9 Reduction of force; power to reduce and reasons for reduction
- 18A:28-10 Reasons for dismissals of persons under tenure on account of reduction
- 18A:28-11 Seniority; board to determine; notice and advisory opinion
- 18A:28-12 Dismissal of persons having tenure on reduction; reemployment

**NJAC**
- 6A:9-5.5 Assignment of titles
- 6A:32-5.1 Standards for determining seniority

-Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1542 (3d Cir. 1996)

**Possible Cross References**
- 2131, 4115/4116, 4117.41
The Board shall determine annually whether or not a new contract will be offered to a non-tenured teaching staff member after hearing the recommendation of the Superintendent of Schools. Should the Board choose not to offer a new contract, written notice or non-renewal of employment will be sent by the Superintendent of Schools. This notice will be given by the date specified by law.

A written request from a non-tenured teaching staff member for a written statement of reasons for non-reemployment will be honored by the Board of Education according to New Jersey law and code. An informal appearance before the Board may be requested in writing within 10 calendar days and shall be scheduled within 30 days from receipt of the Board’s statement of reasons in accordance with the law.

It is the Board of Education’s prerogative to determine the date, starting time and length of an informal appearance, the purpose of which shall be to permit the staff member a final opportunity to convince the Board of Education to offer reemployment. Written notice of date and time will be provided to the staff member at least five working days prior to the informal appearance.

The non-tenured teaching staff member may be represented by counsel or one individual of his/her choosing and may present witnesses on his/her behalf. Those witnesses are not subject to cross-examination by the Board of Education and will be excused from the hearing after making their statements.

Within three working days following the informal appearance, the Board of Education or its designee will notify the teaching staff member, in writing, of the Board’s final decision.

**Legal References**

- NJSA 18A:27-3.2 Request for statement for reasons for non-reemployment
- NJSA 18A:27-4.1 Board of Education, procedure for certain personnel actions; recommendation of chief school administrator
- NJSA 18A:27-10 et seq Continuation and termination of employment, notice, etc
- NJSA 18A:28-9 Reduction of force; power to reduce and reasons for reduction
- NJSA 18A:28-10 Reasons for dismissals of persons under tenure on account of reduction
- NJSA 18A:28-11 Seniority; board to determine; notice and advisory opinion
- NJSA 18A:28-12 Dismissal of persons having tenure on reduction; reemployment

**Possible Cross References**

- 4115/4116, 4117.4
It shall be the policy of the Board of Education to apply the statutes of the state, the policies of this Board and the regulations of the administration with equal consideration to each staff member.

The Superintendent of Schools shall prepare disciplinary rules for situations most often encountered which provide for progressive penalties including—where appropriate—verbal warnings, written warnings, non-renewal of non-tenured employees, withholding of an increment from tenured employees, dismissal of non-tenured employees and preferral of charges against tenured employees. Such rules shall ensure nondiscriminatory application, differentiate between a second offense of the initial type and a second offense unlike that for which the employee was initially reprimanded, and be in accordance with established due process procedures.

Disciplinary rules shall be reviewed and approved by the Board and shall include the provision that the Board reserves the right to deduct pay for required service not performed, including time lost through tardiness in accordance with its policies.

**Withholding an Increment**
Advancements on the salary guide are not automatically granted and must be earned by satisfactory performance. Advancement requires favorable evaluations of the employee’s performance of assigned duties, a satisfactory attendance record and adherence to the rules of the district and high standards of professional conduct.

The Board may determine, by recorded roll call majority vote of the full membership and at any time prior to the commencement of the school year or contract year in which the employee’s salary will vest, to withhold any or all of the increments indicated by the salary guide or by Board policy.

Within ten (10) days of its formal action to withhold an increment, the Board shall give written notice to the affected employee of both the action and the reason or reasons for which it was taken.

An increment withheld may be restored only by action of the Board.

**Legal References**
- NJSA 18A:11-1 General mandatory powers and duties
- 18A:6-10 et seq Dismissal and reduction in compensation
- 18A:27-4 Power of boards of education to make rules governing employment
The Board of Education expects all employees to adhere to the policy of the Board regarding unauthorized absence from school property during work hours. Employees violating this policy by leaving school early or during periods other than lunchtime, without authorization by an Administrator, shall be subject to disciplinary action.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
Complaints regarding alleged discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, or social or economic status must be made in writing. Forms are available from the Affirmative Action Officer.

Legal References

NJSA 18A:11 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment

Possible Cross References
2224, 3320, 5145.4, 6121
Oldmans Township Board of Education
District Policy Manual

Instructional Personnel

Grievances Not Covered by Contract

Series 4000
Policy 4118.3

Date Adopted: December 12, 2007  Date Revised:
Page 1 of 1

It is the policy of the Board of Education to discover and practice reasonable and effective means of resolving difficulties which may arise among employees; to reduce potential areas of grievances; and to establish and maintain recognized channels of communication between staff and administration. With the ultimate goal of serving the educational welfare of children, the informal grievance procedure shall provide the prompt and equitable adjustment of differences. The informal grievance procedure shall adhere to guidelines established by contract. It is essential that full cooperation be given by all employees to achieve these goals.

Each employee shall be assured the opportunity for an orderly presentation and review of concerns and grievances.

No employee shall suffer reprisals or reduction in status as a result of having presented a grievance or having represented an employee in a grievance.

It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties.

An individual employee or his representative during the course of the processing of a grievance shall continue to follow administrative directives and Board policy.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment

Possible Cross References
2224, 3320, 5145.4, 6121
An employee of the Board shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity that is in conflict with the proper discharge of his/her duties.

An employee of the Board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the Board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the Board shall not accept any gift, favor, service or other item of value under circumstances from which it might be reasonably inferred that such gift, service or other item of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

Legal References
NJSA 2C:27-1 et seq. Bribery and Corrupt Influence
18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies; royalties
18A:6-8.4 Right to hold elective or appointive state, county or municipal office
18A:11-1 General mandatory powers and duties
18A:12-21 et seq. School Ethics Act
18A:54-20 Powers of board (county vocational schools)
19:34-15 Electioneering within or about polling place; misdemeanor

NJAC 6A:4-1.1 et seq. Appeals
6A:28-1.1 et seq. School Ethics Commission


Possible Cross References
1140, 1313, 4112.8, 4117.5, 4118.2, 4119.22, 4119.23, 9270
The Board of Education believes that the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance.

The Board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. Attire shall meet the following criteria:

1. Men and women should dress in a manner befitting the profession. Faculty dress should uphold the dignity of the profession and be appropriate to the type of service the teacher is performing.
   A. Female staff members shall wear skirts or slacks with blouses or sweaters, school uniform, dresses, skort or slack ensembles, or slack suits.
      Note: All skirt, skort or dress-like clothing should not exceed three (3) inches" above the knee.
   B. Male staff members shall wear suits, jackets and ties, sweaters, school uniform or sport or dress shirts with slacks.

2. Specialized Areas
   A. Physical education/health teachers, while teaching physical education classes, will wear attire that is conducive to their subject area.
   B. Preschool teachers may wear attire that is conducive to the preschool environment. Casual slacks and sneakers are acceptable.
   C. The wearing of smocks or other special attire by teachers in the performance of their duties in specialized areas, such as Home Economics, Science and Art, shall not be deemed as violation of this code.

3. Staff going on field trips should dress appropriately as representatives of the school district.

4. Teachers attending out of district workshops/inservices should adhere to the district dress code.
5. The Board lists the following as unacceptable attire:
   a. Torn, dirty, or wrinkled clothing.
   b. Sneakers, flip flops, bedroom slippers, combat boots, work boots.
   c. See-through clothing.
   d. Tight-fitting clothing such as Spandex and leggings.
   e. Inappropriately low, plunging or deep "V" necklines.
   f. Midriff, halters, tank, spaghetti straps, or tube tops.
   g. Shorts or scooter shorts.
   h. T-shirts or undershirts as outerwear.
   i. Sweatshirts, sweat pants and sweat suits (except as appropriate for PE staff and extra assignments as deemed appropriate by the building Administrator).
   j. Observable jewelry in body piercings must be limited to the ears only.
   k. Denim blue or black jeans

6. Exceptions to the above criteria may be permitted with prior approval of the building administrator.

The building Administrator or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Administrator or supervisor may enter a reprimand in the teaching staff member's file and may recommend more stringent disciplinary measures.

Legal References

NJSA 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc., employment thereunder
18A:54-20 Powers of board (county vocational schools)
Hicks v. Pemberton Bd. of Ed., 1975 S.L.D. 332

Possible Cross References
4117.5, 4119.2, 4119.21, 4119.22, 4119.23, 4138, 6144
The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug-related offense must report the conviction to the Superintendent of Schools within five days of its occurrence. The Superintendent of Schools will report the conviction, within ten days of the date on which notice of the conviction is received, to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent of Schools to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and,
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil who violates this policy will be treated in accordance with law.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.
Legal References

NJSA 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
18A:11-1 General mandatory powers and duties
18A:16-2 Physical examinations; requirement
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:36-32 Cigarette coin-operated vending machines; operation, installation or maintenance on property used for school purposes; fine
18A:54-20 Powers of board (county vocational schools)
26:3D-55 et seq. New Jersey Smoke-Free Air Act

NJAC 6A:16-6.3 Reporting students or staff members to law enforcement authorities
6A:16-6.5 Confidentiality of student or staff member involvement in substance abuse intervention and treatment programs
6A:26-12.2(a)4 Policies and procedures for school facility operation

New Jersey Constitution, Art. IV, § VII, par. 2 Anti-Drug Abuse Act of 1988
Drug-Free Workplace Act of 1988
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
Bayonne Teachers’ Assoc v BOE, City of Bayonne Office Admin Law
Fairlawn Education Assoc v Fairlawn BOE 79 NJ 574 (1979)
Drug-Free Workplace Act of 1988, P.L. 100-690
34 CRF 85.600 et seq.
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1330, 1410, 3515, 4117.5
The Board of Education establishes the following guidelines to govern staff members in their political activities:

1. A staff member shall not engage in political activity on school premises.
2. A staff member shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to pupils nor solicit campaign funds or campaign workers on school premises.
3. A staff member shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place.

A staff member who is a member of the State Legislature or the County Board of Chosen Freeholders is entitled by law to time off from school district duties, without loss of pay, during the time the member attends meetings of the Legislature or Board of Chosen Freeholders or any committee of those bodies. No other staff member who holds elective or appointive office is so entitled, except as such time off may be provided for by the Board policy or negotiated agreement.

The provisions of this policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of pupil elections, or the conduct of employee representative elections.

**Legal References**

- NJSA 18A:6-8.1 Leave of certain employees to serve in legislature
- NJSA 18A:6-8.1 Leave of certain employees to serve on board of chosen freeholders
- NJSA 18A:6-8.4 Right to hold elective or appointive state, county or municipal office
The personal life of an employee is not an appropriate concern of the Board except as it may directly prevent the employee from performing his/her properly assigned functions during the workday or affect his/her professional relationship with the pupils.

**Unbecoming Conduct**
When an employee, either within the school or outside normal duties, creates conditions under which the proper operation of the school is affected, the Board, upon recommendation of the Superintendent of Schools, and in accordance with statute, shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

Unbecoming conduct sufficient to warrant Board review may result from a single flagrant incident or from a series of incidents.

**Legal References**

- NJSA 2C:51-2 Forfeiture of public office
- 18A:6-10 et seq Due process for employees suspended or reassigned
- 18A:11-1 General mandatory powers and duties
- 18A:27-4 Power of boards of education to make rules governing employment
The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow Instructional staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by Instructional staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. Then Board directs the Superintendent of Schools to provide training of Instructional staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow Instructional staff member access to information sources that have not been pre-screened using Board-approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking other appropriate action as deemed necessary.

The Board provides access to network(s)/computers for educational purposes only. The Board retains the right to restrict or terminate Instructional staff members’ access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent of Schools/designee monitor network activity in any form necessary to maintain the integrity of the network(s) and ensure its proper use.

Standards for Computer Network(s)
Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state or local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third-party copyrights, license agreements or other contracts.
C. Using the computer network(s) in a manner that:
   1. Intentionally disrupts network traffic or crashes the network(s);
   2. Degrades or disrupts equipment performance;
   3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
   4. Steals data of other intellectual property;
   5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
   6. Gains or seeks unauthorized access to resources or entities;
   7. Forges electronic mail messages or uses an account owned by others;
   8. Invades the privacy of others;
   9. Posts anonymous messages;
   10. Possesses any data that is a violation of this policy; and/or,
   11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

E-mail
School district personnel shall adhere to the following guidelines when sending or receiving messages via internal or external e-mail:

   A. All messages shall pertain to legitimate school business
   B. Personnel shall not reveal passwords to others. If a staff member believes that a password has been lost or stolen, or that someone without authorization has accessed email, he/she should contact the Help Desk immediately. Email windows should not be left open on the screen when the computer is unattended.
   C. Messages and e-mail files shall be deleted in a timely manner. The network system operator will delete messages that are retained after 90 days unless other arrangements are approved by the Superintendent of Schools/designee.
   D. To ensure that federal copyright laws are not violated, staff shall not send messages that contain text without the author’s permission.
   E. Staff shall not send messages that contain material that may be defined by a reasonable person as obscene; messages that are racist, sexist or promote illegal or unethical activity; or messages:
      - That violate the district’s affirmative action policy;
      - That are personal in nature and not related to the business of the district;
Oldmans Township Board of Education District Policy Manual

Instructional Personnel

Acceptable Use of Computer Network(s) / Computers, E-mail, Social Networks & Other Forms of Electronic Communications by Instructional Staff Members

Policy 4119.26

Page 3 of 5

- That are broadcast to a large group of other personnel without supervisory permission;
- That contain confidential information to persons not authorized to receive that information.

F. Personnel shall become familiar with the district’s policies and regulation on staff and student access to networked information resources before initiating email use.

G. Employees learning of any misuse of the email systems shall notify the Superintendent of Schools/designee.

Social Networking Websites

The Superintendent of Schools/designee will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

A. Improper fraternization with students using social networking websites on the internet:
   - Teachers may not list any currently enrolled Oldmans’ school students as “friends” on networking sites;
   - Teachers many not list any former Oldmans’ students who are under the age of 18 as “friends” on networking sites;
   - All e-contacts with students should be through the district’s computer and telephone system;
   - All contact by coaches with team members shall be sent to all team members;
   - Teachers will not give out their private cell phone or home phone numbers without prior approval of the district;
   - Inappropriate contact via e-mail or phone is prohibited;

B. Inappropriateness of posting items with sexual content;
C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol;
D. Inappropriateness of posting pictures of Oldmans’ students that are taken at school on networking sites;
E. Examples of inappropriate behavior from other districts, as behavior to avoid;
F. Monitoring and penalties for improper use of district computers and technology;
G. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.
The Superintendent of Schools/designee will periodically conduct Internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Superintendent of Schools/designee will download the offensive material and promptly bring that misconduct to the attention of the Board’s personnel committee for review.

Cell Phones
School staff shall not contact parents’/guardians’ or students’ cell phones unless directed to do so by the parent/guardian. School district personnel shall limit cell phone interaction with students to contact that pertains to legitimate school business. Legitimate school business includes:

- A. Answering academic inquiries regarding homework, other classroom work or assignments;
- B. Scheduling appointments for school related conferences and/or extra help;
- C. Clarifying classroom expectations and/or assignments;
- D. Notifications related to classroom, club or sports schedules, events, trips, assignments; deadlines.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, teachers shall schedule face-to-face conferences during regular classroom and extra-help periods to confer with the student. No contact shall exceed three replies.

Staff shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity; or messages:

- A. That violate the district’s affirmative action policy;
- B. That are personal in nature and not related to the business of the district;
- C. That can be interpreted as provocative, flirtatious or sexual in nature;
- D. That contain confidential information to persons not authorized to receive that information.

Text Messages
No teacher, staff member, coach or volunteer shall text message any student individually. Text messages may not be sent to students without prior parent/guardian consent to receive such texts. All text messages to students shall be sent to the class, team, club or organization.
Violations
Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Board Policy and the district disciplinary code(s) that includes but is not limited to:

A. Use of network(s)/computers only under direct supervision;
B. Suspension of network privileges;
C. Revocation of network privileges;
D. Suspension of computer privileges;
E. Revocation of computer privileges;
F. Suspension;
G. Dismissal;
H. Legal action and prosecution by the authorities; and/or,
I. Any appropriate action that may be deemed necessary by the Superintendent of Schools and approved by the Board of Education.

Implementation
This policy shall be distributed annually to all staff members.

Possible Cross References
1111, 3514, 4117.50, 4118.2, 4119.2, 4119.21, 4119.22, 4119.23, 4119.24, 4138, 4138.2, 4219.26, 5114, 5124, 5131, 5131.5, 5142, 6142.10, 6144, 6145.3, 6161
Staff members are not permitted to use personal cell phones, pagers, walkie-talkies or other portable electronic communications devices while performing their assigned duties (class time, duty periods) and during school related activities.

During school meetings, personal cell phones are to be turned off and not used.

At no time are personal cell phones permitted to be used while operating district owned, leased or contracted vehicles.

Personal cell phones may be used during planning periods, lunch periods and/or before and after the regular workday.

Legal References

NJSA 2C:33-19 Possession of remotely activated paging devices on school property, disorderly persons offense
18A:11-1 General mandatory powers and duties

NJAC 6A:16-5.8 Remotely activating paging devices
Teaching staff members, because of their proximity to students, are frequently confronted with situations that, if handled incorrectly, could result in liability to the district and personal liability to the staff member. It is the purpose of this policy to direct the preparation of guidelines that would minimize that possibility.

Major duties of each professional employee are delineated below:

A. To carry out duties and responsibilities set forth by New Jersey statutes, Title 18A, and New Jersey Administrative Code.
B. To abide by rules and regulations as established by the Board of Education.
C. To carry out specific job responsibilities as established by the Board of Education.
D. To uphold rules and regulations as established by the Superintendent of Schools and other school administrators.
E. To properly channel all negative criticism about the district or its employees.
F. To adhere to prescribed curricula and courses of study.
G. To adhere to the specific job description for the contracted position.

It is the responsibility of the Superintendent of Schools to prepare regulations to ensure the maintenance of the following standards:

A. Each teacher must maintain a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities;
B. A teacher should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
C. A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides;
D. Each teacher must immediately report to the administration an accident or safety hazard he/she detects;
E. A teacher must not send students on any personal errands;
F. A teacher must not transport students in a personal vehicle without the approval of the Superintendent of Schools;
G. A student shall not be required to perform work or services that may be detrimental to his/her health;
H. Pursuant to the laws of the state, each teacher must report to the Superintendent of Schools immediately, any sign of suspected child abuse or drug abuse.

**Legal References**

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
The Superintendent of Schools shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The Board shall approve substitute personnel and the positions in which they may substitute. The employment of a substitute teacher prior to approval by the Board is authorized only when such employment is required to maintain continuity in the educational program. Retroactive approval shall be requested from the Board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching certificate issued by the County Superintendent of Schools, and preferably hold a post-secondary degree.

A substitute teacher who holds valid teaching certification credentials or a certificate of eligibility or a certificate of eligibility with advanced standing issued by the State Board of Examiners may be employed to teach subjects authorized by their credentials for up to an entire school year without being placed on any existing salary guide. All such substitute teachers may be paid at the per diem rate of the district. Any such certified substitute teacher may be employed to teach subjects not authorized by his/her credentials for up to 40 school days.

A substitute teacher who holds valid teaching certification credentials or a certificate of eligibility or a certificate of eligibility with advanced standing issued by the State Board of Examiners may be employed to teach subjects not authorized by his/her credentials for up to 40 school days.

A substitute teacher who holds a standard substitute teaching certificate may be hired for up to 20 consecutive school days under the same teaching assignment.

The Executive County Superintendent of Schools may grant an extension of these limits upon written application from Superintendent of Schools, demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original school day time limits.
The Superintendent of Schools may apply in writing to the Executive County Superintendent of Schools for an extension of the original school day time limits written application from this district, demonstrating the districts inability to hire an appropriately certified teacher for the vacant position within the original school day time limits.

Any substitute teacher shall be entitled only to the wages approved by the Board on a per diem basis, and to no other benefits.

The Superintendent of Schools shall recruit, screen and recommend to the Board candidates for employment as instructional substitutes. He/she shall:

A. Develop procedures for the assignment of substitutes;
B. Develop methods of evaluating substitute teachers and make recommendations to the Board for the retention of substitutes who have performed their duties satisfactorily.  
Upon approval by the Board, these substitutes will be added to the list of substitutes who will be employed in the school.

Legal References
NJSA 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:16-1.1 May appoint temporary officers and employees
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
18A:29-16 Emergency certificates; day-by-day basis substitute

NJAC 6A:9-6.5 County substitute credential
6A:32-6.1 et seq. School Employee Physical Examinations

Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B (June 5, 1991)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
4111, 4112.2, 4112.4
### Oldmans Township Board of Education
#### District Policy Manual

**Instructional Personnel**  

**Student Teachers / Interns**  

**Series 4000**  

**Policy 4122**

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Date Adopted: December 12, 2007  

Date Revised:  

Page 1 of 1

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The Board of Education encourages the Superintendent of Schools to cooperate with colleges and universities in the placement of teachers/administrative interns in the district school. Student teachers/administrative interns shall be placed with experienced staff members who agree to perform this service.

Student teachers/administrative interns shall comply with the requirements of law regarding health examinations.

The supervising teacher and administration shall be responsible for the conduct of student teachers while serving in the district school. The Superintendent of Schools shall be responsible for administrative interns.

Student teachers shall be allowed to participate in school activities where their contributions would be appropriate to the educational program of the school.

The Superintendent of Schools shall ensure the equitable distribution of student teachers/administrative interns throughout the school.

No remuneration will be provided to student teachers or administrative interns by the Board of Education.

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**Legal References**

**NJSA**

N.J.S.A. 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
18A:11-1 General mandatory powers and duties  
18A:16-2 through -5 Physical examinations; requirement  
18A:16-6 Indemnity of officers and employees against civil actions  
18A:16-6.1 Indemnity of officers and employees in certain criminal actions  
18A:54-20 Powers of board (county vocational schools)

**NJAC**

6A:9-10.2 Curriculum for teacher preparation programs  
6A:9-10.3 Supervision of practicum students  
6A:32-4.1(d)(e) Employment of teaching staff  
6A:32-6.1 et seq. School Employee Physical Examinations

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Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)
Within its financial means, the Board may hire aides as recommended by the Superintendent of Schools.

It is the responsibility of the classroom teacher to plan for any teacher aide’s constructive involvement with the class. The primary benefit must be to the pupils. Classroom aides shall be under the supervision of the classroom teacher. Non-instructional aides shall be under the supervision of appropriate personnel as assigned by the Superintendent of Schools.

All aides shall be required to comply with the provisions of the law regarding health and criminal background checks.

In accordance with federal law, the Superintendent of Schools shall establish procedures to release information, upon request, regarding the qualifications of classroom aides to parents/guardians for any classroom aide who is employed by any school receiving Title 1 funds and who provides instructional assistance to their children.

Qualification of Classroom Aides in Title 1 Schools
All classroom aides hired in schools that receive Title 1 funds shall be qualified in accordance with federal law. All such classroom aides must have a high school diploma or its equivalent. All such classroom aides hired after January 8, 2002, except those working as translators or solely in conducting parent involvement activities, also must meet at least one of the following criteria:

A. Completed at least two years of study at an institution of higher education;
B. Obtained an associate’s (or higher) degree; or
C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing, and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Classroom aides hired before January 8, 2002 must meet these qualifications by January 2006.

Legal References

NJSA 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:11-1 General mandatory powers and duties
18A:16-2 through -5 Physical examinations; requirement
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:32-4.7 Approval of paraprofessional staff
The Board of Education recognizes its legal obligation to provide inservice activities that are aligned with student learning and educator development needs, and school, district, and/or State improvement goals. It is the Board of Education’s priority that continuing education for teaching staff focus on the improvement of teachers' and school leaders' effectiveness in assisting students in the achievement of the Common Core State Standards (CCSS) in mathematics and language arts and literacy and Core Curriculum Content Standards (CCCS).

The Superintendent of Schools shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings. Professional learning shall incorporate coherent, sustained, and evidence-based strategies that improve educator effectiveness and student achievement, including job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.

Professional Development for School Leaders
For the purposes of this policy, “school leader” shall be defined as an administrator whose position requires possession of a school administrator, principal, or supervisor endorsement.

All active school leaders serving on a permanent or interim basis shall complete training on issues of school law, ethics, governance, and harassment, intimidation and bullying as required by NJSA 18A:26-8.2, and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.

School Leaders
The Superintendent of Schools, principals, and supervisors shall fulfill the professional development requirement through the creation, implementation, and completion of a professional development plan that:
A. Aligns with the Professional Standards for School Leaders and the Standards for Professional Learning;
B. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the Superintendent of Schools, principals, or supervisors;
C. Identifies professional goals that address specific individual, school, or district goals; and,
D. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or district professional development plan.

Professional Development for the Chief School Administrator
The Board of Education shall oversee and review the Superintendent of Schools’ professional development. The professional development shall be linked to individual, school, and district professional development goals and to the district's professional development plan.

The Board of Education shall review the professional development plan. The Superintendent of Schools shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent of Schools' contract with the Board of Education.

In cases where there is disagreement between a Superintendent of Schools and his or her Board of Education regarding plan contents or progress toward completion, the Superintendent of Schools may appeal to the executive county superintendent, who will have final decision-making authority on all such matters.

Professional Development for Principals, Supervisors and Other Administrators
The Superintendent of Schools shall oversee and review professional development for each principal and supervisor. The professional development shall be linked to individual, school, and district professional development goals and the district's professional development plan.
Leaders whose positions require a principal or supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent of Schools, or designee holding a Superintendent of Schools endorsement. Leaders whose positions require a Superintendent of Schools' endorsement but who do not serve as a Superintendent of Schools of the district shall have an annual plan developed in collaboration with the Superintendent of Schools, or designee holding a Superintendent of Schools endorsement.

The Superintendent of Schools, or designee holding a Superintendent of Schools endorsement, shall meet with the principal, supervisor, or other school administrator at mid-year to assess progress toward completion or modification of the plan. The Superintendent of Schools, or designee holding a Superintendent of Schools endorsement, shall review the status of the professional development plan as part of the principal's, supervisor's, or other district administrator's annual performance evaluation.

Evidence of Progress
Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan including a narrative account detailing plan goals and their achievement; and documentation of professional growth activities such as school-based learning activities; training; university coursework; action research; and study groups. Study groups may include school, district, county, and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.

Professional Development for Teachers

To meet the state professional development requirements, each teacher shall be guided by an individualized professional development plan (PDP), which shall include at least 20 hours per year of qualifying activities. The 20-hour annual requirement shall be reduced by a pro rata share reflecting the use of family or medical leave. It is the individual teacher’s responsibility in accordance with district policies, to assure that a teacher meets the professional development requirement. There is no mandated financial obligation on the part of the district.

The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers as described in NJAC 6A:9-3.3 and the Standards for Professional Learning in NJAC 6A:9-15.3. The PDP shall be effective for one year and shall specify, at a minimum:
A. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation;

B. As appropriate, an additional area for development of professional practice aligned to the teacher's role as a member of his or her collaborative professional learning team. The professional learning team consists of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
   - Evaluating student learning needs through ongoing reviews of data on student performance; and
   - Defining a clear set of educator learning goals based on the rigorous analysis of these data

C. As appropriate, an additional area for development of professional practice aligned with school and/or district improvement plans and goals; and

D. Any requirements for professional development stipulated elsewhere in statute or regulation.

The progress of each teacher in meeting the goals of the PDP must be determined annually and aligned to the district process for teacher evaluation. Progress on the PDP must be discussed during a minimum of one annual conference between the teacher and his or her supervisor. Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference. The PDP shall be revised at a minimum annually but may be adjusted as necessary to support the teacher's progress. All teachers shall have an individual PDP within 30 instructional days of the beginning of their respective teaching assignments.

A teacher's individual PDP goals may necessitate more than the recommended minimum requirements. The PDP shall accommodate additional professional development as necessary. Additional hours of qualifying activities may be required for teachers in low-performing schools, as determined by the Commissioner.

The Board of Education shall ensure that all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.
School-Level Professional Development Plans
The principal shall oversee the development and implementation of a plan for school-level professional development. The school-level professional development plan shall include a description of school-level and team-based professional learning aligned with identified school goals, and teacher and student learning needs. The school-level plans shall become part of the district professional development plan reviewed by the Board of Education.

The principal shall ensure that all teachers receive the necessary opportunities, support, and resources to complete professional development requirements.

District-Level Professional Development Plans
The Superintendent of Schools or his or her designees shall oversee the development and implementation of plans to address the districts' professional development needs. (School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.)

In accordance with the provisions of NJAC 6A:9-15.6, the Superintendent of Schools:
A. Review school-level professional development plans;
B. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
C. Plan, support, and implement professional development activities that address the CCSS and the CCCS, and that align with the Standards for Professional Learning as noted in NJAC 6A:9-15.3 and the Professional Standards for Teachers and School Leaders in NJAC 6A:9-3.3 and 3.4; and
D. Develop and update, as necessary, the district mentoring plan for new teachers as required by Policy 4112.2 Certification and NJAC 6A:9-8.4.

The Superintendent of Schools shall review the district plan annually to assess its effectiveness and revise it as necessary to meet the district's learning goals for students, teachers, and school leaders. The district plan shall provide information on school-level and district-wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures. The district plan shall also include any professional development required by statute or regulation.

The Superintendent of Schools shall be responsible for the content and implementation of the district professional development plan. The Superintendent of Schools shall present the plan to the Board of Education to review for fiscal impact.
The Board of Education reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Common Core State Standards or the Core Curriculum Content Standards; or contravenes current negotiated agreements, other Board of Education policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

Staff participation that may require release time and/or financial reimbursement from the Board of Education will be determined by the Board of Education after recommendation by the Superintendent of Schools.

Staff members who participate in out-of-district programs at Board of Education expense shall submit a written report highlighting the main thrust and ideas observed by the participant.

Mandated Inservice Programs
The Superintendent of Schools shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 20 hours of continuing education annually.
Legal References

NJSA 18A:7A-11 Annual report of local school district; contents
18A:7A-11e improvement of basic skills
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:30-7 Power of boards of education to pay salaries
18A:31-2 Attendance at conventions of New Jersey Education Association
18A:40A-3 Initial inservice training programs; curriculum
34:5A-10 Retention of workplace surveys
34:5A-13 Employee education and training program; certification of instructors

NJAC 6A:7-1.6 Professional development
6A:14-1.2(b)13 District eligibility for assistance under IDEA Part B
6A:15-1.8 Inservice training
6A:9-15.1 et seq. Required Professional Development for Teachers
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:16-1.1 et seq. Programs to Support Student Development
6A:16-11.1 et seq. Reporting Allegations of Child Abuse and Neglect
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-4.1 Employment of teaching staff
6A:32-4.4 Evaluation of tenured teaching staff members
6A:32-4.5 Evaluation of nontenured teaching staff members

The Comprehensive Equity Plan, New Jersey State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
4115, 4116, 4133, 4231/4231.1, 5131.6, 5141, 6142.2, 6171.3, 6171.4
The Board of Education encourages the participation of teaching staff members in research projects that are soundly designed and professionally conducted.

Teaching staff members may seek funding from local, state and federal sources, public and private for locally conducted research projects. Any research project involving pupils must be approved by the Board; all other research projects involving district personnel, facilities and/or resources may be approved by the Superintendent of Schools.

An application for approval of a proposed research project must set forth the purpose of the project, a detailed description of the project, the degree to which, if any, the project will interrupt or displace the regular instructional program; a projection of the number of pupils, if any, and staff members who will be involved, the period of time that will be devoted to the project, the means by which the project will be evaluated, and an assessment of the contribution the project will make to the educational program of the district.

A written report must be made to the Superintendent of Schools when a research project is terminated, either complete or incomplete. The Superintendent of Schools may also require progress reports during the course of any research project and may notify appropriate administrators of the conduct of any research project.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
Staff members shall be reimbursed for bona fide expenses in accordance with the provisions of Board Policy 3335 – Travel Expenses.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

Possible Cross References
3335
Since the Board of Education and the teaching profession of Oldmans Township have the same ultimate aim of providing the best possible educational opportunity for the children and youth in the district, relationships must be established and maintained which are based upon this common interest and the concept of education as both a public trust and a professional calling.

The Oldmans Township Board of Education and the Oldmans Township Education Association shall consider matters of mutual concern as a joint responsibility. This responsibility requires that teachers have the right and the opportunity to share in cooperative determination of personnel policies through the reaching of mutual agreements.

The Board of Education or a designated committee thereof, shall meet as necessary with the representatives officially designated by the local education association and shall negotiate in good faith in order to seek agreement in the solution of problems of joint concern presented by either the Board, the chief administrative officer, or the teacher representatives.

The establishment of machinery for the determination of policies of common concern should make possible an amicable settlement of differences that may exist between teachers and the Board of Education and at the same time contribute to the morale and well being of the entire school system.

**Legal References**

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
In the event of an emergency brought about a job action, including a strike, by any employee group, it shall be the policy of the Board of Education to make every effort to keep schools open and to carry out its obligation under New Jersey state law; Title 18A, to educate the children of the community.

Since there is no authorization in law for job actions, and since actions are constitutionally prohibited, including strikes, by public employees, it shall be the policy of the Board, in the event of any job action, including a strike or any other act that withholds employee services from the Board, to take appropriate legal action to deal with such a matter.

In emergency situations under this policy, all usual policy adoption procedures shall be suspended for the duration of the emergency, and the Board may adopt policies on first reading to enable the Board to maintain operation of the schools and the safety and welfare of the community, pupils and employees.

The Superintendent of Schools or his/her designee shall have the authority to take such immediate emergency steps as he/she deems necessary to ensure safety and well being of pupils and employees and to protect the property of the district.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

Possible Cross References
6144
The Board considers it part of a teacher’s professional responsibilities to attend such staff meetings as may be required for the proper functioning of a school, to serve on committees involved in curriculum development and textbook selection, and to participate in parent-teacher organizations and functions.

School administrators shall seek to give sufficient notice of staff meetings, hold them with reasonable frequency and length, and make committee assignments equitably, taking into account provisions of current negotiated agreements.

**Legal References**

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
No employee of the Board of Education may solicit or sell products for personal gain within the school while under active contract.

**Legal References**

| NJSA | 18A:11-1 General mandatory powers and duties |
|      | 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
School employees shall not engage in outside activities or perform any services other than those assigned or allowed by the district during the contractual hours of the prescribed school day.

No outside work by a staff member shall prevent him/her from properly performing assigned functions during duty hours or be prejudicial to his/her work effectiveness.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:12-24 et seq Prohibited acts
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

NJAC 6A:28-1.1 et seq School Ethics Commission

Possible Cross References
3514, 4119.21, 4138.2
The Board of Education recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the district may require special help for some pupils beyond the regular classroom program. Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, regular classroom instruction.

Wherever possible within the working day, each teaching staff member shall assist assigned pupils in the remediation of individual learning difficulties.

In certain cases where extra help is desirable and the parents/guardians request such assistance, a teacher or administrator may recommend that the parents/guardians secure tutorial services for the pupil.

To avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall not tutor, for a fee, pupils enrolled in their classes or upon whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the board make a commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services.

Teachers shall not tutor any pupil for pay during regular working hours or on school premises without prior approval from the Board of Education.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:12-24 et seq Prohibited acts
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

NJAC 6A:28-1.1 et seq School Ethics Commission

Possible Cross References
4119.21, 4138, 4119.21, 4138, 6164.6, 6173
1. All employees of the Board of Education are employed on a ten or twelve month basis by written contract.
2. The payroll will be closed out on the 1st and 3rd Fridays of each month. All time sheets and overtime must be turned into the Business Office by noon time on these days to be included in the following respective pay check.
3. Employees are to be paid on the 15th and 30th of each month. When the payday falls on a holiday or weekend, the pay day will be the last working day. Overtime will be paid as submitted in accordance with #2 above.
4. Employees on a ten month basis will be paid on their last working day in June unless that date is beyond the 15th, in which case two checks will be issued, one on the 15th and the final on the last working day. Overtime will be paid in accordance with #2 above.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
Communicable Diseases-Exclusion from School (Pupils and Employees)
It is sometimes necessary to exclude from school individuals who are ill or who have been exposed to a communicable disease or whose presence is detrimental to the health or cleanliness of others. The Board of Education therefore, implements this policy.

The school nurse shall instruct the teachers at the beginning of the school year, or when designated by the Oldmans Township Board of Education about the methods employed to detect the first signs of communicable diseases and the recognized measures for the promotion of health and prevention of disease. In addition, the school nurse will instruct those teachers from whose classrooms a pupil has been excluded about the symptoms of the disease for which the pupil was excluded.

No teacher shall attempt to diagnose any illness of a pupil but shall refer suspected cases to the nurse.

Any staff member who appears to be ill or who is suspected of having a communicable disease shall be excluded from school or isolated at school to await instructions from the school physician, and/or the school nurse.

Where there is evidence of departure from the normal health of any staff member, or if the staff member has been exposed to a communicable disease, or if the presence of the staff member in the school is detrimental to the health or cleanliness of the pupils or staff members in the school:

A. The Superintendent of Schools or administrative designee, upon the recommendation of the school nurse or school physician, may exclude the staff member from the school.

B. In the absence of the school nurse or school physician, the Superintendent of Schools’ designee may exclude the staff member from the school. In that event, the person making the exclusion must immediately notify the Superintendent of Schools.

A staff member retained at home or excluded from school shall not be readmitted to school until written evidence is presented of being free of the reason for the exclusion. Such evidence may be by a qualified physician, or school physician who has examined the staff member.

The rules of the local Board of Health or State Department of Health, New Jersey State Board of Education, or in the absence of these, the rules of the school physician pertaining to communicable disease shall apply in determining periods of incubation, communicability, quarantine, and reporting.
No staff member who is a member of a household in which a person is suffering from or been exposed to smallpox, diphtheria, scarlet fever, whooping cough, yellow fever, typhus fever, cholera, or measles, shall attend any public school during such illness, or until the attending physician, Board of Health, or school physician has certified that all danger of communicating the disease by the staff member has passed.

The school physician, and/or the school nurse, shall report all cases of communicable diseases to the local, county, or state Board of Health. The Superintendent of Schools will also inform the County Superintendent of Schools.

**Legal References**

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<th>NJSA</th>
<th>18A:16-2 Physical examinations; requirement</th>
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<td>18A:16-4 Sick leave; dismissal</td>
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<tr>
<td></td>
<td>18A:16-4 Records of examinations</td>
</tr>
<tr>
<td></td>
<td>18A:40-6 et seq Health measures in general</td>
</tr>
<tr>
<td></td>
<td>26:4-6 Prohibiting attendance</td>
</tr>
<tr>
<td></td>
<td>26:4-15 Reporting of communicable diseases</td>
</tr>
</tbody>
</table>

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<th>NJAC</th>
<th>6A:16-2.2 Required health services</th>
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<tr>
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<td>6A:16-2.3 Health services personnel</td>
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<tr>
<td></td>
<td>8:57 Reportable communicable diseases</td>
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<td>8:61-1.1 Attendance at school by pupils or adults infected by. Human Immuno-deficiency Virus (HIV)</td>
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**Possible Cross References**

1410, 4112.4, 4131/4131.1, 4212.4, 5113, 5141, 5141.1, 5141.4
Workers Compensation Physicians
The Board of Education seeks to provide the highest quality benefits while maintaining a sound fiscal policy. The intention of the workers’ compensation law is to provide the best possible medical care and rehabilitation services available to employees injured while in the course of employment. In order to accomplish this, the first step is to get an accurate diagnosis and begin the proper treatment immediately; therefore, unless an emergency situation exists, each injured employee must be treated by the Board appointed physician or assigned insurance carrier doctor.

A. In the case of an emergency situation, medical attention should be sought from the nearest or most practical facility available.
B. In non-emergency situations, the school doctor or nurse must evaluate the injury first. He/she will refer the patient to other approved panel physician specialists if necessary.
C. Lost work time may be authorized only by the district’s doctor or the referred specialist.
D. Failure to go to the school doctor, nurse or assigned insurance carrier doctor will result in the insurance company’s denial of payment of all disability and medical benefits an employee may be entitled to.
E. Re-examination of the employee by the school doctor or the assigned insurance carrier doctor prior to returning to school work is required.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
It shall be the policy of the Board of Education to provide a health insurance program for full-time, permanent employees in all classifications who are not represented by recognized bargaining groups comparable with those established by the Board of Education/bargaining unit contract.

In addition, the Board will permit employees who are on leave of absence without pay to continue enrollment in the health benefits plan, provided that such employees pay the appropriate premiums.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
Through its overall safety program and various policies pertaining to school personnel, the Board shall seek to ensure the safety of employees during working hours.

The Board shall be vigorous in maintaining safe working conditions for employees. It shall expect employees to follow all established safety rules and regulations, such as those pertaining to the use of safety equipment, the wearing of safety clothing and protective eye devices where appropriate, and the lifting and shifting of heavy weights.

Accidents must be reported immediately to the nurse or the supervisor if the nurse is not available. An accident investigation report must be submitted in-detail to the Superintendent of Schools’ office by the following working day.

**Legal References**

NJSA 2C:7-1 et seq. Registration of sex offenders; definition; requirements
18A:16-2 Physical examinations; requirement
18A:40-12.1 Protective eye devices required for teachers, pupils and visitors in certain cases
18A:40-12.2 Rules prescribing kinds, types and quality of devices
34:5A-1 et seq. Worker and Community Right to Know Act
34:6A-25 et seq. New Jersey Public Employees’ Occupational Safety and Health Act
34:19-1 et seq. Conscientious Employee Protection Act

NJAC 6A:26-12.5 Eye protection in schools
6A:32-12.1(a) Reporting requirements
12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)

29 CFR 1910.1030 - Bloodborne Pathogen Standard
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**

3510, 3516, 4111.1, 4112.4, 5142
The Board of Education recognizes that exposure to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and other bloodborne diseases warrant serious concern for employees, at risk, for exposure to human blood and other body fluids that contain bloodborne pathogens.

The Board is committed to providing a safe and healthful school environment for our entire staff and student body. In pursuit of this goal, the Board directs the Superintendent of Schools to develop an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030 and N.J.A.C. 12:100-4.2.

The Exposure Control Plan ensuring compliance with the standard shall include:

A. Employee exposure determination
B. The procedure for evaluation circumstances surrounding an exposure incident
C. The schedule and method for implementing the specifications 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) Record keeping

The Superintendent of Schools is responsible for the implementation of the ECP. The Superintendent of Schools will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.

The Superintendent of Schools will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

The Superintendent of Schools will be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.

The Superintendent of Schools will be responsible for training, documentation of training and making the written ECP available to employees, OSHA and NIOSH representatives.
The Superintendent of Schools will maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e., sharp containers, etc.) labels, and red bags as required by the standard.

The Superintendent of Schools will ensure that adequate supplies of the aforementioned equipment are available.

During implementation of the Exposure Control Plan the Board will handle all information regarding HIV infected individuals in compliance with the States HIV/AIDS Confidentiality Law, N.J.A.C. 26:5c-5

<table>
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<th>Legal References</th>
</tr>
</thead>
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| **NJS**A | 18A:16-2 Physical examinations; requirement  
           18A:16-4 Sick leave; dismissal  
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           18A:40-6 et seq Health measures in general  
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           26:4-15 Reporting of communicable diseases  |
| **NJAC** | 6A:16-2.2 Required health services  
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           8:57 Reportable communicable diseases  
           8:61-1.1 Attendance at school by pupils or adults infected by. Human Immuno-deficiency Virus (HIV)  |


Possible Cross References

3510, 3516
OLDMANS TOWNSHIP SCHOOL DISTRICT

EXPOSURE CONTROL PLAN for
BLOODBORNE PATHOGENS
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Policy</td>
<td>2</td>
</tr>
<tr>
<td>Program Administration</td>
<td>2</td>
</tr>
<tr>
<td>Employee Exposure Determination</td>
<td>3</td>
</tr>
<tr>
<td>Effective Dates</td>
<td>3</td>
</tr>
<tr>
<td>Exposure Control Plan (ECP)</td>
<td>4</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>5</td>
</tr>
<tr>
<td>Training</td>
<td>6</td>
</tr>
<tr>
<td>Hepatitis B Vaccination</td>
<td>6</td>
</tr>
<tr>
<td>Post Exposure Evaluation</td>
<td>7</td>
</tr>
<tr>
<td>Health Care Professionals</td>
<td>8</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>8</td>
</tr>
<tr>
<td>Labeling</td>
<td>9</td>
</tr>
<tr>
<td>Recordkeeping</td>
<td>10</td>
</tr>
<tr>
<td>*Designated Employees</td>
<td>11</td>
</tr>
</tbody>
</table>
Appendix Section

Please refer to the appendix section of the Employer Guide and Model Exposure Control Plan distributed by the New Jersey Department of Health dated August 1993.

*Update annually and as new employees are assigned.

Introduction

Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B warrant serious concern for workers occupationally exposed to blood and certain other body fluids that contain bloodborne pathogens. It is estimated nationally that more than 5.6 million workers in health care and public safety occupations could be potentially exposed. In recognition of these potential hazards, the New Jersey Public Employees Occupational Safety and Health Act has adopted the Occupational Safety and Health Administration (OSHA) Regulation [Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1330] to help protect New Jersey Public workers from these health hazards.

The major intent of this regulation is to prevent the transmission of bloodborne diseases within potentially exposed workplace occupations. The standard is expected to reduce and prevent employee exposure to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and other bloodborne diseases. The Occupational Safety and Health Administration (OSHA) estimates the standard could prevent more than 200 deaths and about 9,000 infections per year from HBV alone. The standard requires that employers follow universal precautions, which means that all blood or other potentially infectious materials must be treated as being infectious for HIV or HBV. Each employer must determine application of universal precautions by performing an employee exposure evaluation. If employee exposure is recognized, as defined by the standard, then the standard mandates a number of requirements. One of the major requirements is the development of an Exposure Control Plan, which mandates engineering controls, works practices, personal protective equipment, HBV vaccinations and training. The standard also mandates practices and procedures for housekeeping, medical evaluations, hazard communication, and recordkeeping.

**BLOODBORNE PATHOGENS PLAN**

The Oldmans Township Board of Education 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 1919.1030.

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

I. Employee exposure determination

II. The procedures for evaluating the circumstances surrounding an exposure incident, and

III. The schedule and method for implementing the specific sections of the standard, including:
• Methods of compliance
• Hepatitis B vaccination and post-exposure follow-up
• Training and communication of hazards to employees
• Recordkeeping

IV. Program Administration

The Chief School Administrator (CSA) is responsible for the implementation of the ECP. CSA will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.

CSA will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

CSA will be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.

CSA will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives.

CSA will maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e., sharp containers, etc.) labels, and red bags as required by the standard.

CSA will ensure adequate supplies of the aforementioned equipment are available.

EXPOSURE CONTROL PLAN

I. Employee Exposure Determination

A. As part of the exposure determination section of our ECP, the following list of all job classifications at our district in all employees have occupational exposure:

• School Nurses, Substitute School Nurses, Trainers, Health Aides, Coaches and Custodians (if all custodians are designated)

B. The following is a list of job classifications in which some employees at our district have occupational exposure. Included in Appendix A2 is a list of tasks and procedures in which occupational exposure may occur for these individuals.

All exposure determinations for A and B were made without regard to the use of Personal Protective Equipment (PPE).

Note to Employer: “Good Samaritan” acts which result in exposure to blood or other potentially infectious materials from assisting a fellow employee (i.e., assisting a co-worker
with nosebleed, giving CPR or first aid) are not included in the Bloodborne Standard. OSHA, however, encourages employers to offer Post-Exposure Evaluation and Follow-up in such cases.

II. **Effective Dates**

The Bloodborne Pathogens Standard was published in the New Jersey Register on July 6, 1993. The Standard including Universal Precautions becomes operative on October 4, 1993. The dates for completing the different parts of the Standard are:

- **Exposure Control Plan**
  - December 3, 1993

- **Recordkeeping**
  - January 6, 1994

- **Information and Training**
  - January 6, 1994

- **Method of Compliance (Except Universal Precautions)**
  - February 6, 1994

- **Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up**
  - February 6, 1994

- **Labels and Signs**
  - February 6, 1994

III. **Methods of Implementation and Control**

1. **Universal Precautions**

1.1 All employees will utilize Universal Precautions. Universal Precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV and other bloodborne pathogens (see Appendix A) and must be treated accordingly.

2. **Exposure Control Plan**

2.1 Employees covered by the Bloodborne Pathogens Standard will receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees will have an opportunity to review this Plan at any time during their work shifts by contacting their building Administrator. Employees seeking copies of the Plan may contact their building Administrator. A copy of the Plan will be made available free of charge and within 15 days of the request.

2.2 CSA or designee will be responsible for reviewing and updating the ECP annually or sooner if necessary to reflect any new or modified tasks and procedures which affect
occupational exposure and to reflect new or revised employee positions with occupational exposure.

3.0 Engineering Controls and Work Practices

3.1 Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering and work practice controls are listed below:

Examples of engineering controls include, but are not limited to:

- puncture-resistant disposal containers for contaminated sharps, orthodontia wire, or broken glass
- mechanical needle recapping devices
- bio-safety cabinets

Examples of work practice controls include, but are not limited to:

- providing readily accessible hand washing facilities
- washing hands immediately or as soon as feasible after removing gloves
- at non-fixed sites (i.e., field trips, extra-curricular activities) which lack hand washing facilities, providing interim hand washing measures, such as antiseptic towelettes and paper towels. Employees can later wash their hands with soap and water as soon as feasible.
- washing body parts as soon as possible after skin contact with blood or other potentially infectious materials
- prohibiting the recapping or bending of needles
- shearing or breaking contaminated needles is prohibited
- labeling
- equipment decontamination
- prohibiting eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in work areas where there is a likelihood of occupational exposure
- prohibiting food and drink from being kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.
- requiring that all procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, splattering and generation of droplets of these substances
- placing specimens of blood or other potentially infectious materials in a container which prevents leakage during collection, handling, processing, storage, transport or shipping
- examining equipment which may become contaminated with blood or other potentially infectious materials prior to servicing or shipping and decontaminating such equipment as necessary. Items will be labeled per the standard if not completely decontaminated.
New technology for needles and sharps will be evaluated and implemented whenever possible to further prevent accidental needle sticks and cuts. Our engineering controls (i.e., sharps containers, etc.) will be inspected and maintained or replaced by the School Nurse or her designee on an annual basis.

4.0 Personal Protective Equipment (PPE)

4.1 Personal protective equipment must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. Training will be provided by the district’s designated trainer in the use of the appropriate personal protective equipment for employees’ specific job classifications and tasks/procedures they will perform.

Additional training will be provided, whenever necessary, such as if and employee takes a new position or if new duties are added to their current position.

PPE items which will be readily accessible will include:

- gloves
- gowns
- laboratory coats
- face shields
- masks
- eye protection (splash-proof goggles, safety glasses with side shields)
- resuscitation bags and mouthpieces
- disinfectant and towelettes for hand washing and red bags or biohazard labeled bags

4.2 As a general rule, all employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment
- Remove protective equipment before leaving the work area and after a garment becomes contaminated
- Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.
- Wear appropriate gloves when it can be reasonable anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace glove if torn, punctured, contaminated or if their ability to function as a barrier is compromised.
- Following any contact of body areas with blood or any infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucus membranes (eyes, mouth, etc.) with water.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised. The decontamination procedure will consist of immersion in a tuberculocidial solution per manufacturer’s instructions. Discard utility gloves when they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse of before disposal.
• Wear appropriate face and eye protection such as a mask with glasses with solid side shield or a chin-length face shield when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose or throat.
• If a garment penetrated by blood and other potentially infectious materials, the garment(s) must be removed immediately or as soon as feasible. If a pull-over scrub (as opposed to scrubs with snap closures) become minimally contaminated, employees should be trained to remove the pull-over scrub in such a way as to avoid contact with the outer surface; e.g., rolling up the garment as it is pulled toward the head for removal. However, if the amount of blood exposure is such that the blood penetrates the scrub and contaminates the inner surface, not only is it impossible to remove the scrub without exposure to blood, but the penetration itself would constitute exposure. It may be prudent to train employees to cut such a contaminated scrub to aid removal and prevent exposure to the face.
• Repair and/or replacement of PPE will be at no cost to employees.

Refer to Appendix I for additional information on PPE.

5.0 Training

5.1 All employees who have or are reasonably anticipated to have occupational exposure to bloodborne pathogens will receive training conducted by the designated trainer.

The trainer will provide training on the epidemiology of bloodborne pathogen disease. OSHA pamphlet “Occupational Exposure to Bloodborne Pathogens” and Fact Sheets, located on the Appendix Section and other material will be used to inform employee of the epidemiology, symptoms, and transmission of bloodborne diseases. In addition, the training program will cover, at a minimum the following elements:

• A copy and explanation of the standard
• Epidemiology and symptoms of bloodborne pathogens
• Modes of transmission
• Our Exposure Control Plan and how to obtain a copy
• Methods to recognize exposure tasks and other activities that may involve exposure to blood
• Use and limitations of Engineering Controls, Work Practices, and PPE
• PPE - types, use, location, removal, handling, decontamination, and disposal
• PPE - the basis for selection
• Hepatitis B Vaccine - offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits and method of administration. (See appendix O)
• Emergency procedures - for blood and other potentially infectious materials
• Exposure incident procedures
• Post-exposure evaluation and follow-up
• Signs and labels - and/or color coding
• Question and answer session
An Employee and Training Record (see Appendix B) will be completed for each employee upon completion of training. This document will be kept with the employee’s record at central office.

6.0 Hepatitis B Vaccination

6.1 The designated physician will provide information on Hepatitis B vaccinations addressing its safety, benefits, efficacy, methods of administration and availability. A general overview of these considerations is given in Appendix L for review. The Hepatitis B vaccination series will be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

- the employee has previously received the series
- antibody testing reveals that the employee is immune
- medical reasons prevent taking the vaccination
- the employee chooses not to participate

All employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline HB vaccination, then the employee must sign a statement to this effect.

Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HB vaccination (see Appendix C1) will be kept in the central office with the employee’s other medical records.

Appendix C is an optional form that may be used to record the employee vaccination series information.

7.0 Post Exposure Evaluation and Follow-Up and Procedures for Reporting, Documenting and Evaluating the Exposure

7.1 Should an exposure incident occur contact your Administrator immediately. Each exposure must be documented by the employee on an “Exposure Report Form” (see Appendix D). The Administrator and school nurse will add any additional information as needed.

An immediately available confidential medical information and follow-up will be conducted in accordance with board policy. The following elements will be performed:

- Document the routes of exposure and how exposure occurred
- Identify and document the source individual (see Appendix E), unless the employer can establish that identification is infeasible or prohibited by State or local law (See Note #1).
- Obtain consent (see Note #2) and test source individual’s blood as soon as possible to determine HIV or HBV and document the source’s blood test results.
- If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
• Provide the exposed employee with the source individual’s test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
• After obtaining consent, collect exposed employee’s blood as soon as feasible after the exposure incident and blood test for HBV and HIV serological status.
• If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. (see Note #3)

Appendix D “Exposure Incident Report” and Appendix E “Request for Source Individual Evaluation” and Appendix F “Employee Exposure Follow-Up Report” (see Note #4) will be provided to the employee so they may bring them along with any additional relevant medical information to the medical evaluation. Original copies of these appendixes will be maintained with employee’s medical records.

The CSA will review the circumstances of the exposure incident to determine if procedures, protocols and/or training need to be revised.

Note to Employer:

Note #1 New Jersey Law (N.J.S.A. 26-5C et. seq.) and Regulation (N.J.A.C. 8:57-2) requires information about AIDS and HIV to be kept confidential. While the law requires reporting of positive HIV results to the State Health Department, the law strictly limits disclosure of HIV-related information. When disclosure of HIV-related information is authorized by a signed release, the person who has been given the information MUST keep it confidential. Redisclosure may occur ONLY with another authorized signed release.

Note #2 If, during this time, the exposed employee elects to have baseline sample tested, testing shall be done as soon as feasible.

Note #3 Appendixes D, E, and F are optional forms which have been provided to assist employers with gathering information that is required by the standard. If an employer chooses not to use these forms, this information must still be provided and note that HIV Confidential Case Report form and/or the AIDS Audit Confidential Case Report, as well as the HIV Testing Policy information applicable to New Jersey public sector employers can be obtained by containing:

The New Jersey State Department of Health
Data Analysis Unit
CN 363
Trenton, NJ 08625-0363
(609) 984-6204

Note #4 Following an exposure incident, prompt medical evaluation and prophylaxis is imperative. Timeliness is, therefore, an important factor in effective medical treatment.

8.0 Healthcare Professionals
8.1 The CSA or designee will ensure that health care professionals responsible for employee’s HB vaccination and post-exposure evaluation and follow-up be given a copy of the OSHA Bloodborne Standard. The CSA or designee will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee’s job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual’s blood test; and
- relevant employee medical records, including vaccination status

8.2 Healthcare Professional’s Written Opinion

The CSA, through the designated physician, will provide the employee with a copy of the evaluating healthcare professional’s written opinion within 15 days after completion of the evaluation.

For HB vaccinations, healthcare professional’s written opinion will be limited to whether the employee requires or has received the HB vaccination.

The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.

All other diagnoses must remain confidential and not be included in the written report to the district.

9.0 Housekeeping

9.1 The CSA or designee has developed and implemented a written schedule for cleaning and decontaminating work surfaces as indicated by the standard. See Appendix N.

*Note to Employer*: Include a housekeeping schedule and method of decontamination. Include location of cleanup and decontamination supplies. A list of approved sterilants can be obtained from the Environmental Protection Agency (EPA) at 800-447-6349.

- Decontaminate work surfaces with an appropriate disinfectant after completion of procedures, immediately when overtly contaminated, after any spill of blood or other potentially infectious materials, and at the end of the work shift when the surfaces have become contaminated since the last cleaning.
- Remove and replace protective covering such as plastic wrap and aluminum foil when contaminated.
- Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and cans that have a likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
• Always use mechanical means such as tongs, forceps or a brush and a dust pan to pick up contaminated broken glassware; never pick up with hands even if gloves are worn.
• Store or process reusable sharps in a way that ensures safe handling.
• Place regulated waste in closeable and labeled or color-coded containers. When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage.
• When discarding contaminated sharps, place them in containers that are closeable, puncture-resistant, appropriately labeled or color-coded, and leak-proof on the sides and bottom.
• Ensure that sharps containers are easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. Sharps containers also must be kept upright throughout use, replaces routinely, closed when moved, and not allowed to overfill.

• Never manually open, empty, or clean reusable contaminated sharps disposal containers. (See Appendix P - New Jersey Department of Environmental Protection and Energy Regulations)
• Discard all regulated waste according to federal, state and local regulations, i.e., liquid or semi-liquid blood or other potentially infectious material; items contaminated with blood or other potentially infectious materials that would release these substances in a liquid or semi-liquid state if compressed; item caked with dried blood or other potentially infectious materials and capable of releasing these materials during handling; and pathological and microbiological wastes containing blood or other potentially infectious materials.

9.2 Laundry

The following contaminated articles will be laundered:

**NONE WILL BE LAUNDERED AT SCHOOL**

Laundering will be performed by the exposed person on a personal basis at home.

The following requirements must be met, with respect to contaminated laundry:

• Handle contaminated laundry as little as possible and with a minimum of agitation.
• Use appropriate personal protective equipment when handling contaminated laundry.
• Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transporting.
• Bag contaminated laundry at its location of use.
• Never sort or rinse contaminated laundry in areas of its use.
• *Use red laundry bags or those marked with the biohazard symbol unless universal precautions are in use at the facility and all employees recognize the bags as contaminated and have been trained in handling the bags.
• *All generators of laundry must have determined if the receiving facility uses universal precautions. If universal precautions are not used, then clearly mark laundry sent off-site with orange biohazard labels or use red bags. Leak proof bags must be used when necessary to prevent soak-through or leakage.
• When handling and/or sorting contaminated laundry, utility gloves and other appropriate personal protective equipment (i.e., aprons, mask, eye protection) shall be worn.
• Linen soiled with blood or body fluids should be placed in bags that prevent leakage. If hot water is used, linen should be washed with detergent in water at least 140°F-160°F fro 25 minutes. If low-temperature (<140) laundry cycles are used, chemicals suitable for low-temperature washing at proper concentration should be used.
• Disposable protective clothing can be used to eliminate or greatly reduce the need for laundering.

*Note: For these items specify below which labeling system, red bags or biohazard labeling, will be used for laundering.

10.0 Labeling

10.1 The following labeling method(s) will be used at our facility.

- red bags
- red containers
- biohazard labels (see Appendix H)

The CSA’s designee will ensure warning labels are affixed or red bags are used as required. Employees are to notify the Administrator if they discover unlabeled regulated waste containers.

11.0 Recordkeeping

11.1 Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20.

CSA or designee is responsible for maintenance of the required medical records and they are kept at central office.

**NOTE:** Refer to the Appendix Section for copies of applicable medical record forms.

In addition to the requirements of 29 CFR 1910.20, the medical record will include:

- The name and social security number of employee;
- a copy of the employee’s Hepatitis B vaccinations and any medical records relative to the employee’s ability to receive vaccination;
• a copy of all results of examinations, medical testing, and follow-up procedures as required by the standard;
• a copy of all healthcare professional’s written opinion(s) as required by the standard.

All employee medical records will be kept confidential and will not be disclosed or reported without the employee’s express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.

Employee medical records shall be maintained for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.20.

Employee medical record shall be provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

11.2 Training Records

Bloodborne pathogen training records will be maintained by the CSA or designee at central office (see Appendix B).

The training record shall include:

• the dates of the training sessions;
• the contents or a summary of the training sessions;
• the names and qualifications of persons conducting the training;
• the names and job titles of all persons attending the training sessions.

Training records will be maintained for a minimum of three (3) years from the date on which the training occurred.

Employee training records will be provided upon request to the employee or the employee’s authorized representative within 15 working days.

EMPLOYEE EXPOSURE LIST

The following individuals have been identified as employees in job classifications which have occupational exposure:

• nurses and their substitutes (Secretary, Administrator and Assistant Administrator)
• athletic coaches and Physical Education teachers
• all custodians and playground aides
• Home Economics and Industrial Arts teachers

Our facility has decided to:
(check box for district’s specific policy)

[ ] offer hepatitis B vaccination to the first aid provider after a first aid incident.
[ √ ] offer pre-exposure vaccination to those categories above.

In the event of a first aid incident where blood or other potentially infectious materials (OPIM) are present, the employee(s) providing the first aid assistance is (are) instructed to report to the building Administrator as soon as possible after the incident.

The CSA or designee will maintain a report (Appendix D can be used) which describes name of the first aider, date, time and description of incident.

The CSA or designee will ensure that any first aider that desires the vaccine series after an incident involving blood or OPIM will receive it as soon as possible, but no later than twenty four hours after the incident.

The CSA or designee will train first aid providers on the specifics of the reporting procedures, in addition to all the training required in section 5.0 Training.
The Board and Administration can assume no responsibility for stolen personal property of school employees, whether money or personal articles brought from home. Recovery of value can be pursued thru Home Owners Insurance or as an IRS matter.

All possessions of value should be securely locked in desks, closets, filing cabinet or deposited with the office for safekeeping.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
The Board of Education directs the Superintendent of Schools to develop rules and procedures to protect its employees in the performance of their duties. Such procedures shall include, but not be limited to:

A. Official channels for parent/guardian or student grievances or complaints;
B. Disciplinary regulations that reduce the possibility of student violence;
C. Reporting techniques that bring potentially problem situations to the immediate attention of the Superintendent of Schools.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
The Board of Education recognizes that certain absences are justifiable and will provide for employee absences authorized by law and consistent with current negotiated agreement.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:30-1 through -6 Sick leave
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Service Employment and Reemployment Rights Act (USERRA), 38 USC Section 4301 et seq., PL 2001 Chapter 351 amending NJSA 38:23-1, NJSA 38A:1-1 and NJSA 38A:4-4, and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work day she/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty workdays in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training as defined in NJAC 5A:2-2.1.

The district will provide benefits and rights for staff members on military leave as required by Federal and State laws.

The military leave requirements in this policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.
Pursuant to NJSA 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of PL 2001, Chapter 351.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
    18A:29-11 Credit for military service
    38:23-1 et seq Military leave of absence
    38A:1-1 Definitions
    38A:4-4 Paid military leave of absence
    52:13H-2.1 Military leave of absence benefits
    47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 5A:2-2.1. Uniformed Services Employment and reemployment Rights Act

Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC Section 4301 et seq
The Board of Education believes that the regular presence of assigned personnel is vital to the success of the district’s educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The Superintendent of Schools shall develop and the Board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illness and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated agreement.

A doctor’s certificate is required for all illnesses and injuries for those employees who are absent more than three days. A doctor’s certificate may be requested in cases of questionable use of sick leave benefits, even if an employee has been absent for one day.

If it has been determined that an employee has utilized sick leave benefits without just cause, he/she shall be subject to disciplinary action.

Provisions shall be made for public acknowledgment of exceptional staff attendance records.

**Legal References**

**NJS** 18A:11-1 General mandatory powers and duties  
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder  
18A:29-14 Withholding increments; causes; notice of appeals  
18A:30-1 et seq. Sick Leave  
18A:54-20 Powers of board (county vocational schools)

**NJAC** 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions


**Possible Cross References**  
4150, 4151, 4151.1, 4151.6, 4151.7
It is the policy of the Board of Education to provide sick leave and personal leave to school district personnel. The purpose of such sick leave is to provide income protection to school personnel in the event of illness. The purpose of personal leave is to allow, for absence from work, with pay, to take care of personal matters that must be done during the school day.

School personnel are expected to use sick leave and personal leave for the purpose that these benefits are provided.

Excessive absence from work or illness or other reasons may constitute good cause for withholding a salary increment or for dismissal proceedings under New Jersey statutes.

The Superintendent of Schools and administrative staff shall develop appropriate guidelines and plans for the implementation of this policy. Such guidelines and plans shall include, but not be limited to, the following:

A. Plans to communicate to school district personnel the intent of sick leave and personal leave and the importance of regular attendance.
B. A system of record keeping to account for sick leave and personal days to include monthly and annual reports.
C. A system for monitoring absence for sick leave and personal leave to prevent abuses.
D. When appropriate to the circumstances, requesting school district staff to submit information concerning the cause of absence after three consecutive days of absence.
E. When appropriate to the circumstances following an illness, to request a statement from a physician that the employee may return to work.

The Board will consider requests for extension of sick leave benefits on a case-by-case basis.

Legal References

NJSAR 18A:16-2 through -5 Health examinations
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act

29 USCA 2601 et. seq. (Family Medical Leave Act)
The negotiated contract between the Oldmans Township Board of Education and the Oldmans Township Education Association provides that no leave beyond the period of a medical disability leave may be taken without the approval of the Board of Education. When such a leave is requested, the Board will decide, on an individual basis, whether to grant the leave. The Board's decision will be made by determining whether granting the request would enhance the education of the students who would be affected by the leave. Criteria to be used by the Board in making its decision shall include, but not be limited to, the following:

1. Whether the length of the medical disability leave would so interrupt the relationship between the teacher and his students that the students' education would be best served by extending the time of the leave;
2. Whether granting the extended leave would require the students to adjust to fewer teacher changes during the year than would be required by denying the leave;
3. Whether the requested, extended leave, when added to the medical disability leave, would affect the students in no more than one school year;
4. Whether the leave is requested in writing and in such a manner that the Board has sufficient time to consider the total time period of the leave when considering the best way to ensure the best education during the medical disability leave;
5. Whether a qualified, competent replacement is available to ensure a better quality of education than that which would be provided if the leave were denied;
6. Whether the unique personalities and special needs of the students involved can be best met by granting the leave; and
7. Whether other consideration applying to the specific situation involved would allow the educational needs of the students to be best met by allowing the leave.

Legal References

NJS 18A:16-2 through -5 Health examinations
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act

29 USCA 2601 et. seq. (Family Medical Leave Act)
Earned Sick Leave Law

Policy 4151.5

Date Adopted: April 9, 2019

The Board of Education shall grant sick leave, in accordance with law, to staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

School personnel are expected to use sick leave and personal leave for the purpose that these benefits are provided.

Excessive absence from work or illness or other reasons may constitute good cause for withholding a salary increment or for dismissal proceedings under New Jersey statutes.

Definitions
For the purposes of this policy, the following definitions shall apply:

- Employer shall be defined as an individual or organization other than a public employer that is required to provide its employees with sick leave with full pay pursuant to any other law, rule, or regulation of the state.
- Employee shall be defined as an individual other than a public employee who is provided sick leave with full pay.
- Family members shall be defined to mean a child, (biological, adopted, or foster child; stepparent; legal ward; child of a domestic partner or civil union partner), grandchild, sibling, spouse, domestic partner or civil union partner, parent, grandparent, spouse, domestic partner, or civil union partner of an employee’s parent or grandparent sibling of an employee’s spouse, domestic partner, or civil union partner, any other individual related by blood to the employee any individual whose close association with the employee is the equivalent of family.
- Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against an employee for exercising or attempting to exercise any right guaranteed under the law.

Basis
In accordance with the provisions of NJSA 18A:30-2 all persons who are “steadily employed” by the district shall receive sick leave with full pay pursuant to any other law, rule, or regulation of the state. The district must provide up to a total of 40 hours of earned sick leave every benefit year at the accrued rate of one (1) hour for every thirty (30) hours worked, up to a maximum of (forty) 40 hours of leave per benefit year. Alternatively, the district may, but is not required to provide employees with (forty) 40 hours of earned sick leave up front.
Regulations
Employees may begin using earned sick leave accrued under this law on February 26, 2019, or the 120th calendar day after the commencement of employment, whichever is later. However, the district may, but is not required to, provide benefits that are more generous than those required under the law, and may, but is not required to, permit covered employees to use sick leave at an earlier date.

Acceptable Reasons to Use Earned Sick Leave
Covered employees may use earned sick leave to take time off from work when:

- They need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or they need preventive medical care.
- They need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or their family member needs preventive medical care.
- The covered employee or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- The covered employee needs to attend school-related conferences, meetings, or events regarding his/her child’s education; or to attend a school-related meeting regarding his/her child’s health.
- The covered employee’s employer’s business closes due to a public health emergency or the covered employee needs to care for a child whose school or child care provider closed due to a public health emergency.

Advance Notice
If the covered employee’s need for earned sick leave is foreseeable (can be planned in advance), the district may require up to 7 days’ advance notice of the covered employee’s intention to use earned sick leave.

If the covered employee’s need for earned sick leave is unforeseeable (cannot be planned in advance), the covered employee’s employer may require the employee to give notice as soon as it is practical.

Documentation
The district may require reasonable documentation if the employee uses earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits the district from requiring the employee’s health care provider to specify the medical reason for said leave.
Unused Sick Leave
Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, the district is only required to permit the employee use up to 40 hours of leave per benefit year.

Alternatively, the district may, but not is not required to offer to purchase your unused earned sick leave at the end of the benefit year.

Freedom from Retaliation for Using Earned Sick Leave
The district may not retaliate against the covered employee for requesting and using earned sick leave, filing a complaint for alleged violations of the law, communicating with any person, including co-workers, about any violation of the law, participating in an investigation regarding an alleged violation of the law, and/or informing another person of that person’s potential rights under the law.

As a public employer that has not received a blanket exemption from the law (Earned Sick Leave Law), the district is required to comply with the provisions of the Earned Sick Leave Law for those employees who are not provided with sick leave at full pay.

The following individuals may be covered under the Earned Sick Leave Law and be entitled to earned sick law:

- Substitutes;
- Short-term seasonal employees;
- Coaches and extra-curricular advisors;
- Teachers working additional hours in an after-school program or activity, on call hourly employees;
- Home instructors; and,
- Other individuals who have not received paid sick time under NJSA 18A:30-2.

Compliance with the Earned Sick Leave Law may require extensive tracking of work time for these individuals, including a more lenient use of sick days under the new law including payment of unused earned sick time.
The Superintendent of Schools and administrative staff shall develop appropriate guidelines and plans for the implementation of this policy. Such guidelines and plans shall include, but not be limited to, the following:

1. Plans to communicate to school district personnel the intent of sick leave and personal leave and the importance of regular attendance;
2. A system of record keeping to account for sick leave and personal days to include monthly and annual reports;
3. A system for monitoring absence for sick leave and personal leave to prevent abuses;
4. When appropriate to the circumstances, requesting school district staff to submit information concerning the cause of absence after three consecutive days of absence;
5. When appropriate to the circumstances following an illness, to request a statement from a physician that the employee may return to work.

The Board will consider requests for extension of sick leave benefits on a case-by-case basis.

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.
Legal References

**NJSA**
- 18A:16-2 through -5 Health examinations
- 18A:11-1 General mandatory powers and duties
- 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
- 18A:30-1, -2 Sick leave
- 18A:30-16 Prolonged absence beyond sick leave
- 34:11B-1 et seq. Federal Family Medical Leave Act

**NJAC**
- 6A:16-1.4 et seq. District policies and procedures
- 6A:16-2.1 Health services policy and procedure requirements
- 6A:32-6.1 et seq. School Employee Physical Examinations
- 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
- 12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)

29 USCA 2601 et seq. (Family Medical Leave Act)
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
The Board affirms that punctuality is a trait that students should aspire to and the Board recognizes that employees set examples for students. It shall be the policy of the Board of Education that all employees of the district are expected to be at their assigned area of responsibility and be ready to perform their required duties on time. Failure to do so may subject the employees to progressive disciplinary action by the Board of Education.

The Board directs the Superintendent of Schools to establish a reasonable procedure for determining those employees who fail to be at their established work location on time.

**Legal References**

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<th>18A:11-1 General mandatory powers and duties</th>
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<td>18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder</td>
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The Board directs that any incident of accident or injury to any employee that occurs during working hours shall be reported immediately to the School Nurse.

All injuries requiring first aid or other medical care shall be documented on the School Accident/Injury Form and it shall be the responsibility of the School Nurse to advise the Superintendent of Schools of the nature and extent of the injury as well as any first aid applied by the Nurse. Additionally, the School Nurse shall provide the Superintendent of Schools with a completed copy of the School Accident/Injury Form.

The School Nurse and/or Superintendent of Schools shall be responsible for arranging for emergency transportation or treatment of the injured employee if that action is necessary. It shall be the responsibility of the School Nurse to make the determination as to whether transportation to a hospital or the School Doctor is necessary.

The School Nurse shall also be responsible for preparing and dispatching any claim forms or other forms to the appropriate insurance company or health service group.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

NJAC 6A:16-2.1 et seq Health services policy and procedural requirements
In accordance with the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA), the Board of Education will grant staff members up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that the staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

A staff member shall not be discriminated against for having exercised his/her rights under the FLA or the FMLA, nor shall the staff member be discouraged from the use of family leave.

**Definitions**

For the purposes of this policy the following definitions shall apply:

A. “Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but is incapable of self-care because of a mental or physical condition.

B. “Parent” means a biological, adoptive or foster parent, stepparent, parent-in-law, legal guardian having a “parent-child relationship” with a child as defined by law, or any person who has sole or joint legal or physical custody, care, guardianship or visitation with a child.

C. “Serious health condition” is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

D. “Week” is the number of days an employee normally works each calendar week.

E. “Family leave” is taken pursuant to the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA).

F. “Staff member” is an employee eligible for family leave in accordance with the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA).

G. “Reduced leave” means leave scheduled for fewer than the staff member’s usual number of hours worked per workweek, but not fewer than the staff member’s usual number of hours worked per workday.

**Eligibility**

A staff member shall become eligible for family under FLA after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. A staff member shall become eligible for family leave under FMLA after he/she has been employed in this district for not less than 1,250 hours, excluding overtime, during the immediate preceding twelve-month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the family leave. Leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.
Family leave shall run concurrently under the FLA and the FLMA. When family leave is requested under the FMLA for the individual staff member’s personal illness or injury, all accumulated sick and personal days must be utilized first. Thereafter, said days will be deducted from the maximum twelve-week entitlement under the FMLA.

During any period of the leave, the staff member is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to the commencement of the leave. A staff member on family leave may commence part-time employment that shall not exceed half the regularly scheduled hours normally worked for the district. The staff member may continue the part-time employment that commenced prior to the family leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

**Types of Leave**

A staff member may take family leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary if the total time within which the leave is taken does not exceed a twelve-month period for each serious health condition episode, the staff member will provide the district with prior notice of the leave in a manner that is reasonable and practicable, and the staff member makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the Superintendent of Schools/designee.

A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule except the staff member is not entitled to a reduced leave schedule for a period exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave or a reduced leave without an agreement between the staff member and the Superintendent of Schools/designee if leave is taken upon the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

The fact that a holiday or vacation period may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave.
Any time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve-month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve-month period may be taken as consecutive leave or intermittent leave.

**Notice**
A staff member eligible for family leave must give at least a thirty day advance written notice to the Superintendent of Schools/designee of the need to take family leave, except where the need to take family leave is not foreseeable. When the need is not foreseeable, the staff member must provide notice as soon as practicable which shall be at least verbal notice to the Superintendent of Schools/designee within one or two working days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Superintendent of Schools/designee, but any verbal notice must be followed by written notice delivered within three working days.

Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave except that if the date of the birth or adoption requires leave to begin in less than thirty days, the staff member shall provide such notice that is reasonable and practicable.

Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of the leave except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

When the Superintendent of Schools/designee is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide written notice within two working days of returning to work to have the time considered family leave in accordance with the FLA and FMLA.

**Benefits**
Family leave shall be unpaid leave as per the FLA and the FMLA.

In accordance with law, the Board of Education will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued in employment continuously from the date the staff member commenced leave until the date the staff member returned to work or the date on which the staff member’s coverage would have expired had the staff member not been on leave, whichever is sooner. A staff member who receives benefits while on family leave must return to the district for a minimum of one year or, at the discretion of the Board of Education, until the end of the fiscal...
year, whichever is deemed to be in the best interest of the district. Staff members who do not comply with this provision shall be required to reimburse the district for the full cost of all medical, prescription and dental benefits provided during the family leave.

A staff member returning from family leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith bargaining agreement, the staff member shall not be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member’s tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board provided that the requested early date of return is not the day before any date school is scheduled to be closed or a day in which school is closed for vacation, holidays or other reasons. In addition the early return of the employee shall not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract or unduly disrupt the educational program for pupils.

Family leave granted to a nontenured staff member cannot extend the employee’s employment beyond the expiration of his/her employment contract.

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater. This denial is necessary to prevent substantial and grievous economic injury to the school district’s operations. The Board of Education shall notify the staff member of the intent to deny the leave at the time determination is made that the denial is necessary. If the leave has already commenced at the time of the district’s notification of denial, the staff member shall return to work within ten working days of the date of notification.

Verification of Leave
The Board of Education shall require the certification of a duly licensed health care provider verifying the purpose of requested family leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider’s knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Superintendent of Schools doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district’s
expense, the staff member to obtain an opinion regarding the serious health condition for a second health care provider designated or approved, but not employed on a regular basis, by the Board of Education. If the second opinion differs for the certification, the Board of Education may require at the district’s expense, that the staff member obtain an opinion of a third health care provider designated or approved jointly by both the staff member and the Board of Education. The opinion of the third health care provider shall be final and binding on the Board of Education and the staff member.

In order that a staff member’s entitlement to family leave can be properly determined, the Superintendent of Schools shall ensure that keeping of accurate attendance records that distinguish family leave from other kinds of leave.

Legal References

NJSA 18A:16-2 through -5 Health examinations
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act

29 USCA 2601 et. seq. (Family Medical Leave Act)
Oldmans Township Board of Education
District Policy Manual

Support Personnel
Oldmans Township Board of Education
District Policy Manual

Support Personnel
Code of Ethics

Series 4000
Policy 4210.22

Date Adopted: December 12, 2007
Date Revised: Page 1 of 1

All support staff employees will:

A. Represent themselves honestly in the application and selection procedure;
B. Report to work as scheduled;
C. Discuss complaints with their immediate supervisor or through approved channels;
D. Not advise or counsel pupils except in special cases with the knowledge and consent of the Superintendent of Schools;
E. Complete thoroughly their assigned tasks;
F. Endeavor to establish good working relationships with other employees, professional as well as non-professional;
G. Commit themselves to providing the best possible services for pupils;
H. Uphold all rules and regulations as set by the Board of Education, the Superintendent of Schools and other administrators;
I. Keep the trust under which confidential information may be given;
J. Adhere to all conditions of a contract;
K. Give prompt notice of any change in availability for continued employment; and,
L. Protect and care for district property.

Legal References

NJSA 18A:6-75 through -78 Establishment and operation; teacher performance evaluation project
18A:16-1 Officers and employees in general
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:27-5 Written contracts of employment required

Possible Cross References
4212.8, 4217.5, 4218.2, 4219.22, 4238, 4238.2
Any full time school employee who is summoned for jury duty or subpoenaed as a witness must, apply through the office of the Superintendent of Schools to be granted leave for such purpose. The Superintendent of Schools may, at his/her discretion and as circumstances warrant, rearrange the employee’s work schedule and/or grant leave with pay, minus any remuneration received for such court duty that coincides with the hours for which the employee is being paid by the Board.

Legal References
NJSA 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
Creating Positions
The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public education.

The Board shall create new positions as they are required, approve job titles, and specify the number of positions required to staff adequately each employment category. On a careful review of the position, the Board shall establish the background experiences and personal qualities, if any to be required of candidates or preferred among applicants for a particular position. Any such local qualifications shall be flexibly applied.

The Superintendent of Schools shall recommend to the Board, such new positions or additions to existing employment categories as may be required by the specific instructional needs of pupils of the district and each school within the district.

Positions shall, to the maximum extent possible, conform to certification regulations of the New Jersey State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the County Superintendent of Schools shall be sought before the position is filled.

Abolishing Positions
The Board of Education will provide the professional staff necessary for the economical and efficient implementation of the educational program of the district. The Board reserves the right to abolish positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of pupils, or other good cause so warrant. The Superintendent of Schools shall continually review the efficiency and effectiveness of the district organization and recommend to the Board the abolition of positions and reallocation of duties and positions.

Legal References
NJSA 18A:16 Employment in general
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:28-9 Reduction in force
The Board believes that the quality of the support staff in large part determines the quality of the education offered district pupils. Therefore, the Superintendent of Schools shall have the responsibility of locating and recruiting the best-qualified candidates to provide for the identified needs of district pupils.

It shall be the duty of the Superintendent of Schools to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The Superintendent of Schools shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes.

The Superintendent of Schools shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The Board shall adopt those job descriptions required by law or code and others as appropriate.

The Superintendent of Schools, in determining the candidates to be nominated shall seek information from the candidate’s prior employers.

The Board shall affirm employment and initial placement on the salary guide by a majority vote of the full membership of the Board.

The Board will appoint employees only from nominations made by the Superintendent of Schools. Should a nominee be rejected, it shall be the duty of the Superintendent of Schools to make other nominations.

The Board of Education shall provide reasonable accommodations to pregnant women and those who suffer medical conditions related to pregnancy and childbirth. Such accommodations that cause an undue hardship in the operation of the school district are not required.
In accordance with the provisions of PL 2018 c5, as of June 1, 2018, all applicants for a position involving regular contact with students must provide:

- a contact list of their current and former employers within the last 20 years that were schools or involved direct contact with children;
- a written authorization allowing the former employers to release requested information;
- a written statement as to whether the applicant has ever been the subject of, or disciplined for, any child abuse or sexual misconduct concerning any student; and,
- a written statement as to whether the applicant ever had a license or certificate suspended or revoked in connection with child abuse or sexual misconduct with a student.

Former employers are indemnified for providing this information.

In addition, the law stipulates that the district is required to contact the references to verify the applicant’s employment history, and previous employers have 20 days to disclose requested information. The applicant may receive a provisional contract of up to 90 days while the investigation is proceeding. Any information provided is not considered a public record and not subject to an OPRA request. The district will not be subject to liability for claims brought by an applicant who is not offered employment or whose employment is terminated because required information could not be verified.

The law further stipulates that beginning on June 1, 2018, all applications for positions involving regular contact with students must include a notification of the penalties for willfully providing false information regarding this information.

Violation of this law by the applicant may result in discipline, including termination and/or a civil penalty of not more than $500.00.
Legal References

**NJSA**  
10:5-1 et seq. Law Against Discrimination  
18A:3-15.2 Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation  
18A:6-5 Inquiry as to religion and religious tests prohibited  
18A:6-6 No sex discrimination  
18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
18A:6-76.1 Deadline for notification to students of requirements of provisional certificate and induction program  
18A:11-1 General mandatory powers and duties  
18A:13-40 General powers and duties of board of newly created regional districts  
18A:16-1 Officers and employees in general  
18A:26-1, -1.1, -2 Citizenship of teachers, etc.  
18A:27-1 et seq. Employment and Contracts  
26:8A-1 et seq. Domestic Partnership Act  

**18A:6** et seq. No sex discrimination  
18A:6-11 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
18A:6-76.1 Deadline for notification to students of requirements of provisional certificate and induction program  
18A:11-1 General mandatory powers and duties  
18A:13-40 General powers and duties of board of newly created regional districts  
18A:16-1 Officers and employees in general  
18A:26-1, -1.1, -2 Citizenship of teachers, etc.  
18A:27-1 et seq. Employment and Contracts  
26:8A-1 et seq. Domestic Partnership Act  

**NJAC**  
6A:7-1.1 et seq. Managing for Equality and Equity in Education  
6A:9-6.1 et seq. Types of Certificates  
6A:9-8.1 et seq. Requirements for Instructional Certification  
6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate  
6A:9-12.1 et seq. Requirements for Administrative Certification  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-4.1 Employment of teaching staff  
6A:32-4.8 Support residencies for regularly certified, inexperienced first-year principals  
6A:32-5.1 Standards for determining seniority  
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D.  
Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)  
The Comprehensive Equity Plan, New Jersey Department of Education
The Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The Board-designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

**Harassment and Favoritism**

The Board of Education is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the Board’s statement of equal access to employment, retention and advancement is prohibited.

Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism. This material shall be included in the legally mandated affirmative action in-service training for all employees, and shall be clear and specific (see policy 2224). When harassment has been determined to have taken place, disciplinary action will follow. All such determination shall be reported to the Board.

**Sexual Harassment**

The Board of Education shall maintain a working environment that is free from sexual harassment.

A. Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student, or when made by a student to a staff member, when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

B. Sexual harassment, as set forth in Section A, may include, but is not limited to the following:
   1. verbal harassment or abuse
   2. pressure for sexual activity
   3. repeated remarks to a person with sexual demeaning implications
   4. unwelcomed touching suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc.

The Board of Education must provide reasonable accommodations to pregnant women and those who suffer medical conditions related to pregnancy and childbirth, such as bathroom breaks, breaks for increased water intake, periodic rest, assistance with manual labor, job restructuring or modified work schedules and temporary transfers to less strenuous or hazardous work. Such accommodations that cause an undue hardship in the operation of the school district are not required.

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee’s submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by non-supervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The Board will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

Students may also file formal grievances related to sexual harassment (refer to Parent Handbook – grievance policy).
A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, such as a letter of reprimand, withholding of an increment or possible discharge.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the student disciplinary code.

Notice of this policy will be circulated to the school and departments of the school district on an annual basis and incorporated in teacher and parent handbooks. It will also be distributed to all originations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. Training sessions on this policy and the preventions of sexual harassment shall be held for teachers and students in the school on an annual basis.

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

“Whistleblower” Protection
The Board prohibits discrimination or retaliation against any school employee who does any of the following:

A. Disclose or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the Board that the employee reasonably believes is in violation of a law, or a rule or regulation established pursuant to law;
B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, rule or regulation established pursuant to law by the Board; or
C. Objects to, or refuses to participate in any activity, policy, or practice which the employee reasonable believes is in violation of law, rule or regulation; is fraudulent or criminal; or is incompatible with public health, safety or welfare.

The Board shall ensure that notices are posted conspicuously in each school, informing employees that they are protected under the “Conscientious Employee Protection Act”.

Report on Implementation
The Superintendent of Schools shall devise regulations, including grievance forms and procedures to implement this policy. He/she shall be responsible for informing staff annually of the identity and location of the affirmative action officer and the implementing procedures.
Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:6-5 Inquiry as to religion and religious tests prohibited
18A:6-6 No sex discrimination
18A:18A-17 Facilities for handicapped persons
18A:26-1 Citizenship of teachers, etc.
18A:26-1.1 Residence requirements prohibited
18A:29-2 Equality of compensation for male and female teachers
26:8A-1 et seq. Domestic Partnership Act
34:19-1 et seq. Conscientious Employee Protection Act

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Executive Order 11246 as amended
20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
by the Equal Employment Opportunities Act of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
School Board of Nassau County v. Arline, 480 U.S. 273 (1987)
Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)
Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)
Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)
The Comprehensive Equity Plan, New Jersey State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2130, 2131, 2224, 3320, 4211, 4212.2, 4212.4, 4212.5, 4212.6, 4212.8, 4221, 4247, 5120, 5145.4, 6121
The Board of Education is committed to ensuring that all staff are supported in the event that they experience domestic violence as defined by law (N.J.S.A. 2C:25-19). Victims of domestic violence can suffer devastating physical, emotional and psychological effects and economic disruption. The Board encourages employees who are victims of domestic violence to contact the appropriate administrator or employee responsible for orienting, training, counseling and appraising staff. Employees disclosing their experiences with domestic violence shall be supported in the work environment to an extent that is feasible and practical for the employee to maintain and perform their job and for the effective operation of the educational program.

Reporting Domestic Violence
Any disclosure of domestic violence by an employee shall be taken seriously and according to the following guidelines:

- Employees are encouraged to meet with the appropriate administrator in person. Requests to meet maybe made by cell phone or telephone. Email may not be confidential and should not be used when private information is being discussed or disclosed unless this is the only safe method of communication available;
- The appropriate administrator shall ensure that an employee’s disclosure of domestic violence be kept confidential unless there exists an emergent danger to the employee or other staff;
- The appropriate administrator shall ensure that such conversations are held in a room or office that can be closed off from the hearing range of other staff members to the extent possible;
- The appropriate administrator officer shall ensure that any sharing of confidential information is only done with the written authorization of the employee. This excludes reported incidents of violence or abuse against children;
- The appropriate administrator shall ensure that any records pertaining to domestic violence be kept separate from the personnel record and in strict confidentiality. Only the employee, the appropriate administrator and the Superintendent of Schools shall have access to an employee’s confidential file; and
- The appropriate administrator will assemble a list of resources available to victims of domestic violence.

These resources shall include but may not be limited to information on domestic violence (books, web resources, etc.), legal resources available such as advocacy and law enforcement options, medical and psychological treatment and counseling referral sources, food and housing options and local support groups.
Work Support
In order to help prevent occupational disruption, loss of employment and financial hardship that may occur when an employee experiences domestic violence the appropriate administrator may investigate the following options to support the employee’s continued performance of their job responsibilities, including but not limited to:

- Adjusting work assignments;
- Temporary or permanent job restructuring;
- Temporary adjustment to the employee’s work schedule;
- Work from home options;
- Flexible approval of paid sick leave, personal time and vacation time;
- Other reasonable options.

The employee shall work with the appropriate administrator and the supervisor when requesting employment changes that affect the normal schedule. The Superintendent of Schools or, as necessary and required by law, the Board shall approve such support measures. Notice to the appropriate collective bargaining unit covering the employee may be necessary where required by the contract or State law. Approval may be granted when reasonable and practical.

Approval shall not be granted when such request places a hardship on the Board and/or the educational program. Approval of requested employment modifications shall include the following considerations:

- The overall size of the school district’s program with respect to the number of employees, number and type of facilities and the size of the budget;
- The type of employment responsibilities and the effect on the educational program; and
- The nature and expected duration of the request and cost to the district.

Leave
In accordance with the New Jersey Security and Financial Empowerment Act (SAFE Act) an employee of this district shall be entitled to up to 20 days of unpaid leave in a 12-month period when the employee or his or her child, parent, spouse, domestic or civil union partner has been the victim of a domestic violence incident or a sexually violent offense. This entitlement applies to any employee that has been employed by the district for at least 12 months and has worked 1,000 hours during the 12-month period immediately preceding the leave.
Leave may be taken under the SAFE Act to:

- Seek medical attention or recover from physical or psychological injuries resulting from a domestic violence or a sexually violent offense for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Obtain services from a victim services organization for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Obtain psychological or other counseling for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Participate in safety planning, relocating or other actions to increase the safety of the employee or to ensure economic security of the employee or the employee’s child, parent, spouse, domestic partner or civil union partner;
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- Attend, participate in or prepare for a civil or criminal court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, was a victim.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the district written notice as far in advance as reasonable and practicable under the circumstances.

The district may require the employee to provide documentation of the domestic violence or sexually violent offense that is the basis for the leave. Documentation may include a restraining order, a letter from the prosecutor’s office, documentation regarding the conviction of the abuser, medical documentation, a certification from a domestic violence specialist or rape crisis center, or documentation from a religious or social services professional who has assisted the employee or the employee’s family member.

Any documentation required by the district and provided by the employee shall be maintained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.
The SAFE Act prohibits the district from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

Employees may take leave under the SAFE Act for each incident of domestic violence or sexually violent offense, so long as the employee has not exhausted the maximum permissible leave time of 40 days within the 12-month period. Leave may be taken in blocks of time or intermittently in minimum intervals of one day.

If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee’s entitlement under each respective law.

Violations of the SAFE Act
Any employee alleging a violation of the NJ SAFE Act must file a private cause of action in the Superior Court within one year of the date of the alleged violation (N.J.S.A. 34:11C-1 et seq.).

**NJSA**
2C:25-19 Definition of Domestic Violence and Victim of Domestic
18A:16-2 through -5 Health examinations
18A:11-1 General mandatory powers and duties
11A:2-6a Civil Service, domestic violence policies
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act
34:11C-1 et seq. New Jersey Security and Financial Empowerment Act
34:19-1 et seq. Conscientious Employee Protection Act

**NJAC**
6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:16-11.1 District policies and procedures; reporting potentially missing or abused children

29 USCA 2601 et. seq. (Family Medical Leave Act)
29 C.F.R. 825.200 et seq.
P.L. 2008, c. 17, Family Temporary Disability Leave
In accordance with the provisions of NJSA 52:14-7 (PL 2011, c. 70), otherwise known as the “New Jersey First Act,” which became effective on September 1, 2011, employees are expected to have their primary residences within the confines of the State of New Jersey, with the exceptions noted within this policy.

A candidate for employment within this district is granted up to 365 days of the effective date of hire to establish his/her principal residence in the State of New Jersey and maintain this principal residence throughout their employment.

For the purposes of this policy, a principal residence shall be defined as:
1. The primary domicile or home location of the employee or employment candidate;
2. The location that is designated as his/her legal address and legal residence for voting;
3. The place where he/she spends the majority of his/her non-working time;
4. The place that is most clearly the center of his/her domestic life;

A New Jersey mailing address shall not, by itself, constitute a principal address in New Jersey.

Current Employees
Any current employee who relocates his/her principal residence outside of the State of New Jersey, shall forfeit his/her employment with this district.

New Employees and/or Employment Candidates
Any and all newly hired or contracted employee of this district must, as a condition of employment, be a resident of the State of New Jersey.

Exemptions
Current employees living outside of the State of New Jersey as of September 1, 2011 are exempted from the residency requirements of this law and as long as the current employee remains an employee of this district, he/she will continue to be exempted from these residency requirements.

A newly hired employee shall be granted up to 365 days to establish his/her principal residence in New Jersey.
Current employees, new employees and/or employment candidates may apply for an exemption on the basis of “critical need or hardship” to the residency requirements of this policy and state law by filing an “Application for Exemption from the Provisions of NJSA 52:14-7a. of the New Jersey First Act” with the Employee Residency Review Committee, NJ Department of Labor and Workforce Development, Office of Legal and Regulatory Services, PO Box 110, Trenton, NJ 08625-0110. Copies of this application shall be available from the appropriate District Office.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:3-15.2 Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation
18A:6-6 No sex discrimination
18A:6-7.1, -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:13-40 General powers and duties of board of newly created regional districts
18A:16-1 Officers and employees in general
18A:26-1, -1.1, -2 Citizenship of teachers, etc.
18A:27-1 et seq. Employment and Contracts
52:14-7 New Jersey First Act
52:14-7a Exemptions

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:9-8.1 et seq. Requirements for Instructional Certification
6A:9-11.1 et seq. Exceptions for the Requirements for the Instructional Certificate
6A:9-12.1 et seq. Requirements for Administrative Certification
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-4.1 Employment of teaching staff
6A:32-4.8 Support residencies for regularly certified, inexperienced first-year principals
6A:32-5.1 Standards for determining seniority

Possible Cross References
2111.4, 4111.4
In accordance with law and for the mutual protection of the district and the employee, every staff member who has not achieved tenure shall be required annually to sign an employment contract. The contract shall be executed by the President of the Board of Education on behalf of the Board and shall contain a termination clause of 30 days’ notice.

Each employment contract shall include:
- A. The term of employment, including beginning and ending dates;
- B. The salary at which the person is employed;
- C. The intervals at which the person is employed;
- D. A provision for termination of contract on notice duly given;
- E. Such other matters as may be necessary to a full and complete understanding of the contract.

Should an employee be offered in error a contract for a salary which differs from that approved by the Board, the salary approved by the Board shall be the salary paid.

The Superintendent of Schools shall issue salary notification to all non-tenured personnel indicating the name of the employee and giving a concise explanation of their contractual salary for the coming year. All salary notification statements shall be signed by the Board Secretary/Business Administrator and the Board of Education.

All terms and conditions of the contract shall conform with requirements of state law and the State Board of Education.

Legal References

NJSA 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc; employment thereunder
18A:27-5 Written contracts of employment required
18A:27-6 Contents of contracts
18A:27-7 Contract forms
18A:27-8 Filing of contracts
18A:28-8 Notice of intention to resign required

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Application
Application for staff services shall be made through the office of the Superintendent of Schools. Those applying should be interviewed by the person directly over them in the organization and the Superintendent of Schools. Their recommendations shall be submitted to the Board of Education.

Eligibility
Those employed in the secretarial services, special services, maintenance, custodial or cafeteria staffs of the school system must be trustworthy, of good moral character and willing to assume responsibility for her/her assigned duties.

Legal References
<table>
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<tr>
<th>NJSA</th>
<th>18A:11-1 General mandatory powers and duties</th>
</tr>
</thead>
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<td>18A:27-4 Power of boards of education to make rules governing employment</td>
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</table>
The Board of Education recognizes the importance of providing the opportunity for employees to participate in a tax shelter annuity through the district's payroll process.

The guidelines for tax shelter annuities in the district shall be as follows:

1. The approved agency or agencies shall be designated by the Board.
2. The Board shall direct the Board Secretary to make payroll deductions and transmit such to the agency.
3. Any questions or clarifications of these programs shall be addressed by employees to the Board Secretary/Business Administrator. Any enrollment or information sessions relative to the programs shall be conducted after regular school hours.
4. The Board accepts no liabilities for the performance of either the funds or the agencies.

Legal References

NJSA 17B:17-5 Annuity defined
18A:66-127 Employees of board of education, agreement to reduce salary for purchase of annuity
18A:66-128 Reduction of salary for obtaining certain benefits
The Board of Education recognizes the importance of providing the opportunity for employees to participate in a personal savings plan through the district's payroll deduction process.

The Members 1st of New Jersey Federal Credit Union is open to all school employees. Members are encouraged to save regularly. The savings are called "shares" in the Credit Union. It is from this accumulated capital that loans are made to members for practically any good purpose at low interest.

If any school employee wishes further information, he should consult with the Administrator or contact Association Officers who will advise them of the current Credit Union representative.

The Board accepts no liabilities or responsibility for the performance of the Members 1st of New Jersey Federal Credit Union.

Legal References
NJSA 18A:66-128 Reduction of salary for obtaining certain benefits
18A:16-9 Responsibility of board
18A:19-9 et seq Compensation of teachers; payroll
18A:66-19 Payroll deductions
18A:66-127 Employees agreement to reduce salary for purchase of annuity
18A:66-128 Reduction of salary for obtaining certain benefits
43:3C-9 Payroll deductions
52:18A:107 et seq, Payroll deductions
Health Examinations
When a candidate has been given a conditional offer of employment, he/she shall be required to submit to a medical evaluation and a physical examination. This physical examination may include testing for controlled dangerous substances as they are defined in the criminal code. Elements of the examination of newly employed staff shall include but not be limited to those physical exam elements listed in administrative code.

Employees may be required to undergo an annual physical examination.

The results of all required employee medical examinations shall be made known to the Superintendent of Schools on a confidential basis, discussed with the employee, and made a part of his/her confidential medical record. Records and reports of examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as required by law.

Examination for Cause
The Board of Education may, in accordance with law, require the psychiatric or physical examination of any active support staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by documentation of the situation or condition. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within ten working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board’s expense.
The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member’s request is denied, or if the support staff member does not request the Board to consider a physician or institution, the support staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member’s own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to the provisions of NJSA 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.

If the results of the examination show mental abnormality substance abuse or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to appropriate discipline, as determined by the Superintendent of Schools, and which may which may include the certification of tenure charges to the Commissioner of Education.

In the event an employee of the Board has been determined to have a mental abnormality or communicable disease or exhibits symptoms of substance abuse and, if in the opinion of the district medical inspector such condition makes the employee unfit for continued employment, the Board may remove the employee from further service as provided by law or grant leave as provided by law during the period of unfitness. An employee determined to be unfit must provide the Board with satisfactory proof of recovery before reinstatement will be allowed.

In order to protect the pupils and staff in the district schools, all regulations of the State Department of Education, the State Department of Health and the Local Board of Health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases. Support staff members who have been identified as having a communicable disease shall not be permitted continued employment unless they qualify under the above agencies’ rules pertaining to periods of incubation, communicability, quarantine and reporting.
When required examinations are performed by a physician designated by the Board, the Board shall bear the expense. Should an employee prefer to see his/her own physician, with Board approval, the employee shall bear the expense.

In the event that the prospective employee in question had, as a condition of employment in another NJ school district during the same school year, undergone an identical physical examination and can provide the Superintendent of Schools a copy of a certificate to verify this, then, in that case, the Superintendent of Schools, at his/her discretion, may excuse the prospective from obtaining a new physical examination.

Each school employee shall submit an updated health history with an assurance statement presented within a time frame established by the Board of Education.

An employee who refuses to submit an updated health history with an assurance statement shall undergo a physical examination pursuant to applicable state laws and regulations.

Confidentiality of employee medical records including computerized records shall be assured. The school district shall regulate access, compilation and maintenance of employee health records in compliance with federal and state statutes governing the collection, maintenance, disclosure and security of employee medical records. It shall be the responsibility of the Superintendent of Schools to establish procedures to ensure the security of employee health records maintained in this school district.

The section of the medical record which contains the health history, e.g. medications or current health status to assure ready access in a medical emergency, may be shared with the Superintendent of Schools/designee and school nurse with the consent of the employee.

When an employee is requested to submit to any physical examination, he/she shall be provided with:

- A written statement of reasons for the request;
- An opportunity for a Board hearing, if so requested (said hearing shall be in private and confidential unless the employee requests otherwise);
- Adequate prior notice of the date of the hearing;
- Copies of statements or affidavits relied on by the Board prior to the hearing;
- An opportunity to be represented at the hearing by counsel or other persons of the employee’s choice;
- An opportunity to present witnesses on his/her behalf.
Reports of these examinations shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or creating a risk to the health or welfare of pupils or other employees, or a statement that no such condition exists.

All records and report of such examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as required by law.

**Occupational Containment of Bloodborne Pathogens**

The Board is committed to provide a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal regulations.

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

A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;
B. Procedures for evaluating the circumstances surrounding an exposure incident; and,
C. The schedule and method for implementing the specific sections of the standard, including:
   1. Methods of compliance;
   2. Hepatitis B vaccination;
   3. Post-exposure evaluation and follow-up;
   4. Hazard communication requirements;
   5. Effective employee training;
   6. Recordkeeping.

The ECP shall be reviewed annually to ensure that it reflects use of the most current medical technology.

**Implementation and Dissemination**

The Superintendent of Schools in consultation with the district medical inspector shall prepare regulations to implement this policy in compliance with law and code. All employees shall receive this policy and be made aware of all requirements for health examinations.
**Legal References**

- 2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
- 18A:16-2 Physical examinations; requirement
- 18A:16-3 Character of examinations
- 18A:16-4 Sick leave; dismissal
- 18A:16-5 Records of examinations
- 18A:25-7 Appearance of teaching staff member before board or member; when written notice required
- 18A:28-5 Requirements for tenure
- 18A:30-1 et seq Definition of sick leave
- 18A:40-10 Exclusion of teachers and pupils exposed to disease
- 18A:66-39 Disability retirement
- 26:4-1 "Communicable disease" defined
- 26:4-6 Prohibiting attendance of teachers or pupils
- 26:4-15 Reporting of communicable diseases by physicians
- 26:5c-1 et seq. AIDS Assistance Act
- 6A:16-1.4 et seq. District policies and procedures
- 6A:16-2.1 Health services policy and procedure requirements
- 6A:32-6.1 et seq. School Employee Physical Examinations
- 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
- 12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)
- 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
- 29 CFR 1910.1030 - Bloodborne Pathogen Standard
- School Board of Nassau County v. Arline, 480 U.S. 273 (1987)
- Warren v. Warren Fire Officers Association, 10 NJPER 15022
- HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools, SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31
- New Jersey Quality Single Accountability Continuum (NJQSAC)
Pursuant to N.J.S.A. 18A:6-7.1 et. seq. and N.J.S.A. 18A:39-19.1, all employees of a public school district under the supervision of the State Department of Education who hire or contract for the services of any employees having regular pupil contact must submit a criminal background check. This mandate shall apply to all employees hired or contracted by the school district after October 8, 1986.

In order to provide for the proper security of the children of this district by prohibiting employment of unfit persons in the schools, the Board of Education directs the Superintendent of Schools to establish procedures necessary for the implementation of the school employee criminal history review consistent with statute and code.

Further, the Board directs that all employees subject to the criminal history check successfully clear this process prior to appointment unless the Superintendent of Schools determines that the circumstances and/or needs of the district warrant an exception.

Legal References

NJS

18A:6-7.1 et seq Criminal history record checks for final candidates for school employee positions
18A:39-19.1 Criminal records of school bus drivers; effect
Orderly administration of the school district and compliance with state and federal law require the compilation of information about all employees of the district. The Board of Education recognizes that there is a distinction between those personnel records which are clearly a matter of public concern, and those which must be considered privileged until such time as they are opened to the public by the NJ Commission of Education or the courts.

The Superintendent of Schools may consult with the Board Attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent of Schools and the Board Attorney shall be responsible for limiting administrative records to those that are consistent with New Jersey and federal law.

In accordance with federal law, the Superintendent of Schools shall establish procedures to release information upon request regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians for any teacher or paraprofessional who is employed by a school receiving Title 1 funds and who provides instruction to their children.

The Superintendent of Schools shall establish the necessary regulations for maintaining both public and confidential employee records.

A. The public file shall consist of an alphabetic index of all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. The Superintendent of Schools shall devise procedures for making this file available to the public in accordance with the Open Public Records Act.

B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; transcript of certification; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:

1. At any time, by the Superintendent of Schools or the supervisory personnel he/she designates;
2. During regular business hours, by the employee or his personally authorized representative, in accordance with regulations;
3. During regular business hours, or at any meeting of the Board or any committee thereof, by any member of the Board in connection with any assigned Board responsibility or duty.
C. Employee health records shall be maintained separately from other personnel files and in strict confidentiality. Only the employee, the chief medical inspector and the Superintendent of Schools shall have access to an employee’s medical file. To assure ready access in a medical emergency, the section of the medial record that contains the health history may also be shared with the building Administrator and the school nurse with the consent of the employee.

D. Staff emergency contact cards for all employees shall be maintained by the Superintendent of Schools/designee and updated annually.

Legal References

NJSA
18A:6-7a Removal from personnel files of reference to complaint of child abuse or neglect determined to be unfounded
18A:6-11 Written charges; written statement of evidence; filing; statement of position by employee; certification of determination; notice
18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)
47:1A et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law

NJAC
6A:32-6.1 et seq. School Employee Physical Examinations
12:100-4.2 Safety and health standards for public employees occupational exposure to bloodborne pathogens (Adoption by reference)
29 CFR 1910.1030 - Bloodborne Pathogen Standard

Executive Order No. 9, September 30, 1963; modified by Executive Order No. 11, November 15, 1974
Brick Township Education Association v. Brick Township Bd. of Ed., 1974 S.L.D. 111
Sayreville Education Association v. Sayreville Bd. of Ed., S.L.D. 197
Witchel v. Cannici and the Passaic Bd. of Ed., 1966 S.L.D. 159
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3570, 4211, 4212.4/, 4215/4216, 5141.4
In order to avoid the reality and the appearance of conflict of interest in its employment, and in accordance with NJAC 6A:23A-6.2, the Board of Education will not appoint a relative of a Board Member or of an Administrator, as defined by statute, to any employment position in this district, and directs that no person who is a relative of a Board Member or administrator shall be placed in nomination for any vacant position. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative.

Definitions
For the purpose of this policy “nepotism” shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a relationship as a relative or immediate family member of a Board Member or Superintendent of Schools.

Definitions
For the purpose of this policy the following definitions shall apply:

“Nepotism” shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a “conflicted relationship” with a Board Member or Superintendent of Schools.

“Conflicted relationship” includes but is not limited to an immediate family member, a relative, and any other relationship that create a justifiable impression that the public trust may be violated.

“Conflicted Board Member/administrator” shall mean any Board Member or administrator with a conflict of interest, regardless of the source of conflict as identified in the definitions below.

“Relative” shall be defined as an individual’s spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner, by blood, marriage or adoption.
“Immediate family” shall be defined as Board Member or school administrator, their spouse, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

“Other” when describing relationships between individuals and Board Members or the Superintendent of Schools includes but is not limited to in-law, cousin, cohabitating partner, and step daughter-in-law and any other personal or professional relationship that creates the justifiable impression that the public trust is being violated.

In accordance with the provisions of NJSA 18A:12-24(b), Board Members may not provide any unwarranted privilege, advantage or employment in the district. However, there shall be no presumption of a conflict simply because a Board Member a Board Member’s family member works in the district. Should a Board Member and his/her family member, as described herein, enter into a business arrangement or if the family member were to be granted unwarranted privilege, advantage or employment in the district, a conflict would then be apparent and the Board Member would be required to comply with all pertinent sections of this policy.

Employment and Supervision of a Relative
The Board of Education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not initially appoint a relative of a Board Member or of the Superintendent of Schools to any employment position in this district.

No Board Member or administrator of this district, shall use or attempt to use his/her official position to secure unwarranted privileges, advantages or employment for himself, members of his/her immediate family or others.

The Superintendent of Schools shall not recommend to the Board for initial hire any relative of a Board Member or of the Superintendent of Schools, unless the person is subject to the exception below. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

No conflicted administrator shall supervise, or exercise authority over personnel matters in which the administrator has a conflict. No Board Member shall deliberate or vote on a matter involving the member’s conflicted relationship. Nor should the Board Member be present for any confidential discussion of employment matters in which they have a conflict. Neither should the Board Member receive confidential information pertaining to a matter in which they have a conflict.
Exceptions
Persons who are employees of the Board of the date that this policy becomes effective or the date a relative becomes a Board Member or Superintendent of Schools shall not be prohibited from continuing to be employed in the district. This includes employees who must be renewed annually by the Board. The Superintendent of Schools may recommend those employees for reemployment, transfer, promotion or removal.

A relative of a Board Member or Superintendent of Schools may be initially employed by the district provided that the district has obtained the approval from the Executive County Superintendent. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position. Per diem substitutes and student employees may be excluded from the initial hiring aspects of this nepotism policy.

Participation in Employment Related Matters
Conflicted Board Members may not participate in employment matters concerning the Superintendent of Schools, principal or any administrator or supervisor(s) in the chain of command between the employee and Superintendent of Schools.

Prohibited activities for conflicted Board Members include hiring of the selection agency, criteria, job description, voting to advertise for applicants, search committee, vote to hire and any evaluation and contract discussion post-hire.

Conflicted Board Members may not be present in closed session when discussions regarding the administrators take place and should not be privy to executive session materials until such time as the minutes are made available to the general public.

Board Member/Superintendent of Schools Participation in Negotiations

In-District Bargaining Units
When a Board Member or school administrator is in a conflicted relationship that prohibits participation in collective negotiations, that Board Member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to, setting negotiation parameters, being a member of the negotiating team, receiving negotiations updates, voting on the proposed agreement and post-contract participation in grievances. Nor shall that Board Member or school administrator be present with the Board in closed session when negotiation strategies are being discussed. A school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.
Board Members or the Superintendent of Schools are similarly precluded from participation in negotiations with any bargaining unit whose members have supervisory authority over a family member or other conflicted connection.

Out-of-District Similar Statewide Bargaining Units
When a Board Member or school administrator is in a conflicted relationship with an individual who is a member of an out-of-district similar statewide union with which the Board is negotiating, that Board Member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to:

- Developing negotiation parameters;
- Being a member of the negotiating team;
- Receiving confidential negotiations information updates prior;
- Voting on the contract; and
- Grievance participation.

A school administrator may, however provide technical information that is necessary to the collective bargaining process when no one else in the district can provide that information.

When a Board Member or school administrator is in a conflicted relationship involving a relative who is a member of an out-of-district similar statewide union with which the Board is negotiating, there is no conflict unless the relative has a union leadership position in the state-wide union or local union that has the ability to affect negotiations. Union leadership positions in the state-wide union or local union that have the ability to affect negotiations include but are not limited to:

- Officer;
- Grievance chairperson;
- Building representative;
- Negotiation committee member.

A school official who has a conflicted relationship with any employee of the district or an employee in another out-of-district similar statewide union as of the effective date of this policy shall declare such relationship to the Board immediately.

Doctrine of Necessity
When a quorum of the Board has conflicted interests, the Doctrine of Necessity may be invoked in order to allow conflicted Board Members to participate in the negotiation process and vote. The Doctrine of Necessity may be invoked for the negotiation team or superintendent search committee only when the Board of Education has fewer non-conflicted Board Members than are required, pursuant to statute, to take action. The Board shall only invoke the Doctrine of Necessity after consultation with the Board attorney.
When invoking the Doctrine of Necessity, the Board shall state publicly that it is invoking the Doctrine of Necessity with the reasons for doing so and the specific nature of the conflicts of interest. The Board shall read the resolution invoking the Doctrine of Necessity at a regularly scheduled public meeting, post the notice of the resolution for 30 days and provide the School Ethics Commission with a copy of the resolution.

Implementation
The connections and relationships that create a conflict of interest for an individual Board Member’s participation in Board decisions are subject to changes that result from commissioner rulings or changes in law. Therefore, the Board shall consult with the Board attorney as necessary and appropriate for guidance and clarification related to the implementation of this policy.

A school official who has such relationship with any employee of the district as of the effective date of this policy shall declare such relationship immediately.
Legal References

NJSA 18A:12-2 Inconsistent interests or office prohibited
18A:12-21 et seq. School Ethics Act
18A:16-1 Officers and employees in general
18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees;

NJAC 6A:4-1.1 et seq. Appealable decisions
6A:23A-1.2 et seq. Fiscal accountability; definitions
6A:23A-6.2 et seq. Fiscal accountability; nepotism
6A:28-1.1 et seq. School Ethics Commission

In the Matter of the Election of Dorothy Bayless to the Board of Education of the Lawrence Township School District, 1974 S.L.D. 603, reversing 1974 S.L.D. 595
Shirley Smiecinski v. Board of Education of the Township of Hanover, Morris Cnty
Scola v. Ringwood Bd. of Ed., 1978 S.L.D. 413
Salerno v. Old Bridge Board of Ed., 1984 S.L.D. (April 28)
Larsen v. Woodbridge Board of Ed., 1985 S.L.D. (March 18)
Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93,
In the Matter of Frank Pannucci, 2000 S.L.D. March 1, State Board Rev'g
Commissioner 97 NJAR 2d (EDU) 339
School Ethics Commission, Advisory Opinion
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
School Ethics Commission, Advisory Opinion, A01-93
School Ethics Commission, Advisory Opinion, A021-93
School Ethics Commission, Advisory Opinion, A10-93
School Ethics Commission, Advisory Opinion, A107-94
School Ethics Commission, Advisory Opinion, A33-95
School Ethics Commission, Advisory Opinion, A03-95
School Ethics Commission, Advisory Opinion, A01-98
School Ethics Commission, Advisory Opinion, A14-00
School Ethics Commission, Advisory Opinion, A01-93
School Ethics Commission, Advisory Opinion, A03-13
School Ethics Commission, Advisory Opinion, A01-13
School Ethics Commission, Advisory Opinion, A15-93
School Ethics Commission, Advisory Opinion, A22-13
School Ethics Commission, Advisory Opinion, A10-14
School Ethics Commission, Advisory Opinion, A11-14
School Ethics Commission, Advisory Opinion, A43-14
School Ethics Commission, Advisory Opinion, A03-15
School Ethics Commission, Advisory Opinion, A05-15
School Ethics Commission, Advisory Opinion, A24-17
School Ethics Commission, Advisory Opinion, A35-17
Oldmans Township Board of Education
District Policy Manual

Support Personnel

Assignment / Transfer

Series 4000

Policy 4213/4214

Date Adopted: July 1997
Date Revised: December 12, 2007
Page 1 of 2

The Superintendent of Schools shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program.

Support personnel are subject to assignment and transfer after recommendation of the Superintendent of Schools and approved by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law.

In accordance with the law of New Jersey, the Board of Education directs the Superintendent of Schools to assign personnel to the school in such a way that equivalence of personnel is ensured within the school.

The Superintendent of Schools may use his/her discretion to make temporary assignments of existing employees to cover long-term absences of other staff members. It is the policy of the Board that these temporary assignments will be in the best interest of the school district and its pupils.

It is the policy of the Board that twelve-month employees are expected to work a full school day on such days as school is in session less than full time due to a scheduled non-emergency activity (workshop, in-service, staff meeting, etc.). The Superintendent of Schools may dismiss twelve-month employees after less than a full school day’s work in any situation where he/she deems their continued attendance to be of little or no value to the educational program being considered at that time.

Part-time employees shall be scheduled by the Superintendent of Schools and in the case of emergency school closings, part-time employees may be scheduled to work on alternate days than those on which they would have been scheduled in order to effect no loss of instructional time due to school closing.

Any staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination and subject the employee to disciplinary procedures.
Legal References
NJSA 18A:25-1 Transfer of teaching staff members
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
18A:59-1 through -3 Apportionment and distribution of federal funds; exceptions
34:13A-1 et seq. New Jersey Employer-Employee Relations Act

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)
34 CFR 200.1 to 200.89 - Part 200
34 CFR Part 204
Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J. 144 (1978)
The Comprehensive Equity Plan, New Jersey State Department of Education Division Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2224, 4211, 4211.1, 5145.4, 6160
Supervision
The Superintendent of Schools shall ensure development of procedures for observation and supervision of all employees so the optimum support is provided for the educational program.

Such observation and supervision shall not be limited to that which is required for effective performance evaluation.

Evaluation
The Superintendent of Schools shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the Superintendent of Schools a report on the work and attitude of each employee under their jurisdiction.

The employee’s supervisor has the responsibility for seeing that each employee knows the basis upon which he is to be evaluated in advance of the evaluation. It shall be the policy of the Board of Education that all newly employed staff, in the classifications listed below, be employed for a probationary period of 60 calendar days, or less, at the discretion of the Board:

A. Secretaries
B. Clerks
C. Aides
D. Maintenance and grounds personnel
E. Custodians
F. Bus drivers
G. Such other classifications as the Board may establish

Legal References
NJSA 18A:6-10 et seq. Dismissal and reduction in compensation of persons under tenure in public school system
18A:27-3.1 through -3.3 Non-tenured teaching staff; observation and evaluation; conference
18A:29-14 Withholding increments; causes; notice of appeals

NJAC 6A:32-4.4 Evaluation
6A:32-5.1 et seq. Standards for determining seniority
6A:9-15.1 et seq. Required Professional Development for Teachers
6A:32-4.4 Evaluation of tenured teaching staff member
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Notice as per employee contracts shall be given in cases of dismissal by the Board of Education or resignation by the employee.

At the discretion of the Superintendent of Schools, employees retiring from the district may be required to participate in an “exit interview,” the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

**Legal References**

**NJSA**
- 18A:27-3.1 Non-tenured teaching staff; observation and evaluation; conference; purpose
- 18A:27-3.2 Teaching staff member; notice of termination; statement of reasons; request; written answer
- 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
- 18A:27-9 Teaching after notice of termination of contract
- 18A:27-10 et seq. Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before May 31
- 18A:28-8 Notice of intention to resign required
- 18A:66-43 Retirement of service age limits
- 18A:66-44 Service retirement allowances

**NJAC**
- 6A:32-4.1 et seq. Employment of teaching staff
- 6A:32-4.6 Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of notice of nonreemployment

Hicks v. Pemberton Township Board of Education, 1975 S.L.D. 332
Retirement shall be at the option of the employee in accordance with the rules and regulations of the Teachers Pension and Annuity Fund or P.E.R.S. The Board will abide by state law in the matter of retirement agreements. In the event that the Board has any jurisdiction, it will decide on a case-by-case basis.

At the discretion of the Superintendent of Schools, employees retiring from the district may be required to participate in an “exit interview,” the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

Each year, paid employees who are retiring may be recognized by the Board at the conclusion of the school year.

Legal References

NJS 18A:27-9 Teaching after notice of termination of contract
18A:28-8 Notice of intention to resign required
18A:66-43 Retirement of service age limits
18A:66-44 Service retirement allowances
In accordance with 6A:9B-4.3, all certificated staff members who are indicted or arrested for a crime or offense shall submit a report of such occurrences to the Superintendent of Schools within fourteen (14) calendar days of said indictment or arrest.

The report shall include the date of the arrest or indictment and charge(s) lodged against said staff member. The staff member shall also report the disposition of any charges to the Superintendent of Schools within seven (7) calendar days of the disposition.

Failure to comply with these reporting requirements may be deemed “just cause” pursuant to NJAC 6A:9B-4.5.

The district shall make these requirements known to all new employees and to all employees on an annual basis.

For the purposes of this policy, Driving Under the Influence (DUI) and reckless driving charges are not considered to be “criminal offenses” for the purpose of notifying the Board of Examiners.

**Legal References**

NJSA
- 18A:6-7.1 Criminal history record checks for final candidates for school employee positions
- 18A:39-19.1 Criminal records of school bus drivers

NJAC
- 6A:9B-4.3 Arrest reporting requirements
- 6A:9B-4.5 Grounds for revocation and suspension of certification
An employee shall submit his resignation in writing to the Superintendent of Schools at least 30 days prior to the effective date of resignation. This date shall be approved unless the Board of Education desires to accept the resignation sooner.

The resignation becomes effective upon its formal approval by the Board of Education, and may be withdrawn by the employee at any time prior to Board action.

Any employee of the school district who terminates his employment of his own volition with exception of retirees or if released by the Board will forfeit Board granted benefits accrued during his employment.

At the discretion of the Superintendent of Schools, employees retiring from the district may be required to participate in an “exit interview,” the purpose of which is to ascertain pertinent information from the employee that will be useful in recruitment and retention of employees.

If an employee returns to the employ of the Board of Education after having had prior service, said employee will begin with the same benefits as any other new employee, except as covered by New Jersey State law, and/or the contracted agreement between the employee and the Board of Education.

Legal References

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<tr>
<th>NJSA</th>
<th>Details</th>
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<tr>
<td>18A:27-9</td>
<td>Teaching after notice of termination of contract</td>
</tr>
<tr>
<td>18A:27-10</td>
<td>Nontenure teaching staff member; offer of employment for next succeeding year or notice of termination before May 31</td>
</tr>
<tr>
<td>18A:28-8</td>
<td>Notice of intention to resign required</td>
</tr>
<tr>
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<tr>
<td>6A:32-4.1</td>
<td>Employment of teaching staff</td>
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Complaints regarding alleged discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, or social or economic status must be made in writing. Forms are available from the Affirmative Action Officer.

**Legal References**

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<tr>
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<td>18A:27-4 Power of boards of education to make rules governing employment</td>
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**Possible Cross References**

| 2224, 3320, 5145.4, 6121 |
It is the policy of the Board of Education to discover and practice reasonable and effective means of resolving difficulties which may arise among employees; to reduce potential areas of grievances; and to establish and maintain recognized channels of communication between staff and administration. With the ultimate goal of serving the educational welfare of children, the informal grievance procedure shall provide the prompt and equitable adjustment of differences. The informal grievance procedure shall adhere to guidelines established by contract. It is essential that full cooperation be given by all employees to achieve these goals.

Each employee shall be assured the opportunity for an orderly presentation and review of concerns and grievances.

No employee shall suffer reprisals or reduction in status as a result of having presented a grievance or having represented an employee in a grievance.

It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties.

An individual employee or his representative during the course of the processing of a grievance shall continue to follow administrative directives and Board policy.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment

Possible Cross References

2224, 3320, 5145.4, 6121
An employee of the Board shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity that is in conflict with the proper discharge of his/her duties.

An employee of the Board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the Board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the Board shall not accept any gift, favor, service or other item of value under circumstances from which it might be reasonably inferred that such gift, service or other item of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

Legal References

NJSA 2C:27-1 et seq. Bribery and Corrupt Influence
18A:6-8 Interest of school officers, etc., in sale of textbooks or supplies; royalties
18A:6-8.4 Right to hold elective or appointive state, county or municipal office
18A:11-1 General mandatory powers and duties
18A:12-21 et seq. School Ethics Act
18A:54-20 Powers of board (county vocational schools)
19:34-15 Electioneering within or about polling place; misdemeanor

NJAC 6A:4-1.1 et seq. Appeals
6A:28-1.1 et seq. School Ethics Commission


Possible Cross References

1140, 1313, 4212.8, 4217.5, 4218.2, 4219.22, 4219.23, 9270
The Board of Education believes that the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance.

The Board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. Attire shall meet the following criteria:

1. Men and women should dress in a manner befitting the profession. Faculty dress should up-hold the dignity of the profession and be appropriate to the type of service the teacher is performing.
   - School uniform, dresses, skort or slack ensembles, or slack suits.
     Note: All skirt, skort or dress-like clothing should not exceed three (3) inches above the knee.
   - Male staff members shall wear suits, jackets and ties, sweaters, school uniform or sport or dress shirts with slacks.

2. Specialized Areas
   - Physical education/health teachers, while teaching physical education classes, will wear attire that is conducive to their subject area.
   - Preschool teachers may wear attire that is conducive to the preschool environment. Casual slacks and sneakers are acceptable.
   - The wearing of smocks or other special attire by teachers in the performance of their duties in specialized areas, such as Home Economics, Science and Art, shall not be deemed as violation of this code.

3. Staff going on field trips should dress appropriately as representatives of the school district.

4. Teachers attending out of district workshops/inservices should adhere to the district dress code.

4. The Board lists the following as unacceptable attire:
   - Torn, dirty, or wrinkled clothing.
   - Sneakers, flip flops, bedroom slippers, combat boots, work boots.
   - See-through clothing.
   - Tight-fitting clothing such as Spandex and leggings.
   - Inappropriately low, plunging or deep "V" necklines.
   - Midriff, halters, tank, spaghetti straps, or tube tops.
   - Shorts or scooter shorts.
   - T-shirts or undershirts as outerwear.
   - Sweatshirts, sweat pants and sweat suits (except as appropriate for PE staff and extra assignments as deemed appropriate by the building Administrator).
   - Observable jewelry in body piercings must be limited to the ears only.
   - Denim blue or black jeans
5. Exceptions to the above criteria may be permitted with prior approval of the building administrator.

The building Administrator or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Administrator or supervisor may enter a reprimand in the teaching staff member's file and may recommend more stringent disciplinary measures.

Legal References
NJSA 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc., employment thereunder
18A:54-20 Powers of board (county vocational schools)
Hicks v. Pemberton Bd. of Ed., 1975 S.L.D. 332

Possible Cross References
4217.5, 4219.2, 4219.21, 4219.22, 4219.23, 4238, 6144
The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug-related offense must report the conviction to the Superintendent of Schools within five days of its occurrence. The Superintendent of Schools will report the conviction, within ten days of the date on which notice of the conviction is received, to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent of Schools to establish and maintain a program to:
1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and,
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil who violates this policy will be treated in accordance with law.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.
Legal References

NJSA
2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
18A:11-1 General mandatory powers and duties
18A:16-2 Physical examinations; requirement
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:36-32 Cigarette coin-operated vending machines; operation, installation or maintenance on property used for school purposes; fine
18A:54-20 Powers of board (county vocational schools)
26:3D-55 et seq. New Jersey Smoke-Free Air Act

NJAC
6A:16-6.3 Reporting students or staff members to law enforcement authorities
6A:16-6.5 Confidentiality of student or staff member involvement in substance abuse intervention and treatment programs
6A:26-12.2(a)4 Policies and procedures for school facility operation

New Jersey Constitution, Art. IV, § VII, par. 2 Anti-Drug Abuse Act of 1988
Drug-Free Workplace Act of 1988
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
Bayonne Teachers’ Assoc v BOE, City of Bayonne Office Admin Law
Fairlawn Education Assoc v Fairlawn BOE 79 NJ 574 (1979)
Drug-Free Workplace Act of 1988, P.L. 100-690
34 CRF 85.600 et seq.
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1330, 1410, 3515, 4117.5
Notification of Policy Requirements and Information
Prior to the beginning of each new school year and at the time of new hiring, the School Business Administrator will provide materials to all CDL drivers that explain the district’s drug and alcohol testing policy and requirements.

Annually, the school Board Business Administrator, in cooperation with the school Nurse, will provide all drivers with information concerning the problems, symptoms and treatment of substance abuse as they relate to health, work and personal life.

Consequences of Positive Alcohol and Drug Testing
If a driver’s test results are greater than .04 for alcohol or positive for a controlled substance he/she may not report for duty or remain on duty. He/She will be referred to a counselor for evaluation.

If a driver’s alcohol results are .02 or greater, but less than .04, the driver may not remain on duty or report for duty for twenty-four hours.

Before a driver who has been suspended for any period of time returns to duty, he/she shall undergo a return to duty test, with results registering less than .02 for alcohol or negative for a controlled substance.

The driver who has been suspended for more than a twenty-four hour period shall also be subject to unannounced follow-up alcohol/drug testing. The number and frequency of such follow-up testing shall be directed by the counselor, but consist of at least six tests in the first twelve months.

Types of Testing
Controlled substance tests will provide for split sample testing. A driver whose urine sample has tested positive for a controlled substance has the option (within seventy-two hours of being notified by the Medical Review Officer, hereafter known as the MRO) of having the other portion of his/her urine tested. If the second sample tests positive, the driver is subject to sanctions found in Section II. If the second portion tests negative or for any reason is unavailable, no sanctions are imposed.

Pre-employment Testing
No testing will occur if a candidate has proof that DOT testing has occurred in the previous six months and a reading of .02 or less registered. Additionally, the district will verify with previous employers that no alcohol misuses by this candidate have occurred in the previous six months. The following information will be solicited:
A. Names and addresses of previous employers (six month history);
B. verification that testing occurred;
C. verification that testing conformed to required procedures;
D. verification that test results were acceptable and the candidate has not refused testing in the past six months;
E. date of last testing;
F. results of any tests administered in the first six months and evidence of any violations.

Post Accident Alcohol and Drug Testing
As soon as practical following an accident, a driver will be tested if the accident involved a fatality or the driver was given a citation for a moving violation associated with the accident.

If the testing does not occur within two hours, the employer will prepare and maintain on file a record stating the reason the test was not administered promptly. Additional attempts to test will occur for up to thirty-two hours. If no test has been completed within this time frame, a record of reasons for not testing will remain on file.

Note: Nothing in these regulations should require a delay in seeking necessary medical help or prohibit the driver from leaving the scene of an accident to get assistance.

It is the driver’s responsibility to remain available for testing or the employer may consider the driver to have refused testing. The driver must refrain from consuming alcohol for a minimum of eight hours after the accident or until a test has been completed.

Post accident testing for alcohol must meet the following criteria: Official must have independent authority to conduct the test, test must conform to required standards, test requires blood or breath sample.

Random Alcohol Testing
Random testing will be administered to a minimum of 25% of the number of driving positions or as required by the FHWA. Tests will be unannounced and spread reasonably throughout the year.

Employees selected for testing must proceed immediately to the testing site upon notification of selection. Alcohol tests must be conducted immediately prior to or after driving.

Random Controlled Substance Testing
Testing will be administered to a minimum of fifty percent of the drivers. Test will be unannounced and spread throughout the year. Drivers must proceed immediately to a testing site upon notification of selection.
Reasonable Suspicion Alcohol and Controlled Substance Testing
Drivers must submit to alcohol or controlled substance testing when the employer has reasonable suspicion that substance abuse prohibitions have been violated. Reasonable suspicion is based on observations concerning appearance, behavior, speech, or body odors.

Supervisors empowered to make these observations will have at least sixty minutes of training on alcohol misuse and controlled substance misuse. Such training will cover physical, behavioral, speech, and performance indicators of substance abuse.

Alcohol tests shall be administered within two hours of the supervisor’s observation or a record stating the reasons for not testing will be retained on file.

One supervisor is empowered to make the observation, but testing must be done by an MRO. Records of the supervisor’s observations must remain on file.

The mere possession of alcohol does not constitute a need for reasonable suspicion testing.

Retention of Records
The following records must be retained for the designated period of time:

Five Years
- Alcohol test results in excess of .02;
- Verified positive controlled substance tests;
- Refusals to submit to testing;
- Required calibration of breath testing devices (provided by testing lab);
- Annual calendar year summary.

Two Years
- Records related to the collection process and required training.

One Year
- Negative and canceled controlled substance test results;
- Alcohol test results below .02.

The following types of records will also be retained:
- Collection process records: documentation of cause for reasonable suspicion testing and post accident drug testing, medical explanations for the inability to provide adequate breath or urine testing, annual calendar summaries.
- Records related to test results, driver refusal forms, test dispute documents, drug test chain form and control form, MRO’s documentation.
- Documentation of substance abuse violations or violations of alcohol misuse rules.
- Documentation of SAP’s recommendation and driver’s compliance.
Education and training records: Board policy and samples of educational materials which are
distributed, signed receipts from drivers stating they had received required information,
documentation of supervisor’s training and certification that training complies with
requirements.

Drug testing records: agreements with collection sites, MRO’s, laboratories; names and
positions of persons associated with the testing program; monthly statistical summaries of
urinalysis, Board policy and procedures.

Records will be maintained in a secure location with limited access. Records will be available for
inspection by an authorized representative of the FHWA at the business office within two working
days of a bona fide request.

**Annual Calendar Year Summary**
Summaries of all test related data will be completed by March 15 and include information for the
previous calendar year. Calendar year summaries may be required for submission to FHWA
annually, but if not, will be retained for a period of five years.

**Release of Test Information by Previous Employers**
Drivers will not be hired until previous employers have provided required testing information or
pre-employment drug testing has been completed and results found to be acceptable.

**Medical Review Officers’ Notification of Test Results**
The district’s school doctor will serve as the MRO. The MRO will provide a signed, written
notification of test results to the district within three business days of the MRO’s evaluation. The
MRO report will include: assurance the test met 49 CR, Part 40 standards, name of individual
tested, type of test indicated on the custody/control form, date and location of test collection,
identification of person(s) conducting test, the verified results of the test (positive or negative)
and, when possible, the identity of any controlled substance which tested positive, evidence that
the MRO has attempted to contact the driver.

When possible prior to verifying a “positive” result, the MRO will attempt to contact the driver
(confidentially) to discuss the test result. If the MRO cannot make contact, he/she will ask the
driver’s supervisor to contact him. The supervisor will direct the driver to contact the MRO as
soon as possible (within a twenty-four hour period).

Primary sample tests are conducted for specific thresholds for each substance. Split sample tests
(secondary) analyze only for the presence of a controlled substance. The MRO will not release
test result information without the driver’s consent to anyone other than designated district
personnel or officials with regulatory authority.

The identification of any illegal substance in a test for controlled substances will be cause for
immediate dismissal.
Use of Prescription Drugs
All prescription drugs must be registered immediately within the district. The registration of prescription drug must be accompanied by a doctor’s statement that this prescription will not interfere with the ability to drive. Identification during tests of controlled substances for a prescription drug that has not been registered will be cause for dismissal.

All over the counter medications that are taken regularly for pain, allergies, etc. and that carry a warning that behaviors may be affected (cause drowsiness) should also be registered. It is possible that these might show up in a sample. If indications of such a substance should be present, the MRO will evaluate the findings and recommend a response.

Legal References

NJS

2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
2C:35-1 et seq. Comprehensive Drug Reform Act of 1987
18A:11-1 General mandatory powers and duties
18A:16-2 Physical examinations; requirement
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:36-32 Cigarette coin-operated vending machines; operation, installation or maintenance on property used for school purposes; fine
18A:54-20 Powers of board (county vocational schools)
26:3D-55 et seq. New Jersey Smoke-Free Air Act

NJAC

6A:16-6.3 Reporting students or staff members to law enforcement authorities
6A:16-6.5 Confidentiality of student or staff member involvement in substance abuse intervention and treatment programs
6A:26-12.2(a)4 Policies and procedures for school facility operation

New Jersey Constitution, Art. IV, § VII, par. 2  Anti-Drug Abuse Act of 1988
Drug-Free Workplace Act of 1988
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
Bayonne Teachers’ Assoc v BOE, City of Bayonne Office Admin Law
Fairlawn Education Assoc v Fairlawn BOE  79 NJ 574 (1979)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1330, 1410,3515, 4117.5
The Board of Education establishes the following guidelines to govern staff members in their political activities:

A. A staff member shall not engage in political activity on school premises.
B. A staff member shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to pupils nor solicit campaign funds or campaign workers on school premises.
C. A staff member shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place.

A staff member who is a member of the State Legislature or the County Board of Chosen Freeholders is entitled by law to time off from school district duties, without loss of pay, during the time the member attends meetings of the Legislature or Board of Chosen Freeholders or any committee of those bodies. No other staff member who holds elective or appointive office is so entitled, except as such time off may be provided for by the Board policy or negotiated agreement.

The provisions of this policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of pupil elections, or the conduct of employee representative elections.

Legal References

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<tr>
<th>NJSA</th>
<th>Description</th>
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<tbody>
<tr>
<td>18A:6-8.1</td>
<td>Leave of certain employees to serve in legislature</td>
</tr>
<tr>
<td>18A:6-8.1</td>
<td>Leave of certain employees to serve on board of chosen freeholders</td>
</tr>
<tr>
<td>18A:6-8.4</td>
<td>Right to hold elective or appointive state, county or municipal office</td>
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The personal life of an employee is not an appropriate concern of the Board except as it may directly prevent the employee from performing his/her properly assigned functions during the workday or affect his/her professional relationship with the pupils.

Unbecoming Conduct
When an employee, either within the school or outside normal duties, creates conditions under which the proper operation of the school is affected, the Board, upon recommendation of the Superintendent of Schools, and in accordance with statute, shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

Unbecoming conduct sufficient to warrant Board review may result from a single flagrant incident or from a series of incidents.

Legal References
NJSA 2C:51-2 Forfeiture of public office
18A:6-10 et seq Due process for employees suspended or reassigned
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow support staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by support staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. Then Board directs the Superintendent of Schools to provide training of support staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow support staff member access to information sources that have not been pre-screened using Board-approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking other appropriate action as deemed necessary.

The Board provides access to network(s)/computers for educational purposes only. The Board retains the right to restrict or terminate support staff members’ access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent of Schools/designee monitor network activity in any form necessary to maintain the integrity of the network(s) and ensure its proper use.

**Standards for Computer Network(s)**

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

- Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state or local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- Using the computer network(s)/computers to violate copyrights, institutional or third-party copyrights, license agreements or other contracts.
C. Using the computer network(s) in a manner that:
   1. Intentionally disrupts network traffic or crashes the network(s);
   2. Degrades or disrupts equipment performance;
   3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
   4. Steals data of other intellectual property;
   5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
   6. Gains or seeks unauthorized access to resources or entities;
   7. Forges electronic mail messages or uses an account owned by others;
   8. Invades the privacy of others;
   9. Posts anonymous messages;
   10. Possesses any data that is a violation of this policy; and/or,
   11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

E-mail
School district personnel shall adhere to the following guidelines when sending or receiving messages via internal or external e-mail:
   A. All messages shall pertain to legitimate school business
   B. Personnel shall not reveal passwords to others. If a staff member believes that a password has been lost or stolen, or that someone without authorization has accessed email, he/she should contact the Help Desk immediately. Email windows should not be left open on the screen when the computer is unattended.
   C. Messages and e-mail files shall be deleted in a timely manner. The network system operator will delete messages that are retained after 90 days unless other arrangements are approved by the Superintendent of Schools/designee.
   D. To ensure that federal copyright laws are not violated, staff shall not send messages that contain text without the author’s permission.
   E. Staff shall not send messages that contain material that may be defined by a reasonable person as obscene; messages that are racist, sexist or promote illegal or unethical activity; or messages:
      ▪ That violate the district’s affirmative action policy;
      ▪ That are personal in nature and not related to the business of the district;
Oldmans Township Board of Education District Policy Manual

Support Personnel  Series 4000
Acceptable Use of Computer Network(s) /
Computers, E-mail, Social Networks & Other Forms of
Electronic Communications by Instructional Staff Members  Policy 4219.26

Page 3 of 5

- That are broadcast to a large group of other personnel without supervisory permission;
- That contain confidential information to persons not authorized to receive that information.

F. Personnel shall become familiar with the district’s policies and regulation on staff and student access to networked information resources before initiating email use.

G. Employees learning of any misuse of the email systems shall notify the Superintendent of Schools/designee.

Social Networking Websites
The Superintendent of Schools/designee will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

A. Improper fraternization with students using social networking websites on the internet:
   - Staff members may not list any currently enrolled Oldmans’ school students as “friends” on networking sites;
   - Staff members may not list any former Oldmans’ students who are under the age of 18 as “friends” on networking sites;
   - All e-contacts with students should be through the district’s computer and telephone system;
   - All contact by coaches with team members shall be sent to all team members;
   - Staff members will not give out their private cell phone or home phone numbers without prior approval of the district;
   - Inappropriate contact via e-mail or phone is prohibited;
B. Inappropriateness of posting items with sexual content;
C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol;
D. Inappropriateness of posting pictures of Oldmans’ students that are taken at school on networking sites;
E. Examples of inappropriate behavior from other districts, as behavior to avoid;
F. Monitoring and penalties for improper use of district computers and technology;
G. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.
The Superintendent of Schools/designee will periodically conduct Internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the Superintendent of Schools/designee will download the offensive material and promptly bring that misconduct to the attention of the Board’s personnel committee for review.

**Cell Phones**

School staff shall not contact parents’/guardians’ or students’ cell phones unless directed to do so by the parent/guardian. School district personnel shall limit cell phone interaction with students to contact that pertains to legitimate school business. Legitimate school business includes:

A. Answering academic inquiries regarding homework, other classroom work or assignments;
B. Scheduling appointments for school related conferences and/or extra help;
C. Clarifying classroom expectations and/or assignments;
D. Notifications related to classroom, club or sports schedules, events, trips, assignments; deadlines.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, teachers shall schedule face-to-face conferences during regular classroom and extra-help periods to confer with the student. No contact shall exceed three replies.

Staff shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity; or messages:

A. That violate the district’s affirmative action policy;
B. That are personal in nature and not related to the business of the district;
C. That can be interpreted as provocative, flirtatious or sexual in nature;
D. That contain confidential information to persons not authorized to receive that information.

**Text Messages**

No staff member, coach or volunteer shall text message any student individually. Text messages may not be sent to students without prior parent/guardian consent to receive such texts. All text messages to students shall be sent to the class, team, club or organization.
Violations
Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Board Policy and the district disciplinary code(s) that includes but is not limited to:

A. Use of network(s)/computers only under direct supervision;
B. Suspension of network privileges;
C. Revocation of network privileges;
D. Suspension of computer privileges;
E. Revocation of computer privileges;
F. Suspension;
G. Dismissal;
H. Legal action and prosecution by the authorities; and/or,
I. Any appropriate action that may be deemed necessary by the Superintendent of Schools and approved by the Board of Education.

Implementation
This policy shall be distributed annually to all staff members.

Legal References
NJSAX2A:38A-1 et seq Computer system
  2C:20-25 Computer-related theft
  18A:7A-11 Reports by school districts
  18A:6-10 Dismissal and reduction in compensation of persons under tenure
  18A:11-1 General mandatory powers and duties
  18A 27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
  18A:36-35 School Internet web sites; disclosure of certain student information prohibited
  Hicks v. Pemberton Bd of Ed 1975 SLD 332
  Quiroli v. Linwood Bd of Ed 1974 SLD 1035
  No Child Left Behind Act of 2001, Pub. L. 107-110
  New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1111, 3514, 4117.50, 4118.2, 4119.2, 4119.21, 4119.22, 4119.23, 4119.24, 4119.26, 4138, 4138.2, 5114, 5124, 5131, 5131.5, 5142, 6142.10, 6144, 6145.3, 6161
Staff members are not permitted to use personal cell phones, pagers, walkie-talkies or other portable electronic communications devices while performing their assigned duties (class time, duty periods) and during school related activities.

During school meetings, personal cell phones are to be turned off and not used.

At no time are personal cell phones permitted to be used while operating district owned, leased or contracted vehicles.

Personal cell phones may be used during planning periods, lunch periods and /or before and after the regular workday.

Legal References

NJSA 2C:33-19 Possession of remotely activated paging devices on school property, disorderly persons offense
18A:11-1 General mandatory powers and duties

NJAC 6A:16-5.8 Remotely activating paging devices
All newly employed staff in the following classifications shall be employed for a probationary period of 30 calendar days, or less, at the discretion of the Board:

A. Secretaries and clerks
B. Aides
C. Maintenance and grounds personnel
D. Custodians
E. Bus drivers
F. Such other classifications as the Board may establish

During the probationary period such employees shall be considered “temporary”.

The “date of hire” of any employee shall be the first day the employee reports to work for the probationary period.

Legal References

NJSA 18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:16-1.1 May appoint temporary officers and employees
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
18A:29-16 Emergency certificates; day-by-day basis substitute

NJAC 6A:9-6.5 County substitute credential
6A:32-6.1 et seq. School Employee Physical Examinations
Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B (June 5, 1991)
Manual for the Evaluation of Local School Districts New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
4211, 4212.2, 4212.4
The Board, within its financial means, may hire aides as recommended by the Superintendent of Schools.

It is the responsibility of the classroom teacher to plan for any teacher aide’s constructive involvement with the class. The primary benefit must be to the pupils. Classroom aides shall be under the supervision of the classroom teacher. Non-instructional aides shall be under the supervision of appropriate personnel as assigned by the Superintendent of Schools.

All aides shall be required to comply with the provisions of the law regarding health and security checks.

In accordance with federal law, the Superintendent of Schools shall establish procedures to release information, upon request, regarding the qualifications of classroom aides to parents/guardians for any classroom aide who is employed by any school receiving Title 1 funds and who provides instructional assistance to their children.

**Qualification of Classroom Aides in Title 1 Schools**
All classroom aides hired in schools that receive Title 1 funds shall be qualified in accord with federal law. All such classroom aides must have a high school diploma or its equivalent. All such classroom aides hired after January 8, 2002, except those working as translators or solely in conducting parent involvement activities, also must meet at least one of the following criteria:

A. Completed at least two years of study at an institution of higher education;
B. Obtained an associate’s (or higher) degree; or
C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing, and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Classroom aides hired before January 8, 2002 must have met these qualifications by January 2006.

**Legal References**

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:6-7.1 through -7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:11-1 General mandatory powers and duties</td>
</tr>
<tr>
<td></td>
<td>18A:16-2 through -5 Physical examinations; requirement</td>
</tr>
<tr>
<td></td>
<td>18A:54-20 Powers of board (county vocational schools)</td>
</tr>
<tr>
<td>NJAC</td>
<td>6A:32-6.1 et seq. School Employee Physical Examinations</td>
</tr>
<tr>
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<td>6A:32-4.7 Approval of paraprofessional staff</td>
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</tbody>
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**Possible Cross References**

3541.1, 3542, 4212.4, 4215, 4216, 4221, 5131, 6162.4
The Board of Education recognizes its legal obligation to provide in-service activities to further the ability of the staff to progress toward achievement of district goals and objectives.

The Superintendent of Schools shall develop a comprehensive management system for staff improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings.

Staff participation that may require release time and/or financial reimbursement will be decided by the Superintendent of Schools.

Upon return from the meeting, conference, clinic, etc., the staff member may be asked to present a written report to the Superintendent of Schools of the activity and any other information that might be used in the District, or shared with other staff members.

**Mandated In-service Programs**

The Superintendent of Schools shall arrange development of appropriate in-service presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law.

### Legal References

**NJSA**
- 18A:7A-11 Annual report of local school district; contents
- 18A:7A-11e improvement of basic skills
- 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
- 18A:27-4 Power of boards of education to make rules governing employment
- 18A:31-2 Attendance at conventions of New Jersey Education Association
- 18A:40A-3 Initial inservice training programs; curriculum
- 34:5A-10 Retention of workplace surveys
- 34:5A-13 Employee education and training program; certification of instructors

**NJAC**
- 6A:7-1.6 Professional development
- 6A:14-1.2(b)13 District eligibility for assistance under IDEA Part B
- 6A:15-1.8 Inservice training
- 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
- 6A:16-1.1et seq. Programs to Support Student Development
- 6A:16-11.1et seq. Reporting Allegations of Child Abuse and Neglect
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

The Comprehensive Equity Plan, New Jersey State Department of Education
New Jersey Quality Single Accountability Continuum (NJQSAC)
Staff members shall be reimbursed for bona fide expenses in accordance with the provisions of Board Policy 3335 – Travel Expenses.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

Possible Cross References
3335
In the event of an emergency brought about a job action, including a strike, by any employee group, it shall be the policy of the Board of Education to make every effort to keep schools open and to carry out its obligation under New Jersey state law. Title 18A, to educate the children of the community.

Since there is no authorization in law for job actions, and since actions are constitutionally prohibited, including strikes, by public employees, it shall be the policy of the Board, in the event of any job action, including a strike or any other act that withholds employee services from the Board, to take appropriate legal action to deal with such a matter.

In emergency situations under this policy, all usual policy adoption procedures shall be suspended for the duration of the emergency, and the Board may adopt policies on first reading to enable the Board to maintain operation of the schools and the safety and welfare of the community, pupils and employees.

The Superintendent of Schools or his designee shall have the authority to take such immediate emergency steps as he deems necessary to ensure safety and well being of pupils and employees and to protect the property of the district.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

Possible Cross References
6144
No employee of the Board of Education may solicit or sell products for personal gain within the school while under active contract.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
School employees shall not engage in outside activities or perform any services other than those assigned or allowed by the district during the contractual hours of the prescribed school day.

No outside work by a staff member shall prevent him/her from properly performing assigned functions during duty hours or be prejudicial to his/her work effectiveness.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:12-24 et seq Prohibited acts
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

NJAC 6A:28-1.1 et seq School Ethics Commission

Possible Cross References

3514, 4219.21, 4238.2
1. All employees of the Board of Education are employed on a ten or twelve month basis by written contract.

2. The payroll will be closed out on the 1st and 3rd Fridays of each month. All time sheets and overtime must be turned into the Business Office by noon time on these days to be included in the following respective pay check.

3. Employees are to be paid on the 15th and 30th of each month. When the payday falls on a holiday or weekend, the pay day will be the last working day. Overtime will be paid as submitted in accordance with #2 above.

4. Employees on a ten month basis will be paid on their last working day in June unless that date is beyond the 15th, in which case two checks will be issued, one on the 15th and the final on the last working day. Overtime will be paid in accordance with #2 above.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
Communicable Diseases - Exclusion from School (Pupils and Employees)

It is sometimes necessary to exclude from school individuals who are ill or who have been exposed to a communicable disease or whose presence is detrimental to the health or cleanliness of others. The Board of Education therefore, implements this policy.

The school nurse shall instruct the teachers at the beginning of the school year, or when designated by the Board of Education about the methods employed to detect the first signs of communicable diseases and the recognized measures for the promotion of health and prevention of disease. In addition, the school nurse will instruct those teachers from whose classrooms a pupil has been excluded about the symptoms of the disease for which the pupil was excluded.

No teacher shall attempt to diagnose any illness of a pupil but shall refer suspected cases to the nurse.

Any staff member who appears to be ill or who is suspected of having a communicable disease shall be excluded from school or isolated at school to await instructions from the school physician, and/or the school nurse.

Where there is evidence of departure from the normal health of any staff member, or if the staff member has been exposed to a communicable disease, or if the presence of the staff member in the school is detrimental to the health or cleanliness of the pupils or staff members in the school:

A. The Superintendent of Schools or administrative designee, upon the recommendation of the school nurse or school physician, may exclude the staff member from the school.

B. In the absence of the school nurse or school physician, the Superintendent of Schools’ designee may exclude the staff member from the school. In that event, the person making the exclusion must immediately notify the Superintendent of Schools.

A staff member retained at home or excluded from school shall not be readmitted to school until written evidence is presented of being free of the reason for the exclusion. Such evidence may be by a qualified physician, or school physician who has examined the staff member.

The rules of the local Board of Health or State Department of Health, New Jersey State Board of Education, or in the absence of these, the rules of the school physician pertaining to communicable disease shall apply in determining periods of incubation, communicability, quarantine, and reporting.

No staff member who is a member of a household in which a person is suffering from or been exposed to smallpox, diphtheria, scarlet fever, whooping cough, yellow fever, typhus fever, cholera, or measles, shall attend any public school during such illness, or until the attending physician, Board of Health, or school physician has certified that all danger of communicating the disease by the staff member has passed.
The school physician, and/or the school nurse, shall report all cases of communicable diseases to the local, county, or state Board of Health. The Superintendent of Schools will also inform the County Superintendent of Schools.

**Legal References**

**NJSA**
- 18A:16-2 Physical examinations; requirement
- 18A:16-4 Sick leave; dismissal
- 18A:16-4 Records of examinations
- 18A:40-6 et seq Health measures in general
- 26:4-6 Prohibiting attendance
- 26:4-15 Reporting of communicable diseases

**NJAC**
- 6A:16-2.2 Required health services
- 6A:16-2.3 Health services personnel
- 8:57 Reportable communicable diseases
- 8:61-1.1 Attendance at school by pupils or adults infected by Human Immu-no-deficiency Virus (HIV)

**Possible Cross References**
- 1410, 4112.4, 4131/4131.1, 4212.4, 5113, 5141, 5141.1, 5141.4
It is the intention of the Board of Education to comply with NJ State Labor Laws in the compensation of overtime for nonexempt personnel when such is previously approved and properly worked.

No overtime shall be worked without the prior approval of the Superintendent of Schools/designee. Overtime will be paid at the rate of 1½ times regular hourly pay when approved by the Superintendent of Schools/designee for time worked in excess of 40 hours per week, or as noted in specific contract. For the purpose of computing overtime, credit toward the attainment of 40 hours shall be given only for hours worked or compensated time off.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
Workers Compensation Physicians

The Board of Education seeks to provide the highest quality benefits while maintaining a sound fiscal policy. The intention of the workers’ compensation law is to provide the best possible medical care and rehabilitation services available to injured employees while in course of employment. In order to accomplish this, the first step is to get an accurate diagnosis and begin the proper treatment immediately; therefore, unless an emergency situation exists, each injured employee must be treated by the Board appointed physician.

A. In the case of an emergency situation, medical attention should be sought from the nearest or most practical facility available.
B. In non-emergency situations, the school doctor or nurse must evaluate the injury first. He/she will refer the patient to other approved panel physician specialists if necessary.
C. Lost work time may be authorized only by the district’s doctor or the referred specialist.
D. Failure to go to the school doctor, nurse or assigned insurance carrier doctor will result in the insurance company’s denial of payment of all disability and medical benefits an employee may be entitled to.
E. Re-examination of the employee by the school doctor or the workmen’s compensation doctor prior to returning to schoolwork is required.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
It shall be the policy of the Board of Education to provide a health insurance program for full-time, permanent employees in all classifications who are not represented by recognized bargaining groups comparable with those established by the Board of Education/bargaining unit contract.

In addition, the Board will permit employees who are on leave of absence without pay to continue enrollment in the health benefits plan, provided that such employees pay the appropriate premiums.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
Through its overall safety program and various policies pertaining to school personnel the Board shall seek to ensure the safety of employees during working hours.

The Board shall be vigorous in maintaining safe working conditions for employees. It shall expect employees to follow all established safety rules and regulations, such as those pertaining to the use of safety equipment, the wearing of safety clothing and protective eye devices where appropriate, and the lifting and shifting of heavy weights.

Accidents must be reported immediately to the nurse or the supervisor if the nurse is not available. An accident investigation report must be submitted in-detail to the Superintendent of Schools’ office by the following working day.

Legal References

NJSA  2C:7-1 et seq. Registration of sex offenders; definition; requirements
     18A:16-2 Physical examinations; requirement
     18A:40-12.1 Protective eye devices required for teachers, pupils and visitors in certain cases
     18A:40-12.2 Rules prescribing kinds, types and quality of devices
     34:5A-1 et seq. Worker and Community Right to Know Act
     34:6A-25 et seq. New Jersey Public Employees' Occupational Safety and Health Act
     34:19-1 et seq. Conscientious Employee Protection Act

NJAC  6A:26-12.5 Eye protection in schools
     6A:32-12.1(a) Reporting requirements
     12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)

29 CFR 1910.1030 - Bloodborne Pathogen Standard
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3510, 3516, 4211.1, 4212.4, 5142
The Board of Education recognizes that exposure to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and other bloodborne diseases warrant serious concern for employees, at risk, for exposure to human blood and other body fluids that contain bloodborne pathogens.

The Board is committed to providing a safe and healthful school environment for our entire staff and student body. In pursuit of this goal, the Board directs the Superintendent of Schools to develop an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030 and N.J.A.C. 12:100-4.2.

The Exposure Control Plan ensuring compliance with the standard shall include:

A. Employee exposure determination
B. The procedure for evaluation circumstances surrounding an exposure incident
C. The schedule and method for implementing the specifications 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) Record keeping

The Superintendent of Schools is responsible for the implementation of the ECP. The Superintendent of Schools will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.

The Superintendent of Schools will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

The Superintendent of Schools will be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.

The Superintendent of Schools will be responsible for training, documentation of training and making the written ECP available to employees, OSHA and NIOSH representatives.

The Superintendent of Schools will maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e., sharp containers, etc.) labels, and red bags as required by the standard.
The Superintendent of Schools will ensure that adequate supplies of the aforementioned equipment are available.

During implementation of the Exposure Control Plan the Board will handle all information regarding HIV infected individuals in compliance with the States HIV/AIDS Confidentiality Law, N.J.A.C. 26:5e-5

Legal References

NJSA 18A:16-2 Physical examinations; requirement
18A:16-4 Sick leave; dismissal
18A:16-4 Records of examinations
18A:40-6 et seq Health measures in general
26:4-6 Prohibiting attendance
26:4-15 Reporting of communicable diseases

NJAC 6A:16-2.2 Required health services
6A:16-2.3 Health services personnel
8:57 Reportable communicable diseases
8:61-1.1 Attendance at school by pupils or adults infected by. Human Immuno-deficiency Virus (HIV)


Possible Cross References
3510, 3516
The Board and Administration can assume no responsibility for stolen personal property of school employees, whether money or personal articles brought from home. Recovery of value can be pursued thru Home Owners Insurance or as an IRS matter.

All possessions of value should be securely locked in desks, closets, filing cabinet or deposited with the office for safekeeping.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment
The Board of Education directs the Superintendent of Schools to develop rules and procedures to protect its employees in the performance of their duties. Such procedures shall include, but not be limited to:

A. Official channels for parent/guardian or student grievances or complaints;
B. Disciplinary regulations that reduce the possibility of student violence;
C. Reporting techniques that bring potentially problem situations to the immediate attention of the Superintendent of Schools.

Legal References
NJSA 18A:16-1.1. May appoint temporary officers and employees
18A:11-1 General mandatory powers and duties
The Board of Education recognizes that certain absences are justifiable and will provide for employee absences authorized by law and consistent with contractual agreement.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:30-1 through -6 Sick leave
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Service Employment and Reemployment Rights Act (USERRA), 38 USC Section 4301 et seq., PL 2001 Chapter 351 amending NJSA 38:23-1, NJSA 38A:1-1 and NJSA 38A:4-4, and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work day she/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty workdays in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training as defined in NJAC 5A:2-2.1.

The district will provide benefits and rights for staff members on military leave as required by Federal and State laws.

The military leave requirements in this policy are the minimum requirements of applicable Federal and State laws. The district, at its option, may provide additional military leave with pay and related benefits.
Pursuant to NJSA 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of PL 2001, Chapter 351.

**Legal References**

| NJSA | 18A:11-1 General mandatory powers and duties |
| 18A:29-11 Credit for military service |
| 38:23-1 et seq Military leave of absence |
| 38A:1-1 Definitions |
| 38A:4-4 Paid military leave of absence |
| 52:13H-2.1 Military leave of absence benefits |
| 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act") |

| NJAC | 5A:2-2.1. Uniformed Services Employment and reemployment Rights Act |

Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC Section 4301 et seq.
The Board of Education believes that the regular presence of assigned personnel is vital to the success of the district’s educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The Superintendent of Schools shall develop and the Board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illness and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

A doctor’s certificate may be required for all illnesses and injuries for those employees who are absent more than three days. In addition, a doctor’s certificate may be requested in cases of questionable use of sick leave benefits, even if an employee has been absent for one day.

If it has been determined that an employee has utilized sick leave benefits without just cause, he/she shall be subject to disciplinary action.

If an employee has exhausted all accumulated sick leave, all unused personal days may be utilized as sick leave.

Provisions shall be made for public acknowledgment of exceptional staff attendance records.

**Legal References**

**NJSA**
- 18A:11-1 General mandatory powers and duties
- 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
- 18A:29-14 Withholding increments; causes; notice of appeals
- 18A:30-1 et seq. Sick Leave
- 18A:54-20 Powers of board (county vocational schools)

**NJAC**
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-2.1 Definitions
  S.L.D. 912

**Possible Cross References**
- 4250, 4251, 4251.1, 4251.6, 4251.7
It is the policy of the Board of Education to provide sick leave and personal leave to school district personnel. The purpose of such sick leave is to provide income protection to school personnel in the event of illness. The purpose of personal leave is to allow, for absence from work, with pay, to take care of personal matters that must be done during the school day.

School personnel are expected to use sick leave and personal leave for the purpose that these benefits are provided.

Excessive absence from work or illness or other reasons may constitute good cause for withholding a salary increment or for dismissal proceedings under New Jersey statutes.

The Superintendent of Schools and administrative staff shall develop appropriate guidelines and plans for the implementation of this policy. Such guidelines and plans shall include, but not be limited to, the following:

A. Plans to communicate to school district personnel the intent of sick leave and personal leave and the importance of regular attendance.
B. A system of record keeping to account for sick leave and personal days to include monthly and annual reports.
C. A system for monitoring absence for sick leave and personal leave to prevent abuses.
D. When appropriate to the circumstances, requesting school district staff to submit information concerning the cause of absence after three consecutive days of absence.
E. When appropriate to the circumstances following an illness, to request a statement from a physician that the employee may return to work.

The Board will consider requests for extension of sick leave benefits on a case-by-case basis.

Legal References

NJS

18A:16-2 through -5 Health examinations
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act

29 USCA 2601 et. seq. (Family Medical Leave Act)
The negotiated contract between the Oldmans Township Board of Education and the Oldmans Township Education Association provides that no leave beyond the period of a medical disability leave may be taken without the approval of the Board of Education. When such a leave is requested, the Board will decide, on an individual basis, whether to grant the leave. The Board's decision will be made by determining whether granting the request would enhance the education of the students who would be affected by the leave. Criteria to be used by the Board in making its decision shall include, but not be limited to, the following:

1. Whether the length of the medical disability leave would so interrupt the relationship between the teacher and his students that the students' education would be best served by extending the time of the leave;
2. Whether granting the extended leave would require the students to adjust to fewer teacher changes during the year than would be required by denying the leave;
3. Whether the requested, extended leave, when added to the medical disability leave, would affect the students in no more than one school year;
4. Whether the leave is requested in writing and in such a manner that the Board has sufficient time to consider the total time period of the leave when considering the best way to ensure the best education during the medical disability leave;
5. Whether a qualified, competent replacement is available to ensure a better quality of education than that which would be provided if the leave were denied;
6. Whether the unique personalities and special needs of the students involved can be best met by granting the leave; and
7. Whether other consideration applying to the specific situation involved would allow the educational needs of the students to be best met by allowing the leave.

Legal References

NJSA 18A:16-2 through -5 Health examinations
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act

29 USCA 2601 et. seq. (Family Medical Leave Act)
The Board of Education shall grant sick leave, in accordance with law, to staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

School personnel are expected to use sick leave and personal leave for the purpose that these benefits are provided.

Excessive absence from work or illness or other reasons may constitute good cause for withholding a salary increment or for dismissal proceedings under New Jersey statutes.

Definitions
For the purposes of this policy, the following definitions shall apply:

- Employer shall be defined as an individual or organization other than a public employer that is required to provide its employees with sick leave with full pay pursuant to any other law, rule, or regulation of the state.
- Employee shall be defined as an individual other than a public employee who is provided sick leave with full pay.
- Family members shall be defined to mean a child, (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner), grandchild, sibling, spouse, domestic partner or civil union partner, parent, grandparent, spouse, domestic partner, or civil union partner of an employee’s parent or grandparent sibling of an employee’s spouse, domestic partner, or civil union partner, any other individual related by blood to the employee any individual whose close association with the employee is the equivalent of family.
- Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against an employee for exercising or attempting to exercise any right guaranteed under the law.

Basis
In accordance with the provisions of NJSA 18A:30-2 all persons who are “steadily employed” by the district shall receive sick leave with full pay pursuant to any other law, rule, or regulation of the state. The district must provide up to a total of 40 hours of earned sick leave every benefit year at the accrued rate of one (1) hour for every thirty (30) hours worked, up to a maximum of (forty) 40 hours of leave per benefit year. Alternatively, the district may, but is not required to provide employees with (forty) 40 hours of earned sick leave up front.
Regulations
Employees may begin using earned sick leave accrued under this law on February 26, 2019, or the 120th calendar day after the commencement of employment, whichever is later. However, the district may, but is not required to, provide benefits that are more generous than those required under the law, and may, but is not required to, permit covered employees to use sick leave at an earlier date.

Acceptable Reasons to Use Earned Sick Leave
Covered employees may use earned sick leave to take time off from work when:

- They need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or they need preventive medical care.
- They need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or their family member needs preventive medical care.
- The covered employee or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- The covered employee needs to attend school-related conferences, meetings, or events regarding his/her child’s education; or to attend a school-related meeting regarding his/her child’s health.
- The covered employee’s employer’s business closes due to a public health emergency or the covered employee needs to care for a child whose school or child care provider closed due to a public health emergency.

Advance Notice
If the covered employee’s need for earned sick leave is foreseeable (can be planned in advance), the district may require up to 7 days’ advance notice of the covered employee’s intention to use earned sick leave.

If the covered employee’s need for earned sick leave is unforeseeable (cannot be planned in advance), the covered employee’s employer may require the employee to give notice as soon as it is practical.

Documentation
The district may require reasonable documentation if the employee uses earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits the district from requiring the employee’s health care provider to specify the medical reason for said leave.
Unused Sick Leave
Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, the district is only required to permit the employee use up to 40 hours of leave per benefit year.

Alternatively, the district may, but not is not required to offer to purchase your unused earned sick leave at the end of the benefit year.

Freedom from Retaliation for Using Earned Sick Leave
The district may not retaliate against the covered employee for requesting and using earned sick leave, filing a complaint for alleged violations of the law, communicating with any person, including co-workers, about any violation of the law, participating in an investigation regarding an alleged violation of the law, and/or informing another person of that person’s potential rights under the law.

As a public employer that has not received a blanket exemption from the law (Earned Sick Leave Law), the district is required to comply with the provisions of the Earned Sick Leave Law for those employees who are not provided with sick leave at full pay.

The following individuals may be covered under the Earned Sick Leave Law and be entitled to earned sick law:

- Substitutes;
- Short-term seasonal employees;
- Coaches and extra-curricular advisors;
- Teachers working additional hours in an after-school program or activity, on call hourly employees;
- Home instructors; and,
- Other individuals who have not received paid sick time under NJSA 18A:30-2.

Compliance with the Earned Sick Leave Law may require extensive tracking of work time for these individuals, including a more lenient use of sick days under the new law including payment of unused earned sick time.
The Superintendent of Schools and administrative staff shall develop appropriate guidelines and plans for the implementation of this policy. Such guidelines and plans shall include, but not be limited to, the following:

1. Plans to communicate to school district personnel the intent of sick leave and personal leave and the importance of regular attendance;
2. A system of record keeping to account for sick leave and personal days to include monthly and annual reports;
3. A system for monitoring absence for sick leave and personal leave to prevent abuses;
4. When appropriate to the circumstances, requesting school district staff to submit information concerning the cause of absence after three consecutive days of absence;
5. When appropriate to the circumstances following an illness, to request a statement from a physician that the employee may return to work.

The Board will consider requests for extension of sick leave benefits on a case-by-case basis.

The Board reserves the right to require of any employee who claims sick leave, sufficient proof, including a physician's certification, of the employee's illness or disability. As a minimum, no day will be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a work stoppage, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

The Superintendent will prepare rules for the administration of the Board's policy on sick leave, which shall be binding on all employees.

The Superintendent will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave will be considered a serious infraction and is subject to discipline.
Legal References

NJSA
18A:16-2 through -5 Health examinations
18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
18A:30-1, -2 Sick leave
18A:30-16 Prolonged absence beyond sick leave
34:11B-1 et seq. Federal Family Medical Leave Act

NJAC
6A:16-1.4 et seq. District policies and procedures
6A:16-2.1 Health services policy and procedure requirements
6A:32-6.1 et seq. School Employee Physical Examinations
8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference

29 USCA 2601 et. seq. (Family Medical Leave Act)
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
The Board affirms that punctuality is a trait that students should aspire to and the Board recognizes that employees set examples for students. It shall be the policy of the Board of Education that all employees of the district are expected to be at their assigned area of responsibility and be ready to perform their required duties on time. Failure to do so may subject the employee to progressive disciplinary action by the Board of Education.

The Board directs the Superintendent of Schools to establish a reasonable procedure for determining those employees who fail to be at their established work location on time.

Legal References

NJS A 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
The Board directs that any incident of accident or injury to any employee that occurs during working hours shall be reported immediately to the School Nurse.

All injuries requiring first aid or other medical care shall be documented on the School Injury Form and it shall be the responsibility of the School Nurse to advise the Superintendent of Schools of the nature and extent of the injury as well as any first aid applied by the Nurse. Additionally, the School Nurse shall provide the Superintendent of Schools with a completed copy of the School Injury Form.

The School Nurse and/or Superintendent of Schools shall be responsible for arranging for emergency transportation or treatment of the injured employee if that action is necessary. It shall be the responsibility of the School Nurse to make the determination as to whether transportation to a hospital or the School Doctor is necessary.

The School Nurse shall also be responsible for preparing and dispatching any claim forms or other forms to the appropriate insurance company or health service group.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

NJAC 6A:16-2.1 et seq Health services policy and procedural requirements
In accordance with the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA), the Board of Education will grant staff members up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that the staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

A staff member shall not be discriminated against for having exercised his/her rights under the FLA or the FMLA, nor shall the staff member be discouraged from the use of family leave.

Definitions
For the purposes of this policy the following definitions shall apply:
A. “Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but is incapable of self-care because of a mental or physical condition.
B. “Parent” means a biological, adoptive or foster parent, stepparent, parent-in-law, legal guardian having a “parent-child relationship” with a child as defined by law, or any person who has sole or joint legal or physical custody, care, guardianship or visitation with a child.
C. “Serious health condition” is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.
D. “Week” is the number of days an employee normally works each calendar week.
E. “Family leave” is taken pursuant to the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA).
F. “Staff member” is an employee eligible for family leave in accordance with the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA).
G. “Reduced leave” means leave scheduled for fewer than the staff member’s usual number of hours worked per workweek, but not fewer than the staff member’s usual number of hours worked per day.

Eligibility
A staff member shall become eligible for family under FLA after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. A staff member shall become eligible for family leave under FMLA after he/she has been employed in this district for not less than 1,250 hours, excluding overtime, during the immediate preceding twelve-month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the family leave. Leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.
Family leave shall run concurrently under the FLA and the FLMA. When family leave is requested under the FMLA for the individual staff member’s personal illness or injury, all accumulated sick and personal days must be utilized first. Thereafter, said days will be deducted from the maximum twelve-week entitlement under the FMLA.

During any period of the leave, the staff member is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to the commencement of the leave. A staff member on family leave may commence part-time employment that shall not exceed half the regularly scheduled hours normally worked for the district. The staff member may continue the part-time employment that commenced prior to the family leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

**Types of Leave**

A staff member may take family leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary if the total time within which the leave is taken does not exceed a twelve-month period for each serious health condition episode, the staff member will provide the district with prior notice of the leave in a manner that is reasonable and practicable, and the staff member makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the Superintendent of Schools/designee.

A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule except the staff member is not entitled to a reduced leave schedule for a period exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave or a reduced leave without an agreement between the staff member and the Superintendent of Schools/designee if leave is taken upon the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

The fact that a holiday or vacation period may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave.
Any time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve-month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve-month period may be taken as consecutive leave or intermittent leave.

**Notice**

A staff member eligible for family leave must give at least a thirty day advance written notice to the Superintendent of Schools/designee of the need to take family leave, except where the need to take family leave is not foreseeable. When the need is not foreseeable, the staff member must provide notice as soon as practicable which shall be at least verbal notice to the Superintendent of Schools/designee within one or two working days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Superintendent of Schools/designee, but any verbal notice must be followed by written notice delivered within three working days.

Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave except that if the date of the birth or adoption requires leave to begin in less than thirty days, the staff member shall provide such notice that is reasonable and practicable.

Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of the leave except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

When the Superintendent of Schools/designee is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide written notice within two working days of returning to work to have the time considered family leave in accordance with the FLA and FMLA.

**Benefits**

Family leave shall be unpaid leave as per the FLA and the FMLA.

In accordance with law, the Board of Education will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued in employment continuously from the date the staff member commenced leave until the date the staff member returned to work or the date on which the staff member’s coverage would have expired had the staff member not been on leave, whichever is sooner. A staff member who receives benefits while on family leave must return to the district for a minimum of one year or, at the discretion of the
Board of Education, until the end of the fiscal year, whichever is deemed to be in the best interest of the district. Staff members who do not comply with this provision shall be required to reimburse the district for the full cost of all medical, prescription and dental benefits provided during the family leave.

A staff member returning from family leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith bargaining agreement, the staff member shall not be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member’s tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board provided that the requested early date of return is not the day before any date school is scheduled to be closed or a day in which school is closed for vacation, holidays or other reasons. In addition the early return of the employee shall not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract or unduly disrupt the educational program for pupils.

Family leave granted to a nontenured staff member cannot extend the employee’s employment beyond the expiration of his/her employment contract.

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater. This denial is necessary to prevent substantial and grievous economic injury to the school district’s operations. The Board of Education shall notify the staff member of the intent to deny the leave at the time determination is made that the denial is necessary. If the leave has already commenced at the time of the district’s notification of denial, the staff member shall return to work within ten working days of the date of notification.

Verification of Leave

The Board of Education shall require the certification of a duly licensed health care provider verifying the purpose of requested family leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider’s knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate. In the event the Superintendent of Schools doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district’s expense, the
staff member to obtain an opinion regarding the serious health condition for a second health care provider designated or approved, but not employed on a regular basis, by the Board of Education. If the second opinion differs for the certification, the Board of Education may require at the district’s expense, that the staff member obtain an opinion of a third health care provider designated or approved jointly by both the staff member and the Board of Education. The opinion of the third health care provider shall be final and binding on the Board of Education and the staff member.

In order that a staff member’s entitlement to family leave can be properly determined, the Superintendent of Schools shall ensure that keeping of accurate attendance records that distinguish family leave from other kinds of leave.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:16-2 through -5 Health examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:11-1 General mandatory powers and duties</td>
</tr>
<tr>
<td></td>
<td>18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder</td>
</tr>
<tr>
<td></td>
<td>18A:30-1, -2 Sick leave</td>
</tr>
<tr>
<td></td>
<td>18A:30-16 Prolonged absence beyond sick leave</td>
</tr>
<tr>
<td></td>
<td>34:11B-1 et seq. Federal Family Medical Leave Act</td>
</tr>
</tbody>
</table>

29 USCA 2601 et. seq. (Family Medical Leave Act)
## TABLE OF CONTENTS

### Students - Series 5000

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role of Parents/Guardians</td>
<td>5020</td>
</tr>
<tr>
<td>Student Attendance</td>
<td>5110</td>
</tr>
<tr>
<td>Admission</td>
<td>5111</td>
</tr>
<tr>
<td>Evaluation &amp; Placement Upon Entrance</td>
<td>5111.5</td>
</tr>
<tr>
<td>Absences &amp; Excuses</td>
<td>5113</td>
</tr>
<tr>
<td>Suspension &amp; Expulsion/Pupil Due Process</td>
<td>5114</td>
</tr>
<tr>
<td>Student Storage Areas</td>
<td>5114.6</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>5114.7</td>
</tr>
<tr>
<td>Role of the Teacher &amp; Other Professional Staff</td>
<td>5114.9</td>
</tr>
<tr>
<td>Role of the Principal/Vice Principal</td>
<td>5114.11</td>
</tr>
<tr>
<td>Role of the Superintendent of Schools &amp; the Board of Education</td>
<td>5114.12</td>
</tr>
<tr>
<td>No Smoking</td>
<td>5114.13</td>
</tr>
<tr>
<td>Attendance at High Schools for General &amp; Special High School Courses of Study</td>
<td>5117</td>
</tr>
<tr>
<td>Eligibility of Resident / Nonresident Students</td>
<td>5118</td>
</tr>
<tr>
<td>Illegal Admissions</td>
<td>5118.1</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>5118.4</td>
</tr>
<tr>
<td>Transfers / Withdrawals</td>
<td>5119</td>
</tr>
<tr>
<td>Transfers (Unsafe School Choice Option)</td>
<td>5119.3</td>
</tr>
<tr>
<td>Needs Assessment of Individual Pupils</td>
<td>5120</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>5121.1</td>
</tr>
<tr>
<td>Examinations/Grading/Rating/Testing</td>
<td>5122</td>
</tr>
<tr>
<td>Maintaining Records of Student Grades</td>
<td>5122.1</td>
</tr>
<tr>
<td>Promotion &amp; Retention</td>
<td>5123</td>
</tr>
<tr>
<td>Reporting to Parents / Guardians</td>
<td>5124</td>
</tr>
<tr>
<td>Pupil Records</td>
<td>5125</td>
</tr>
<tr>
<td>Pupils’ Records Policy for Students with Educational Disabilities</td>
<td>5125.1</td>
</tr>
<tr>
<td>Pupil Anonymity</td>
<td>5125.2</td>
</tr>
<tr>
<td>Awards for Achievement</td>
<td>5126</td>
</tr>
<tr>
<td>Commencement Activities</td>
<td>5127</td>
</tr>
<tr>
<td>School Activities</td>
<td>5127.1</td>
</tr>
<tr>
<td>Students Driving to School</td>
<td>5128</td>
</tr>
<tr>
<td>Campus Disturbances</td>
<td>5129</td>
</tr>
<tr>
<td>Student Disturbances</td>
<td>5129.05</td>
</tr>
<tr>
<td>Topic</td>
<td>Code</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Crisis Intervention</td>
<td>5129.1</td>
</tr>
<tr>
<td>Drugs, Alcohol &amp; Steroids &amp; Enforcement of Drug-Free School Zones</td>
<td>5129.2</td>
</tr>
<tr>
<td>Violations of Drug &amp; Alcohol Policies: Procedures, Sanctions, Due</td>
<td>5129.3</td>
</tr>
<tr>
<td>Process</td>
<td></td>
</tr>
<tr>
<td>Paging Devices, Cell Phones &amp; Other Electronic Devices</td>
<td>5129.7</td>
</tr>
<tr>
<td>Conduct &amp; Discipline</td>
<td>5131</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>5131.1</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>5131.2</td>
</tr>
<tr>
<td>Student Use of Bicycles</td>
<td>5131.3</td>
</tr>
<tr>
<td>Property Damage</td>
<td>5131.4</td>
</tr>
<tr>
<td>Vandalism &amp; Violence</td>
<td>5131.5</td>
</tr>
<tr>
<td>Law Enforcement Officials</td>
<td>5131.65</td>
</tr>
<tr>
<td>Weapons &amp; Dangerous Instruments</td>
<td>5131.7</td>
</tr>
<tr>
<td>Physical Restraint of Students by Staff Members</td>
<td>5131.8</td>
</tr>
<tr>
<td>Harassment, Intimidation &amp; Bullying</td>
<td>5131.9</td>
</tr>
<tr>
<td>Gangs, Gang Awareness &amp; Gang-Related Activities</td>
<td>5131.11</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>5132</td>
</tr>
<tr>
<td>Exclusion of Pupils from School for Reasons of Illness</td>
<td>5132.2</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>5132.45</td>
</tr>
<tr>
<td>Procedures for Handling Students Who Must be Returned Home During</td>
<td>5132.5</td>
</tr>
<tr>
<td>the School Day</td>
<td></td>
</tr>
<tr>
<td>Readmittance After Absence Due to Illness</td>
<td>5132.6</td>
</tr>
<tr>
<td>Pediculosis</td>
<td>5132.7</td>
</tr>
<tr>
<td>Married/Pregnant Pupils</td>
<td>5134</td>
</tr>
<tr>
<td>Adolescent Suicide Awareness &amp; Prevention Programs</td>
<td>5135</td>
</tr>
<tr>
<td>Fund Raising Activities</td>
<td>5136</td>
</tr>
<tr>
<td>Safety Drills</td>
<td>5137</td>
</tr>
<tr>
<td>School Closing</td>
<td>5138</td>
</tr>
<tr>
<td>Insurance</td>
<td>5139</td>
</tr>
<tr>
<td>Student Inter-Visitation to Schools</td>
<td>5140</td>
</tr>
<tr>
<td>Health</td>
<td>5141</td>
</tr>
<tr>
<td>Accidents</td>
<td>5141.1</td>
</tr>
<tr>
<td>Illness</td>
<td>5141.2</td>
</tr>
<tr>
<td>Administering Medication</td>
<td>5141.21</td>
</tr>
<tr>
<td>Administration of Medical Marijuana</td>
<td>5141.23</td>
</tr>
<tr>
<td>Students Requiring Crutches</td>
<td>5141.25</td>
</tr>
<tr>
<td>Medical Examinations &amp; Immunizations</td>
<td>5141.3</td>
</tr>
<tr>
<td>Child Abuse &amp; Neglect</td>
<td>5141.4</td>
</tr>
<tr>
<td>Early Detection of Missing Children</td>
<td>5141.5</td>
</tr>
<tr>
<td>Control of AIDS</td>
<td>5141.6</td>
</tr>
<tr>
<td>HIV Status of Students</td>
<td>5141.7</td>
</tr>
<tr>
<td>Automated External Defibrillator</td>
<td>5141.9</td>
</tr>
<tr>
<td>Safety: Personal &amp; Possessions</td>
<td>5142</td>
</tr>
<tr>
<td>Safety Patrol</td>
<td>5142.1</td>
</tr>
<tr>
<td>School Symbols, Colors</td>
<td>5144</td>
</tr>
<tr>
<td>Questioning &amp; Apprehension</td>
<td>5145.11</td>
</tr>
<tr>
<td>Search &amp; Seizure</td>
<td>5145.12</td>
</tr>
<tr>
<td>Description</td>
<td>Section</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Equal Educational Opportunity</td>
<td>5145.4</td>
</tr>
<tr>
<td>Photographs of Pupils</td>
<td>5145.5</td>
</tr>
<tr>
<td>Pupil Grievance Procedure</td>
<td>5145.6</td>
</tr>
<tr>
<td>Non-Public School Pupils</td>
<td>5200</td>
</tr>
</tbody>
</table>
The Board believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The Board recognizes the vital role of the parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation that may affect pupil conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child’s punctuality, attendance, cleanliness and propriety of dress.

The Superintendent of Schools shall develop procedures and regulations to implement this policy. These regulations shall include use of the parent/guardian’s native language when necessary.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:35-4.9 Pupil promotion and remediation; policies and procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:35-22 Notice to parents that child identified as eligible for enrollment; option of declining enrollment; involvement of parents in program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NJAC</th>
<th>6A:8-4.3 Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6A:14-1.1 et seq. Special Education</td>
</tr>
<tr>
<td></td>
<td>6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</td>
</tr>
<tr>
<td></td>
<td>6A:30-1.1 et seq. Evaluation of the Performance of School Districts</td>
</tr>
<tr>
<td></td>
<td>6A:32-12.1 Reporting requirements</td>
</tr>
<tr>
<td></td>
<td>6A:32-12.2 School-level planning</td>
</tr>
</tbody>
</table>


Possible Cross References

1230, 1250, 5113, 5114, 5120, 4124, 5125, 5131.5, 6142.2, 6146, 6146.2, 6147.1, 6162.4, 6171.1, 6171.3, 6171.4
Oldmans Township Board of Education  
District Policy Manual  

Students                                      Series 5000
Student Attendance                             Policy 5110

Date Adopted: July 1997                      Date Revised: October 10, 2007, January 4, 2013

Compulsory attendance at school is a long-standing state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulation.

The Board of Education has an obligation to require that the pupils of this district be present in school in order that they may be taught. This policy is for the benefit of the pupils, their parents, and the community at large. The Board concurs with the Commissioner of Education who wrote: “…pupil participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each pupil to receive the maximum benefits of a thorough educational program. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation.” (Wheatley et al V. Board of Education of the City of Burlington, Burlington County, September 23, 1974).

The Board of Education requires that the pupils enrolled in the district attend school regularly in accordance with the laws of this state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session unless it is shown to the satisfaction of the Board that them mental
condition of the student is such that he/she cannot benefit from the instruction or that the bodily condition of the student is such as to prevent attendance at school. All absences occasioned by the observance of the student’s religion on a day approved by the Commissioner as a religious holiday shall be excused and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

In accordance with statute, the Board shall require from the parent/guardian of each child who has been absent from school or from class for any reason a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration. The Board may report to appropriate authorities, infractions of the law regarding the attendance of students below the age of 16.

The Board further maintains that the learner has major responsibility to learn, and as such, the pupil is accountable for the faithful school attendance.

The Board cannot condone, accuse, or encourage any absence by pupils. Therefore, the Superintendent of Schools may prepare regulations to assist with the implementation of this policy.

Recognizing that the unwarranted removal of a child from school for inappropriate purposes is a form of deprivation and abuse, the Board directs its administrator and professional staff to cooperate in warning appropriate authorities when a child appears to be missing from the educational system.

The Principal shall inform New Jersey Division of Child Protection & Permanency (DCP&P); and/or, State Police, and/or Department of Education, the name of and other pertinent information about, any child enrolled in school who:

1. Is withdrawn from school and no request for records from another school is received within 15 school days during the regular school term, or within 60 calendar days over the summer;
2. Does not attend school for 5 consecutive school days, and the office is unable to locate or otherwise account for the child;
3. Are absent, coupled with a report by a parent that the child is missing; and/or,
4. Are absent, coupled with some reported unusual/observable circumstances.
## Legal References

**NJSA**  
18A:11-1 General mandatory powers and duties  
18A:35-4.9 Pupil promotion and remediation; policies and procedures  
18A:36-14, -15, -16 Religious holidays; absence of pupils on; effect ...  
18A:36-19a Newly enrolled students; records and identification  
18A:36-24 through -26 Missing children; legislative findings and declarations ...  
18A:38-25 Attendance required of children between six and 16; exceptions  
18A:38-26 Days when attendance required; exceptions  
18A:38-27 Truancy and juvenile delinquency defined  
18A:38-31 Violations of article by parents or guardians; penalties  
18A:38-32 District and county vocational school attendance officers  
18A:40-7 Exclusion of pupils who are ill  
18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness  
18A:40-9 Failure of parent to remove cause for exclusion; penalty  
18A:40-10 Exclusion of teachers and pupils exposed to disease  
18A:40-11 Exclusion of pupils having communicable tuberculosis  
18A:40-12 Closing schools during epidemic  
18A:54-20 Powers of board (county vocational schools)  
52:17B-9.8a through -9.8c Marking of missing child's school record

**NJAC**  
6A:8-5.1 Graduation requirements  
6A:16-1 et seq. Programs to support student development.  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-8.1 et seq. Student Attendance and Accounting  
6A:32-8.3 Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794  
Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851  

### Possible Cross References

5020, 5111, 5114, 5115, 5124, 5141.2, 5141.4, 5142, 6146, 6147, 6147.1, 6154, 6171.4, 6173
Eligibility
The Board of Education shall admit to its schools free of charge the following persons over five and under 20 years of age:

A. Any student domiciled within the district;

B. Any student kept in the home of a person other than the student’s parent/guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his/her own child if family or economic hardship has been documented;

C. Any student kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;

D. Any student whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere;

E. Any student whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;

F. Any student placed in the home of a district resident by court order pursuant to statute;

G. Any student previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and,

H. Any student residing on federal property within the state pursuant to statute.

Proof of Eligibility
The Board shall accept any combination of the forms of documentation that are listed in the New Jersey Administrative Code (NJAC 6A:22-3.4) when they are presented by persons attempting to demonstrate a student’s eligibility for enrollment in the district, and as deemed appropriate, valid, and acceptable by the Superintendent of Schools, including:

- Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
- Voter registrations; licenses; permits; financial account information; utility bills, delivery receipts; and other evidence of personal attachment to a particular location;
Court orders; State agency agreements; and other evidence of court or agency placements or directives;

Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location or to support the student;

Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;

Affidavits, certifications, and sworn attestations pertaining to statutory criteria for school attendance from the parent, guardian, person keeping an “affidavit student,” adult student, person(s) with whom a family is living, or others, as appropriate;

Documents pertaining to military status and assignment; and

Any other business record or document issued by a governmental entity.

The Board of Education may accept forms of documentation not listed above and shall not exclude from consideration any documentation or information presented by an applicant.

The Board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The Board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school, including, but not limited to:

- Income tax returns;
- Documentation or information relating to citizenship or immigration/visa status, except as set forth in NJAC 6A:22-3.3(b);
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
- Social Security numbers.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to NJAC 6A:22-4.2.

When a student appears to be ineligible based on information provided in the initial application, the district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district’s determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this paragraph shall be notified that the student will be removed without a hearing before the Board of Education if no appeal is filed within the 21-day period established by NJSA 18A:38-1.

Minimum Immunization Requirements
All children enrolling in the district shall provide proof of the required vaccinations and immunizations as established by the laws of the State of New Jersey for students entering public schools.

Pre-Kindergarten & Kindergarten
Any child residing in the district shall be admitted to the kindergarten provided:
   A. The child will have attained the age of four years for pre-kindergarten and five years for kindergarten on or before October 1st of that school year;
   B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
   C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided;
   D. Services for children aged 3 to 5 in Pre-Kindergarten will be in accordance with the code and mandates. The district encourages and supports parents/guardians to fully participate in their child’s program and equitable programming will be provided. Although not a requirement, it is most beneficial that students be properly toilet trained or in the process of being trained to enable them to fully participate in the preschool educational experiences to gain maximum benefit in their preparation for Kindergarten and beyond.
Grade One
Any child residing in the district shall be admitted to grade one provided:
   A. The child will have attained the age of six years on or before October 1 of that school year;
   B. Proof has been furnished of immunization against communicable diseases.

Transfers into Grades Two through Eight
Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Within the time prescribed by law, the Superintendent of Schools shall request in writing from the school or district of previous attendance, the pupil's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the academic assessments indicate that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

Joint Custody
When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.

Affidavit Pupils
When there is any doubt as to whether a child is entitled to free public education in the district schools, all procedures of law and code shall be followed.

Nonresidents
The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever does not qualify a parent/guardian to send children to school in this school district. See policy 5118 Nonresidents.
Foreign Exchange Students (J-1 Visas)
To receive a J-1 student visa from the United States Department of State, a foreign exchange student must demonstrate acceptance to a designated exchange visitor program as evidenced by presentation of Form IAP-66, sufficient funds, or adequate arrangements, to cover expenses; sufficient knowledge of English to undertake the proposed program; compliance with the requirements of Section 212(j)INA.

Foreign exchange students who hold appropriate visas and who are domiciled within a district residence may be admitted to this district after complying with this policy.

Students who are domiciled within a residence of one of the sending districts must obtain documentation to show acceptance by the sending district. Foreign exchange students will not be enrolled in High School without acceptance by both this district and the sending district.

Foreign Students (F-2 visas - dependents of F-1 students)
To receive an F-2 visa from the United States Department of State, a student must be a dependent of F-1 status visa holders.

Foreign Students (F-1 visas)
To receive an F-1 student visa from the United States Department of State, a foreign exchange student must demonstrate that he/she has a residence abroad and intends to return; has been accepted to pursue a full course of study at an INS-approved institution as evidenced by presentation of Form I-20A-B; has sufficient academic preparation to pursue the intended course of study; has sufficient knowledge of English to pursue the intended study and has sufficient funds to cover the first year of study and access to sufficient funds to cover subsequent years.

Foreign exchange students who hold F-1 visas may not be admitted to an elementary school (K-8) and/or an adult education program in this district.

F-1 visa foreign students, who were in a public school before November 30, 1996 and obtained F-1 status before November 30, 1996 may continue in the public school. However if these students travel outside the United States, they will need to conform to the requirements above (12 month maximum and reimbursement for cost) to be readmitted.

The cost of education to be reimbursed to the Board may be calculated by dividing the sum of all public expenditures of the school or district by the number of students or by using the rate certified by the Board.
Foreign exchange students or their representative(s) must notify the Board of Education no later than May 31st of the school year prior to the requested enrollment year of their desired to be enrolled in the district school. The Board of Education reserves the right to determine if a particular foreign exchange student or group of exchange students may be enrolled in the district school, based on space available and/or the educational needs of the particular student or group of students seeking enrollment. The Board of Education shall render its decision and inform the prospective student or his/her representative(s) of such decision no later than June 30th of that same year. At its sole discretion, the Board of Education may alter these dates.

**Students Returning from County Detention**
The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for promotion or middle school graduation.

**Homeless Pupils**
The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law.

The Board shall make this policy available to parents/guardians and the public.
Legal References
NJSA 18A:7B-12 District of residence; determination
18A:7B-12.1 Homeless child; responsibility for education; determination of placement; payment of costs
18A:36-19a Newly enrolled students; records and identification
18A:36-25.1 Proof of child's identity required for enrollment; transfer of record
18A:38-1 Attendance at school free of charge
18A:38-2 Free attendance at school by nonresidents placed under court order
18A:38-3 Attendance at school by nonresidents
18A:38-4 Free attendance to persons over age
18A:38-5 Admission of pupils under age
18A:38-5.1 No child to be excluded from school because of race, etc.
18A:38-6 Time of admission of pupils; first school year
18A:38-7.7 Legislative findings and declarations
18A:38-8 Duty to receive pupils from other districts
18A:38-25 Attendance required of children between six and 16; exceptions
18A:40-20 Immunization at public expense
18A:44-1 Establishment of nursery schools or departments; eligibility for admission
18A:44-2 Establishment of kindergarten; eligibility for admission
26:1A-9.1 Exemption of pupils from mandatory immunization
NJAC 6A:10A-2.1 et seq Preschool program general provision
6A:12-3.1 Choice district application procedures
6A:14-1.1 et seq. Special Education
6A:16-2.2 Required health services
6A:16-2.4 Required student health records
6A:17-1.1 et seq. Students at Risk of Not Receiving a Public Education
6A:22-1.1 et seq. Entitlement to Attend School Based on Domicile or
6A:22-3.4 Proof of Eligibility
6A:23-5.2, -5.3 Method of determining the district of residence
6A:32-8.2 School enrollment
8:57 Communicable diseases
8:61-1.1 Attendance at school by pupils or adults infected by Human Immuno-Deficiency Virus (HIV)
P.L. 2005, c. 265 students returning to public schools from county detention
Tepper v. Board of Education of the Township Hackensack, Bergen County, 1971 S.L.D. 549
J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512
(App.Div.1999)
<table>
<thead>
<tr>
<th>DISEASE(S)</th>
<th>MEETS IMMUNIZATION REQUIREMENTS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>(Age 1-6 Years): 4 doses, with one dose given on or after the 4th birthday, or any 5 doses. (Age 7-9 Years): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.</td>
<td>Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.</td>
</tr>
<tr>
<td>Tdap</td>
<td>Grade 6 (or comparable age level for special education programs): 1 dose</td>
<td>For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until five years after the last DTP/DTaP or Td dose.</td>
</tr>
<tr>
<td>POLIO</td>
<td>(Age 1-6 Years): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (Age 7 or older): Any 3 doses.</td>
<td>Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older. Laboratory evidence of immunity is also acceptable.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.</td>
<td>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second doses of measles/MMR/MR doses cannot be less than 1 month.</td>
</tr>
<tr>
<td>RUBELLA and MUMPS</td>
<td>1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine.</td>
<td>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.</td>
</tr>
<tr>
<td>VARICELLA</td>
<td>1 dose on or after first birthday.</td>
<td>All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician’s statement or a parental statement of previous varicella disease is also acceptable.</td>
</tr>
<tr>
<td>HAEMOPHILIS B (Hib)</td>
<td>(Age 2-11 months)(1): 2 doses (Age 12-59 months)(2): 1 dose</td>
<td>Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. (1) Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. (2) Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.</td>
</tr>
<tr>
<td>HEPATITIS B</td>
<td>(K-Grade 12): 3 doses or 2 doses (1)</td>
<td>(1) If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.</td>
</tr>
<tr>
<td>PNEUMOCOCCAL</td>
<td>(Age 2-11 months)(1): 2 doses (Age 12-59 months)(2): 1 dose</td>
<td>Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. (1) Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. (2) Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.</td>
</tr>
<tr>
<td>MENINGOCOCCAL</td>
<td>(Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose (1) (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose (2)</td>
<td>(1) For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. (2) Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.</td>
</tr>
</tbody>
</table>

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY

Chapter 14: Immunization for Pupils in School as of July 2008
### INFLUENZA

- **(Ages 6-59 months):** 1 dose annually
- For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

### AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS / PRE-SCHOOLS)

CHILD’S AGE NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Number of Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 Months</td>
<td>1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7</td>
</tr>
<tr>
<td>4-5 Months</td>
<td>2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7</td>
</tr>
<tr>
<td>6-7 Months</td>
<td>3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza</td>
</tr>
<tr>
<td>8-14 Months</td>
<td>3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza</td>
</tr>
<tr>
<td>12-14 Months</td>
<td>3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza</td>
</tr>
<tr>
<td>15-17 Months</td>
<td>3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza</td>
</tr>
<tr>
<td>18 Months-4 Years</td>
<td>4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza</td>
</tr>
</tbody>
</table>

### PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

### GRACE PERIODS:

- **4-day grace period:** All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.

- **30-day grace period:** Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30day grace period in order to obtain past immunization documentation before provisional status shall begin.
Students transferring into the school will be placed in the appropriate classroom by the administration on the basis of records available at the time of enrollment.

If, in the opinion of the classroom teacher, and based on available records, the student exhibits a need for remediation in reading or mathematics, the classroom teacher shall notify the Basic Skills teacher and the administration of the perception with substantiating evidence or reasons.

If the administration concurs in this assessment, the student may be assigned for additional assistance. Within such an assignment, the student may be administered the currently accepted evaluative placement test.

Continued and subsequent placement in a regular classroom, or additional assistance, or other referral for special services will be determined by the administration of the basis of these evaluative instructions and professional judgment which shall include teacher perceptions.

If a student transferring into the School has previously been classified and found eligible for Special Education Services, such student’s case shall be referred to the Child Study Team. The Child Study Team will review all pertinent reports and data concerning the individual student and, in compliance with the regulation set forth in NJAC 6:28-1, recommend to the administration the most appropriate educational classification and placement for the student.

In the case of Kindergarten entrance determination or at the direction of the Child Study Team, an appropriate screening instrument(s) may be used as an evaluative instrument.

**Legal References**

<table>
<thead>
<tr>
<th>NJSA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18A:36-19a</td>
<td>Record requests for newly enrolled students</td>
</tr>
<tr>
<td>18A:44-1</td>
<td>Establishment of nursery schools; eligibility for admission</td>
</tr>
<tr>
<td>18A:44-1</td>
<td>Establishment of kindergarten; eligibility for admission</td>
</tr>
</tbody>
</table>

**Possible Cross References**

5120
The Oldmans Township Board of Education believes that regular attendance in class, participation in class activities and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. The school staff cannot teach pupils who are not present.

A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned.

Any pupil who for any reason fails to attend 160 days of school within any academic year shall be subject to an administrative review by the Superintendent of Schools before the student can be considered for promotion. The following individuals may assist the Superintendent of Schools in this review: teachers, parents/guardians, guidance counselors, child study team members, etc.

In case of frequent absence the parent/guardian shall be notified in writing of his obligation to obey school attendance laws.

Every parent has the responsibility to make sure his child attends school regularly. When a child is absent, he misses valuable learning experiences or loses interest. On the day the child returns to school the parent should send a note to the teacher explaining the absence. Any absences of three (3) days or more require a doctor’s note upon the student’s return to school.

Parents are asked to call the appropriate School Office between the hours of 7-8 AM to report their child’s absence. If no contact is made, the school will make every effort to call the parent to verify the student’s reason for absence.

**Unexcused Absences**
For the purposes of this policy and pursuant to NJAC 6A:32-8.3, the definition of a school day is that a school day shall be such that a school day shall consist of not less than four hours of actual instruction, except that in an approved kindergarten a full school day may consist of one continuous session of 2 ½ hours.

For the purposes of this policy an unexcused absence shall be defined as absence of a student from school, a class or classroom or his/her assigned program for a school day without proper notification by the student’s parent/guardian or for reasons other than those listed in this policy below.
The following absences are excusable:

1. Personal illness or injury
2. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
3. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.);
4. Absence due to court intervention
5. Religious holidays as prescribed by NJSA 18A:36-16
6. Quarantine
7. School sponsored activities
8. Medical or dental appointments
9. Unique special circumstances that may develop on a case-by-case basis

All other absences shall be marked as unexcused and subject the pupil to disciplinary action.

According to New Jersey law, attendance in school is compulsory for children between the ages of 6 and 16; and, according to universally accepted norms, pupils cannot benefit fully from the educational programs of schools unless attendance is regular and uninterrupted. Therefore, the Board of Education directs that attendance of pupils be controlled and supervised.

If a pupil is absent, the parent/guardian is required to call the main office the morning of the absence. Pupils shall be required to complete all work and exercises assigned during any absences. Arrangements to make up the work must be initiated by the pupil or parent/guardian.

The Superintendent of Schools in consultation with the teacher shall determine the effect of excessive absences, excused or unexcused, upon a grade or promotion. The Superintendent of Schools shall direct development of procedures to disseminate and implement this policy.

**Students with Disabilities**

For students with disabilities, attendance plans and punitive and remedial measures shall be established in accordance with the students’:

A. Individualized Education Programs, pursuant to USC § 1400 et. seq., the Individuals with Disabilities Education Improvement Act;
B. Procedural safeguards as set forth in NJAC 6A:14;
C. Accommodation plans under 29 USC § 794 and 705(20);
D. Individualized health care plans, pursuant to NJAC 6A:16-2.3(b)2ix.
Cases of Up to Four Unexcused Absences
The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each unexcused absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student’s parents/guardians.

Cases of Five to Nine Cumulative Unexcused Absences
The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each unexcused absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student’s parents/guardians. In addition, the assigned staff member(s) shall evaluate the appropriateness of the action plan pursuant to NJAC 6A:16-7.8(a)41(3) and revise the action plan, as needed to identify patterns of unexcused absences and establish outcomes based on the student’s needs and specify the interventions for achieving the outcomes supporting the student’s return to school and regular attendance that may include any or all of the following:

A. Refer or consult with the Intervention and Referral Services team, pursuant to NJAC 6A:16-8;
B. Conduct testing, assessments or evaluations of the student’s academic, behavioral and health needs;
C. Consider an alternate educational placement;
D. Make a referral to a community-based social and health provider agency or other community resource;
E. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
F. Proceed in accordance with the provisions of NJSA 9:6-1 et seq. and NJAC 6A:16-11, if a potentially messing or abused child situation is detected; and/or,
G. Cooperate with law enforcement and other authorities as appropriate.

Cases of Ten or More Cumulative Unexcused Absences
In cases of 10 or more cumulative unexcused absences, the student between the ages of 6 and 16 shall be considered to be truant pursuant to NJSA 18A:38-27 et seq. In such cases, the following actions shall be instituted:
   A. A mandatory referral to the court program designated and required by the New Jersey Administrative Office of the Courts;
   B. A reasonable attempt to notify the student’s parents/guardians of said mandatory referral;
   C. Continuation of consultations with the parents/guardians and the involved agencies to support the student’s return to school and regular attendance;
   D. Cooperation with law enforcement and other authorities and agencies, as appropriate;
   E. Proceed in accordance with the provisions of NJSA 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

Lateness
The Board expects students to arrive at school and in classrooms on time. Students who arrive late to school or in their assigned classroom(s) shall be subject to disciplinary action in accordance with the district’s Code of Student Conduct.

Late Arrival and Early Dismissal
Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. Only the reasons for absence listed as excusable above shall be held valid for a late arrival or early dismissal. The parent/guardian shall inform the school in advance whenever possible. A student to be dismissed early must be met in the school office by the parent/guardian or authorized agent.

Class Cutting and Truancy (Unauthorized Absence)
Penalties for students who cut classes shall include detention and in-school suspension. Parents/guardians who fail to comply with the compulsory attendance laws are subject to the penalties prescribed by law.

Make-Up Work
Students shall be provided the opportunity to make up all work and examinations missed because of absence. Failure to make up such work or take such examinations shall result in appropriate academic penalty.
Exclusions
When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

Potentially Missing Children
Administrative Procedures: The Superintendent of Schools should be notified immediately by the staff when there is sufficient reason to believe there may be a child missing from school. The Superintendent of Schools or the designated official will notify the NJ State Police when there is a reported incident of a possible missing child within the school district.

In accordance with Board Policies 5141.4 – Child Abuse & Neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJS 9:6-1 et. seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement officials where appropriate.

Procedures to Identify Missing Children
When a child is absent from school, parent/guardians are responsible for informing the office on the day of the absence and sending an explanatory note when the child returns.

If a child is absent from school and the parent/guardian does not call, the school will contact the parent/guardian to determine the cause of absence. If the school is not contacted and persons on the “emergency calling lists” cannot be contacted, the Superintendent of Schools is authorized to take additional steps as he/she deems appropriate, including but not limited to home visit(s), or contacting the NJ State Police to investigate the absence.

If a parent/guardian withdraws a child from school, an official request for the child’s records from the new school district should be received within 15 school days, if the transfer takes place within the school year, the request for pupil records should occur within 60 calendar days.

No pupils shall be permitted to leave the school before the end of the school day unless met in the school office and signed out by a parent/guardian or a person authorized to act on his/her behalf. Pupils may be asked to identify the authorized person.

No pupil may be released on the basis of an unverified telephone call. If there is reason to question the authority of the calling person, the school will call the parent/guardian to make a positive verification.
Children of estranged parents/guardians may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school records. An official document verifying custody may be required. The school shall not be a party to other arrangements with estranged parents/guardians.

Legal References

NJSA 18A:35-4.9 Pupil promotion and remediation; policies and procedures
18A:36-14, -15, -16 Religious holidays; absence of pupils on; effect ...
18A:36-19a Newly enrolled students; records and identification
18A:36-24 through -26 Missing children; legislative findings and declarations ...
18A:38-25 Attendance required of children between six and 16; exceptions
18A:38-26 Days when attendance required; exceptions
18A:38-27 Truancy and juvenile delinquency defined
18A:38-31 Violations of article by parents or guardians; penalties
18A:38-32 District and county vocational school attendance officers
18A:40-7 Exclusion of pupils who are ill
18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness
18A:40-9 Failure of parent to remove cause for exclusion; penalty
18A:40-10 Exclusion of teachers and pupils exposed to disease
18A:40-11 Exclusion of pupils having communicable tuberculosis
18A:40-12 Closing schools during epidemic
52:17B-9.8a through -9.8c Marking of missing child's school record

NJAC 6A:8-5.1 Graduation requirements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-8.1 et seq. Student Attendance and Accounting
6A:32-8.3 Student attendance

Possible Cross References
5020, 5111, 5114, 5115, 5124, 5141.2, 5141.4, 5142, 6146, 6147, 6147.1, 6154, 6171.4, 6173
Oldmans Township Board of Education  
District Policy Manual  

<table>
<thead>
<tr>
<th>Students</th>
<th>Series 5000</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suspension &amp; Expulsion / Pupil Due Process</strong></td>
<td>Policy 5114</td>
<td>Page 1 of 8</td>
</tr>
</tbody>
</table>

Date Adopted: July 1997       | Date Revised: October 10, 2007, October 11, 2016

**Suspension**  
The Superintendent of Schools and/or Principal shall have the authority to suspend pupils for improper conduct in or on school property in grades 3 through 8, which in his/her judgment is deemed sufficient cause for such action. Students in preschool through second grade will be subject to early detection and prevention programs for behavioral issues incorporated in their daily program to include remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. Students in grades 3 through 8 shall also be considered for remediation and referral in the event their behaviors warrant such action given their circumstances for suspension.

The Superintendent of Schools, upon review of the districts’ Discipline Policy shall determine the length of the suspension and shall also determine when suspension is to be lifted.

All cases of suspension shall be reported to the Board of Education, either during or after the fact. Cases of repeated suspension for any cause shall be considered as reason for possible expulsion proceedings by the Board of Education. As prescribed in the district’s discipline policy, a pupil may be required to appear before the Board of Education with his/her parents or legal guardian before retuning to school.

All cases of recurring violence, insubordination, or disrespect should be referred to the Superintendent of Schools.

**Expulsion**  
The Board of Education alone shall have the authority to expel pupils from school. Expelled pupils are considered out of school and are removed from the enrollment list.

Expulsion from school should be considered as a last resort, to be used only when all other possible means of resolving the problem have been exhausted. The Board of Education may request a recommendation for expulsion from the Superintendent of Schools.

Expulsions shall be immediately reported to juvenile authorities.

**Rationale/Background**  
The Board of Education recognizes the need for every pupil to have a safe and orderly environment in which to learn. Additionally, the Board deems the suspension or expulsion of a pupil to be a very serious penalty that should be imposed only when the pupil has materially and substantially interfered with the maintenance of good order in the school, or when it is necessary to protect the pupil’s emotional safety and well-being.
The Board of Education also recognizes that pupils have the right to request redress of grievance. Accordingly, a procedure for dealing with individual and group grievances will be provided.

Causes for Suspension/Expulsion

Any pupil who is guilty of continued and willful disobedience, or of a open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school (N.J.S.A. 18A:37-2). The following terms are examples of continued and willful disobedience that may result in suspension or expulsion:

A. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
B. Physical assault upon another pupil or upon any teacher or other school employee;
C. Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear or gambling;
D. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other buildings owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Superintendent of Schools or other person then in charge of such building or facility;
E. Incitement that is intended to and does result in truancy by other pupils, or inciting other pupils’ truancy;
F. Leaving school grounds without permission;
G. Cutting class, leaving class without permission;
H. Use or possession of unsafe or illegal articles;
I. Use of any tobacco product on school property;
J. Truancy, chronic lateness;
K. Use, possession or sale of a controlled dangerous substance;
L. Turning in a false fire alarm or bomb threat;
M. Tampering with or damaging property of other pupils or staff members;
N. Selling or buying lottery tickets or any other gambling paraphernalia on school property;
O. Actions that constitute a continuing danger to the physical well-being of other pupils or staff members;
P. Taking part in an unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
Q. Inciting others to take part in an unauthorized occupancy;
R. Poor attendance and/or lateness;
S. Use of profanity or abusive language;
T. Being convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm on any school property, on a school bus or at a school-sponsored function.
Any pupil who commits an assault as defined by NJSA 2C:12-1 upon a board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately, according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil’s suspension.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, or on a school bus, or at a school-sponsored function shall be immediately removed from the school’s regular education program for a period of not less than one calendar year. The Superintendent of Schools may modify the suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternate educational program or on home instruction and shall be entitled to a hearing before the Board of Education. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The Superintendent of Schools shall be responsible for the removal of such students and shall also notify the appropriate law enforcement agency of a possible violation of the NJ Code of Criminal Justice. The Superintendent of Schools shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with the procedures established by the NJ Commissioner of Education.

Procedure for Suspension/Expulsion from School
Pupils may be suspended by the Superintendent of Schools for any of the reasons listed under Causes of Suspension/Expulsion. In cases of suspension, the pupil will have an informal hearing with the Superintendent of Schools. This informal hearing shall include:

A. Informing the pupil of the charges against him/her;
B. Providing the pupil an opportunity to reply to the charges against him/her.

In most cases, suspension time begins at the end of the school day on the day that the suspension is issued. However, the administration has the right to suspend a pupil from school immediately when it is determined that waiting until the end of the school day will jeopardize the safety and well being of other pupils or may disrupt other class activities.

Parents will be notified of the suspension by telephone (if available in the home) and in writing. In cases that result in suspension from school, a parent conference with the appropriate building administrator is necessary before the pupil may be permitted to return to regular classes.
The Superintendent of Schools must report all suspensions to the Board of Education no later than at the next regular meeting.

General
Except when special considerations warrant and at the discretion of the Superintendent of Schools, every pupil will be given a written warning in the form of a disciplinary notice that subsequent violations of school regulations may result in his/her exclusion or suspension.

Effects of Suspension
A. Short-term suspension (10 days or less). A pupil suspension in excess of (5) days must be authorized by the Superintendent of Schools.

The effects of a short-term suspension are listed below:
1. Days absent from school which are the result of a suspension will be recorded as excused absences.
2. The pupil will be able to make-up any class work, tests, quizzes, projects, homework, etc., missed during the days of suspension without any penalty to his/her grade. It is the responsibility of the pupil or his/her parent or guardian to approach the teacher to receive the missed assignments. The pupil will be allowed a number of days to complete these assignments that is equal to the number of days missed due to the suspension.
3. Pupils will be ineligible to participate in every activity, meeting and school event during the suspension.
4. When a pupil with an educational disability is suspended, the Superintendent of Schools shall forward, at the time of suspension, a written notification and description of the reason(s) for such action to the parents with a copy to the Child Study Team.
5. When the suspension of an educationally disabled pupil exceeds a total of 10 school days accumulated in a school year, the Child Study Team shall review the status of that pupil in order to:
   a. Determine if the behavior that resulted in the suspension was primarily caused by the pupil’s educational disability;
   b. Determine if the pupil’s individualized education program is appropriate;
   c. Prepare and forward to the Superintendent of Schools and parents a written report with recommendations.
6. Where drugs, alcohol, or any other controlled dangerous substance are involved, certification that the pupil is not currently using drugs from a doctor shall be required prior the pupil’s return to school.
7. Upon readmission, failure to complete the make up assignments will result in a meeting with the parents/guardians. The Superintendent of Schools will notify parents/guardians by telephone and send a letter confirming the telephone conversation immediately.

B. Long-term suspension (more than 10 days)
A long-term suspension may be given to a pupil who is involved in an extremely serious offense (e.g. assault, possession or distribution of controlled or dangerous substance, a weapons offense in the school, etc.)

1. Mandatory referral to the district Child Study Team for evaluations (or re-evaluation for a pupil classified as having an educational disability). The purpose of the evaluation is for a determination to be made as to whether the pupil’s behavior is primarily caused by his/her educational disability.

2. Depending on the number of days of suspension, tutoring or home instruction may be provided to the pupil.

3. Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

4. Upon readmission, failure to complete the make up assignments will result in a meeting with the parents/guardians. The Superintendent of Schools will notify parents/guardians by telephone and send a letter confirming the telephone conversation immediately.

When a pupil is placed on administrative probation, the Administrator will notify the parents by telephone, if possible, and in writing of this action. Should the pupil demonstrate any further behavioral problems that result in suspension, the Administrator will meet with the pupil and parents/guardians to determine the length of the suspension. The Administrator will then notify the parents/guardians in writing that any further disciplinary problems that result in suspension will require a hearing/review by the Superintendent of Schools.

The Administrator will notify the Superintendent of Schools that the pupil has been placed on administrative probation.

Should the pupil receive any further suspension, the Administrator will notify the Superintendent of Schools and forward a “Hearing Summary Report” to his/her office.

The Superintendent of Schools will then:

A. Conduct a pupil/parent conference and,

B. Determine the length of the suspension and determine if the case should be referred to the Board of Education for an expulsion hearing and/or the Child Study Team for evaluation.
In-school Suspension
The Board of Education directs the Administration to arrange for facilities for in-school suspension whenever possible. Pupils assigned to in-school suspension will be required to occupy themselves with school-related work during such suspensions. No socializing shall be permitted. Pupils shall be counted as present in school but absent (excused) from individual classes.

Expulsion
A suspension is a temporary removal from school, while an expulsion is a permanent exclusion from school. The Board of Education will consider expulsion only if:

A. The Superintendent of Schools and his/her staff have exhausted all other means of bringing about a correction of repeated misconduct; or
B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is warranted.

The Administrator will follow the procedure explained in B “Long-Term Suspension” of this policy while preparing for an expulsion hearing. In addition the pupil and his/her parents/guardians will be provided with:

A. A written notice containing the date and time of the hearing and a statement of the specific charges that justify expulsion. The pupil will also be informed of his/her right to be represented by an attorney.
B. A list of witnesses against the pupil and a written report on the facts to which the witnesses will testify.
C. An opportunity for the pupil to present his/her own defense and to produce either by oral testimony or written affidavits of witnesses in his/her behalf.
D. An opportunity to confront and cross-examine witnesses.

Appeals to the Superintendent of Schools and Board of Education
In order to provide for an orderly process regarding the appeal of pupil disciplinary decisions made by school Administrators, all appeals to the Superintendent of Schools and the Board of Education shall be in writing.

Written appeals of pupil disciplinary decisions shall state:

A. The section of the state law, Board of Education policy, or student discipline code that was violated.
B. The decision of the Administrator, and when appropriate, of the Superintendent of Schools.
C. The facts and circumstances involved in the disciplinary action.
D. The reason or reasons why the Superintendent of Schools decision should be changed or reversed.

E. The remedy or solution sought.

Written appeals shall be submitted to the Superintendent of Schools. The Superintendent of Schools will review the appeal and pupil disciplinary record. The Superintendent of Schools may:

A. Grant or deny the appeal. The decision will be based on evidence that a state law, Board of Education policy or Student Disciplinary Code was violated.

B. Make recommendations for Board of Education to hear or not hear the appeal.

Prior to expulsion, prevention programs for behavioral issues incorporated in their daily program to include remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services will be afforded all students. In addition, the student shall be referred to the Child Study Team for evaluation.

The Superintendent of Schools will inform the parents/guardians in writing of his/her decision.
Legal References

NJSA
- 2C:12-1 Definition of assault
- 18A:11-1 General mandatory powers and duties
- 18A:37-1 et seq. Discipline of pupils
- 18A:40A-1 et seq. Substance abuse

NJAC
- 6A:14-2.8 Discipline/suspension/expulsions
- 6A:16-1.1 et seq. Programs to Support Student Development
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-2.1 Definitions
- 6A:32-12.2 School-level planning

20 U.S.C.A. 1400 et seq. - Section 504 of the Rehabilitation Act of 1973
P.L. 103-382, Improving America's Schools Act of 1994
82: July 28, C.F. v. Board of Education of the Upper Freehold Regional School District
Honig v. Doe, 484 U.S. 305 (1988)
Somerset County Educational Services Commission v. North Warren Board of Education
1999 S.L.D. September 7
See also Commissioners' Decisions indexed under "Pupils-Punishment of" in Index to N.J. School Law Decisions
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References
- 5113, 5124, 5131.5, 5131.7, 6154, 6164.2, 6164.4, 6171.4, 6172, 6173
The Board of Education recognizes that the 4th Amendment Right to Privacy applies to students and that they are therefore entitled to be free from unreasonable searches and seizures by school officials. The Board furthermore recognizes that the Legislature has specifically charged school officials with the duty of maintaining order, safety and discipline.

School officials shall have reasonable grounds to believe that a student possesses evidence of illegal activity or of an activity that would interfere with school discipline and order before a reasonable search shall be conducted.

Desks and other storage areas assigned to students are school property and these shall be subject to regular and periodic inspection by the administration in order to insure proper health and safety standards. Areas may be inspected at any other time when reasonable grounds of such an inspection exist.

Whenever reasonable grounds to conduct a specific area search exists, the administration shall consider the source of the information, the reliability of the source, the actions of the student, the age and history of the student, the seriousness of the problem to the school, the need for immediacy as compared to parental knowledge or notification and the relationship of the search to the alleged wrong doing.

After due consideration of these items, the administration shall decide if a search is warranted. If so there shall be present at all times following whenever possible the administrator and a witness.

If criminal activity is involved or suspected, law enforcement officers shall be contacted for their assistance. The Superintendent of Schools shall protect the student’s individual rights at all times.

The administration shall be responsible for the custody, control and disposition of any object seized (unless superseded by a law enforcement officer) and shall be responsible for the prompt recording in writing of all reasons for the search, persons present, items found and seized and disposition of them.

**Locker Use**

1. There will be no loitering in the area of lockers.
2. Students may use lockers at 8:25 A.M. and 3:00 P.M. or after obtaining a teacher's permission.
3. Students may use lockers prior to and after private Music lessons or Band.
4. Students may use lockers prior to and after gym, as a class group.
5. Students may use lockers at other times as approved by their teacher for valuables, show-n-tell items, projects, sports equipment, etc.
Locks
1. Students may use combination or keyed locks.
2. Students sharing a locker will arrange for a lock.
3. The school is not responsible for replacing any damaged locks or ones opened due to lost keys or combination.
4. Students will be responsible for damage to lockers sustained while forcibly attempting to gain entry to one.

Protected Items
The school will assume no responsibility for any items lost or stolen from lockers.

Storage In Lockers
1. Only normally anticipated items, requiring protection, may be stored in lockers (see #2 above).
2. No food or lunches may be kept overnight.
3. No candy, gum or other prohibited items may be stored.
4. No medication may be stored. Only the nurse stores medication.
5. No used clothes or towels may be stored overnight.

Legal References
NJSA 18A:36-19.2 Inspection of student lockers
18A:25-2 Authority over pupils
Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to the unauthorized use of books or notes, the use of crib sheets, copying from other students’ papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.

2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

3. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader’s markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to remand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the student orally and/or in writing. The teacher is authorized to withhold credit in the work tainted by the academic dishonesty.

2. If warranted, the teacher shall file a written complaint against the student with the Superintendent of Schools, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Superintendent of Schools.

3. The Superintendent of Schools will determine if additional discipline of the pupils is appropriate and will determine the nature of the discipline on a case-by-case basis.

4. If the pupil is not in agreement with the disciplinary action of the teacher, he/she may appeal the action to the Superintendent of Schools. If the pupil is dissatisfied with the Superintendent of Schools’ disposition of the case, he/she may grieve the action in accordance with Policy 5145.6 – Pupil Grievance Procedure.

Legal References

NJSA 18A:25-2 Authority over pupils
18A:37-1 Submission of pupils to authority

NJAC 6A:14-2.8 Discipline/suspension/expulsions

Possible Cross References

5114, 5114.1, 5114.2, 5114.3, 5114.4, 5114.5, 5145.6
The Board believes that staff members shall demonstrate, by word and action, respect for law and order, and self-discipline, and require observance of school rules and regulations. Staff members shall continually seek appropriate resources to affect positive change in student behavior and shall reinforce such positive behavior.

The Board recognizes the essential role of staff members in providing direction and guidance so students can learn, think and reason and be responsible for their actions. To this end, members shall demonstrate their dedication and enthusiasm for teaching and learning. Staff members should seek to keep students and parents informed regarding student progress as well as treat students with respect and concern. The Board expects teachers to be consistent, fair and firm in dealing with students both in and out of the classroom. Staff members are further expected to provide input in the review and revision of school rules and regulations regarding student conduct.

Legal References

NJSAS 18A:11-1 General mandatory powers and duties

Possible Cross References

1120, 5125, 5141.6, 5145.5
The Board recognizes the necessary role of the Principal in promoting an environment conducive to good learning. The Principal is expected to become involved with the students by attending school activities and visiting classrooms. The Principal shall be responsible for developing effective schedules and teaching assignments for students and staff. The Board believes that the best interests of the students are served by demonstrating, by work and example, respect for law and order, self-discipline, and sincere concern for all persons under the Principal’s authority.

The role of the Principal includes the exercising of said authority as assigned by the Board of Education and the Superintendent of Schools as well as providing the staff and Superintendent of Schools with adequate support to carry out their disciplinary roles. The Principal shall afford all students the rights of due process and equal protection that are guaranteed under the law.

The Board expects that the Principal shall be consistent, fair and firm in decisions affecting students, staff and parents and shall set up and maintain effective lines of communications. The role of the Principal shall include working with students, teachers, counselors and parents to establish cooperative techniques for bringing about positive behavior. The Board recognizes the vital role of the Principal in providing input in the review and revision of school rules and regulations regarding student conduct.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:12-21 et seq School Ethics Act

NJAC 6A:28-1.1 et seq School Ethics Commission
6A:30-1.1 et seq Evaluation of Performance

Possible Cross References

2131, 2210, 3293.1, 4111, 4115, 4116, 4211, 4215, 9000, 9313
The Board recognizes the role of the Superintendent of Schools and/or Board member to include demonstrating, by work and example, respect for law and order, self-discipline, and a sincere concern for all persons under his/her authority.

The Board and the Superintendent of Schools shall employ and maintain a well-trained staff at all levels and shall support the staff by enforcing discipline in accordance with district policies and New Jersey state law.

The Board recognizes its responsibility as well as that of the Superintendent of Schools to develop programs that provide for the needs of all students including those with special needs.

The Board and the Superintendent of Schools shall be fair and consistent in rendering decisions regarding students whose behavior problems have been referred or appealed to the Superintendent of Schools and/or the Board of Education.

It is essential that the Superintendent of Schools and the Board keep the community informed of all school activities through regular publications, announcements, meeting, etc.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:12-21 et seq School Ethics Act

NJAC 6A:28-1.1 et seq School Ethics Commission
6A:30-1.1 et seq Evaluation of Performance

Possible Cross References
2131, 2210, 3293.1, 4111, 4115, 4116, 4211, 4215, 9000, 9313
The Board of Education recognizes the medical danger associated with the use of tobacco and is cognizant of its statutory duty pursuant to NJSA 26:3D-15 regarding smoking in school facilities. Additionally, the Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all buildings and school grounds belonging to the District and in all school vehicles.

Definition of Smoking, Tobacco Products & Tobacco Use
For the purpose of this policy, “smoking” and “tobacco use” mean the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco. “Smoking” and “tobacco use” also includes the use of smokeless tobacco, snuff, e-cigarettes, Juuls, and all electronic smoking devices.

For the purpose of this policy, “tobacco product” is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, and all other forms of smokeless tobacco, rolling papers, or electronic smoking devices, or similar product or device or any other items containing, or reasonably resembling tobacco or tobacco products (excluding products which are used to quit smoking).

For the purpose of this policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

“Tobacco use” includes smoking, chewing, dipping, vaping or any other use of tobacco or similar products.
Prohibition of Smoking by Pupils
A. Pupils are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises.
B. Pupils are not permitted to possess tobacco products or smoking paraphernalia while on school property.
C. Pupils who are found exhaling smoke or possessing tobacco products or smoking paraphernalia shall be subject to school discipline codes approved by the Board of Education.

A student holding a cigarette or other form of tobacco will be considered smoking.

Signs and Reminders
Appropriate “No Smoking in This Building” signs will be posted at every entrance to each building and in appropriate other locations on the school grounds and in vehicles owned by the Board of Education.

Legal References
NJS*

2C:33-13 Smoking in public
30:5B-5.3 Smoking – child care centers

NJAC

6A:16-3.1(a)7 Tobacco abuse
PL 2001, Chapter 226

Possible Cross References
1250, 1330, 3515, 4119.23, 4219.23
General High School Courses of Study
All students residing in the eastern portion of the township bound by bus route #1 east of Route 295 shall attend Woodstown High School. Bus route #1, east of Route 295 consists of the following roads: Auburn Road beginning at the access road or lane to the township dump on Auburn Road, easterly along said Auburn Road to its intersection with Tighe Road; thence, along Tighe Road in a southerly direction to Tighe Road's intersection with Perkintown Road; thence along Perkintown Road in an easterly direction to its intersection with the Auburn-Pennsville Road and then in a southerly - southwesterly direction along the Auburn- Pennsville Road to the township boundary at Township Line Road; thence, along Township Line Road in an easterly direction. All students whose residences are immediately adjacent to those roads as well as all students who reside east of those roads and, as additionally depicted and set forth on the attached map, shall attend Woodstown High School.

Those students residing in the remaining portion of the Township shall attend Penns Grove High School.

Special High School Courses of Study Not Offered or Available at the Student’s Assigned High School
If a particular high school course of study is requested, the Oldmans Board, in exercising its discretion to determine attendance for such student, shall require:

1. Submission of Form #2120A signed by the parents or legal guardian of the student setting forth the particular high school course of study desired for the student within thirty (30) days after orientation for the special course of study.

2. Written acknowledgment signed by the student and the parents or guardians concerning attendance at the high school selected by the Oldmans District for the requested particular course of study; acknowledgment that a student's failure to satisfactorily complete or comply with the particular course of study may result in the student being transferred at the end of an academic year by the Oldmans District to the high school that the student would normally be assigned to for the general high school course of study, acknowledgment that if the particular course of study is offered or becomes available at the high school which the child would normally be assigned to for the general high school course of study and that particular course of study becomes available as of September of the student's first year in high school, the student will be enrolled in that high school and, if the student drops the special course or fails to make a good faith effort to perform the work, the Oldmans Board reserves the right to reassign the student to
his/her normally assigned high school at any time during the school year, or at the end of the school year.

3. Written acknowledgment that the parents and student must make arrangements so that the student gets to the particular bus route for the high school offering the special course of study.

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| **NJAC** | 6A:8-5.1 Graduation requirements |
| | 6A:16-1 et seq. Programs to support student development. |
| | 6A:30-1.1 et seq. Evaluation of the Performance of School Districts |
| | 6A:32-8.1 et seq. Student Attendance and Accounting |
| | 6A:32-8.3 Student attendance |

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794
Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

**Possible Cross References**

5020, 5111, 5114, 5115, 5124, 5141.2, 5141.4, 5142, 6146, 6147, 6147.1, 6154, 6171.4, 6173
REQUEST FOR ATTENDANCE AT A
SPECIAL HIGH SCHOOL COURSE OF STUDY

STUDENT AND PARENT REQUEST

We, the undersigned parents/guardians of ________________________ and I, herein request attendance at the _______________________________ High School, to take the following Special High School Course of Study, __________________________________________, not offered at the normally assigned High School.

We also are advised that should the student fail to satisfactorily complete or comply with the special course of study requirements, or that should that special course cease to be available, that he/she will be subject to reassignment at the end of the academic year, to the normally assigned high school. If the same special course of study becomes available at the normally assigned high school in September of Ninth Grade he/she will be assigned there. Approval by the Oldmans Board will be contingent upon continued enrollment, and good faith effort to perform the work of the special course. If the student drops the special course or fails to make a good faith effort to perform the work, the Oldmans Board reserves the right to reassign the student to his/her normally assigned high school at any time during the school year, or at the end of the school year. We also understand that our child will get to the particular bus route for this high school. We will provide transportation at our expense to get our child to and from the regularly established bus route for the high school offering the special course of study.

DATE OF REQUEST ___________________  Parent/Guardian Signature

__________________________________________  Student Signature

__________________________________________  Parent/Guardian Signature

================================================================

FOR OFFICE USE ONLY

DATE RECEIVED BY THE SCHOOL OFFICE ___________________

DATE APPROVED BY THE OLDMANS BOARD OF EDUCATION _____________

Copies to: High School, Oldmans, Parent/Guardian
The Board of Education will admit children of school age who reside in this district and will admit other children in accordance with law and this policy. The Board reserves the right to verify the residency or anticipated residency of any person who claim eligibility for enrollment.

Resident Students
Resident students shall be provided a free education between the ages of five and twenty except that the district shall provide for children identified as requiring special education from birth to twenty-one years of age.

Resident students are defined as:

1. Any person who is domiciled within the school district who is over the age of five and under the age of twenty.
2. Any person who is kept in the home of another person domiciled in the school district and such other person is supporting the student gratis as is he/she were such other person’s own child, upon filing by such other person with the secretary of the Board, a sworn statement that he/she is domiciled within the district and is supporting the child gratis and will assume all personal obligations for the child relative to school requirements and that he/she intends to keep and support the child gratuitously for longer time than merely through the school term, and a copy of his lease if a tenant, or a sworn statement by his landlord acknowledging his tenancy if residing as a tenant without a written lease, and upon filing by the child’s parent or guardian with the secretary of the Board a sworn statement that he is not capable of supporting or providing care for the child due to a family or economic hardship and that the child is nor residing with the resident of the school district solely for the purpose of receiving a free public education within the school district. The statement shall be accompanied by documentation to support the validity of the sworn statements, information from or about which shall be supplied only to the Board and only to the extent that it directly pertains to the support or nonsupport of the child.

If in the judgment of the Board the evidence does not support the validity of the claim by the resident, the Board may deny admission to the child. The resident may contest the Board’s decision to the Commissioner within 21 days of the date of the decision and shall be entitled to an expedited hearing before the Commissioner on the validity of the claim and shall have the burden of proof by a preponderance of the evidence that the child is eligible for a free education under the legal criteria.
The Board shall, at the time of its decision, notify the resident in writing of his/her right to contest the Board’s decision to the Commissioner within 21 days. No child shall be denied admission during the pendency of the proceedings before the Commissioner.

3. If the Superintendent or administrative principal of a school district finds that the parent or guardian of a child who is attending the schools of the district is not domiciled within the district and the child is not kept in the home of another person domiciled within the district and not supported by them gratis, the Superintendent or administrative principal may apply to the Board for the removal of the child. The parent or guardian shall be entitled to a hearing before the Board and if in the judgment of the Board the parent or guardian is not domiciled within the district or the child is not kept in the home of another person domiciled within the district and supported by them gratis as if the child was the person’s own child as provided for in the law, the Board may order the transfer or removal of the child from school. The parent or guardian may contest the Board’s decision before the Commissioner within 21 days of the date of the decision and shall be entitled to an expedited hearing before the Commissioner and shall have burden of proof by a preponderance of the evidence that the child is eligible for a free education under the criteria provided in the law. The Board shall, at the time of its decision, notify the parent or guardian in writing of his/her right to contest the Board’s decision to the Commissioner within 21 days. No child shall be removed from school during the 21-day period in which the parent may contest the Board’s decision or during the pendency of the proceedings before the Commissioner.

4. The following students shall be deemed to be domiciled in the school district:
   a. Any student whose parent or guardian, even though not domiciled within the district, is residing temporarily therein, but any person who has had or shall have his all-year-round dwelling place within the district for one year or longer shall be deemed to be domiciled within the district for the purposes of this policy.
   b. Any student for whom New Jersey Division of Child Protection & Permanency in the Department of Human Services is acting as guardian and who is placed in the district by said bureau.
   c. Any student whose parent or guardian moves from one school district to another school district as a result of being homeless and whose district of residence is determined pursuant to 18A:7B-12.

5. For the purpose of determining location of residency in either of the High School sending districts within the Oldmans Township School District, the same standards and tests will be applied as the same sworn statements required as are set forth in the preceding sections for purposes of receiving free education. For example, if a child whose parents reside in Pedricktown is actually kept in the home of another person domiciled in Auburn and such other person is supporting this student gratis as if he/she were such other person’s own child, a sworn statement containing the information required by Section 2 above must be provided with the same supporting documentation as required by Section
2 and if in the judgment of the Board the evidence does not support the validity of the claim by the resident, the Board may deny admission to the child to Woodstown High School and send the child to Penns Grove High School.

Non Resident Students
The admission of any nonresident child must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child’s race, creed, color, national origin, gender or disability. The continued enrollment of any nonresident student shall be contingent upon the student’s maintenance of good standards of citizenship and discipline.

Nondomiciled Children Residing with District Resident other than Parent
A child of school age who resides with a district resident other than his or her parent or guardian will be admitted to school provided the following sworn statements are executed and filed with the Board Secretary:
1. The statement of the child’s parent that he or she is not supporting the child, accompanied by appropriate documentation in validation of that statement, and
2. The statement of the district resident that he or she is a resident of this district, supports the child gratis, will assume all personal obligations for the child, and intends to keep and support the child beyond the end of the school year. The statement must be supported by evidence of district residency.

The Board reserves the right to verify the validity of either statement and may, if validity is in doubt, institute a proceeding before the Commissioner of Education for a determination of a child’s eligibility for admission. The child shall remain enrolled in this district pending the outcome of any such proceeding.

If the Board has reason to believe that a district resident has fraudulently allowed another of another person to use his or her residence and is not the primary financial supporter of that child or that a parent has fraudulently claimed to have given up custody of his or her child, the Board may report any such person to municipal authorities for prosecution as disorderly persons.

Homeless Children
The Board will accept responsibility for the educational placement of a homeless child of school age when this school district is determined to be the child’s district of residence or when the child temporarily resides in this district and no New Jersey district of residence can be determined, pursuant to law and rules of the State Board of Education. Such placement will be made in the best interest of the child and may be in this district, the district of the child’s last attendance, or the district in which the child temporarily resides.
The Superintendent shall appoint a district liaison for the education of homeless children. The liaison shall develop a system to insure that any homeless child temporarily residing in this district is appropriately enrolled and attending school and shall communicate with other districts in the interests of homeless children.

Children Who Anticipate Moving To or From the District
A nonresident child otherwise eligible for attendance whose parent anticipates district residency and has entered a contract to buy, or rent a residence in this district may be enrolled without payment of tuition for a period of time not greater than six weeks prior to the anticipated date of residency.

Students whose parents have moved away from the school district on or after April 1st and eighth grade students whose parents have moved away on or after January 1st will be permitted to finish the school year in this district without the payment of tuition.

Foreign Exchange Students
Foreign Exchange students who are domiciled within an Oldmans Township residence may be admitted to school in this district without the payment of tuition provided the resident with who they are domiciled will execute an affidavit stating:

1. He/she does not receive remuneration for the care of the student and
2. That the resident will assume all personal obligations for the student.

Every Student Succeeds Act (ESSA) and Foster Care
In accordance with the provisions of the Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act (ESEA), the district shall work with child welfare agencies to ensure the educational stability of children who are in foster care.

Definitions
For the purposes of this policy and procedures within it, “foster care” means 24-hour substitute care for children placed away from their parents or guardians and for whom the appropriate child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

Background
Amendments to NJSA 18A and NJSA 30 established requirements to support and implement federal legislation require child welfare agencies and school districts to collaborate, and to keep children in foster care in the same school, even if their living placements change, provided that remaining in that school is in the best interest of the child.
As a part of the legislation, the educational stability of children in foster care is the joint responsibility of both the education and child welfare systems.

The New Jersey Departments of Children and Families (DCF) and Education (DOE) have collaborated with local school districts to successfully implement those amendments, and will continue to collaborate to support the implementation of the new requirements under ESSA.

Procedure/Regulation
The district shall implement the Title I educational stability requirements for children in foster care, by ensuring that:

- A child in foster care remains in his/her school of origin unless it is determined that remaining in the school of origin is not in that child’s best interest;
- To the extent feasible and appropriate, the child remains in his/her school of origin while this determination is being made by DCF;
- If it is not in the child’s best interest to stay in his/her school of origin, the child must be immediately enrolled in the new school even if the child is unable to produce records typically required for enrollment;
- The new or enrolling school must immediately contact the school of origin to obtain relevant academic and other records; and,
- Upon notification from DCF of their designated Point of Contacts (POCs), the district shall designate a corresponding (district) POC.

The district shall update information such as, but not limited to, the designated district POC.

Additionally, the district shall establish and maintain procedures regarding, but not limited to, the following:

- Collaboration and communication with the appropriate state or local child welfare agency to ensure children in foster care have transportation to and from school; and
- Tuition reimbursement to avoid barriers to immediate enrollment.

The Division of Child Protection and Permanency (DCP&P) Local Offices serves the district in matters such as this, and once the district POC information is provided, the appropriate DCP&P offices will be provided with their name(s) and contact information.

POC Roles & Responsibilities
Once the district has assigned an individual or individuals as POC, the roles and responsibilities of the POC(s) may include, but are not limited to:
• Gathering school related information in order to assist with the best interest
determination;
• Facilitating the transfer of records and ensuring that children in foster care are enrolled in
and regularly attending school;
• Facilitating data sharing with DCP&P, consistent with FERPA and other privacy
protocols;
• Assisting with referrals for Child Study Team services;
• Assisting with school transportation; and
• Providing professional development and training to school staff on the Title I provisions
and educational needs of children in foster care, as needed.

Annually, the POC(s) shall be assigned by the appropriate administrative personnel and updates
provided to the DCP&P. In addition, any authorized changes to the roles and responsibilities of
the POC(s) shall be provided to the POC(s).

Legal References
NJSA 18A:7F-3 Definitions
18A:11-1 General mandatory powers and duties
18A:36B-1 et seq. Interdistrict Public School Choice Program Act of 1999
18A:38-1 et seq. Attendance at school free of charge
18A:46-20 Receiving pupils from outside district; establishment of facilities

NJAC 6A:12-1.3 et seq. Interdistrict Public School Choice
6A:17-1.1 et seq. Students at Risk of Not Receiving a Public Education
6A:22 Student residency
6A:22-3 Eligibility to attend school
6A:22-3.1 Students domiciled within the school district
6A:23-5.2 Method of determining the district of residence
6A:23-5.3 Address submission for determining the district of residence

Board of Education of the Borough of Englewood Cliffs v. Board of Education of the
City of Englewood, 132 NJ 327; cert. denied, 510 U.S. 991 (1993); subsequent listing
1999)

Possible Cross References
3240, 5111
OLDMANS TOWNSHIP SCHOOL DISTRICT
Application For Admission of an Affidavit Student

Note: This application is to be completed by the adult residing in the District who will be assuming responsibility for the child and with whom the child will be domiciled. All questions must be answered. If no information can be provided for an item, enter “Not Known” in the space. If applicant is married, both husband and wife must sign this application.

Date: _____________________

I/We hereby make application to the Board of Education of Oldmans Township for the non-tuition enrollment of an affidavit student in accordance with New Jersey Statute 18A:38-1. I/We declare that this enrollment meets all legal requirements of the State of New Jersey.

A. Information concerning the child:

1. Child’s Full Name: __________________________________________________________

2. Date of Birth: ________________________________

3. Sex: _____ Male _____ Female

4. Date child moved to resident’s address: ________________________________

5. State residence and with whom the child resided for the past five years immediately preceding the date of this application,

   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

6. What is the name and address of the school most recently attended by the child?

   _________________________________________________________________

7. What is the highest grade level completed by the child? __________________

8. a. Will the child be claimed as a dependent on the resident’s Federal and State Income Tax Returns during the time he/she resides with the applicant? _____ Yes _____ No

   b. If not, set forth the name and address of the person who will claim the exemption of the child.

   _________________________________________________________________

B. Questions concerning the parent(s) and family of the child:
1. Name and address of the child’s father:
______________________________________________________________________________
______________________________________________________________________________

2. Occupation of father and name and address of his employer:
______________________________________________________________________________
______________________________________________________________________________

3. Name and address of the child’s mother:
______________________________________________________________________________
______________________________________________________________________________

4. Occupation of mother and name and address of her employer:
______________________________________________________________________________
______________________________________________________________________________

5. a. Marital status of parents:  __married  __divorced  __separated  __widowed  __unmarried/single
b. If parents are separated or divorced, who has legal custody of the child?__________

6. Name, address and age of any brother(s) and/or sister(s) of the child.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

7. Names and addresses of the schools each of the brother(s) and/or sister(s) will attend this year.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

8. Set forth in detail all reasons why neither parent is capable of caring for child who seeks admission to the school district:____________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. List names and addresses of all persons who are contributing to or paying for support of the child.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

C. Questions concerning the resident making this application:
1. Name and address of applicant:
______________________________________________________________________________
______________________________________________________________________________

2. a. How long have you resided at this address? ______________________
   b. If less than five years, set forth all residences of applicant during the past five years.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. Is the resident related to the child? How?
______________________________________________________________________________

4. Name(s), age(s), address of applicant’s other children:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. Name and address of the school that the applicant’s children are attending this year:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

6. a. Number of rooms in applicant’s residence: _____________________
   b. Number of bedrooms in applicant’s residence: _________________

7. Explain the reason why child resides with applicant:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I/We hereby declare that all answers, statements and declarations set forth in this application are true.

___________________________________  ___________________________________
Signature - Resident                  Signature - Spouse

Print Name - Resident                  Print Name - Spouse

Sworn and Subscribed before me
this _________ day of _____________, 19___. My commission expires _____________________.

__________________________________________
Signature of Notary Public of the State of New Jersey
OLDMANS TOWNSHIP BOARD OF EDUCATION

STATE OF NEW JERSEY

COUNTY OF SALEM

AFFIDAVIT OF NONRESIDENT PARENTS
WHO HAVE SURRENDERED CUSTODY OF THEIR CHILD
TO A RESIDENT OF THE DISTRICT

Pursuant to New Jersey statutes, we the undersigned, of full age, being duly sworn according to law and under oath depose to say that:

1. Complete one of the following:
   a. We are the parents/legal guardian(s) of the child named:
      ________________________________________
   b. I am the only living parent/guardian of the child named:
      ________________________________________
      The child’s other parent/guardian _________________________________________
      died on or about ________________________________________ date
   c. I am a single parent/guardian of the child named:
      ________________________________________
      I am ____ separated ____ divorced (check one) and I have the legal custody of the said child.

2. I/We reside at:
   ________________________________________
   __________________ (Street) __________________ (City) __________________ (State/Zip)

3. I/We have carefully read and understand the Application for Admission of an Affidavit Student and the Affidavit of Support by Non-parent Resident made by ____________________________ (name) and the answers, statements, and declarations set forth in said affidavit and application are absolutely true in all respects.

4. On the _______ day of ___________, 199__, I/we gave custody of my/our child to
   ________________________________________
   __________________ (name)

5. I/We am/are not capable of supporting or providing care for the said child for the following reason(s):
   ________________________________________
   ________________________________________
   ________________________________________
   ________________________________________
6. I/We will make no contribution or payment, either in money or in kind for food, clothing, recreation, medical insurance/expense, lodging, or anything or service of value, or other costs and expenses in connection with the support, maintenance or education of the said child.

7. The said resident(s), will keep and support the said child gratuitously as if the said child were their own with no contributions or payments, either in money or in kind for food, clothing, recreation, medical insurance/expense, lodging, or anything or service of value, or other costs and expenses in connection with the support, maintenance or education of the said child.

8. The said child will not be claimed as a dependent child on my/our Federal or State Income Tax Returns during the time that the child resides with the resident(s).

9. I/We shall immediately notify the Board of Education should the child’s residence change at any time the child is still enrolled as a student in the Oldmans Township School District.

10. I/We fully understand and agree that:

   a. If I/we fraudulently claim to have given up custody of my/our child to the said resident(s), I/we will have committed an offense and upon conviction thereof, I/we may be punished by a fine of up to $1000 and/or may be imprisoned for up to six months.

   b. I/We have read and understand this Affidavit of Nonresident Parents Who Have Surrendered Custody of Their Child to a Resident of the District and further understand that false statements, answers and declarations contained in this affidavit, or in the Application for Admission of an Affidavit Student and the Affidavit of Support of Child by Non-Parent Resident submitted by the district resident with whom my child is now residing, may subject me/us to criminal prosecution for the crimes including, but not limited to, false swearing (N.J.S.A. 2C:28-2) and theft by deception (N.J.S.A. 2C:20-4) and upon conviction thereof, I/we may be punished by a fine of up to $7500 and/or be imprisoned for up to 18 months.

In all references herein to any parties or persons, the use of any particular gender or the plural of singular number is intended to include the appropriate gender or number as the text of the within instrument may require.

Signed this __________ day of _______________ in the year ____________.

_____________________________                    ________________________________
Parent (signature)                                      Parent (signature)

_____________________________                    ________________________________
Parent (print name)                                    Parent (print name)

Sworn and Subscribed before me
this __________ day of __________, 19____.
My commission expires _______________________.

Signature of Notary Public of the State of New Jersey
OLDMANS TOWNSHIP BOARD OF EDUCATION

STATE OF NEW JERSEY

COUNTY OF SALEM

AFFIDAVIT OF SUPPORT OF CHILD BY NON-PARENT RESIDENT

To the Board of Education of the Oldmans Township School District:

Pursuant to New Jersey statutes, we the undersigned, of full age, being duly sworn according to law, upon our oath depose and say that:

1. My/Our domicile (permanent residence) is at the following address:

   ________________________________ ________________________________
   (Street Address) (City) (State/ZIP)

   which is situated within the boundaries of the Oldmans Township School District.

2. As of _____________ (date) I/we am/are supporting gratuitously, as if he/she were my/our own child, in my/our domicile and child named:

   ____________________________________________
   (full name of child).

3. I/We am/are gratuitously supporting the child named above in our domicile for reason of family and/or economic hardship of the child’s parent(s) and not solely for the purpose of enrolling the child in the school of the Oldmans Township School District. The child is living full-time and all-year-round at the above address in Oldmans Township, including spending the nights, eating and keeping his or her personal belongings at our residence in Oldmans Township and at no other place.

4. I/We will assume all personal obligations for the child named above with respect to school requirements.

5. Should I/we cease to gratuitously support the child named above and the child is still enrolled in the schools of the Oldmans Township District, I/we will immediately notify the Board of Education.

6. The answers, statements and declarations made in the application of said child are absolutely true in all respects.

7. This affidavit, together with the Application for Admission of an Affidavit Student is made specifically to induce the Oldmans Township Board of Education to accept the child named above as a legally qualified student in the schools of the Oldmans Township School District without payment of tuition, knowing that the Board of Education will rely upon the truth of the statements herein contained.

8. I/We understand that the Board of Education reserves the right to make periodic checks as to our continuing support for the child named above and his/her residence in our domicile. In addition, the Board of Education may require additional documentation to verify residency of the
child named above. I/We agree to fully cooperate with any investigation by the school District
of the facts set forth in or related to this Affidavit.

9. I/We fully understand and agree that any false or fraudulent statements, answers or
declarations contained in this affidavit or in the application for admission may render me/us
personally liable for the payment of tuition for the entire school year or any portion thereof.
Furthermore, I/we understand that the giving of false statements, answers or declarations in this
affidavit or in the application for admission may subject me/us to prosecution.

10. I/We fully understand and agree that:

a. If I/we fraudulently allow the child named above to use our residence and
I/we am/are not the financial support of the child, I/we will have committed a
disorderly persons offense and upon conviction thereof, I/we may be punished
by a fine of up to $1000 and/or may be imprisoned for up to six months.

b. I/We have read and understand this Affidavit of Support of Child by Non-
Parent Resident and further understand that false statements, answers and
declarations contained in this affidavit, or in the Application for Admission of
the child submitted by
Surrendered Custody of Their Child to a Resident of the District by
the parent(s) of the child who currently resides with me/us, may subject me/us
to criminal prosecution for the crimes including, but not limited to , false
swearing (N.J.S.A. 2C:28-2) and theft by deception (N.J.S.A. 2C:20-4) and
upon conviction thereof, I/we may be punished by a fine of up to $7500
and/or be imprisoned for up to 18 months.

In all references herein to any parties or persons, the use of any particular gender or the plural of
singular number is intended to include the appropriate gender or number as the text of the within
instrument may require.

Signed this __________ day of _______________ in the year ____________.

___________________________________  
Signature - Resident Individual Supporting Child

___________________________________  
Signature - Spouse

___________________________________  
Print Name - Resident Individual Supporting Child

___________________________________  
Print Name - Spouse

Sworn and Subscribed before me
this ________ day of ____________, 19_____.

______________________________  
Signature of Notary Public of the State of New Jersey

My commission expires ____________________.
In accordance with Oldmans Board Policy #5118, as an employee of the Oldmans Township School

District, I ________________________________, am submitting this request for Board approval to

allow my child(ren),

<table>
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<th>Name</th>
<th>Grade</th>
<th>Age</th>
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to attend the Oldmans Township School for the ________________ School Year.

_______________________________________  _______________________
Staff Member Signature                   Date

This application was approved/denied by the
Oldmans Board of Education  on:

_______________________________________
Superintendent Signature
AFFIDAVIT STUDENT

For Administrative Office Use

______________________________ is approved for admission to

______________________________ school for the ________________ school year.

Date: __________________________

______________________________

Board Secretary
Any person, residing outside of this school district, who intentionally and illegally enrolls a child or children in the district schools, or in a case where a student over the age of eighteen and who is responsible for illegally enrolling himself/herself, is perpetrating a fraud upon the school system and the taxpayers of the community.

If and when this fraud is discovered, the student or students will be immediately dropped from the school.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:38-3 Attendance by non residents
18A:38-8 Duty to receive pupils from other districts
18A:46-20 Receiving from outside district
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 6A:17-1.1 et seq Students at risk for not receiving education
6A:23-3.1 Tuition
6A:23-5.2 Determining district of residence
6A:23-5.2 Address submission for determining district of residence

Illegal Immigrant and Immigration Responsibility Act of 1997

Possible Cross References
3240, 5111, 5112, 5118, 5118.2
I, __________________________________________, of full age, being duly sworn
upon my oath deposes and says:

1. I am domiciled (Home) at the following address in Oldmans Township, NJ:

_____________________________________________________________________

2. I affirm that my children __________________________________________________
are residing in this residence with me.

3. I understand that my children’s eligibility may be subject to re-evaluation.

4. I have been consulted and understand that the district of residence will make the decision
regarding the educational placement of my children, and if I disagree with that decision, I have
the right to appeal to the County Superintendent of Schools.

5. This affidavit is made in order to satisfy the requirements of the school district and N.J.S.A.

6. This statement is made under oath. I am aware that if any of the foregoing statements made
in this Affidavit are willfully false, or untruthful I may be subject to punishment and a fine.
Additionally, I may be responsible for paying the Oldmans Township School District the
appropriate annual cost per pupil.

________________________________     ___________________________________
Signature – Resident Parent/Guardian                      Name(s) of Children

Sworn and Subscribe to before me this _______ day of ______________, __________.

________________________________
Signature of Notary/or School Official
The Board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

- To develop useful new capabilities in pupils that can lead to extension of career opportunities;
- To develop pupil initiative and provide for the exercise of responsibility;
- To develop leadership capabilities and good organizational skills;
- To aid pupils in social skills;
- To enable pupils to explore a wider range of individual interests than might be available in the regular program.

For purposes of this policy, “extracurricular activities” shall be those activities that are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities may be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

Equal access to school facilities shall be granted to all activities that meet this definition. The Superintendent of Schools shall prepare procedures to implement an extracurricular program which shall:

- Assess the needs and interests of the pupils of this district;
- Ensure the provision of competent guidance and supervision by staff;
- Guard against the exploitation of pupils;
- Provide for a variety of experiences and a diversity of organizational models;
- Provide for the continuing evaluation of the extracurricular program and staff;
- Ensure that the extracurricular activities are open to all eligible pupils and that all pupils are fully informed on the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the pupil. Guidance is necessary to encourage non-participants, and to prevent the over-enthusiastic from emphasizing activities at the cost of their academic performance.
Only persons in the employ of the Oldmans Township Board of Education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent of Schools. Fund-raising activities of extracurricular groups must be approved by the Board.

All pupils in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or non-applicable handicap.

Eligibility for Participation in Extracurricular Activities and Intramural / Interscholastic Competition (Students in Grades 5 - 8)
A student will be deemed ineligible and/or removed from participation from any extra-curricular and/or intramural/interscholastic competition if he/she:
- Earns 1 or more F’s/U’s in any subject (core curriculum and/or special area) on either an interim report or report card, or;
- Earns 2 or more D’s/N’s, or;
- Falls below an overall C average (Students who have 1 or more F’s/U’s or 2 or more D’s/N’s are automatically on academic probation even if their overall average is a C) unless the student’s particular situation has been reviewed by the Child Study Team, and based on the assessment and criteria established by the Child Study Team, the student’s situation is determined to warrant further review. In such cases, the administration may approve the student’s eligibility to participate in co-curricula and intramural activities, due to the assessment of the Child Study Team and other mitigating factors, such as, but not limited to the student’s attitude, work ethic, diligence and/or attentiveness.

Eligibility for Participation in Extracurricular Activities and Intramural / Interscholastic Competition (Students in Grades 3 & 4)
A student will be deemed ineligible and/or removed from participation from any extra-curricular and/or intramural/interscholastic competition if he/she:
- Earns 1 or more F’s/U’s in any subject (core curriculum and/or special area) on either an interim report or report card, or;
- Earns 2 or more D’s/N’s, or;
- Falls below an overall C average (Students who have 1 or more F’s/U’s or 2 or more D’s/N’s are automatically on academic probation even if their overall average is a C).
Any student in grades 3 or 4 who receives grades that deem him/her ineligible to participate in extracurricular activities and/or interscholastic competitions, will undergo a thorough review by the principal to determine whether that student will be permitted to participate in extracurricular activities and/or interscholastic competitions. The determination will be based on mitigating factors, such as, but not limited to student’s attitude, work ethic, diligence and/or attentiveness. The principal’s decision may be appealed to the superintendent for further review.

Students will be reinstated to activities if necessary improvement is made on the next interim report or report card.

**Good Disciplinary Standing**
A student having been suspended once during the current year may be removed from the activity for a period of time determined by the Superintendent of Schools after consultation with the advisor and any other parties of interest. A student who has been suspended more than once during the current year may be denied eligibility for that year’s activities.

Students will be reinstated to activities if the necessary improvement is made on the next interim or report card.

**Attendance**
The district’s attendance policy shall also apply.

**Implementation**
The Superintendent of Schools shall develop regulations to ensure equitable implementation of this policy. Care shall be taken to ensure that all extracurricular programs and their operation comply with District affirmative action requirements.
### Legal References

**NJSA**
- 10:5-1 et seq. Law Against Discrimination
- 18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules
- 18A:19-14 Funds derived from student activities
- 18A:35-20 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
- 18A:42-5, -6 Certain student organizations declared harmful
- 34:13A-1 et seq. New Jersey Employer-Employee Relations

**NJAC**
- 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- 6A:8-3.2 Career education and counseling
- 6A:9-5.19 Athletics personnel
- 6A:16-2.2 Required health services
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-9.1 et seq. Athletics Procedures
- 6A:32-14.1 Review of mandated programs and services

NJSIAA Constitution, Bylaws, Rules and Regulations
In cases where a student moves from this district prior to the last marking period, the student must transfer to the new school district of his/her domiciled residence. Students who move from the district during the last marking period may continue to the end of the school in June, if the parents/guardians submit an acceptable letter of request to the Administration and provide transportation to and from school each day. This applies to all K-8 students.

**Family Crisis**

Notwithstanding the provisions of NJSA18A:38-1 or any other law, rule, or regulation to the contrary, a child and his/her parent(s)/guardian(s) who moves out of the school district as a result of domestic violence, sexual abuse or other family crises in accordance with the provisions of the Administrative Procedure Act, (P.L. 1968, c410 (C.52:14B-1 et seq.), shall be permitted to remain enrolled in the school district for the remainder of the school year. Parents/guardians are required to inform the Superintendent of Schools immediately, in writing, in all such cases. This notification must include any and all documentation of the family crises, and include pertinent documents on file with the courts, legal authorities and/or the New Jersey Division of Child Protection & Permanency (DCP&P).

If the child remains enrolled in the district for the remainder of the school year, the school district shall provide transportation services to the child, provided the child lives remote from school, and the State of New Jersey shall reimburse the school district for the cost of the transportation services.

Nothing in this policy shall be construed to affect the rights of homeless students pursuant to section 19 of P.L.1979, c.207 (C.18A:7B-12), section 3 of P.L.1989, c.290 (C.18A:7B-12.1), or any other applicable State or federal law.

**Regulation: Pupils Transferring From Oldmans Township**

For all students who transfer from the Oldmans Township School District for any reason, the following procedures shall be adhered to:

1. Parents/guardians shall notify the office as soon as it is determined that their child or children may be moving, transferring to another district or withdrawing.
2. Parents/guardians and teachers shall ensure that all textbooks, library books, and materials, equipment and other district-owned supplies are returned.
3. Each teacher is responsible for the following:
Oldmans Township Board of Education District Policy Manual

Students Series 5000
Transfers / Withdrawals Policy 5119

Page 2 of 3

a. Sending the report card, completed to date, to the office on the day the child is transferring.
b. Completing the cumulative records
   ▪ Averaging the grades for the entire school year until the child transfers.
   ▪ Checking personal qualities.
   ▪ Recording reading texts and pages completed.
   ▪ Recording date left school, days attended, days absent, teacher, days transported and transferred to - name of city and state.
   ▪ Ensuring that all standardized tests of achievement and intelligence are recorded.
   ▪ Returning the cumulative folder to the office on the day the child leaves - if this is not possible, it shall be returned the following day with the above completed.

4. Making necessary entries in your register for a child transferring

Students identified by the staff as a potential or immediate drop-out due to turning sixteen years of age and still enrolled will be requested to attend school for an assessment period of three days after they have indicted their intention of leaving school. During this three-day period the following procedure is to be implemented:

1. The student and the school psychologist will meet for the purpose of discussing the reason for leaving school and the student’s plans for the future.
2. The student and the school psychologist will meet to discuss the student’s present scholastic standing.
3. The student, the parent/guardians, the school psychologist and the Superintendent of Schools will meet to review all pertinent information and render their recommendations.

If, after the above procedure has been followed and the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the school psychologist to discuss the education and occupational alternatives that are available to them, such as:

1. Graduate equivalency diploma
2. Additional educational classes
3. Training programs
4. Work-study programs
All efforts will be extended in an attempt to retain the student in school and assist him/her in obtaining a diploma.

Regulation: Pupils Transferring Into Oldmans Township

1. It is the Administration's responsibility to admit and assign new pupils.
2. After a child is placed in a teacher's class, the teacher should do the following:
   a. Obtain the cumulative folder and any transfer records from the office.
   b. Record the child's correct name, parent's name, birth date, and address in the register.
   c. Issue all necessary texts and materials. Send a note to the Principal listing anything you need.
   d. Prepare a report card.

Grade Placement of Transferred Pupils

In order to ensure assignment to the grade best suited to a pupil’s needs and readiness, placement is left to the judgment of the administration and teacher(s), working in cooperation with the pupil’s parents/guardians. Such placements are to be governed by the following considerations:

1. Age health and maturity of the pupil
2. Quality and extent of previous courses of study
3. Record from previous school
4. Results of standardized tests

Legal References

NJSA 18A:7B-12 District of residence; determination
18A:36-19a Newly enrolled students; records and identification
18A:36-25.1 Proof of child's identity required for enrollment; transfer of record between districts
18A:36B-1 et seq. Interdistrict Public School Choice Program
18A:38-8 Duty to receive pupils from other districts

NJAC 6A:12-3.2 Criteria to guide the Commissioner's approval of choice program applications
6A:23A-19.2 et seq Method of determining the district of residence
6A:23A-19.3 Address submission for determining the district of residence

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003
General
All transfers into the district shall be in accord with file code 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the Superintendent of Schools in a timely manner of their intention to leave the district.

Student records shall be transferred between Superintendent of Schools within the time frame prescribed by law.

Unsafe School Choice Option
If the school is identified as "persistently dangerous" by the New Jersey State Department of Education, and the Board cannot offer a safe school alternative within the district to students choosing to transfer out of a "persistently dangerous" school or to a student who has been a victim of a violent criminal offense, the Superintendent of Schools shall attempt to establish an agreement with a neighboring district. The Board shall review and approve any agreement prior to its application. Transportation shall not be provided to students transferring out of a "persistently dangerous" schools and student victims of violent criminal offenses.

The Superintendent of Schools shall ensure that the district complies with all requirements of federal law and the New Jersey State Department of Education. He/she shall prepare regulations to implement this policy.

Legal References
NJSA 18A:7B-12 District of residence; determination
18A:36-19a Newly enrolled students; records and identification
18A:36-25.1 Proof of child's identity required for enrollment; transfer of record between districts
18A:36B-1 et seq. Interdistrict Public School Choice Program
18A:38-8 Duty to receive pupils from other districts

NJAC 6A:12-3.2 Criteria to guide the Commissioner's approval of choice program applications
6A:23-5.2 Method of determining the district of Residence
6A:32-8.2 School enrollment

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Possible Cross References
511, 5125, 5131, 5131.5
Each pupil shall be assessed upon entrance into the district's schools and beginning in grade three shall be assessed annually thereafter to identify pupils not meeting district proficiency levels.

The Superintendent of Schools shall develop procedures to implement a program of individual pupil needs assessment that shall include but not be limited to:

A. Identifying district needs as the basis for development of mandated goals; development of staff in-service programs; selecting and approving instructional materials; staffing;

B. Identifying and determining the needs of:
   - Gifted and talented pupils;
   - Disruptive pupils;
   - Disaffected pupils;
   - Potential dropouts;
   - Pupils who require basic skills improvement programs;
   - Pupils with limited English proficiency;
   - Pupils who may require formal referral to the Child Study Team for classification;
   - Pupils who exhibit one or more potential indicators of dyslexia or other reading disabilities.

C. Disseminating results of such assessments to parents/guardians and to appropriate staff, state and federal agencies as required without invading the privacy of the individual pupil.

The Superintendent of Schools shall review all individual assessment procedures annually to ensure that they serve the purposes for which they are intended. At all times, these procedures shall be in full conformity with New Jersey law.

Dyslexia Assessment

Dyslexia is a specific learning disability that is neurological in origin and is characterized by difficulties with accurate or fluent word recognition and by poor spelling and decoding abilities. The difficulties that typically result from dyslexia result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction.
Indicators of Dyslexia
Potential indicators of dyslexia and/or other reading disabilities include, but are not be limited to:

A. Difficulty in acquiring language skills;
B. Inability to comprehend oral or written language;
C. Difficulty in rhyming words;
D. Difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words;
E. Difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and/or.
F. Trouble in replication of content.

In accordance with the provisions of NJSA 18A:40-5.3, the Board of Education shall ensure that each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected by the Board of Education no later than the student's completion of the first semester of the second grade.

Students enrolling or transferring into the district in kindergarten or grades one through six who exhibit potential indicators of dyslexia or other reading disabilities and who have not been previously assessed, shall be assessed using the Board-selected age-appropriate screening instrument(s). Students shall be assessed at the same time as other students enrolled in the student’s grade if possible. If other students enrolled in the student’s grade have previously been screened, the assessment shall be conducted within 90 calendar days of the date the student is enrolled in the district.

The screening shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

If the results of the assessment substantiate that the student possesses one or more potential indicators of dyslexia or other reading disabilities, the student shall receive a comprehensive assessment for the learning disorder.

If the diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, appropriate evidence-based intervention strategies shall be provided to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.
Legal References

NJSA 18A:7A-10 Evaluation of performance of each school
    18A:40-5.1 Definitions
    18A:40-5.2 Distribution of information on screening instruments
    18A:40-5.3 Dyslexia screening
    18A:40-5.4 Assessment for learning disorders

NJAC 6A:8-3.1 et seq. Implementation of the Statewide Assessment System
    6A:8-4.1 et seq. Implementation of the Statewide Assessment System
    6A:8-5.1 Graduation requirements
    6A:14-1.1 et seq. Special Education
    6A:15-1.1 et seq. Bilingual Education
    6A:16-8.1 Establishment of intervention and referral services
    6A:30-1.1 et seq. Evaluation of the Performance of School Districts
    6A:32-2.1 Definitions
    6A:32-14.1 Review of mandated programs and services

Child Study Team Services

To ensure appropriate administrative handling of Child Study Team (C.S.T.) services between Oldmans and the receiving Districts, the following guidelines shall be applied:

1. Any resident student of Oldmans who is classified and placed, prior to becoming a secondary aged student, will continue to be under the jurisdiction of the C.S.T. providing Oldmans services, as long as they remain a District Resident or (3) following. If the student moves to any other district, they become the receiving District's responsibility (corollary of 2).

2. Any new secondary student who moves into Oldmans, and has been previously classified and placed by another district C.S.T. (P.G.), prior to becoming a resident of Oldmans, will become the responsibility of the Oldmans C.S.T.

3. Only when the above mentioned students, (1) and (2), are returned to the regular or special education programs at Penns Grove High School, or by change of residence to U.P.N., will they become the responsibility of the Penns Grove - U.P.N. Child Study Team.
The Board recognizes the value of, authorizes, and encourages the publication of Grades 5-8 Honor Roll names in the Sunbeam Newspaper after such report period, and such other recognition as from time to time may be appropriate.

**Eligibility and Selections**
A. To be on the “Principal’s List” a student must have all A’s (or O’s in exploratory classes).
B. To be on the “Honor Roll” a student must have all A’s and B’s (or O’s and S’s in exploratory classes).
C. Recognition: Newspaper, Certificate
D. Selection for the final grade report shall be for the fourth marking period only.
E. To be eligible for honors, a student must be enrolled in Oldmans for 6 weeks of the marking period.
F. All considerations will be given to a student’s medical status, and any limitation (i.e. P.E.) which they might impose.

**Legal References**
NJSA 18A:11-1 General mandatory powers and duties
The Board of Education encourages the certified staff, under the direction of the Superintendent of Schools, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, recognized standardized achievement testing programs, written and oral teacher-made tests, performance observation, parent interviews, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations.

The Superintendent of Schools, in consultation with the teaching staff, shall develop a marking system to be used uniformly throughout the district. The system should be clear, easily understood by parents and pupils, and able to be applied with consistency of interpretation. The evaluation and the grading symbols shall be intended to appraise the pupil’s progress toward established goals and shall be a factor in promotion/graduation decisions.

The parents must be made aware of the progress of their child, his/her own growth patterns and the child’s progress in relation to recognized standards.

The Board of Education reserves the right to review and alter any grade or evaluation assigned to a pupil by the professional staff. As a matter of policy it delegates this authority to the Superintendent of Schools, who shall develop and implement an administrative regulation that establishes a process for the review of any grade or evaluation in question. The regulations shall protect the integrity of the grading and evaluation system and guarantee a fair hearing to all individuals party to a dispute concerning a grade or evaluation.

The school district shall establish and maintain a testing program to:
  A. Measure the needs and progress of individual pupils;
  B. Measure the achievement of grade levels;
  C. Allow comparison of district pupils with national or other norms;
  D. Aid in evaluation of programs.

The district’s testing program shall embody at least the tests required by state law. The administration shall continually scrutinize the applicability and effectiveness of tests being used in the district.

Grading Policy
The philosophy of the Board of Education concerning academic achievement is based on the premise that children have diverse capabilities, interests and individual patterns of growth and learning.
Therefore, the Board feels it important that teachers have as much and as accurate knowledge of each student as is possible through tests and observations of student intelligence, achievement, work habits, skills, health and home environment.

The Board recognizes that many factors that cannot be clinically tested, such as attitude toward others and work habits, may influence a student’s success as much as knowledge of subject areas.

In fairness to all students then, achievement shall be judged 1) in relation to a student’s learning capacity, and 2) in terms of his/her degree of mastery of skills, instructional goals and objectives.

Tests, quizzes and other evaluation devices will be administered on a regular basis to generate grades to promote a process of continuous evaluation of student performance to inform the student and his/her parents of his/her progress and to provide a basis for bringing about change in the student’s performance, if such a change is deemed necessary.

**Grading Symbols**

Letter grades are to be used which have the following meanings in Grades 2 – 8:

- **A** 92 – 100  Excellent – objectives achieved in a superior manner
- **B** 83 – 91  Good – objectives achieved in a highly satisfactory manner
- **C** 74 – 82  Average – objectives achieved in a satisfactory manner
- **D** 65 – 73  Poor – objectives not achieved
- **F** 64 or below  Failure – objectives not achieved
- **I** Incomplete

**All Subjects in K-1 and Exploratory Classes - Grades 2-8**

The grading for exploratory classes (Art, Computer, Family and Consumer Science (FCS), Health, Music, Physical Education and World Language) will be the following:

- **O** Outstanding (92 -100)
- **S** Satisfactory (78 - 91)
- **N** Needs Improvement (65 – 77)
- **U** Unsatisfactory (0 - 64)
Basis for Grading
Teachers will explain to students the level of mastery required for promotion. Teachers are obligated to make clear to the students the basis upon which the grades are assigned. Marks or grades will be given on the basis of a student’s success in achieving established skills, goals and objectives.

Frequency of Academic Reports
Report cards will be issued to students quarterly. Interim reports will be sent to parents during the 4th week of all marking periods.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:35-4.9 Promotion and remediation

NJAC 6A:14-1.1 et seq Special education
6A:15-1.1 et seq Bilingual education
6A:16 et seq Programs to support student development

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1000/1010, 1120, 1250, 2224, 3542.31, 5020, 5113, 5114, 5120, 5125, 5126, 5141, 5141.3, 5142, 5200, 6010, 6142.1, 6142.2, 6145, 6146, 6164.2, 6171.1, 6171.3, 6171.4, 6173, 6174, 6178
The Board of Education recognizes that the grades earned by students as they fulfill the curricular requirements of our school system are irreplaceable pieces of information of inestimable value to the student as well as to the school system. Therefore all student academic grading and attendance information shall be kept by the teacher in an orderly, timely, and specified fashion as permanent documentation, the form and content of which must be reviewed and approved by the Superintendent of Schools who shall collect these documents at the end of the school year and be responsible for their safety and confidentiality.

Legal References

NJSA
2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
18A:36-19a Newly enrolled students; records and identification
18A:36-35 Disclosure of certain student information on Internet prohibited without parental consent
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law
52:17B-9.8a through -9.8c Marking of missing child's school record

NJAC
6A:8-4.2 Documentation of student achievement
6A:14-1.1 et seq. Special Education
6A:16-1.1 et seq. Programs to Support Student Development
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1 et seq. Student records
6A:32-8.1 School register

20 U.S.C.A. 1232g - Family Educational and Privacy Rights Act
42 U.S.C.A. 4541 et seq. - Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1980
42 CFR Part II
It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

1. The attitude of parents, teachers, and administration toward promotion and retention should be positive so that the best interest and the future of the student are the primary considerations for decisions regarding grade placement.

2. Parents should be notified by the teacher as early in the school year as possible if retention of a child is a possibility. It would be advisable in such cases to inform the parents prior to the third marking period that their child may need to be retained.

3. In reaching a decision to retain a child, the appropriate teachers, principal, and, when necessary, the school psychologist will study all available data including state testing information when applicable, before a decision is reached.

4. The Child Study Team will make recommendations regarding those students who have been referred to them or classified by them.

5. It is not advisable to retain a child for more than one year during the elementary grades; however, unusual circumstances may make it necessary to retain a child for the second time.

6. Every effort should be made to retain a child who is deficient in his/her reading skills in the elementary grades.

7. Promoting a child on a trial basis is not an option since this procedure tends to create a harmful situation if a child has to be returned to the lower grade.

8. To be considered for retention, a child must have a failing grade (numerical average) in at least one subject.

9. The final decision for the promotion or retention of an individual student rests with the Principal as with any other official action taken within the school.

Legal References

NJSA 18A:4-24 Determining efficiency of schools; report to state board
18A:7C-2 Boards of education; establishment of standards
18A:35-4.9 Pupil promotion and remediation; policies and procedures

NJAC 6A:8-4.1 Statewide assessment system
6A:8-4.2 Documentation of student achievement
6A:8-5.1 Graduation requirements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board believes that the cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of pupil welfare and progress in school.

The Board directs the establishment of a system of reporting pupil progress, which shall include written reports, pupil-teacher conferences, and parent-teacher conferences. If the parent’s primary language is other than English, translation shall be provided whenever possible.

The Superintendent of Schools shall develop procedures for reporting pupil progress which:

A. Illustrate appropriate to grade level and curriculum content.
B. Ensure that both the pupil and parent receive ample warning of a pending grade of “failure” or one that would adversely affect the pupil’s status.
C. Enable the scheduling of parent/teacher conferences in such places and at such times as will ensure the greatest degree of participation by parents.
D. Specify the issuance of report cards at intervals of not less than four times during the school year and issuance of deficiency notices as required during the school year.
E. Ensure the continual review and improvement of methods of reporting pupil progress to parents and involve pupils, staff and parents in that review.

The district shall keep parents informed of both negative and positive behavior demonstrated in school activities.

A record shall be kept indicating the legal custodian of each pupil, so that reports can be made and conferences arranged with proper person.

Parental Notification
The Superintendent of Schools shall develop regulations to ensure that parents/guardians are notified in all instances when the law and/or the best interests of the pupil and the district require it.
Parental Communication
It is the primary responsibility of the staff to work with students during the school day. Therefore, staff may not be available certain times of the day to respond to phone calls and/or e-mails. Staff will try and respond to phone calls and e-mails the same day as received, if that is not possible, staff will respond to phone calls or e-mails within two school days. Staff may but are not obligated to respond to e-mails or parent phone calls after the end of the school day or on non-school days.

While the district encourages parents/guardians to communicate with the staff, parents/guardians are asked to keep the following in mind:

- If there is a need to speak with the child’s teacher in person parents/guardians should set up an appointment;
- Staff members are professionals and they are to be treated with the respect they deserve;
- Staff members are not permitted to speak to parents/guardians about other students;
- Parents/guardians are to refer to your child’s teacher first for individual concerns prior to contacting administration, unless it is an emergency;
- Staff are only permitted to speak and communicate about a student with that student’s parent or legal guardian;
- General inquiries should be made to the main office.
Legal References

NJSA 18A:7E-2 through -5 School report card program
18A:11-1 General mandatory powers and duties
18A:35-4.9 Pupil promotion and remediation; policies and procedures
18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination report, return home; treatment; evaluation of possible need and referral

NJAC 6A:8-4.3 Accountability
6A:8-4.5 Public reporting
6A:8-5.1 Graduation requirements
6A:14-1.1 et seq. Special Education
6A:15-1.1 et seq. Bilingual Education
6A:16-1.4 District policies and procedures
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:10A-2.2, -5.1(a)3, -5.3
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1(d, k) General considerations
6A:32-12.1 Reporting requirements


Possible Cross References
1000/1010, 1120, 1250, 2224, 3542.31, 5020, 5113, 5114, 5120, 5125, 5126, 5141, 5141.3, 5142, 5200, 6010, 6142.1, 6142.2, 6145, 6146, 6164.2, 6171.1, 6171.3, 6171.4, 6173, 6174, 6178
Confidentiality of Pupil Related Records and Information

The Board of Education recognizes that it is necessary to acquire and record data about pupils in the School System to provide for a thorough and efficient school system and to determine whether the goals of education are being met. The Board of Education also recognizes the need to protect the personal privacy rights of its pupils while maintaining pupil records.

The Board of Education recognizes the following significant needs relating to pupil records:

A. The pupil’s interest must be protected and advanced. The pupil needs to be supplied with information about himself/herself to make those judgments and decisions pertinent to his/her well-being and to help him/her reach his/her goals in life.

B. For purposes of this record, “parent” shall mean natural(s) of the pupil, the legal guardian(s) of the pupil, foster parent(s) or parent surrogate(s) of the pupil.

C. The parents of the pupil need information about their child in order to make decisions which affect the education and life of the pupil as they are then-responsibilities.

D. Parents/adult pupils have the right to examine, to challenge, and, if necessary, correct all data and records directly related to their child/themselves. Third party access to pupil records is limited and requires written consent of the parent/adult pupil, subpoena transfer of records to another school or advance notification of release to the parent/adult pupil.

The state’s public school system as an institution of society needs to have the data necessary to provide a thorough and efficient education for all pupils.

To these ends the Board adopts the following guidelines in conformance with state and federal legislation.

Guidelines

A. Definitions

For purposes of this regulation, “pupil records” shall be defined as any information concerning an individual pupil gathered from within or outside this school system and maintained within the school system regardless of the form or place so employed, i.e., in writing, on film, on tape, etc. Information recorded by any certified school employee solely as a memory aid, not for the use of a second party, is excluded from the definition of pupil record.
B. General Considerations

The Board of Education shall notify parents and adult pupils annually in writing of their rights in regard to pupil records and pupil participation in educational, occupational, and military recruitment programs. The adult pupil/parent may request in writing that their child be excused from participating in such recruitment programs. Copies of applicable state and federal laws and local policies shall be available upon request. To the degree possible, notification of parents will be made in the language of the parent.

C. Mandated Records

In accordance with state mandate, statute, regulations, or authorized administrative directive, the following records must be maintained:

1. Personal data which identifies each pupil enrolled in the district, including name address, date of birth, name of parent, citizenship, classification, ethnic origin, sibling order, race, and sex of the pupil.
2. Records of daily attendance.
3. Descriptions of pupil progress including courses taken and evaluations made. Grade level or other program assignments must also be recorded.
4. Health history and status records of physical health compiled in accordance with state regulations including results of any physical examinations given by qualified district employees. Examinations by the School Physician shall be kept in a permanent file and preserved. The original record must be forwarded with other school records for pupils transferring to another school district. If a child leaves for any other reason, the record remains school property.
5. All other records required to be kept by the State Board of Education and state regulations including classification and placement records and all other records pursuant to rules and regulations regarding the education of pupils with educational disabilities for special education purposes.

D. Permitted Records

Permission is hereby granted to the administration to collect and compile the following data regarding individual pupils:

1. Observations and ratings of individual pupils by professional staff members acting with their sphere of competency.
2. Samples of pupil work.
3. Information obtained from professionally acceptable standard instruments of measurement such as: interest inventories, aptitude tests, vocational preference inventories, achievement tests, standardized intelligence tests, personality tests, etc.
4. Authenticated information provided by a parent or adult pupil concerning achievements and other school activities which the parent or pupil want to make a part of the record.
5. Verified reports of serious or recurrent behavior patterns.
6. Extracurricular activities and achievements.
7. Rank in class and academic honors earned.
8. Student information directories which are published by the school and may include information relating to a pupil such as the pupil’s name, address, telephone number, grade level, date and place of birth, attendance data, field of study, participation in officially recognized activities, weight, and height relating to athletic team membership, degrees, awards, and other similar information. The parent/pupil may request in writing the pupil’s name not appear in a student information directory for recruitment purposes.

No other records may be accumulated unless the collection of such facts has been authorized by the Board.

E. Prohibited Records
Prohibited records may not be compiled, to include hearsay, religious or political affiliation, indication of illegitimacy, or any information prohibited by state or federal statute, rule or regulation.

F. Form of Records
All anecdotal information collected on a pupil, whether part of the “mandated” or “permitted” pupil record, shall be authenticated information which has been dated and signed by the individual who originated the data. Hearsay information is not considered to be authenticated by this definition.

G. Maintenance of Records
If a pupil transfers to the school, the Superintendent of Schools of the school in which the pupil enrolls shall request the pupil records from the school district of previous attendance within two weeks of the pupil transfer.

The Superintendent of Schools shall be responsible for the physical security of pupil records maintained in the school and shall devise procedures for assuring that access to such records is limited to authorized personnel only.

All pupil records shall be reviewed annually by the Superintendent of Schools in order to evaluate the educational relevance of the material contained therein. Each reviewer shall delete from the records data detrimental to the pupil and no longer descriptive of the pupil or education situation. Such data shall be destroyed and not be recorded elsewhere nor shall a record of such deletion be made.

Pupil records may be modified only by certified personnel designated by the Superintendent of Schools.

Records of pupils who have completed secondary school or otherwise terminated their schooling shall be preserved permanently and shall include only name, date of birth, grade level completed, year of completion, subjects taken, grades received, credits awarded and attendance maintained. No additions shall be made
to the records after graduation or permanent pupil departure without the prior consent of the parent or adult pupil.

All records for each individual pupil shall be maintained together in the pupil’s school of attendance. If parts of a pupil’s file are maintained separately, in each and every one of the files there must be a prominent notice of the existence and location of each and every other file. When copies of records are provided to a parent or pupil, a photocopy of the notice will also be provided. When pupil records are computerizes, a security block must be programmed and installed to guard against unlawful entry into the files.

H. Access to records
Only authorized individuals, organizations or agencies shall be granted access to individual pupil records under any conditions. Where authorized individuals are other than the pupil, parent, the adult pupil or professional staff members of the district, access shall be limited to these records requisite to the specific purpose to be served by such access. Access to pupil records will be granted within 10 days of the written request. Those so authorized and the limiting conditions are:

1. The parent of a pupil who has the written permission of such parent or the pupil granted access to his/her own records at the discretion of school authorities or the pupil who has reached the age of 16 and will determine his/her education by discontinuance or by secondary school graduation.
2. The adult pupil and the parents of such pupil who has his/her written permission, except that the parent shall have access without the consent of the adult pupil if the pupil is financially dependent on the parent and enrolled in the public school.
3. Professional certified staff members who have assigned responsibility for the educational program of the pupil.
4. Secretarial and clerical personnel under the direct supervision of certified school personnel to the degree necessary for the entering and recording data and conducting routine clerical tasks. Access is limited to those files where such staff are directed to enter or record information and shall cease when the specific assigned task is completed.
5. The Board of Education, in order to fulfill its legal responsibilities, has access to pupil records through the Superintendent of Schools. Information shall be discussed in executive session unless otherwise requested by the parent or adult pupil.
6. Appropriate persons in case of emergency if such knowledge is necessary to protect the health or safety of the pupil or other person.
7. Accrediting organizations in order to carry out their accrediting functions.
8. The parent of a child about whom information is contained on another child’s records. (Alternatively, said parents may be informed of that portion of the other child’s record.)

9. Officials of other public school districts of the like in which the pupil is registered or intends to enroll, except that the parent or the adult pupil shall be notified of the release of the mandated records and gives written consent to the release of permitted records. Copies of records shall be forwarded to the administrative officials of the school to which the pupil has been transferred within 10 days after the transfer has been verified by the present school district.

10. Organizations, agencies or persons outside the school provided they have the written consent of the parent or the adult pupil, except that these organizations shall not transfer pupil information to a third party without written consent of the parent or adult pupil.

11. Organizations, agencies or persons outside the school upon the presentation of a court order. Only those records related to the specific purpose of the court order shall be disclosed.

12. Authorized representatives of the Comptroller General of the United States or the Secretary of Health, Education and Welfare when authorized by law.

13. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility necessitating the review of such records.

14. Researchers from state or federal government agencies, educational institutions, and the like who have received permission from the office of the Superintendent of Schools and who will be using the records under strict conditions of anonymity and confidentiality.

15. Authorized employees of a state agency, responsible for protective services to children engaged in authorized investigations. Whenever appropriate the state agency will be requested to share the findings of the investigation.

16. The person acting as a parent of a child and allowed to so act with written permission of the natural parent.

17. One limitation on accessibility of a record is when the person who originated the record demonstrates clear and convincing proof that this release would involve substantial risk or harm to the pupil or the person the record concerns. In such an event, the parent/adult pupil may request a professional review of the record. If any individual/organization outside the school requests pupil records, the Superintendent of Schools must notify the parent/adult pupil of the request. The parent/adult pupil has three days to respond to this notification.
I. Mandatory Reporting or Certain Information
In some situations certain information must be released to the appropriate authorities:

1. If any person has reasonable cause to believe that a child has been the victim of child abuse, such information must be promptly reported to the New Jersey Division of Child Protection & Permanency (DCP&P).
2. A teaching staff member who observes a pupil appearing to be under the influence of a narcotic, controlled dangerous substance, or anabolic steroids shall report this immediately and medical attention shall be administered.
3. Parents of a pupil shall be notified of the results of an examination if there is a suspicion of scoliosis.
4. The Board of Health and County Superintendent of Schools will be notified of pupils diagnosed with communicable diseases.

J. Viewing of Records
Authorized individuals, organizations and agencies as defined in (H) shall have access to the records of a pupil, subject to the following procedures:

1. Authorized individuals, organizations, agencies and persons from outside the school must have prior written approval to view the records from the Superintendent of Schools. Access to eligible persons must be granted within 25 days from the date of the request.
2. No pupil record shall be altered or destroyed during the time period between a written request to review the record and the actual review of the record.
3. The Superintendent of Schools shall be present during the period of inspection in order to be available for the interpretation of the records and to prevent the alteration, damage or loss of the record itself.
4. All individuals, organizations or agencies desiring access to the records of a pupil shall be required to sign a form which shall be kept permanently with the records and which shall specify the name(s) of the person(s) granted access, the reason access was granted, the date, time and circumstances of inspection, the records studied, and the purposes for which the date will be used.
5. Upon request the Superintendent of Schools shall provide for the interpretation of the pupil records in the dominant language of the authorized viewer.
6. A record may be withheld from a parent or from an adult pupil, only when the person who originated the record demonstrates with clear and convincing proof to the Superintendent of Schools that such disclosure would create a substantial risk of harm to the pupil or the person about whom the record deals.
7. If the Superintendent of Schools is convinced that the risk of disclosure noted in (6) above is of such high degree, the parent/adult pupil shall be notified within five days that access to the record has been denied, and that the requestor has the right to review by the Commissioner of Education in accordance with state rules.

8. Unless otherwise judicially instructed, for disclosure pursuant to a court order the parent/adult pupil shall be given at least three days’ notice of the name of the requesting agency and the specific records requested. Notification shall be written, if practicable. Disclosure shall be of those records related to the specific purpose of the court order.

Health Records

1. A health record of each pupil shall be kept, in which should be entered the finding of each examination. This record shall be the property of the Board of Education and shall be forwarded to any public school to which the pupil is transferred, if such school is known.

2. All reports and records of tuberculosis testing conducted by or under the auspices of the Board of Education shall be the property of the Board, and shall be filed as confidential information. These records and reports shall be open for inspection by officers of the state and/or local Board of Health.

3. An updated duplicate copy of pupil records shall be maintained by the Superintendent of Schools.

4. Medical records of pupils diagnosed as having a communicable disease will be maintained in a separate file by the Superintendent of Schools. Pupil records will be returned to general file upon certification by a physician that the pupil has recovered/no long contagious.

L. Reproduction of Records

Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, at the current per page charge established by the Board of Education.

M. Challenge to Records

1. Pupil records are subject to challenge by parents and adult pupils on grounds of accuracy, relevancy, inclusion or improper information, unapproved disclosure or denial of access to individuals, organizations or agencies. The parent/adult pupil has the following rights:

a. To seek expungement or correction of inaccurate, misleading, irrelevant, invalid or otherwise improper information contained in the pupil record.

b. To insert additional date or statements as well as reasonable comments as to the information, the meaning and/or the accuracy of the records.

c. To set forth, in writing, in the record any reasons for disagreement with a decision resulting from an appeal or with a school or agency.

d. To request an immediate stay of disclosure pending final determination of the challenge procedure.
2. To appeal, a parent/adult pupil must notify the Superintendent of Schools, in writing of the specific issues relating to the pupil record. Within 10 days of notification, the Superintendent of Schools shall meet with the parent/adult pupil to review the issues set forth in the appeal. If the matter is not satisfactorily resolved, the parent/adult pupil may appeal this decision of the Board of Education or the Commissioner of Education within 10 days. If appeal is made to the local Board, a decision will be rendered within 20 days. The decision of the local Board may be appealed to the Commissioner pursuant to state law and code. At all states of the appeal process, the parent shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and the outcome shall be made part of the pupil’s record with copies made available to the parent/adult child.

N. Retention and Destruction of Pupil Records
1. So long as a pupil is enrolled in the school, the pupil record is considered incomplete and is not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 etc.

2. Upon the graduation or permanent departure of a pupil from the school system, the parent/adult pupil shall be notified in writing that a copy of the entire pupil record will be provided to them upon request.

3. No additions to the record shall be made after graduation or permanent departure without the prior written consent of the parent/adult pupil.

4. The district shall in perpetuity maintain a permanent record of a pupil’s name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level and year completed, name(s) or parent and citizenship status.

5. Information in pupil records, other than cited in N.4. above, may be destroyed after the information is no longer necessary to provide educational services to the pupil. However, such destruction shall be accomplished only after written parental or adult pupil notification and permission has been granted, or after reasonable attempts of such notification or attempts to secure permission has been unsuccessful.

6. The district shall be responsible for maintaining a pupil’s record upon the graduation or permanent departure of the pupil from the system of free and appropriate public education pursuant to N.J.A.C. 6:1-1.1 et seq.
Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
18A:36-19a Newly enrolled students; records and identification
18A:36-19.1 Military recruiters; access to schools and student information directories
18A:36-35 Disclosure of certain student information on Internet prohibited parental consent
18A:40-4 Examination for physical defects screening of hearing of students; health records
18A:40-19 Records and reports of tuberculosis testing; disposition; inspection
26:5C-7 through -14 Acquired Immune Deficiency Syndrome
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law
52:17B-9.8a through -9.8c Marking of missing child's school record

NJAC 6A:8-4.2 Documentation of student achievement
6A:14-1.1 et seq. Special Education
6A:16-1.1 et seq. Programs to Support Student Development
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-2.1 Definitions
6A:32-7.1 et seq. Student records
6A:32-8.1 School register
6A:32-14.1 Review of mandated programs and services
8:61-1.1 Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)
15:3-2 State records manual

20 U.S.C.A. 1232g - Family Educational and Privacy Rights Act
42 U.S.C.A. 4541 et seq. - Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1980
42 CFR Part II
The Board of Education shall regulate access, compilation and maintenance of pupil records in compliance with federal and state statutes and regulations governing the collection, maintenance, disclosure and security of pupil records. It shall be the responsibility of the Superintendent of Schools to ensure the security of pupil records maintained in the district’s official files.

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations of knowledge of the certified school personnel who originates the record.

It shall be the policy of this Board to guarantee access of pupil records only to persons authorized according to NJAC 6:3-2.5, within 10 working days of the request but prior to any review or hearing conducted in accordance with State Board of Education regulations. Access shall be granted only to authorized organizations, agencies or persons in accordance with specifications and conditions prescribed by regulations.

Confidentiality of pupil records shall be assured. Limited access shall be granted to secretarial and clerical personnel under direct supervision of certified school personnel to those portions of the records and to the extent necessary to record data and conduct routine clerical tasks. Access to computerized records shall be regulated and safeguards established to ensure security of these records. Access to the records of another pupil which is granted to a parent or adult pupil, shall be limited to that portion of the pupils record that pertains to his/her own child, or himself/herself.

A non-adult pupil may assert rights of access only through his/her parent(s) with the exception of emergency situations when it is determined by certified school personnel that disclosure of the pupil record to the pupil or to appropriate persons connected with the emergency will protect the health or safety of the pupil or other persons.

Annually, the permitted pupil records of currently enrolled students will be reviewed by certified school personnel, and data which is considered to be no longer educationally relevant or descriptive of the pupil will be deleted.

All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the person originating the data.

Parents/guardians shall be notified annually in writing of their rights in regard to pupil records and pupil participation in educational programs pursuant to NJSA 18A:36-19.1. Provisions shall be made for the inclusion of educationally relevant information in the pupil records by the parent/guardian.
Furthermore, the rights of appeal for impermissive disclosure, inclusion of improper information or denial of access to organizations, agencies and persons shall be adhered to.

When the parent’s/guardian’s dominant language is not English, or the parent of is deaf, every effort shall be made to provide for interpretation of the pupil record in the dominant language of the parent or adult pupil.

Student directory information shall be compiled, released and publicized consistent with regulations.

No liability shall be attached to any member, officer or employee of this Board granting access to or furnishing pupil records in accordance with the specifications of the code. The Superintendent of Schools shall direct the development of administrative procedures for the implementation of this pupil records policy and procedures for requesting a transfer student’s records from the school district of previous attendance within two weeks of the transfer students’ official enrollment in this school district.

The pupil records collected and maintained by the district are enumerated and described in the district’s Pupil Records Policy 5125.

**Legal References**

**NJSA**
- 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- 18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
- 18A:36-19a Newly enrolled students; records and identification
- 18A:36-35 Disclosure of certain student information on Internet prohibited without parental consent
- 18A:40-19 Records and reports of tuberculosis testing; disposition; inspection

**NJAC**
- 6A:8-4.2 Documentation of student achievement
- 6A:14-1.1 et seq. Special Education
- 6A:16-1.1 et seq. Programs to Support Student Development
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-2.1 Definitions
- 6A:32-7.1 et seq. Student records
- 6A:32-8.1 School register
- 6A:32-14.1 Review of mandated programs and services
- 15:3-2 State records manual

The Board of Education will do all in its power to prevent the use of an educationally handicapped pupil’s name when discussing or acting upon a recommendation in which the use of the pupil’s name could be considered detrimental to the child and a breach of confidentiality.

The Board directs that the names and other personally identifiable data concerning educationally handicapped children shall be kept confidential and shall not be included in the public acts and records of the district, except upon the written request of the parent or adult pupil, to the Superintendent of Schools. Such names and data shall be coded for inclusion in the public record. A special confidential file shall be maintained listing the names of educationally handicapped pupils on whose behalf the Board of Education must take public action. Motions concerning handicapped pupils made at public meetings shall be anonymous and referred to this confidential file. Access to this file, as to all other records of handicapped pupils, shall be given only to authorized school employees and official of the state department of education. Any further access to this information will be governed by law.

To ensure proper accessibility and confidentiality, the records of educationally handicapped pupils shall be gathered, updated, maintained, stored, transferred, made accessible and finally disposed of in accordance with the provisions of New Jersey Administrative Code on Pupil Records, N.J.A.C. 6:3-2.

It shall be the policy of the Board of Education that all employees of the district shall be directed to utilize the following procedures to avoid the needless public labeling of educationally handicapped students but no be limited to:

Avoidance of any educationally handicapped labeling in public address announcements, classroom signs, open circulation of documents designating an individual or class as educationally disabled, open circulation of photographs and audio or video tapes without prior written parental/guardian approval to photograph and/or tape.

Legal References
NJSA 18A:36-35 Disclosure of certain student information on Internet prohibited without parental consent

Possible Cross References
1100, 1110, 1120, 5125, 5141.4, 6145.3, 6171.4
The Board of Education believes that pupil achievement should be recognized at all levels in a manner appropriate to the pupil’s accomplishment.

The Board directs the Superintendent of Schools to develop criteria and procedures for presenting awards to pupils for scholarship and outstanding accomplishments in the arts, athletics, community service, technology, attendance, citizenship, and other areas appropriate for special recognition. The Board directs the Superintendent of Schools to make certain that awards and scholarships are presented to as many students as possible.

The Superintendent of Schools shall review and advise the Board on acceptance of proposed trophies, prizes, scholarships or other awards from non-school donors. Any such proposed award shall be free from bias as outlined in the district’s affirmative action program.

It is the policy of the Board that areas of recognition be unique and distinctive. As an example, there is to be only one scholarship granted to the male and female graduating student who has demonstrated the highest academic achievement.

Other academic awards may be established and awarded for academic achievement in specific subject fields, such as mathematics, science, spelling, etc. In addition, the Superintendent/designee shall review the awards to be presented each year to ensure the Board that no duplications exist and that the awards to be presented will recognize achievement in as many areas as possible.

**Academic Recognition**

The Board directs the Superintendent of Schools to establish criteria and procedures for placing pupils in grades or on academic honor rolls.

**Athletic Participation**

The Board wishes to recognize the achievements of pupils who give many hours of their time to represent the school in interscholastic athletics. Requirements for awards in each sport shall be decided by a committee composed of coaches, and administration.

**Service Participation**

School service groups shall be recognized for participation in order to emphasize the importance of good citizenship in school life as outlined in the course of study.

**Legal References**

- NJSA 18A:36-20 Discrimination; prohibition
- 18A:71-27 Higher education; scholarship funds; establishment; administration

**Possible Cross References**

1322, 3280, 5120, 5125, 5127, 5131, 6145.1/6145.2, 6147
The Board endorses the annual graduation activities and ceremonies and directs the Superintendent of Schools to ascertain that no pupil be barred from participation for arbitrary or discriminatory reasons. The date of graduation ceremonies shall be recommended by the Superintendent of Schools and approved by the Board.

**Graduation and Yearbook Fees**

The Board recognizes that the cost of graduation ceremonies, if any, directly paid by graduating pupils and the cost of a yearbook directly paid by the graduating pupil may create a financial hardship for the parents/guardians of the graduating pupil.

The Board will not exclude from the graduation ceremony any pupil who is unable to pay the fees required of the graduating pupil to participate in the graduating ceremony because of financial hardship for the parents/guardians of the graduating pupil.

Additionally, the Board will pay the cost for a graduating pupil to purchase a yearbook if the graduating pupil is unable to pay the fees required of the graduating pupil for a yearbook or for any fees required to participate in the graduation ceremony because of financial hardship for the parents/guardians or the graduating pupil.

In determining financial hardship, the criteria will be the same as the statewide eligibility standards established by the NJ State Board of Education for free and reduced price meals under the NJ State School Lunch Program.

**Guidelines for Graduation Year Activities**

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities shall include, but not be limited to:

1. Consistent involvement in disciplinary action(s);
2. Suspension;
3. Recommendation by the teaching staff.

The final decision shall be made by the Superintendent of Schools.

Pupils and parents/guardians shall be given advance notification of these criteria.

**Graduation Procedures and Ceremonies**

A pupil identified for exclusion and his or her parents shall be notified at least one week prior to graduation.
The Board reserves the right to deny participation without warning when extreme circumstances warrant. Such denial shall be treated in the same manner as a suspension and the pupil so affected shall be afforded the rights of review provided in the policies of this Board.

The Board of Education shall not prevent, or otherwise deny participation in constitutionally protected prayer in any district school, consistent with guidance issued by the United States Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution.

The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

<table>
<thead>
<tr>
<th>Legal References</th>
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</thead>
<tbody>
<tr>
<td>NJSA 18A:7C-5.1 Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees</td>
</tr>
<tr>
<td>18A:11-1 General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:36-18 Books containing organic laws at graduation</td>
</tr>
<tr>
<td>18A:37-2 Causes for suspension or expulsion of pupils</td>
</tr>
<tr>
<td>18A:54-20 Powers of board (county vocational schools)</td>
</tr>
<tr>
<td>NJAC 6A:8-5.1 et seq. Implementation of Graduation Requirements</td>
</tr>
<tr>
<td>6A:16-7.1 et seq. Student Conduct</td>
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<td>R.L. v. Kingsway Regional Board of Education, 95 NJAR2d (EDU) 296</td>
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<tr>
<td>D.C. v. Parsippany Troy Hills Board of Education, 96 NJAR2d (EDU) 697</td>
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<tr>
<td>DOG v. Ridgefield Park Board of Education, 96 NJAR2d (EDU) 820</td>
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<tr>
<td>R.F. v. Park Ridge Board of Education, 97 NJAR2d (EDU) 1</td>
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<tr>
<td>American Civil Liberties Union v. Blackhorse Pike Regional Board of Education, 84 F.3d 1471 (3d Cir. 1996)</td>
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Possible Cross References
5113, 5114, 5126, 5131, 6111, 6141.2, 6146
The school program shall also include provisions for a balanced program of student activities in keeping with the various age levels and needs of the children served. Such activities are recognized by the Board of Education as vital needs in a well-rounded program of education when they are clearly defined and their function is primarily directed toward the growth of children. Planned extra-curricular activities should be reviewed by the Superintendent of Schools who in turn should report it to the Board of Education.

All student activities must be sanctioned by the Administration and be under the specific and direct supervision of the Administration and/or faculty. Parent assistance may be requested and utilized.

Every teacher who sponsors an activity shall remain at school until every child has been picked up by his/her parents.

Parents/guardians must be punctual picking up children after school-sponsored events. Abuse of this policy could result in their child’s exclusion for a future activity. In extreme cases, a student may be excluded from any activity at the discretion of the faculty in charge. Eligibility for student activities may be based on the academic and conduct records of the student. Students are under the supervision of the school from the time they leave home in the morning until they return to their homes. Students are therefore also under school supervision at all school sponsored activities.

Legal References
NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References
1210, 1322, 5113, 5114.3, 5114.4, 5114.5, 5126, 6145
No student shall be permitted to drive an automobile, or motorcycle or any other motorized vehicle to school at any time.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
It is the right of every pupil to go to and from school, and to obtain an education in the schools, without fear of molestation, physical or verbal. The Board of Education hereby states that it will take such measures as are necessary, including suspension, permanent expulsion, or prosecution in the courts, against any person, pupil or other, who so interferes with the education of others.

The Board of Education therefore makes it clear that it will support teachers and other staff members who report violations of the school regulations, or violations of their own orders, because such violations do interfere with the rights of others. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated. The Board of Education will prosecute any unauthorized person who enters upon school property.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the school.

The Board, having the responsibility for providing an educational program for the pupils of this district, shall have the authority to preserve order for the proper functioning of that program.

No pupil shall encourage any other pupil on or off school property to participate in any protest, march, picketing, or similar activities which cause or result in the disruption of any lawful function or activity of the school to which he/she is assigned or any other school in the School System.

Pupils shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

Legal References

NJSA 2A:53A-15. Liability of parent or guardian for willful destruction of property
2C:39-5 Unlawful possession of weapon
18A:17-46 Reporting violence and vandalism
18A:25-2 Authority over pupils
18A:37-1 Suspension and expulsion

No Child Left Behind Act of 2001, Pub. L. 107-110,
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)
Unsafe School Choice Option Policy, NJ Department of Education, June 30, 2003
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
It is the policy of the Board of Education that the following shall be the procedure for addressing student disorder:

1. Any teacher, administrator, staff member, parent volunteer or pupil being aware of, or hearing any rumors of a potential disorder shall immediately inform the Superintendent of Schools.

2. The Superintendent of Schools shall make an immediate investigation to determine if there is any basis to the rumor. If there is no basis but his/her investigation reveals a need to put the Grievance Policy into effect, this shall be done in order to prevent any possible future disorder. If this rumor is centered on several key students, they shall be immediately taken into conference to determine the cause of the problem(s).

If, upon investigation, actual disorder is taking place that is endangering others and does not respond to administrative requests, then the Superintendent of Schools, after due consideration, shall:

1. Contact the local law enforcement officer if available.
2. Contact the New Jersey State Police Barracks responsible for patrolling the school
3. Enlist the assistance of any personnel available and continue to attempt to calmly and peacefully bring the disorder under control.

The Superintendent of Schools, at his/her discretion may advise the County Superintendent of Schools of the incident.

The Superintendent of Schools shall, as soon as conditions permit, advise the President of the Board of Education verbally of the incident and prepare and submit a full written report of the incident that shall include a detailed description of the incident as well as the remedies taken.

**Legal References**

- NJSA 2A:53A-15. Liability of parent or guardian for willful destruction of property
- 2C:39-5 Unlawful possession of weapon
- 18A:17-46 Reporting violence and vandalism
- 18A:25-2 Authority over pupils
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Unsafe School Choice Option Policy, NJ Department of Education, June 30, 2003
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Oldmans Township Board of Education recognizes that a crisis can occur that impacts on the well-being of the students and the community, and on the operation of the schools. A planned, coordinated response is needed to reduce the disruptive effects of a crisis, ensure student and staff safety, and minimize property damage, and provide a healthful and safe school environment that facilitates learning.

The district staff needs to be prepared to respond to a crisis which may or may not occur on school property, but which can impact the physical and psychosocial needs of the students and staff. A crisis may be a natural event such as a hurricane or tornado which injures students and staff, and destroys school property, an act of violence, or the death of a student or staff member. Violence is defined as any physical assault or attempt to harm, threatening gesture, verbal abuse, property destruction, or carrying of weaponry in the school setting. This setting includes all buildings, grounds, travel between these settings and school-related activities. In particular, a death by suicide presents a serious and sensitive issue which impacts on the whole community. The death of a person by suicide requires special review to determine its crisis impact.

The Superintendent shall develop administrative procedural guidelines to address crisis management. These guidelines shall include, but not be limited to:

1. The establishment and training of building crisis management teams;
2. Staff development of teachers, administrators, and support personnel;
3. Student awareness education; and,
4. Defined crisis intervention and post-incident procedures to be followed.

Legal References:
NJSA 18A:11-1, 30:9A-12
Crisis Management Plan
The Superintendent, in conjunction with the Board of Education, may deem it necessary to convene the district’s Crisis Management Intervention Team. The Crisis Intervention Team will be formed and act to assist in coordinating physical and/or psychosocial activities and support efforts prior, during and after highly traumatic events as outlined in the Crisis Intervention Policy.

Purpose
The express purpose of the Crisis Intervention Team (CIT) is to establish a positive and coordinated plan of action to undertake in case of a potential and/or actual crisis in either the schools and/or community. It is recognized that each crisis is unique and must be treated accordingly. As such, the CIT and Superintendent will keep the Board of Education informed and will not usurp their decision-making responsibilities.

Membership
The superintendent, in consultation with the Board of Education, shall appoint a Crisis Intervention Team (CIT). The Team may be either school based or school and community based as deemed appropriate. Members may include, but are not limited to, the following:

School Based
A. Superintendent- (Crisis Coordinator)
   Responsibilities include but are not limited to; gathering of factual information about situation, determination of need to initiate plan, convenes team, liaison with BOE, community, and media.

B. Board of Education Member- (Board Representative)
   Responsibilities include coordination of communication to Board Members, liaison to Crisis Coordinator, community, and media as appropriate.

C. Board Attorney
D. School Nurse- (Clinical Coordinator)
   Responsibilities include coordination of medical response and school based triage, delegation of duties to on-site first responders, liaison to EMS personnel and medical community, facilitates medical referral process.

E. Professional Staff trained First-aid/CPR- (First Responder)
   Responsibilities include rendering immediate assistance as assigned by Clinical Coordinator.

F. Professional Staff Representative from each building (Group Coordinator)
   Responsibilities include escorting staff & students to safe environment, facilitating communication process, provision of environmental controls, other duties as assigned by Crisis Coordinator.

G. Guidance Counselor, School Psychologist, Social Worker (Mental/Social Health Liaison)
Responsibilities include identification of emotional responses to situation, provision of counseling services, as needed, referral to community mental health resources as appropriate.

I. Any other school member deemed appropriate (General Team Member)

Community-Based
A. Mayor and/or his/her designee
B. Law Enforcement Representative
C. Local Mental Health Center Representatives
D. Local Clergy
E. PTA Representative

Procedure
In the event of a crisis (see Crisis Intervention Policy) the Board of Education will appoint the Superintendent as Crisis Coordinator. It will be the Crisis Coordinator’s responsibility to gather factual information about the situation, convene a meeting of appropriate school-based and community-based Crisis Intervention Team members as soon as possible, and serve as a liaison to the Board and community at large. The team, acting in their established roles, will develop a plan of action that might include all or part of the following:
A. Establish a system to relay an impending and/or actual crisis situation to the school and surrounding community.
B. Develop a list of potential “at risk” students and contact their parents/guardians. All identified “at risk” students as outlined by the profile Identifying Adolescents Who May Harm Themselves or Others (1999) will be seen by the support staff/personnel.
C. Develop an evacuation plan.
D. Designate a person to deal with the media and to be spokesperson for the school system and community.
E. Meet initially with the staff and inform them of the situation and the actions that have been taken and the role that they will be asked to play. The Superintendent will conduct the meeting. Throughout the crisis, the staff will be kept informed and updated.
F. Draft a statement or press release, if deemed necessary that will be reviewed by the Board Attorney prior to submission to the local media.
G. Contact community support services for assistance (local clergy, community Mental health center, etc.)
H. Provide support personnel (i.e. Crisis Counselors) that will be made available to meet individually and/or in small groups with students deemed in need. This will occur prior to, during and in the debriefing phase of the crisis as appropriate. Meeting locations shall be announced, typed and delivered to teachers.
I. Schedule a general public meeting, if necessary, to inform and to answer parents’/guardians’ and other citizens’ concerns regarding the situation. A single spokesperson will be designated for this meeting. The CIT (Crisis Intervention Team) members will attend the meeting and assist the spokesperson in answering questions and
verify actions taken. The Superintendent and Board Attorney will draft the meeting memorandum and agenda.

J. All during this process the Board of Education will be kept informed and updated on the crisis.

The Crisis Intervention Team will meet after the crisis has abated to discuss and to evaluate the crisis management plan and to decide what changes or modifications need to be made.

Staff Development
All Personnel will receive training in the following areas related to crisis intervention:
   A. Identification of early warning and imminent warning signs of potentially harmful and/or violent behaviors
   B. Reporting system
   C. Crisis intervention policy and procedure

All personnel designated as CIT (Crisis Intervention Team) members will receive training in the above aspects and specific identified topics that include, but are not limited to, suicide, grief management, stress management and violence prevention.

Student Education

All students of the Oldmans Township School District will be made aware of the existence of the Crisis Intervention Policy and Procedure. It will be stressed that there is a zero-tolerance policy for threats of and/or actual incidents of school violence. Students are held accountable for their actions and follow an established Code of Conduct. As appropriate, interventions will be scheduled which foster violence prevention and crisis management i.e. peer mediation, individual and/or group counseling, conflict resolution and safety oriented assemblies.

References
University of Medicine and Dentistry of New Jersey, Office of Prevention Services (1999). Identifying Adolescents Who May harm Themselves or Others. New Brunswick, NJ.

Bibliography
The Board of Education and the staff of the school (hereafter referred to as the “Board” and the “staff”) recognize that the misuse of drugs is a serious problem with enormous impact upon the welfare of the entire school community. The Board and staff are committed to the prevention of abuse involving anabolic steroids, alcohol, and other drugs, and rehabilitation of abusers of anabolic steroids, alcohol, and other drugs and implementation of an elective anabolic steroid, alcohol and drug curriculum, as well as providing special assistance for addicted students. The Board and staff desires to utilize positive approaches in dealing with these problems, but will resort to the necessary and appropriate steps to protect the school community from harm and exposure to anabolic steroids, alcohol and drugs.

Additionally, the Board and staff also recognize that an effective educational approach, promoting accurate information and positive decision-making skills, is the first step in preventing a student from becoming harmfully involved with anabolic steroids, alcohol and other drugs.

Adoption of Policies and Procedures
A. The Board hereby adopts these policies and procedures for the discipline, evaluation and treatment of pupils who possess, consume or who, on reasonable grounds, are suspected of being under the influence of the following substances:
   1. Alcoholic beverages
   2. Any controlled dangerous substance, as identified and prohibited in N.J.S.A. 24:21-2; and or
   3. Any chemicals and/or chemical compounds which release toxic vapors as defined in N.J.S.A. 27A:170-25.9
   4. Anabolic steroids
   5. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.

B. Any student using a prescription drug should bring the medication to the nurse in its original container accompanied by a doctor’s order. The doctor’s order should include illness, injury, or condition treated, dosage of medication, time to be administered, route and duration or medication usage. A note with parental signature permitting the school Nurse to administer the medication should also be included. The Medical Consent form shall be completed by the physician or dentist and parent/guardian.

C. In accordance with state law, this policy was developed through consultation with the school nurse, the school medical inspector, the School Board Attorney, the Board and the administration. The effectiveness of the policy shall be reviewed annually.

Medication orders must be reviewed each school year.
Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

A. Provide the Board with written authorization for the pupil’s self-administration of medication;
B. Provide written certification from the pupil’s physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirement listed above;
B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
C. Maintain the right to revoke the pupil’s permission to self-mEDIATE if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement of self-mEDIATE. The Superintendent of Schools shall confer with the School Physician and School Nurse prior to recommending termination of a pupil’s permission to self-mEDIATE and shall also consult with the pupil, the pupil’s parents/guardians and the pupil’s physician.

Review and Availability of Policies and Procedures

A. Annually, the Superintendent of Schools shall take steps as may be necessary to notify all students likely to be affected and their parents, the community and appropriate law enforcement agencies about the Board Policy on anabolic steroids, alcohol and other drug abuse policy. In addition, all members of the professional staff shall be informed of their responsibility to report to the Superintendent of Schools any student suspected of being under the influence of drugs.
B. Anabolic steroids, alcohol and other drug abuse policies and procedures for discipline, evaluation and treatment of students shall be made available annually to all school staff, students and parents or guardians by publication in the student-parent handbook.
C. The student and/or his/her parent may appeal any action taken through the grievance procedure.

Enforcement of Drug-Free School Zones
The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Prosecutor and approval by County Superintendent of Schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General’s Executive Directive 1988-1.

Law Enforcement Liaison
In order to ensure that such cooperation continues, the Board directs the Superintendent of Schools to designate a school district liaison to law enforcement agencies and to prescribe the rules and responsibilities of the school liaisons. Such assignment shall be in accordance with the district’s collective bargaining agreement, if applicable.

Undercover Operations
The Board hereby recognizes that the Superintendent of Schools may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that anabolic steroid, alcohol, or other drug use and/or trafficking of the same is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent of Schools to request such intervention under these circumstances. The Board recognizes that the Superintendent of Schools is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent of Schools to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent of Schools is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent of Schools to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General’s Executive Directive 1988-1 and that is in the best interest of the students and the school district.

The Board directs the Superintendent of Schools to cooperate with the law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent
of Schools or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the County Prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent of Schools shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

**Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests**

Any school employee who has a reason to believe a student or staff member is using or distributing anabolic steroids, controlled dangerous substances or drug paraphernalia on school premises shall bring that information the Superintendent of Schools and the Superintendent of Schools shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in accordance with the law and Administrative Code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent of Schools may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent of Schools and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment, the Superintendent of Schools shall immediately notify the student’s parent or guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale or distribution of any controlled substance, drug paraphernalia, alcoholic beverages, or anabolic steroids.

Whenever the police have been summoned to a school building, the Superintendent of Schools shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

**Student Searches and Securing Physical Evidence**

The Superintendent of Schools or his/her designees may conduct a search of a student’s person or belongings if the search is necessary to maintain discipline and order in the school, and the
school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in New Jersey v. T.L.O., U.S. 325 (1985), as set forth in Appendix C of the Attorney General’s Statewide Action Plan for Narcotics Enforcement.

If, as a result of the search, anabolic steroids, a controlled dangerous substance or drug paraphernalia is found or if anabolic steroids, a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately inform the Superintendent of Schools who will notify the appropriate law enforcement agency. The Superintendent of Schools shall ensure that the steroids, controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Superintendent of Schools shall then contact the student’s parent to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a students person or belongings is necessary, or interrogation is to be conducted, the Superintendent of Schools shall request that the law enforcement officials conduct the search, seizure or interrogation.

Police Presence at Extracurricular Activities
The Superintendent of Schools is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of officers in the event of an emergency or when the Superintendent of Schools believes that uniformed police presence is necessary to determine illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities
The Board authorizes the Superintendent of Schools to contact the Chief Executive Officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If, for any reason, the dispute or objection is not satisfactorily resolved with the Chief Executive Officer of the agency, the Superintendent of Schools shall work in conjunction with the County Prosecutor and, where appropriate, the Division of Criminal Justice to take appropriate steps to resolve the matter.

Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the Attorney General whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs
Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school districts own substance abuse programs. All information concerning a pupil’s or staff member’s involvement in a school intervention or treatment program shall be kept strictly confidential, see 42 C.F.R. 2 and N.J.A.C. 6:3-6.6.
In-Service Training
The Superintendent of Schools will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6:3-6.3 et seq.

Annual Review
The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will consult with the County Superintendent of Schools, local community members, and the County Prosecutor’s office.

Availability of Policy
The policies and procedures contained herein shall be made available to all staff, pupils, parents or guardians on an annual basis.
NJSA 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
2C:29-3a Hindering apprehension or prosecution
2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty
2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons;
2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987
9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes
9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
18A:25-2 Authority over pupils
18A:36-19.2 Student locker or other storage facility; inspections; notice to students
18A:37-1 Submission of pupils to authority
18A:37-2 Causes for suspension or expulsion of pupils
18A:38-25 Attendance required of children between six and sixteen, exceptions
18A:38-31 Violation of article by parents or guardian, penalties
18A:40A-1 et seq. Substance abuse
24:21-2 Definitions (New Jersey controlled dangerous substances)
26:3D-55 et seq. New Jersey Smoke-Free Air Act
P.L. 2005, c. 209 Random student drug testing

NJAC 6A:8-3.1 Curriculum and instruction
6A:9-13.2 Substance awareness coordinator
6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1 et seq. Programs to Support Student Development
6A:32-13.1 et seq. Pupil Behavior
Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)
42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records
F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382
In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References
1330, 1410, 4131.1, 4231.1, 5114, 5124, 5125, 5131, 5131.7, 5141.3, 5141.21, 5145.12, 6145.1/6145.2, 6145.7, 6154, 6172, 6173
The Board prohibits the use, possession or distribution of any drug by pupils, staff or others on school property.

The following disciplinary actions shall be taken for the violations indicated:

A. The possession or consumption of alcoholic beverages or controlled dangerous substances or; being under the influence of intoxicating beverages or controlled dangerous substances while on school premises and/or participating in or attending school activities.
   ▪ First offense:  Suspension for 5 days, signing of a complaint, parent conference
   ▪ Second offense:  Suspension, report to the Board and Board action

B. Selling, distributing or purchasing alcoholic beverages or controlled substances while on school premises and/or participating in or attending school activities.
   ▪ Suspension, signing of a complaint, report to the Board and Board action

Due process shall be provided a student in accordance with N.J.S.A. 18A:37-4, and shall include notice of charges, a hearing conference, a right to face accusers, a right to present evidence, and an opportunity to appeal the decision to a higher authority.

Involvement of Law Enforcement Agencies
For students who are involved in the intervention and evaluation process or who have been referred for treatment services there shall be no involvement of law enforcement authorities unless the student has violated the law or the discipline code of the school regarding knowing possession or consumption, or being under the influence of, or selling, distributing or purchasing of alcohol or controlled dangerous substances while on school premises and/or participating in school activities.

If a student has violated the law or school discipline code regarding alcohol or controlled dangerous substances, the Superintendent of Schools shall notify the local law enforcement officials and sign a formal complaint. The Superintendent of Schools shall also notify the parent or guardian. The Superintendent of Schools shall inform the Board of Education no later then the next regularly scheduled meeting of the Board.

The interrogation of pupils by law enforcement officials shall be in accordance with Board policy (Policy 5145.11 - Questioning and Apprehension), and shall be in the presence of the Superintendent of Schools. The Superintendent of Schools shall give prior verbal notice to the parent or guardian.
Searches and seizures shall be conducted in accordance with N.J.S.A. 18A:36-19.2 when there is reason to believe that a student is in possession of alcohol or controlled dangerous substances.

Evaluation
Students who voluntarily seek assistance for problems involving alcohol and substance abuse or students who have had a medical examination that shows a positive diagnosis, shall be referred to a counselor, School Nurse, or child study team staff member to determine whether evaluation is warranted. If it is determined that evaluation is needed, referral shall be made as follows, depending on the particular case:

- Referral to an educational program beyond the regular school program.
- Referral to a physician for examination.
- Evaluation by the Child Study Team.
- Referral to teaching staff member or counselor, for assessment.
- Referral to trained service providers who are certified alcoholism or substance abuse counselors who are resource persons or who work in conjunction with certified teachers or counselors, for assessment.

Treatment Procedures
When a student has been diagnosed as having a drug or alcohol dependency problem, the student shall be provided with the following, depending upon the particular case:

- A program of instruction, counseling and related services provided by the Board or a service provider.
- Treatment by individuals trained and certified as alcohol substance abuse counselors who are school teaching staff members or counselors or who are working in conjunction with school certified staff.
- Referral to a community agency.
- Support services from teaching or counseling staff.
Legal References
NJSA 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
2C:29-3a Hindering apprehension or prosecution
2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty
2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons;
2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987
9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes
9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
18A:25-2 Authority over pupils
18A:36-19.2 Student locker or other storage facility; inspections; notice to students
18A:37-1 Submission of pupils to authority
18A:37-2 Causes for suspension or expulsion of pupils
18A:38-25 Attendance required of children between six and sixteen, exceptions
18A:38-31 Violation of article by parents or guardian, penalties
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NJAC 6A:8-3.1 Curriculum and instruction
6A:9-13.2 Substance awareness coordinator
6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1 et seq. Programs to Support Student Development
6A:32-13.1 et seq. Pupil Behavior
Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)
42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records
F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382
In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)
The New Jersey School Search Policy Manual, New Jersey Attorney General
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
Possible Cross References
1330, 1410, 4131.1, 4231.1, 5114, 5124, 5125, 5131, 5131.7, 5141.3, 5141.21, 5145.12, 6145.1/6145.2, 6145.7, 6154, 6172, 6173
Paging Devices
Students are not permitted to possess or use remotely activated paging devices, beepers, walkie-talkies, audio devices or other forms of electronic communication during the school day, at any school-sponsored activity (on or off school property) or while en-route to or from any school function in a district owned, leased or contracted school vehicle unless granted previous permission to do so.

Any person enrolled as a student in the School System knowingly and without the express written permission of the Board of Education or designee knowingly brings or possesses any remotely activated paging device, or other such electronic device at any time and regardless of whether school is in session or other persons are present, may be guilty of a disorderly persons offense.

Any student who wishes to bring a remotely activated paging device onto any property used for school purposes must petition the Board of Education in writing to show a reasonable basis for the possession of such a device. The Board directs the Superintendent of Schools to develop regulations to implement this policy.

Electronic devices necessary to maintain the medical health of the student are exempt from this policy. If a student requires the use of a medically required electronic device, it is expected that the student’s physician will provide a written description of the device as well as its intended purpose.

Cell Phones
Use of cell phones during the school day and on the bus is strictly prohibited. All cell phones must be turned off and remain in the student's backpack or locker.

Failure to comply with this policy will subject students to the sanctioned as described in the student discipline code of the district. In all cases of violation of this policy, the cell phone shall be confiscated by the administration and returned to the parent/guardian.
Legal References
NJSA 2C:33-19 Prohibition of possession of remotely activated paging device
18A:11-1 General mandatory powers and duties
18A:36-19.2 Search of student lockers
18A:37-1 Authority over students
18A:37-2 Suspension and expulsion
The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere which encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

The Superintendent of Schools shall develop general guidelines for pupil conduct on school property and shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent of Schools shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions which may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

In developing regulations to implement this policy, the chief school administrator shall provide appropriate recognition for pupils who consistently maintain high standards of self-discipline and good citizenship. The regulations shall:

A. Require that pupils conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;

B. Establish the degree of order necessary to the educational program in which pupils are engaged.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the
administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse
In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses
Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Superintendent of Schools may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The Superintendent shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The Principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent of Schools shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this Board.
Disabled
Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

A. The pupil's behavior is not primarily caused by his/her educational disability;
B. The program that is being provided meets the pupil's needs.

Staff shall comply with law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of classified pupils.

Implementation
The Superintendent of Schools shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review all related policies on a regular basis.

Legal References

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<tr>
<th>NJSA</th>
<th>2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2C:12-1 Definition of assault</td>
</tr>
<tr>
<td></td>
<td>2C:33-19 Paging devices, possession by students</td>
</tr>
<tr>
<td></td>
<td>2C:39-5 Unlawful possession of weapons</td>
</tr>
<tr>
<td></td>
<td>18A:6-1 Corporal punishment of pupils</td>
</tr>
<tr>
<td></td>
<td>18A:11-1 General mandatory powers and duties</td>
</tr>
<tr>
<td></td>
<td>18A:25-2 Authority over pupils</td>
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<tr>
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<td>18A:36-19a Newly enrolled students; records and identification</td>
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<td>18A:37-1 et seq. Discipline of Pupils</td>
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<td></td>
<td>18A:40A-1 et seq. Substance Abuse</td>
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<td>18A:54-20 Powers of board (county vocational schools)</td>
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</tbody>
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| NJAC   | 6A:14-2.8 Discipline/suspension/expulsions                                |
|        | 6A:16-1.1 et seq. Programs to Support Student Development                 |
|        | 6:32-12.1 Reporting requirements                                          |
|        | 6:32-12.2 School-level planning                                          |

Possible Cross References

1220, 3517, 3541.33, 4148, 5000, 5010, 5020, 5113, 5114, 5124, 5127, 5131.5, 5131.7, 5132, 5145, 5145.2, 5145.4, 5145.6, 6145, 6164.4, 6171.4, 6172
The Oldmans Township School District adheres to the firm belief that students have basic rights and responsibilities in pursuing their educational experiences in schools.

The basic students rights include:
- the right to due process
- the right to a safe environment
- the right to freedom from discrimination
- the right to educational opportunities
- the right to inquiry and expression

The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive, physical or verbal expression infringing on the rights of other. Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

All students are expected to honor their responsibilities and behave in ways which respect the rights of all. The rules of behavior include but are not limited to the following:
- being prepared for class by bringing paper, pencil, pen, books, and other needed supplies;
- completing all classwork and homework;
- using classtime properly;
- cooperating with teachers and peers;
- respecting the person, feelings, beliefs, and belongings of others’;
- keeping work areas and instructional materials orderly and neat;
- taking care of and returning all textbooks, library books or other school-owned materials loaned to them;
- following all rules on the bus and at school;
- being honest and truthful;
- following the school dress code;
- acting responsibly on campus and at all school sponsored events regardless of location, to include bus transportation.

Following are specific behaviors which are deemed unacceptable, the commission of which will result in one or more of the consequences listed:

Level I - Classroom/School
- Cheating/Plagiarism
- Chewing gum
- Disruptive behavior
- In unauthorized behavior
- Unprepared for class
Unexcused lateness to class
Unauthorized possession of another student’s belongings
Defacing school property

Level II - Classroom/Administrative
- Destruction of school property
- Failure to attend detention
- Forgery
- Foul, obscene, and/or abusive language
- *Inappropriate dress or accessories
- *Insubordination
- *Intimidation of other students
- Littering
- Possession of inappropriate items
- *Theft of school property or property of others
- *Lateness to school (Detentions begin after 5 latenesses)
- *Cutting class
- *Fourth occurrence of a Level I classroom offense

Level III - Administrative/Legal
- Arson
- Assault
- Extortion
- False alarms
- Inappropriate sexual behavior/sexual harassment
- Physical confrontation
- Possession, use and/or sale of alcohol, drugs and/or tobacco
- Possession and/or use dangerous objects/weapons
- Threatening a staff member or another student
- Leaving school grounds
- Truancy
- Inappropriate behavior to or from school

The following approved classroom procedures may be used for classroom level discipline. Any other procedure must be approved by the principal. It is expected that appropriate professional discretion will be exercised to avoid the overuse of any one method, particularly if the result is negligible:
- Detention after school
- Time out in another teacher’s classroom
- Lunch recess inside
- Zero for incomplete work
- Office detention at lunch recess
- Parent phone conference
The following administrative procedures may be used for offenses requiring administrative intervention:

- After school detention
- In-school suspension/removal from class
- Out-of-school suspension
- Restricted use of a privilege violated (e.g. dance, basketball game, bus)
- Exclusion from class trip
- Exclusion from non-academic activity
- Expulsion
- Contact appropriate legal authorities
- Parent conference
- Compensation for damages

Parent Notification
Parents will be notified by the teacher and/or administrator if the student infraction results in a specific disciplinary procedure.

Due Process
Alleged violations of the Code of Conduct which extend beyond the sanction of the classroom are to be investigated by a school administrator with students accorded due process of law. Due process of law requires that in the case of suspension, the students must have an informal hearing by a school official which includes:

1. informing the student of the charges against him/her;
2. giving the student a chance to reply to the charges.

Student Grievance Procedure
A grievance is a claim alleging that a student’s rights have been misrepresented or violated in the application of the consequences listed in the Code of Conduct. For purposes of this procedure a day shall be considered a calendar day.

Procedure for Appeals

1. A student/parent may make an appointment with the appropriate teacher to discuss a grievance within 10 days of its occurrence.
2. A student/parent may make an appointment with the appropriate administrator to discuss a grievance within 5 days of the conference in #1 above.
3. A student/parent may make an appointment with the Chief School Administrator to submit a formal written grievance within 5 days of the conference in #2 above. The Superintendent of Schools shall respond in writing within 5 days of receipt of the grievance. Failure to respond in writing within the specified time limit shall permit the
student/parent to take said grievance to the next level within 10 days of the original submission of the grievance.
4. A student/parent may submit a formal written grievance to the Board of Education, through its Secretary, within 5 days of the Superintendent of Schools’ response.
5. The Board shall consider the grievance at its next regular meeting and respond in writing within 2 days following that meeting.

All formal grievances and decisions rendered shall be in writing. Failure to take a grievance to the next level within the specified time limit shall be considered acceptance of the decision rendered at that level. In the event that a grievance is filed after June 1 of any school year, all parties involved will resolve the grievance prior to the regular July meeting of the Board of Education.

Items Brought to School
In order to reduce distractions and potential loss or harm to pupil property, the following matters should be brought to parent, pupil and staff attention on an annual basis.

Items to Remain at Home
Radios, tape recorders, electronic games, Ipods, large bills, cameras, and items of unusual value, are to be kept at home. The school assumes no responsibility for items sent by parents, with or without a note.

Legal References
NJSA 18A:25-2 Authority over pupils

Possible Cross References
1220, 3517, 3541.33, 4148, 5000, 5010, 5020, 5113, 5114, 5124, 5127, 5131.5, 5131.7, 5132, 5145, 5145.2, 5145.4, 5145.6, 6145, 6164.4, 6171.4, 6172
The Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence whether they are verbal, sexual, physical or emotional will not be tolerated and will be dealt with according to school student code of conduct.

Warning Signs of Dating Violence
A pattern of behaviors may be an important sign that a student is involved in an unhealthy or abusive dating relationship. Warning signs may include but not be limited to the following:

- **Name Calling and Put Downs** Does one student in the relationship use name-calling or putdowns to belittle or intimidate the other student?
- **Extreme Jealousy** Does one student in the relationship appear jealous when the other talks with peers?
- **Making Excuses** Does one student in the relationship make excuses for the other?
- **Cancelling or Changing Plans** Does one student cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- **Monitoring** Does one student call, text, or check up on the other student constantly. Does one student demand to know the other’s whereabouts or plans?
- **Uncontrolled Anger** Have you seen one of the students in the relationship lose his or her temper or throw and break things in anger?
- **Isolation** Has one student in the relationship given up spending time with family and friends? Has the student stopped participating in activities that were once very important?
- **Dramatic Changes** Has the student in the relationships appearance changed? Lost or gained weight? Does the student seem depressed?
- **Injuries** Does the student in the relationship have unexplained injuries? Does the student give explanations that seem untrue?
- **Quick Progression** Did the student’s relationship get serious very quickly?

Statistics

- Victims of alleged aggressors of teen dating violence are more likely to bring a weapon to school.
- Victims of teen dating violence have lower academic achievement and grades of D and F.
5% of girls reported missing at least one day of school a month due to safety concerns.

43% of teen dating violence victims report that the dating violence experience occurred in a school building or on school grounds.

83% of the acts or incidents of dating violence that occurred at school was physical abuse.

Procedures for Reporting Incidents of Dating Violence
All acts or incidents of dating violence shall be reported to the principal/designee in compliance with existing school district policy and procedures. School staff should take all reasonable measures to prevent acts or incidents of teen dating violence. This report should be made verbally as soon as possible but no later than the end of the student’s school day. A written report regarding the act or incident of dating violence should be submitted to the principal/designee by the reporting staff member no later than one day after the act or incident occurs. Staff members are required to report all acts or incidents of dating violence, including, but not limited to:

- Witnessed or reliable information concerning acts or incidents that are characterized by physical, emotional, verbal or sexual abuse;
- Digital or electronic acts or incidents of dating violence;
- Patterns of behavior that are threatening or controlling.

Guidelines for Responding to Incidents of Dating Violence at School

Protocol for Staff Members
Any school staff member who witnesses or learns of an act or incident of dating violence is required to take the following steps:

- Separate the victim from the aggressor;
- Speak with the victim and the aggressor separately;
- Speak with witnesses or bystanders separately;
- Inform the principal, or his or her designee of the act or incident;
- Prepare written report of incident for principal/designee;
- Monitor the interactions of the victim and the aggressor. Student safety should be the priority.
Protocol for Administrators
Any school administrator who witnesses or learns of an act of dating violence is required to take the following steps:

- Separate the victim from the aggressor;
- Meet separately with the victim and the aggressor;
- Take written statements from the victim and alleged aggressor;
- Review the victim’s and aggressor’s written statements to ascertain an understanding of the act or incident. Questions may be asked of either individual for clarification;
- Further investigate the incident by speaking with bystanders/witnesses of the act or incident. All statements should be documented;
- The school administrator should make the determination to involve the School Resource Officer or law enforcement agency serving the district;
- After an assessment by a school social worker, counselor or psychologist a determination is made that the victim or aggressor’s mental health has been placed at risk appropriate referrals should be made;
- Contact should be made with the parents/guardians of both the victim and the aggressor. A recommendation of a meeting should be made to discuss the act or incident with the principal/designee;
- Schools must notify both parties in writing of the outcome of the investigation into the act or incident of dating violence.

Protocol for Working with the Victim of an Act or Incident of Dating Violence
Administrators shall consider adopting the following methods for dealing with victims of dating violence.

- Student safety should be the first priority. Interaction between the victim and the alleged aggressor should be avoided. The burden of any schedule changes (classroom, bus etc.) should be taken on by the alleged aggressor.
- Schedule a conference with the victim and their parents/guardians.
- Identify any means or actions that should be taken to increase the victim’s safety and ability to learn in a safe and civil school environment.
- Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law.
Monitor the victim’s safety as needed. Assist the victim with any plans needed for the school day and after school hours. (e.g. Hallway safety, coordination with parents/guardians for transportation to and from school). An individualized safety plan may be developed if deemed necessary. See Appendix A for examples and additional resources.

Discuss a school approved Stay Away Agreement between the victim and the alleged aggressor.

Encourage the victim to self report any and all further acts and incidents of dating violence that occur at-school in writing to the principal, or his or her designee. Document all meetings and action plans that are discussed.

Protocol for Working with the Alleged Aggressor of an Act or Incident of Dating Violence

Administrators shall utilize the following methods for dealing with the alleged aggressor in act or incidents of dating violence:

- Schedule a conference with the aggressor and their parents/guardians.
- Give the alleged aggressor the opportunity to respond in a written statement to the allegations of an act or incident of dating violence at-school;
- Alert the alleged aggressor and their parents/guardians, to both school and community based support and counseling resources that are available;
- Identify and implement counseling, intervention and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
- Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, electronic/digital) towards the victim who reported the act or incident of dating violence. Address that consequences would be issued consistent with the school’s student code of conduct and procedures for any type of retaliation or intimidation towards the victim;
- Document all meetings and action plans that are discussed;
Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence

Incidents of dating violence that occur at school shall be documented in the following manner:

- Dating violence statements and investigations should be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information;
- Every act or incident of dating violence at school that is reported should be documented in an appropriate manner, including statements, planning actions, disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or alleged aggressor.

Discipline Procedures Specific to Incidents of Dating Violence at School

The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school. These procedures should be consistent with the student code of conduct. The procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses should be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

The consequences and remedial measures shall include, but not be limited to:

**Consequences**

- Admonishment
- Temporary removal from the classroom
- Classroom or administrative detention
- In-school suspension
- Out-of-school suspension
- Reports to law enforcement
- Expulsion

**Remediation/Intervention**

- Parent conferences
- Student Counseling (all students involved in the act or incident)
- Peer support group
Corrective instruction or other relevant learning or service experiences
- Supportive student intervention (IR&S)
- Behavioral management plan
- Alternative placements

Resources
Parents/guardians and students will be provided with information on safe, appropriate, school, family, peer and community resources available to address dating violence.

Forms
The district will utilize the forms that follow this policy to report and document incidents of dating violence.

Notice of Policy
Notice of this policy shall appear in all district publications that discuss comprehensive rules, procedures, and student conduct.

Legal References
NJSA 18A:6-113 Instruction in suicide prevention in public school curriculum
18A:11-1 General Mandatory Powers and Duties
18A:35-4.23a Dating violence into health education curriculum
18A:35-5 through -9 Maintenance of physical training courses; features
18A:37-33 to 37 Dating violence policy and education

NJAC 6A:7-1.7 Equality in school and classroom practices
6A:8-3.1 Curriculum and instruction
6A:8-5.1 Graduation requirements
6A:9-5.19 Athletics Personnel
6A:9-11.8 Health and physical education
6A:16-2.1 et seq. General Provisions for School Health Services
6A:32-9.1 General Provisions for School Health Services
Guide to Preventing Bullying, Teen Dating Violence and Sexual Violence, Rhode Island Department of Elementary and Secondary Education 2008
The Model Policy and Guidance for Prohibiting Harassment, Intimidation and Bullying On School Property At School Sponsored Functions and on School Buses, NJDOE April 2011
20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
The Comprehensive Equity Plan, New Jersey State Department of Education

Possible Cross References
2224, 5145.4, 6121, 6140, 6141, 6142, 6145.1, 6145.2, 6146
STUDENT SAFETY PLAN

STUDENT NAME ______________________ Grade ______ H.R. ______

ADMINISTRATIVE Staff ____________________________________________

VICTIM SAFETY PLAN

A safety plan should be considered when a student discloses dating violence and abuse, whether or not a Restraining Order/No Contact Order has been issued by the court.

NOTE: Administrative staff should develop this plan with the victim, in an effort to empower the victim and keep him/her safe. A safety plan needs to be individualized, as every victim has unique needs and challenges.

1.) Any Schedule Changes Made (attach revised schedule) School should consider who will notify the teachers, what if there’s only one AP English course in the school and both parties take the course?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

2) School Arrival (change in time, entrance, transportation, with whom, etc...)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

3) Locker (Is there a gym locker as well? How will the student access their locker ex. five minutes early?)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

4) Lunch (Is the cafeteria safe? Can the victim experience retaliation from friends of the perpetrator? Can the eating schedule be changed? Who will alert cafeteria staff of the order?)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

5) Route Changes (include places to avoid/watch for, after school activities and team schedules, travel to and from school, class, etc.)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

6. School Departure (time, entrance, designated friend, etc.)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

7. STAFF: Let the victim select one staff member that they feel comfortable with. This staff person should be available for student for "check-ins" and support as needed.
Support Staff

8. Additional Staff to Share Plan With: (Administrators, Teachers, Guidance Counselors, Resource Officer, Lunch Aides, Bus Driver, Coaches, School Nurse, etc.)

9. Support Network of Peers: (to accompany student throughout the day if necessary)

10. Strategies to Problem Solve: Have the victim think through different ways s/he will react and deal with emergency situations, where they would go? Who would they call? Consider strategies to assess dangerousness, threats, Etc.

11. Any Additional Special Conditions: Are there other extracurricular school activities/events which present conflicts? How are they to be addressed?

12. School has completed the Restraining Order/ No Contact Order School Checklist.
The intent of this agreement is to increase safety for students who have been the victim of bullying, sexual harassment, dating violence, or sexual violence. It is to be administered in a conference with the alleged perpetrator and his or her parent/guardian (if available).

Name of student: _________________________________________________________

Date of most serious incident: _______________________________________________

Description of behaviors involved in incident: __________________________________

Date of assessment: _______________________________________________________

Date of parent/guardian notification: _________________________________________

In order to protect the rights and safety of all members of our school community, you are required to stay away from (name of student) __________________________________________________________ at all times during the school day and at any school-sponsored event. This means that you may not approach, talk to, sit by, or have any contact, direct or indirect (e.g. through friends, electronic) with (name of student) __________________________________________________________

at school or on school property, school buses, and bus stops and/or at any school sponsored event. In addition, the following actions are effective immediately:

Arrival/Departure
Time: ___________________ Entrance: _______________________________________

Bus/Parking: _____________________________________________________________

Current Schedule: _______________________________________________________

New Schedule: ___________________________________________________________

Lunch: _________________________________________________________________

Locker: _________________________________________________________________

Extracurricular Activities: _________________________________________________

Other disciplinary actions: ________________________________________________

_________________________________________________

_________________________________________________

Violations of this agreement and acts of retaliation directly or indirectly toward the victim or the victim’s friends or family members will be taken seriously and will result in further disciplinary actions. Your compliance will be monitored by (name and staff title):

Agreement is valid from _______________________________ to _______________________________.

This agreement will be reviewed on _______________________________.

Signatures:
Student: _____________________________________________ Date: ____________

Administrator: __________________________________________ Date: ____________

cc: Principal * Assistant Principal * Counselor * School Resource Officer
STUDENT COMPLAINT FORM

Student Complaint Form for reporting
DATING VIOLENCE and SEXUAL VIOLENCE

Name: _______________________________ Student ID: _______________________
Grade: ______ Date: ________ Time: ________ School: _______________

Please answer the following questions about the most serious incident:
List the name of the alleged perpetrator(s) of bullying, sexual harassment, dating violence,
or sexual violence:

________________
________________________________________________________

Relationship between you and the alleged perpetrator:
________________________________________________________________________

Describe the incident:
________________________________________________________________________

________________________________________________________________________

When and where did it happen? ____________________________________________

Were there any witnesses? [ ] yes [ ] no If yes, who?

Is this the first incident? [ ] yes [ ] no
If no, how many times has it happened before?
________________________________________________________________________

Other information, including previous incidents or threats:
________________________________________________________________________

________________________________________________________________________

Student or parent declines to complete this form: Initial: _________________ Date: __________

I certify that all statements made in the complaint are true and complete. Any intentional
misstatement of fact will subject me to appropriate discipline. I authorize school officials to
disclose the information I provide only as necessary in pursuing the investigation.

Signatures
Student: _____________________________________________ Date: __________

School official receiving complaint: _______________________ Date: __________

School official conducting follow-up: ______________________ Date: __________

These documents should remain confidential.
The Board of Education is not responsible for damage or theft of bicycles. Bicycles should be left in the place provided. Pupils must not ride bicycles on school grounds or pavements about the school until all pupils have been dismissed and buses have left the school.

Pupils who normally ride buses to school must provide a note to the teacher, which shall be kept on file, and signed by the parent, giving the pupil permission to ride their bike to and from school during a specific period of time.

Students under the age of fourteen who ride or are passengers on a bicycles must wear a properly fitted and fastened bicycle helmet to and from school.

Students riding bicycles to and from school shall be responsible to follow all existing local, county and state laws pertaining to bicycle use and to provide their own safety equipment in accordance with local, county and state laws.

Delegation of Responsibility
The Superintendent of Schools/designee shall develop rules and regulations for the operation and parking of bicycles and shall disseminate those rules to all students in the district.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
39:4-10.1 et seq Bicycle safety and equipment requirements
It shall be the policy of the Oldmans Board of Education to encourage school staff and students to exercise proper care in the use of all school property.

Irresponsible, negligent, gross or purposeful destruction of school property must receive prompt attention by staff and reported to the appropriate school official for further attention. Repayment in kind, services or money is required.

Textbooks
- Assessed 75% of replacement costs, if lost or irreparably damaged.
- No assessment if both parent and child testify "turned in" to the desk, and proper search is made at home.

Library Books
- Assessed 75% of replacement costs, if lost or irreparably damaged.
- No assessment if both parent and child testify "turned in" to the desk, and proper search is made at home.

Laboratory Equipment
- Assessed 100% of replacement costs, if purposeful or willful neglect or behavior resulted in damage.
- Assessed 100% of replacement costs for each item after the third instance. First three are not cost when accidental.
- Items with value over two hours at minimum wage to be assessed by the Board.
- No lab grade will be lowered due to broken equipment, only for general performance and behavior.

All Other Damages
- Assessed 100% of replacement costs, if purposeful or willful neglect or behavior resulted in damage.
- Damages with value over two hours at minimum wage to be assessed by the Board.
- Repayment in kind, services or money is required.
- Liable to suspension and parents liable for damages made during or after school hours.

Unpaid Damages
- Telephone notice to parents that day of damages and costs due.
- One letter to parents if unpaid after two weeks.
Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2A:53A-15 Liability of parent or guardian for willful destruction of property by infant under 18
2C:39-5 Unlawful possession of weapons
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:25-2 Authority over pupils
18A:36-5.1 School Violence Awareness Week
18A:37-1 et seq. Discipline of Pupils

NJAC 6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1 et seq. Programs to Support Student Development

See also Commissioners' Decisions indexed under "Pupils - Punishment of" in Index to N.J. School Law Decisions
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)
Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Possible Cross References
1120, 3250, 3517, 4148, 4248, 5114, 5119, 5119.3, 5124, 5131, 5131.4, 5131.7, 6114, 6172
Vandalism
The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents, school staff and appropriate community officials.

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the Superintendent of Schools of the school shall notify the Board. The Board will hold the pupil or his/her parents liable for the damage caused by him/her.

The Superintendent of Schools shall develop general guidelines for pupil conduct in classrooms, hallways, on school grounds, and in school owned and sponsored vehicles, he/she shall also oversee the development of detailed rules governing and maintaining appropriate student behavior.

Accordingly, when vandalism is discovered, the administrator is directed to take such steps as are necessary to:

A. Identify the pupils involved;
B. Call together persons, including the parents, needed to study the causes;
C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
D. Take any constructive actions needed to try to guard against further such pupil misbehavior;
E. Seek appropriate restitution.

Violence
Physical violence against another pupil or a staff member is unacceptable conduct and will result in the disciplinary sanctions included in policies on suspension and discipline/punishment. Disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person, should be reported by the classroom teacher, to the Superintendent of Schools, so that possible program adjustments may be identified.
Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the School System should complete the standard report form and submit it to the Superintendent of Schools who is responsible for preparing the official report.

The Board of Education shall adopt and implement procedures regarding any school employee who knowingly falsifies the annual report on violence and vandalism required under NJSA 18A:17-46. Whenever it is alleged that a school employee has knowingly falsified the annual report, the Board of Education shall make a determination as to whether the employee committed the act.

Any employee alleged to have knowingly falsified the annual report shall be notified in writing of such allegations and shall be entitled to a hearing before the Board of Education. The hearing shall comply with the provisions stipulated in NJAC 6A:16-5.3(e) et seq.

Two times each school year between September 1st and January 1st, and between January 1st and June 30th, the Board of Education shall hold a public hearing at which the Superintendent of Schools reports to the Board of Education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

School Violence Awareness Week
This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to pupils, employees and board members. Local law enforcement personnel may be invited to participate.
Legal References
NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2A:53A-15 Liability of parent or guardian for willful destruction of property by infant under 18
2C:39-5 Unlawful possession of weapons
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:25-2 Authority over pupils
18A:36-5.1 School Violence Awareness Week
18A:37-1 et seq. Discipline of Pupils

NJAC 6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1 et seq. Programs to Support Student Development

See also Commissioners' Decisions indexed under "Pupils - Punishment of" in Index to N.J. School Law Decisions
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Possible Cross References
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Law Enforcement Liaison
In order to ensure that such cooperation continues, the Board directs the Superintendent of Schools to designate a school district liaison to law enforcement agencies and to prescribe the rules and responsibilities of the school liaisons. Such assignment shall be in accordance with the district’s collective bargaining agreement, if applicable.

Undercover Operations
The Board hereby recognizes that the Superintendent of Schools may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that anabolic steroid, alcohol, or other drug use and/or trafficking of the same is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent of Schools to request such intervention under these circumstances. The Board recognizes that the Superintendent of Schools is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent of Schools to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent of Schools is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent of Schools to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General’s Executive Directive 1988-1 and that is in the best interest of the students and the school district.

The Board directs the Superintendent of Schools to cooperate with the law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent of Schools or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the County Prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent of Schools shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

The Board shall be advised regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests
Any school employee who has a reason to believe a student or staff member is using or
distributing anabolic steroids, controlled dangerous substances or drug paraphernalia on school
premises shall bring that information to the Superintendent of Schools and the Superintendent of
Schools shall immediately report that information to the appropriate law enforcement agency. If,
after consultation with the law enforcement official, it is determined that further investigation is
necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in
accordance with the law and Administrative Code. He/she will provide the officials with a room
in an area away from the general student population in which to conduct their law enforcement
duties. If law enforcement officials do not choose to investigate the incident, the Superintendent
of Schools may continue the investigation to determine if any school rules have been broken and
whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent of Schools and
staff will cooperate with the law enforcement officials and provide them access to the office of a
school administrator or some other area away from general student population. Every effort
shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least
disruptive to the educational environment, the Superintendent of Schools shall immediately
notify the student’s parent or guardian whenever a pupil is arrested for violating any laws
prohibiting the possession, use, sale or distribution of any controlled substance, drug
paraphernalia, alcoholic beverages, or anabolic steroids.

Whenever the police have been summoned to a school building by the Superintendent of
Schools/designee, he/she report the reason the police were summoned and any pertinent
information to the Board at its next regular meeting. If confidentiality is required, the report
shall be made in executive session.

Whenever law enforcement officials have been called into the school, and a search of a student’s
person or belongings is necessary, or interrogation is to be conducted, the Superintendent of
Schools/designee shall request that the law enforcement officials conduct the search, seizure or
interrogation.

**Police Presence at Extracurricular Activities**
The Superintendent of Schools is hereby authorized to contact the appropriate law enforcement
agency and arrange for the presence of officers in the event of an emergency or when the
Superintendent of Schools believes that uniformed police presence is necessary to determine
illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

**Resolving Disputes Concerning Law Enforcement Activities**
The Board authorizes the Superintendent of Schools to contact the Chief Executive Officer of the
law enforcement agency involved with any dispute or objection to any proposed or ongoing law
enforcement operation or activity on school property. If, for any reason, the dispute or objection
is not satisfactorily resolved with the Chief Executive Officer of the agency, the Superintendent
of Schools shall work in conjunction with the County Prosecutor and, where appropriate, the Division of Criminal Justice to take appropriate steps to resolve the matter.

Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the Attorney General whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district’s own substance abuse programs. All information concerning a pupil’s or staff member’s involvement in a school intervention or treatment program shall be kept strictly confidential, see 42 C.F.R. 2 and N.J.A.C. 6:3-6.6.

Legal References

NJSA

2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2C:39-5 Unlawful possession of weapons
18A:6-1 Corporal punishment of pupils
18A:36-19.2 Student locker or other storage facility; inspections; notice to students
18A:37-1 Submission of pupils to authority
18A:37-2 Causes for suspension or expulsion of pupils
18A:37-2.1 through -2.5 Assaults by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings ...

NJAC

6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1et seq. Programs to Support Student Development
Drug Free Workplace Act of 1988 Enacted November 1988 (Pub L 100-690 Title V, Subtitle D) 102 Stat 4305-4308
Regulations Under Drug Free Workplace Act, CFR 4946 (1/31/89)
42 CFR Part 2 – Confidentiality of Alcohol and Drug Abuse Patient Records
FG v. Bd of Ed of Hamilton, 1982 SLD 382
April 20, aff’d St Bd 1987 SLD Sept 2
State of NJ v Jeffrey Engerud 93 NJ 308 (1983)
Honig v. Doe 484 US 305 (1988)
In the Matter of Tenure Hearing of Graceffo, 2000 SLD (Sept 21)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons on school property, at any school function or while en-route to or from school or any school function. A violation of this policy will result in disciplinary action.

The Superintendent of Schools shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possessor uses posing a threat to students, staff or property.

A student found or observed on school property or at a school event or en-route to and/or from school or a school event in possession of a weapon or dangerous instrument shall be reported to the Superintendent of Schools immediately. The Superintendent of Schools shall immediately contact the NJ State Police and provide all known information concerning the matter, including the identity of the pupil involved.

Possession or use of laser pointers is also strictly forbidden.

Disciplinary action shall be taken against who possess, handle, transmit or use weapons or dangerous instruments. As in disciplinary cases, due process will be provided.

Students cannot learn and teachers cannot teach when danger of violence is present. Accordingly, P.L. 127 and P.L. 128 were developed in order to prevent assaults with weapons from being committed upon students and teachers and to remove students from school who are found to be in possession of firearms because both of these laws carry severe mandatory penalties, it is very important that we all understand what acts are prohibited and the penalties that will be imposed on those who violate the laws.

P.L. 127, also known as the “Zero Tolerance for Guns Act” mandates that any pupil who is convicted or adjudicated delinquent for the possession of a firearms or a crime while armed with a firearm, or who is knowingly in possession of a firearms on any school property; on a school bus, or at any school sponsored function shall be immediately removed from the school’s regular education program, pending a hearing before the local Board of Education, for a period of not less than one calendar year. In addition, any pupil so removed shall be reported to the police for a possible violation of a criminal statute. It is important to note that items such as pellet guns and air guns are considered as a firearm for the purpose of this law.
P.L. 128 provides that any pupil who commits an assault upon a teacher, administrator or other employee of a school Board or another student with a weapon, on a school bus or on school property, or at any school sponsored function shall be immediately removed from the school’s regular education program, pending a hearing before the local Board of Education for a period not to exceed one calendar year. It is important to note that the word weapon as it is used in this law, includes numerous items such as knives, sling-shots, throwing starts, blackjacks, tear gas or even a common kitchen knife, if it is used during an assault.

The Board is committed to maintaining a safe and orderly learning environment for our students and staff. It is important that our school community clearly understand the laws and that they will, when necessary, be enforced.

Fireworks
No fireworks will be allowed at school or on school properties. Fireworks are considered dangerous and will be treated in the same manner as weapons.

Legal References
NJS A 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2C:12-1 Definition of assault
2C:33-19 Paging devices, possession by students
2C:39-5 Unlawful possession of weapons
2C:39-6 Exemptions
18A:6-1 Corporal punishment of pupils
18A:36-19.2 Student locker or other storage facility; inspections; notice to students
18A:37-1 Submission of pupils to authority
18A:37-2 Causes for suspension or expulsion of pupils
18A:37-2.1 through -2.5 Assaults by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings ...
through -12 18A:37-7 Zero Tolerance for Guns Act
NJAC 6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1 et seq. Programs to Support Student Development
P.L. 103-382, Improving America’s Schools Act of 1994
Section 1702, Prohibits possession or discharge of a firearm in a school zone,
Pub. L. 101-647
Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement
(revised, amended)
See also Commissioners' Decisions indexed under "Pupils - Punishment of" in Index to N.J. School Law Decisions
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
Oldmans Township Board of Education
District Policy Manual

Students

Series 5000

Physical Restraint of Students by Staff Members

Policy 5131. 8

Date Adopted: March 13, 2012

The goal of the Board of Education is to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. The Board of Education recognizes that on occasion, a situation may arise in which some students attending our district will exhibit behaviors that are disruptive to the social and educational environment of the school; and thus, are a danger to themselves and others and reduce the student's potential for learning. This policy applies to all, including general education students and students with disabilities. It should also be noted that nothing in the policy precludes a teacher or other staff member using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

Restraints are only to be used in an emergency. For the purpose of this policy, emergency is defined as a situation in which a student's behavior poses a threat of imminent, serious physical harm to the student or others or eminent serious property destruction.

The restraint procedure falls within a continuum of behavior management techniques that are designed to address potentially unsafe student behavior. This continuum begins with minimally intrusive or restrictive strategies that can be implemented within the classroom setting. The continuum then progresses to more restrictive strategies that may involve the physical separation or restraint of a student. The goal is minimal separation for his/her classmates in order to enable the student to regroup and return to the classroom setting.

The primary intervention options used by staff when a student exhibits escalating, disruptive behavior should focus on assisting the student in regaining behavioral control. These options include:

- Verbally redirecting student in a low, nonthreatening voice;
- Setting reasonable limits;
- Offering alternatives;
- Allowing time so that the student can regain control.

Restrainment does include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices that is accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to himself/herself or another or damage property or to remove a disruptive student who is unwilling to leave an area voluntarily. Physical prompting to assist a student in task completion, such as holding a student's hand, positioning a student's body, securing a student on the bus, or using prescribed adaptive equipment to prevent ongoing, repetitive, self injurious behavior are not considered to be restraint. Restrainment shall only be used with the following limitations:
1. Limited to the use of only the reasonable force needed;
2. Discontinued immediately when the emergency no longer exists;
3. Implemented in such a way as to protect the health and safety of the students and others; and,
4. Does not deprive the study of basic human necessities.

The use of physical restraints is prohibited in the following circumstances:
1. As a means of punishment;
2. As an intervention to property destruction, unless the potential property destruction may result in possible harm to self and/or others;
3. As a response to verbal threats, disruptive behavior or a student’s refusal to comply with a school rule or staff directive, unless the student's behavior poses an immediate or serious danger to self and/or others.

In accordance with NJSA 18 A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary:

The use of physical restraint is subject to the following requirements:
1. The student must possess a physical risk to himself/herself or others or to quell a disturbance, with the intent of threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, or to prevent significant property damage which ultimately may present harmful to the student or others;
3. For the purpose of self-defense;
4. Restraint techniques will take into account medical conditions and shall be modified as necessary;
5. Students will not be subject to physical restraint for using profanity or other verbal displays or disrespect or for noncompliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of, or intent to, carry out the threat;
6. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff member should consider the potential for injury to the student, the student's need for privacy and the educational and emotional well-being of the other students in the vicinity;
7. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself or others;
8. The student shall be examined by school personnel (i.e. nurse, counselor, administrator, etc.) after any restraint;
9. The school principal, or acting school administrator will be notified immediately when a student is being restrained, or immediately following the conclusion of the restraint.
10. A written incident report will be completed by school personnel (teacher, nurse, counselor, administrator, etc.) after a physical restraint is implemented. Parents are to be notified by telephone and provided with a copy of the report. The report must also be maintained in the student's permanent record.

Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2C:12-1 Definition of assault
2C:33-19 Paging devices, possession by students
2C:39-5 Unlawful possession of weapons
18A:6-1 Corporal punishment of pupils
18A:11-1 General mandatory powers and duties
18A:25-2 Authority over pupils
18A:36-19a Newly enrolled students; records and identification
18A:37-1 et seq. Discipline of Pupils
18A:40A-1 et seq. Substance Abuse
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:14-2.8 Discipline/suspension/expulsions
6A:16-1.1 et seq. Programs to Support Student Development
6:32-12.1 Reporting requirements
6:32-12.2 School-level planning

Possible Cross References
1220, 3517, 3541.33, 4148, 5000, 5010, 5020, 5113, 5114, 5124, 5127, 5131.5, 5131.7, 5132, 5145, 5145.2, 5145.4, 5145.6, 6145, 6164.4, 6171.4, 6172
The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil.

A safe and civil environment in school is necessary for pupils to learn and achieve. High academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this policy, “bullying” is unwanted, aggressive behavior that may involve a real or perceived power imbalance and “harassment, intimidation or bullying” means any gesture or written, verbal or physical act or any use of an electronic communication device directed at a student that takes place on or off school grounds, at any school-sponsored function, or on a school bus as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3 that:

A. Targets a student and which may affect his/her educational program;
B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;
C. Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;
D. Severely or pervasively causes physical or emotional harm to a student(s);
E. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
F. By any other distinguishing characteristic; and
G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purposes of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, “A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager.”
Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The term “school grounds,” pursuant to NJAC 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in NJAC 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

Anti-Bullying Coordinator

The Superintendent of Schools shall appoint a district anti-bullying coordinator, who shall be responsible for overseeing and strengthening the anti-bullying initiatives and policies of this district to prevent, identify and address harassment, intimidation or bullying of students. The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs. The district anti-bullying coordinator shall also:

A. Collaborate with the school anti-bullying specialist(s), the Board of Education and the Superintendent of Schools to prevent, identify and respond to harassment, intimidation or bullying of students in the district;

B. Shall be made available to private schools in the municipality the public school is located in.

C. Provide data in collaboration with the Superintendent of Schools, to the New Jersey Department of Education regarding harassment, intimidation or bullying of students;

D. Execute such other duties related to school harassment, intimidation or bullying as requested by the Superintendent of Schools; and,

E. Meet at least twice per school year (once in the first semester and once in the second semester) with the school anti-bullying specialist(s) to discuss and strengthen procedures and policies to prevent identify and address harassment, intimidation or bullying in the district.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in NJSA 18A:26-8.2.
In addition, a school safety team shall be established in each school to foster and maintain a positive school climate within the schools. The school safety/climate team must, at a minimum, consist of the principal or his/her designee, a teacher within the school, the school anti-bullying specialist who will serve as the team chair, and a parent/guardian of a student within the school. Any parent/guardian who serves on the school safety team shall not participate in any activity of the team that may compromise the confidentiality of students.

The Principal shall be appointed by the Superintendent of Schools to fulfill the role of anti-bullying specialist.

The Principal or Superintendent of Schools must appoint the currently employed school guidance counselor, school psychologist or other similarly trained individual as the school anti-bullying specialist. If there is no such individual meeting these criteria, the Principal or Superintendent of Schools must appoint another currently employed individual in the school to the position of school anti-bullying specialist.

The school anti-bullying specialist shall:

A. Chair the school safety team;
B. Lead investigations of incidents of harassment, intimidation or bullying in the school; and,
C. Act as the primary school official responsible for preventing, identifying and addressing incidents of harassment, intimidation or bullying in the school.

The Superintendent of Schools/designee shall develop a list of appropriate responses to actions of harassment, intimidation or bullying occurring off school grounds, in cases in which a school employee is made aware of such actions. These responses shall be consistent with the district’s code of student conduct and other provisions of this policy and in accordance with the provisions of state and federal laws.

For school staff to address HIB that occurs off school grounds there must be reason to believe, at a minimum, that the alleged HIB has substantially disrupted or interfered with the orderly operation of the school or the rights of other students. Once this determination has been made, school staff must implement the provisions of this policy and the code of student conduct of the district.

**Expected Behavior**

The Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff; the educational purpose underlying all school activities, and the care of school facilities and equipment.
The Board of Education believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents/guardians, staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of pupils, staff and community members.

The Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

Cyber-bullying
The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- A. Sending or posting cruel messages or images;
- B. Threatening others;
- C. Excluding or attempting to exclude others from activities or organizations;
- D. Starting or passing on rumors about others or the school system;
- E. Harassing or intimidating others;
- F. Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- G. Sending or posting harmful, untrue or cruel statements about a person to others;
- H. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- I. Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- J. Engaging in tricks to solicit embarrassing information that is then made public.

Pupils found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

The Superintendent of Schools shall provide annually to pupils and their parents/guardians the rules of the district regarding pupil conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the pupil handbook.

Provisions shall be made for informing parents/guardians whose primary language is other than English. These district rules shall include, but not be limited to:
A. Describing pupil responsibilities including the requirements for pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
B. Addressing appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success,
C. Explaining pupil rights; and,
D. Identifying disciplinary sanctions and due process.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Discipline of Pupils
In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

Pupils
Consequences and remedial measures for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Consequences shall be consistent with the Board of Education approved code of student conduct and NJAC 6A:16-7. Consequences and remedial measures shall be designed to:

A. Correct the problem behavior;
B. Prevent another occurrence of the problem;
C. Protect and provide support for the victim of the act; and
D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:
Consequences
A. Admonishment;
B. Temporary removal from the classroom;
C. Deprivation of privileges;
D. Classroom or administrative detention;
E. Referral to disciplinarian;
F. In-school suspension during the school week or the weekend;
G. After-school programs;
H. Out-of-school suspension (short-term or long-term);
I. Legal action; and
J. Expulsion.

Remedial Measures
A. Personal;
B. Restitution and restoration;
C. Mediation;
D. Peer support group;
E. Recommendations of a student behavior or ethics council;
F. Corrective instruction or other relevant learning or service experience;
G. Supportive student interventions, including participation of the intervention and referral services team;
H. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
I. Behavioral management plan, with benchmarks that are closely monitored;
J. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
K. Involvement of school disciplinarian;
L. Student counseling;
M. Parent conferences;
N. Student treatment; or
O. Student therapy.

Environmental (Classroom, School Building or School District)
A. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
B. School culture change;
C. School climate improvement;
D. Adoption of research-based, systemic bullying prevention programs;
E. School policy and procedures revisions;
F. Modifications of schedules;
G. Adjustments in hallway traffic;
H. Modifications in student routes or patterns traveling to and from school;
I. Supervision of students before and after school, including school transportation;
J. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
K. Teacher aides;
L. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
M. General professional development programs for certificated and non-certificated staff;
N. Professional development plans for involved staff;
O. Disciplinary action for school staff who contributed to the problem;
P. Supportive institutional interventions, including participation of the intervention and referral services team;
Q. Parent conferences;
R. Family counseling;
S. Involvement of parent-teacher organizations;

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:
A. The pupil's behavior is not primarily caused by his/her educational disability;
B. The program that is being provided meets the pupil's needs.

Staff
Remaining consistent with the Board of Education requirements that all violations and complaint reports of harassment, intimidation or bullying committed by an adult or youth against a student be investigated promptly by the appropriately designated administrator or his/her designee. All investigations shall be thorough and complete with the understanding that complaints about any staff member or adult conduct cannot be investigated by a member of the same bargaining unit. Any person who has been convicted of bias intimidation may be disqualified for employment in this district.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges that could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:
Consequences
A. Admonishment;
B. Temporary removal from the classroom;
C. Deprivation of privileges;
D. Referral to disciplinarian;
E. Withholding of Increment
F. Suspension;
G. Bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds;
H. Legal action; and
I. Termination.

Remedial Measures
A. Personal;
B. Restitution and restoration;
C. Mediation;
D. Support group;
E. Recommendations of behavior or ethics council;
F. Corrective action plan;
G. Behavioral assessment or evaluation;
H. Behavioral management plan, with benchmarks that are closely monitored;
I. Involvement of school disciplinarian;
J. Counseling;
K. Conferences;
L. Professional development programs;
M. Work environment modifications;
N. Treatment; or
O. Therapy.

Environmental (Classroom, School Building or School District)
A. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
B. School culture change;
C. School climate improvement;
D. Adoption of research-based, systemic bullying prevention programs;
E. School policy and procedures revisions;
F. Modifications of schedules;
G. Supervision;
H. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
I. General professional development programs for certificated and non-certificated staff;
J. Professional development plans for involved staff;
K. Disciplinary action;
L. Supportive institutional interventions, including participation of the intervention and referral services team;
M. Conferences;
N. Counseling.

Reporting Harassment, Intimidation or Bullying
The Superintendent of Schools, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

Any school employee, pupil, Board Member, or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the appropriately designated administrator or his/her designee.

All acts of harassment, intimidation or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted services provider witnessed or received reliable information regarding any such incident. This includes an act of HIB committed by an adult or youth against a student. The principal may use his/her discretion in handling initial HIB complaints in accordance with current HIB legislation. The principal shall inform the parent(s)/guardian(s) of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. All acts of harassment, intimidation or bullying including an act of HIB committed by an adult or youth against a student, shall be reported in writing to the principal within 2 school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subjected to harassment, intimidation or bullying.

In cases in which an incident of harassment, intimidation or bullying occurs exclusively among or between special education students or student with developmental disabilities in the context of a county special services school district or a separate program for special education students within a school district, the school employee who witnesses such an incident shall have the discretion to determine whether it is necessary to report the incident or if the incident may have been affected by the condition of the student(s) and thereby warrants an alternative approach more appropriate in the special education context.
Reports of harassment, intimidation or bullying in any form, including but not limited to, oral reports, written reports or electronic reports shall be taken. Reports shall also be made to the Department of Education through the Electronic Violence and Vandalism Reporting System (EVVRS). The Board of Education shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report.

The Board of Education requires that all violations and complaint reports of harassment, intimidation or bullying be investigated promptly by the appropriately designated administrator or his/her designee. The principal (or his/her designee) and the anti-bullying specialist may make a preliminary determination if the complaint is within the scope of HIB prior to initiating an investigation. All investigations shall be thorough and complete and shall include, but not be limited to:

A. Taking of statements from victim, witnesses and accused;
B. Careful examination of facts;
C. Support for the victim; and
D. Determination if alleged act constitutes a violation of this policy.

The appropriately designated administrator shall maintain all reports and records of the investigation on file.

Range of Ways to Respond to Harassment, Intimidation or Bullying
The Board of Education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses may include, but are not limited to:

A. School and community surveys;
B. Mailings;
C. Focus groups;
D. Adoption of research-based bullying prevention program models;
E. Training for certificated and non-certificated staff;
F. Participation of parents and other community members and organizations;
G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation or bullying in the school community;

H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include, but not be limited to:

A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);

B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;

C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;

D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

Retaliation and Reprisal Prohibited
The Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Superintendent of Schools and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and Board of Education policies and procedures.

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, volunteer, visitor, or Board of Education Member who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.
Students
The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accusing another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law.

School Employees
Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accusing another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service.

Visitors, Volunteers
Consequences and appropriate remedial action for a visitor or volunteer, found to have engaged in retaliation, reprisal and/or falsely accusing another as a means of harassment, intimidation or bullying shall be determined by the Superintendent of Schools after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences
A. Admonishment;
B. Temporary removal from the classroom or school;
C. Deprivation of privileges;
D. Classroom or administrative detention;
E. Referral to disciplinarian;
F. In-school suspension during the school week or the weekend;
G. After-school programs;
H. Out-of-school suspension (short-term or long-term);
I. Legal action;
J. Withholding of Increment;
K. Suspension;
L. Expulsion;
M. Termination.

Remedial Measures
A. Personal;
B. Restitution and restoration;
C. Mediation;
D. Peer support group;
E. Recommendations of a student behavior or ethics council;
F. Corrective instruction or other relevant learning or service experience;
G. Supportive student interventions, including participation of the intervention and referral services team;
H. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
I. Behavioral management plan, with benchmarks that are closely monitored;
J. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
K. Involvement of school disciplinarian;
L. Counseling;
M. Conferences;
N. Professional development programs;
O. Work environment modifications;
P. Treatment; or
Q. Therapy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

Support for Victims of Harassment, Intimidation or Bullying
The Superintendent of Schools/designee shall establish procedures and practices for supporting victims of harassment, intimidation or bullying, incorporating the services of professional staff members within the district or as he/she deems appropriate.

Investigation & Appeal
The Superintendent of Schools/designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Superintendent of Schools/designee shall oversee a prompt, thorough and complete investigation of the alleged incident.
School administrators who receive a report of harassment, intimidation or bullying from a district employee and fail to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation or bullying and fail to take sufficient action to minimize or eliminate the harassment, intimidation or bullying may be subject to disciplinary action.

The investigation shall be initiated by the principal within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. Additional personnel may be appointed by the principal to assist in the investigation. The investigation shall be completed within 10 school days from the date of the written report of the incident of harassment, intimidation or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

The results of the investigation shall be reported to the Superintendent of Schools within 2 school days of the completion of the investigation and in accordance with the regulations promulgated by the NJ State Board of Education pursuant to the “Administrative Procedure Act,” PL 1968, c410 (C.52:14B-1 et seq). The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation or bullying and enhance school climate, impose discipline, or order counseling as a result of the findings of the investigation or take or recommend other appropriate actions.

The results of each investigation shall be reported to the Board of Education no later than the date of the Board of Education meeting next following the completion of the investigation along with information on any services provided, training established, discipline imposed or other actions taken or recommended by the Superintendent of Schools.

Parents/guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with federal and state law and regulations, whether the district found evidence of harassment, intimidation or bullying or whether discipline was imposed or services provided to address the incident. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the Board of Education. A parent/guardian may request a hearing before the Board of Education after receiving the information and the hearing shall be held within 10 days of the request. The Board of Education shall meet in executive session for the hearing to protect the confidentiality of the student(s). At the hearing, the Board of Education may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services and any programs instituted to reduce such incidents.
At the Board meeting following the receipt of the report, the Board of Education shall issue a decision, in writing to affirm, reject or modify the decision of the Superintendent of Schools. The decision of the Board of Education may be appealed to the NJ Commissioner of Education in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the decision of the Board of Education.

A parent/guardian or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” PL 1945, c169 (C. 10:5-1 et seq).

**Response to an Incident of Harassment, Intimidation or Bullying**

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

**Consequences for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1, Discipline of Pupils.

**Public Participation**

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, pupils and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the Board of Education shall develop general guidelines for pupil conduct and shall direct development of detailed regulations suited to the age levels of the pupils and the mission and physical facilities of the individual schools. Board policy requires all pupils in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

**Dissemination and Implementation**

The Superintendent of Schools shall take the following steps to publicize this policy:

A. Publicized on district website;
B. Distributed annually to all staff, students and parents/guardians;
C. Printed in school handbooks; and
D. Posted at the entrance of each building.
A link to this policy shall be prominently posted on the home page of the district website and distributed annually to parents/guardians of students of this district. In addition, the name, school address, school phone number and email address of the district anti-bullying coordinator shall be listed on the district’s website home page.

All pupils and staff shall be informed that harassment, intimidation or bullying is prohibited on school property, at any school-sponsored function or on a school bus. This shall include development of a process to annually discuss the policy with students. This information shall also be incorporated into the student handbook and employee training programs.

Training of Staff Members, Administrators & Board of Education Members

The training needs of district staff for the effective implementation of this policy, procedures and initiatives of the Board of Education shall be reviewed annually. The Board of Education shall also implement staff training programs consistent with this review. Such training shall include, but not be limited to information on and the relationship between the risk of suicide and incidents of harassment, intimidation or bullying and reducing the risk of suicide among students, especially for those students who are members of communities identified as having members at high risk of suicide.

By the 2011-2012 school year, all candidates for school administrator or teacher certification will be required to complete a program on harassment, intimidation or bullying prevention, and that training in this area will be a part of the professional development requirements for these individuals.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board Member shall complete a training program dealing with harassment, intimidation or bullying in schools and including a school district’s responsibilities under PL 2002, c.83 (C.18A:37-13 et seq). This training shall be provided by the New Jersey School Boards Association in consultation with recognized experts in school bullying from a cross-section of academia, child advocacy organizations, nonprofit organizations, professional associations and governmental agencies. Board Members shall be required to complete the program only once.

The training course for any safe school resource officers and/or public school employees assigned by the Board of Education to serve as a school liaison to law enforcement must include training in the protection of students from harassment, intimidation or bullying.

The extent and characteristics of harassment, intimidation or bullying behavior in the district’s schools, and implementation programs, or other responses, if appropriate, shall be reviewed annually. These programs or other services shall be planned in consultation with parents, and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, current and new school employees, school volunteers, students, and school administrators, as appropriate.
Twice annually, at a public hearing, the Superintendent of Schools must report to the Board of Education, all acts of violence, vandalism and harassment, intimidation or bullying that occurred during the previous period. This report shall include, but not be limited to:

A. The number of reports of harassment, intimidation or bullying the status of all investigations;
B. The nature of the bullying based on one of the protected categories identified in Section 2 of PL 2002, c.83 (C18A:37-14);
C. The names of the investigators;
D. The type and nature of any discipline imposed on any student engaged in harassment, intimidation or bullying; and,
E. Any other means imposed training conducted or programs implemented to reduce harassment, intimidation or bullying.

The information shall also be reported once during each semester of the school year to the Department of Education. The report must include data broken down by the enumerated categories as listed in Section 2 of PL 2002, c.83 (C18A:37-14, and data broken down by each school in the district, in addition to district-wide data. The report will be used to grade schools and districts in their efforts to implement policies and programs with the “Anti-Bullying Bill of Rights Act. It shall be a violation to improperly release any confidential information not authorized by federal or state law for public release.

The district shall be graded by the New Jersey Commissioner of Education on its efforts to identify harassment, intimidation or bullying and the School Report Card shall include data identifying the number and nature of all reports of harassment, intimidation or bullying.

The grade assessed for each school and the district shall be published on the district website, along with a link to the report. This information shall be posted on the district website within 10 days of the receipt of a grade by the school and district.

The Superintendent of Schools shall ensure that the rules for this policy are applied consistently with the district’s code of student conduct NJAC 6A:16-7 and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

A copy of this policy and any future revisions to it shall be transmitted to the County Executive Superintendent of Schools within 30 days of the adoption of the policy and/or any revisions to it.

Annually, the district shall conduct a re-evaluation, reassessment and review of this policy, making any necessary revisions and additions. The Board of Education shall include input from the school anti-bullying specialist(s) in conducting this review, re-evaluation, and reassessment.

The week beginning with the first Monday in October of each year has been designated as a “Week of Respect” in the State of New Jersey. This district shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation and bullying. In addition, the district shall provide ongoing age-appropriate instruction dealing with the prevention of harassment, intimidation and bullying, in accordance with the New Jersey Core Curriculum Content Standards.
Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2C:12-1 Definition of assault
2C:33-19 Paging devices, possession by students
2C:39-5 Unlawful possession of weapons
18A:6-1 Corporal punishment of pupils
18A:11-1 General mandatory powers and duties
18A:25-2 Authority over pupils
18A:37-1 et seq. Discipline of Pupils
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:14-2.8 Discipline/suspension/expulsions
6A:16-1.1 et seq. Programs to Support Student Development
6:32-12.1 Reporting requirements

Possible Cross References
1120, 1410, 3517, 3541.33, 4131, 4131.1, 4148, 4231.1, 4248, 5010, 5020, 5113, 5114, 5124, 5131.7, 5132, 5145, 5145.4, 5145.6, 5145.11, 5145.12, 6142.41, 6145, 6164.4, 6171.4, 6172
The Board of Education recognizes that school campus is a place that has appropriate rules and regulations to ensure a safe and healthy environment, which is conducive to learning for all students. All students, staff members and volunteers shall be knowledgeable of the conduct and expectations on which this school district operates.

The Board of Education further acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contribution to the proliferation of gangs. A gang in this policy is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors and/or symbols.”

It is the policy of the Board of Education that membership or affiliation in secret fraternities or in other clubs or gangs not sponsored by established agencies or organizations and recognized by this school district is strictly prohibited.

Persons who initiate, advocate, or promote activities, openly or otherwise, that threaten the safety or well-being of persons or property, that disrupts the school environment and/or are harmful to the education program will be dealt with as if they committed an offense of the most serious category.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, which real or implied, present a clear and present danger to the school environment, its staff and students, and the educational objectives of the community and State is strictly prohibited.

Any incident involving initiations, intimidation and/or related activity of such gang’s affiliates will hereby be considered actions which present the danger or likelihood of bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or staff is strictly prohibited.

In addition, the Board of Education prohibits the following on school property, including buildings, grounds and/or vehicles, whether owned or leased by the district, or at school related functions, and off school property if it involves intimidation or an attack on another student in the district:
1. Initiating, advocating, or promoting a gang or any gang-related activities;
2. Wearing, carrying, distributing, displaying gang/group paraphernalia;
3. Exhibiting behavior or gestures which symbolize gang/group membership;
4. Tagging or defacing school property with gang names, slogans and/or insignias;
5. Conducting gang initiations;
6. Threatening another person with bodily injury and/or inflicting body injury on another person in connection with a gang or gang-related activity;
7. Inciting, soliciting, or recruiting others for gang membership or gang-related activities;
8. Aiding or abetting any of the above activities by one’s presence or support; and/or,
9. Causing and/or participating in activities which intimidate or affect the attendance or sense of personal safety or well-being of another student or staff member.

Any student found to have engaged in any of the above shall be subject to school discipline, including but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered by the above or by any other part of the school’s disciplinary code, a finding that the conduct was gang-related or gang-affiliated shall be considered an aggravating factor in determining the appropriate punishment.

The Board further prohibits the following in school and at school-related functions and events:
   1. Wearing of gang apparel, accessories, signs, insignias, or symbols on one’s clothing or person.
   2. Display of gang apparel, accessories, signs, insignias, or symbols on personal property.
   3. Communication in any method (verbally or non-verbally) designed to convey gang membership or affiliation.

The Superintendent or his/her designee shall determine, in consultation with law enforcement officials, what types of specific apparel, accessories, signs, insignias, and symbols are to be prohibited at each school under this policy, and may adopt regulations hereunder. The regulations and this policy shall be publicized to all students and parents/guardians via the district’s website, student handbooks or any other reasonable means. The list may be part of a broader dress code applicable to all students at the school.
The preferred response to the wearing or displaying of items prohibited by policy or regulation (unaccompanied by any other disciplinary code violation) is intervention in lieu of discipline.

The decision to intervene in lieu of imposing discipline is left to the discretion of the school administrator, based upon all of the circumstances, including the nature of the violation, the adequacy of notice that the items were prohibited and the student’s overall behavior in the school setting. Intervention may include counseling, meetings with parents/guardians and/or police recommendations for attending informational programs on gangs. The purpose of such intervention is to discuss the school’s observations and concerns and to offer the student and his/her parents/guardians information and an opportunity to ask questions or provide other information.

Delegation of Responsibility
The Superintendent of Schools/designee shall ensure that:

1. Gang affiliation and activities are included in printed rules and regulations provided to staff, students and parents/guardians;
2. Students identified as possibly involved in gang-related activities, receive counseling to enhance self-esteem, encourage interest and participation in wholesome activities, and promote membership in authorized student organizations;
3. Parents/Guardians will be notified of the school’s concern;
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification is available to staff;
5. All gang affiliation or gang type incidents are referred to the appropriate law enforcement agency;
6. Affiliation with a gang, gang activities or claiming gang membership by students is considered exceptional misconduct and subject to penalties that may include suspension or expulsion;
7. Any student disciplined for gang activities or affiliation may be required to sign a negotiated behavior contract between the student, parent/guardian and administrator before he/she will be re-admitted;
8. Administrators have the authority to reduce long-term suspension to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in elimination of future involvement with gangs.

Students who have been expelled or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process.
Instruction in Gang Violence Prevention
The Board of Education directs the Superintendent of Schools to develop and oversee an educational program that offers instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as a part of the district’s implementation of the New Jersey Core Curriculum Content Standards in Comprehensive Health and Physical Education and Guidance/Counseling curriculum.

Legal References

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1</td>
<td>General mandatory powers and duties</td>
</tr>
<tr>
<td>NJSA 18A:37-1</td>
<td>Submission of pupils to authority</td>
</tr>
<tr>
<td>NJSA 18A:37-14 et seq</td>
<td>Bullying</td>
</tr>
<tr>
<td>NJSA 18A:54-20</td>
<td>Vocational boards of education</td>
</tr>
<tr>
<td>NJAC 6A:14-2.8</td>
<td>Discipline</td>
</tr>
</tbody>
</table>

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
New Jersey Core Curriculum Content Standards (Standard 2.1)
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 USCA 6301 et seq
Manual for the Evaluation of Local School Districts
New Jersey Gang Awareness Initiative

Possible Cross References

1120, 1410, 3517, 3541.33, 4131, 4131.1, 4148, 4231.1, 4248, 5010, 5020, 5113, 5114, 5119.3, 5124, 5129.05, 5131, 5131.5, 5131.7, 5131.51, 5131.65, 5132, 5142, 5145, 5145.4, 5145.6, 5145.11, 5145.12, 6114, 6142.41, 6145, 6164.4, 6171.4, 6172
The purpose of this student dress code is to establish limits on extremes in student appearance and to promote a safe and friendly school environment that accepts all students. The focus of attention shall be on student learning, not what the student chooses to wear to school. Some clothing items may be looked upon as attractive, however, those items are not always appropriate to the school environment.

Dress that detracts from the educational experience of other students will not be permitted. Clothing and accessories worn by students should be appropriate and meet health and safety needs in school. The students will be notified and parents may be contacted to discuss appropriate school attire.

- All clothing must be neat, clean, and in a condition of good repair.
- Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
- Pants and shorts must be worn at the waist and must be appropriately sized and at a safe length. (Pajamas and/or sleepwear are prohibited, except on designated days.)
- Clothing designed to be worn as undergarments may not be visible.
- No headwear is to be worn in the building during the school day. This includes, but is not limited to: hats, bandanas, scarves, earmuffs, sunglasses, or any other head covering, including hoods. (Exception: Any headwear worn for religious beliefs or doctor’s prescriptions, with the appropriate documentation acceptable to the Administration.)
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover so the midriff is not visible.
- All shirts must have sleeves.
- Heavy, bulky jackets, or overcoats, as determined by the Administration, should be placed and kept in lockers.
- Shorts and skirts are to be respectable and modest length.
• Excessively tight clothing is not permitted.
• Clothing with frayed edges or visible holes are not permitted.
• Safe and appropriate footwear for indoor or outdoor activity must be worn at all times (slippers, heelys, and/or flip-flops are not permitted).
• Students wearing jewelry or accessories that may be considered unsafe or inappropriate to the learning environment may be subject to review by the Administration.
• Sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.
• Any other garments or accessories that would be a distraction to the orderly educational process are prohibited.

Responsibility for complying with the provisions of this student dress code policy rests with students and their parents/guardians. The Administration has the responsibility of enforcing these established standards in order to ensure that the instructional program of the school may operate fully and effectively for all students, free of interference and distraction, and without hazard or threat to their health, safety, and general welfare. Dress or appearance which distracts to the extent that it affects the educational program may be cause for disciplinary action.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised.

For instances where clothing is a concern, parents/guardians may be asked to bring different, appropriate clothing items, or the child may be sent to the nurse for loaned appropriate clothing, if necessary. It is important for students to know that “school is their job” and that they should dress appropriately when in attendance.

The Administration reserves the right to alter this dress code to guarantee that an orderly classroom and academic environment exists. The provisions of this student dress code shall apply when attending a school-sponsored event. When going on a school-sponsored trip, the student dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the Administration due to the nature of the outing. Parents/guardians may be contacted at home or work if a student comes to school not in compliance with the student dress code. Disciplinary action may be taken for students in violation of the provisions of this dress code policy.
<table>
<thead>
<tr>
<th>Legal References</th>
<th>Possible Cross References</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1 General Mandatory Powers and Duties</td>
<td>5131, 5131.11</td>
</tr>
<tr>
<td>18A:11-7 Findings relative to school dress codes</td>
<td></td>
</tr>
<tr>
<td>18A:11-8 Adoption of dress code policy for school permitted</td>
<td></td>
</tr>
<tr>
<td>18A:11-9 Prohibition of gang-related apparel</td>
<td></td>
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<tr>
<td>18A:37-1 Submission of pupils to authority</td>
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</tbody>
</table>
Communicable Diseases – Exclusion of Pupils from School
It is sometimes necessary to exclude from school individuals who are ill or who have been exposed to a communicable disease or whose presence is detrimental to the health or cleanliness of others. However, unnecessary barriers and impediments to attending school should be minimized.

Determining the likelihood that infection in one or more students will pose a risk for others depends on an understanding of several factors, including:
1. The mechanism by which the organism causing the infection is spread;
2. The ease with which the organism is spread (contagion);
3. The likelihood that students/staff are immune because of immunization or previous infection.

The Board of Education therefore, implements this policy.

The School Nurse shall instruct the teachers at the beginning of the school year, or when designated by the Board of Education, instructing the teachers about the methods employed to detect the first signs of communicable diseases and the recognized measures for the promotion of health and prevention of disease. In addition, the School Nurse will instruct those teachers from whose classrooms a pupil has been excluded about the symptoms of the disease for which the pupil was excluded.

No teacher shall attempt to diagnose any illness of a pupil but shall refer suspected cases to the nurse.

Any pupil who appears to be ill or who is suspected of having a communicable disease shall be excluded from school or isolated at school to await instructions from or the arrival of an adult member of the pupil’s family, the School Physician, and/or the School Nurse.

Where there is evidence of departure from normal health of any pupil, or if a pupil has been exposed to a communicable disease, or if the presence of the pupil in the school is detrimental to the health or cleanliness of the pupils or staff members in the school:
A. The Superintendent of Schools, upon the recommendation of the School Nurse or School Physician, may exclude the pupil from school.
B. In the absence of the School Nurse or School Physician, the Administrator, may exclude the pupil from the school. In this event, the person making the exclusion must immediately notify the Superintendent of Schools.
C. The Administrator shall notify the pupil’s parent of the reason for the exclusion.
A pupil retained at home or excluded from school shall not be readmitted to school until written evidence is presented of being free of the reason for the exclusion. Such evidence may be by a qualified physician, or School Physician who has examined the pupil.

The rules of the local Board of Health or State Department of Health, State Board of Education, or in the absence of these, the rules of the School Physician pertaining to communicable disease shall apply in determining periods of incubation, communicability, quarantine, and reporting.

The district shall follow the General Guidelines for the Control of Outbreaks in School and Daycare Settings; School Exclusion List in recommending the exclusion of any individual.

No pupil who is a member of a household in which a person is suffering from or been exposed to smallpox, diphtheria, scarlet fever, whooping cough, yellow fever, typhus fever, cholera, or measles, shall attend any public school during such illness, or until the attending physician, Board of Health, or School Physician has certified that all danger of communicating the disease by the staff member or pupil has passed.

The School Physician, and/or the School Nurse, shall report all cases of communicable diseases to the local, county, or state Board of Health. The Superintendent of Schools will also inform the Executive County Superintendent.

The school nurse shall report all cases of communicable diseases to the Local Health Department pursuant to Policy 5132.45, Communicable Diseases.

In accordance with the General Guidelines of the NJ Department of Health for the Control of Outbreaks in School and Child Care Setting School Exclusion List, the following shall be enforced by the district:
<table>
<thead>
<tr>
<th>Infection or Condition</th>
<th>Symptoms</th>
<th>Exclusion Requirements</th>
<th>Reportable to Health Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Respiratory Illness (ARI)</td>
<td>Fever (Oral temperature of 100° F degrees, or equivalent) and rhinorrhea, nasal congestion, sore throat, cough in absence of a known cause (e.g., seasonal allergies).</td>
<td>Until fever-free for 24 hours without fever reducing medication</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Conjunctivitis, purulent</td>
<td>Pink or red conjunctivae with white or yellow discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye.</td>
<td>Until examined by a medical provider and approved for return.</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Conjunctivitis, non-purulent</td>
<td>Pink conjunctivae with a clear, watery eye discharge without fever, eye pain, or eyelid redness.</td>
<td>No exclusion</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Gastrointestinal illness (organism/cause not identified or not yet determined)</td>
<td>Frequent loose or watery stools (2 above normal for that child), abdominal cramps/tenderness. And fever. Vomiting more than 2 times in 24 hours.</td>
<td>Diarrhea: until stools are contained in the diaper or toilet-trained children no longer have accidents using the toilet and when stool frequency becomes less than 2 stools above normal frequency for that child. Vomiting: until symptoms have resolved</td>
<td>Outbreaks and individual cases of diarrheal disease.</td>
</tr>
<tr>
<td>E. coli – Shiga toxin producing E. Coli (STEC)</td>
<td>Nausea, vomiting bloody diarrhea, abdominal cramps</td>
<td>Symptom free</td>
<td>Individual cases and outbreaks</td>
</tr>
<tr>
<td><strong>Fever Only</strong></td>
<td>Oral temperatures &gt;101°F (38°C), rectal temperatures &gt;102°F (38.9°C), or axillary temperatures &gt; 100°F (37.8°C) usually are considered to be above normal.</td>
<td>Fever free for 24 hours without fever reducing medication. When fever above normal is associated with behavior change or other signs of illness or the child is unable to participate and staff cannot care for child without compromising ability to care for the other children in the group.</td>
<td></td>
</tr>
<tr>
<td><strong>Fifth Disease (Erythema infectiosum)</strong></td>
<td>Mild cold symptoms followed by rash, characterized by &quot;slapped face&quot; appearance.</td>
<td>No exclusion unless the child has an underlying blood disorder or a compromised immune system</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td><strong>Hand Foot and Mouth (coxsackievirus)</strong></td>
<td>Fever, sore throat, malaise, ulcers in the mouth and blisters on hands and feet.</td>
<td>Fever free for 24 hours without fever reducing medication</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td><strong>Head Lice</strong></td>
<td>Head scratching</td>
<td>While NJDOH does not recommend exclusion after treatment, individual schools may have different policies. Refer to school policy</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>Jaundice</td>
<td>1 week after onset of jaundice or illness and fever free (if symptoms are mild)</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td><strong>Herpes Gladiatorum (“Wrestlers Herpes”)</strong></td>
<td>Cluster of blisters typically head, neck and shoulders. Fever, sore throat, swollen lymph nodes, burning or tingling skin.</td>
<td>All lesions healed with well adhered scabs</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td><strong>Influenza-like illness (IU)</strong></td>
<td>Fever (oral temperature ≥ 100°F or equivalent) and cough and/or sore throat in absence of a known cause (e.g., strep throat).</td>
<td>Fever free for 24 hours without fever reducing medication</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Condition</td>
<td>Symptoms</td>
<td>Return to School Requirements</td>
<td>Reason for Exclusion</td>
</tr>
<tr>
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<tr>
<td>Impetigo</td>
<td>Small, red pimples or fluid-filled blisters with crusted yellow scabs</td>
<td>24 hours after treatment initiated Sports: Exclude if lesions cannot be adequately covered until deemed non-infectious and adequately treated</td>
<td>Students</td>
</tr>
<tr>
<td>Measles</td>
<td>Initially characterized by fever, reddened eyes, runny nose, cough. Dusky red blotchy rash on day 3 or 4</td>
<td>4 days after onset of rash and child is able to participate in activities</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td>Meningitis, Bacterial (including Haemophilus influenza)</td>
<td>High fever, headache and stiff neck</td>
<td>Until adequately treated, 24 hours after initiation of effective antimicrobial therapy</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td>Meningitis, Viral</td>
<td>High fever, headache and stiff neck</td>
<td>Fever free for 24 hours without fever reducing medication</td>
<td>Students</td>
</tr>
<tr>
<td>Mononucleosis</td>
<td>Fever, sore throat, swollen lymph node</td>
<td>Fever free for 24 hours without fever reducing medication</td>
<td>Students</td>
</tr>
<tr>
<td>MRSA (methicillin-resistant staphylococcus aureus)</td>
<td>Red bumps that progress to pus-filled boils or abscesses.</td>
<td>If lesions cannot be adequately covered Sports: If lesions cannot be adequately covered or drainage cannot be contained by the bandage</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Mumps</td>
<td>Fever with swelling and tenderness of one or both parotid glands located below and in front of ears.</td>
<td>5 days after onset of parotid swelling</td>
<td>Students</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Nausea, vomiting, diarrhea, abdominal cramps. May also have low grade fever, chills, body aches, headache.</td>
<td>24-48 hrs. after symptoms resolve</td>
<td>Students</td>
</tr>
<tr>
<td>Illness</td>
<td>Description</td>
<td>Duration of Exclusion</td>
<td>Exclusion Recommendations</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Pertussis</td>
<td>Initial stage begins with URI symptoms and increasingly irritating cough. Paroxysmal stage is characterized by repeated episodes of violent cough broken by high pitched inspiratory whoop. Older children may not have whoop.</td>
<td>After 5 days of appropriate antibiotic therapy completed. If untreated, through 21 days from cough onset.</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Slight fever, rash of variable character lasting about 3 days; enlarged head and neck lymph nodes. Joint pain may occur.</td>
<td>6 days after onset of rash</td>
<td>Yes, Immediately</td>
</tr>
<tr>
<td>Salmonella Typhi (typhoid fever)</td>
<td>Fever, anorexia, lethargy, malaise, headache.</td>
<td>Symptom free</td>
<td>Yes, individual cases and outbreaks</td>
</tr>
<tr>
<td>Salmonella non-typhoid</td>
<td>Fever, nausea, vomiting, non-bloody diarrhea, abdominal cramps</td>
<td>Symptom free</td>
<td>Yes, individual cases and outbreaks</td>
</tr>
<tr>
<td>Scabies</td>
<td>Itchy raised areas around finger webs, wrists, elbows, armpits, beltline, and/or genitalia. Extensive scratching</td>
<td>Until after treatment has been given</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Shigella</td>
<td>Nausea, vomiting, diarrhea (may be bloody, and abdominal cramps.</td>
<td>Symptom free</td>
<td>Yes, individual cases and outbreaks</td>
</tr>
<tr>
<td>Staphylococcal or streptococcal skin infections (not including MRSA &amp; Impetigo)</td>
<td>Honey crusted draining lesions, skin lesions with a reddened base.</td>
<td>If lesions cannot be adequately covered</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sports: If lesions cannot be adequately covered or drainage cannot be contained by the bandage</td>
<td></td>
</tr>
<tr>
<td>Streptococcal pharyngitis (strep throat)</td>
<td>Fever, sore throat, exudative tonsillitis or pharyngitis, enlarged lymph nodes. May also have a sandpaper-like rash.</td>
<td>24 hrs. after treatment has been initiated and child able to participate in activities</td>
<td>Outbreaks Only</td>
</tr>
<tr>
<td>Tinea capitis (Ringworm of the scalp)</td>
<td>Hair loss in area of lesions</td>
<td>Until after treatment has been started</td>
<td>Outbreaks Only</td>
</tr>
</tbody>
</table>
### Oldmans Township Board of Education District Policy Manual

**Students**  
**Exclusion of Pupils from School for Reasons of Illness**

**Series 5000**  
**Policy 5132.2**

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**Tinea corporis**  
(Ringworm of the body)  
Circular well demarcated lesion that can involve the face, trunk, or limbs. Itching is common  
Until after treatment has been started.  
Outbreaks Only

**Tuberculosis**  
Cough, chest pain, fever, night sweats, fatigue, and weight loss  
Until LHD and physician state the student is not infectious  
Yes, individual cases and outbreaks

**Varicella (Chickenpox)**  
Slight fever with eruptions which become vesicular. Lesions occur in successive crops with several stages of maturity at the same time  
Until all lesions have dried and crusted usually 6 days after onset of rash  
Yes, individual cases and outbreaks

**Varicella-Herpes Zoster**  
(Shingles)  
Localized vesicular lesions  
Until all lesions have dried and crusted unless lesions can be covered  
Outbreaks Only

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**Conditions Requiring Temporary Exclusion**

Temporary exclusion is recommended when the illness prevents the child from participating comfortably in activities as determined by the staff of the school or program; the illness results in a greater need for care than the staff of the program determine they can provide without compromising their ability to care for other children; the child has any of the following conditions, unless a health professional determines the child’s condition does not require exclusion: appears to be severely ill (this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash, fever (as defined above) and behavior change or other signs and symptoms (e.g. sore throat, rash, vomiting, and diarrhea).
Legal References

NJSA 18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...
   18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
   18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
   18A:40-3 Lectures to teachers
   18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
   18A:40-5 Method of examination; notice to parent or guardian
   18A:40-6 In general
   18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...
   18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
   18A:40A-1 et seq. Substance Abuse
   44:6-2 Maintenance by boards of education of clinics for indigent children

NJAC 6A:16-1.1 et seq. Programs to Support Student Development
   8:57-1.1 et seq. Reportable Communicable Diseases
   8:57-2 Reporting of AIDS and HIV
   8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)

NJDOH http://nj.gov/health/cd/topics Communicable Disease Chapters
Centers for Disease Control and Prevention http://www.cdc.gov
http://www.ncaapublications.com
USA Wrestling. MRSA and Other Infectious Facts at
http://www.themat.com/SkinGuide.pdf

Possible Cross References
   1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111,
   5125, 5131, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200
Control of Contagious/Infectious Diseases

In order to protect the health of the children in district schools, all regulations of the NJ State Department of Education, the State Department of Health and local Board of Health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases.

Any pupils returning to school after an absence due to contagious/infectious disease must present a certificate from a licensed physician stating that he/she is free from the disease, or otherwise qualify for admission under the above agencies rules pertaining to periods of incubation, communicability, quarantine and reporting.

The School Nurse shall cooperate with the school doctor in instructing all teachers in the symptoms of the most common diseases at least once a year. The diseases to be covered in this instruction shall include but not be limited to:

- Chicken Pox
- Mumps
- Poliomyelitis
- Diphtheria
- Salmonellosis
- Acquired Immune Deficiency Syndrome
- Pertussis (whooping cough)
- Typhoid Fever
- Measles
- Small Pox
- Hepatitis
- Rubella
- Strep infections, including Scarlet Fever, sore throat and Erysipelas
- Measles

In addition to the annual review of health and safety measures required by law, the School Nurse shall individually instruct teachers from whose classrooms a pupil has been excluded in the symptoms of the disease for which the pupil has been excluded. The School Nurse shall examine the classmates of the excluded pupil as soon as the disease is diagnosed.

Teachers shall not attempt to diagnose any illness of a pupil, but shall refer all illness to the School Nurse immediately.

The Superintendent of Schools, in cooperation with the school doctor, shall develop procedures and programs to implement this policy. The school doctor shall report all cases of communicable disease to the local Board of health as required by law.

No ill pupil shall be identified by name or address in order to preserve confidentiality.
## Legal References

**NJSA**
- 18A:16-6, -6.1 Indemnity of officers and employees against civil actions...
- 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- 18A:40-3 Lectures to teachers
- 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
- 18A:40-5 Method of examination; notice to parent or guardian
- 18A:40-6 In general
- 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill...
- 18A:40A-1 et seq. Substance Abuse
- 44:6-2 Maintenance by boards of education of clinics for indigent children

**NJAC**
- 6A:16-1.1 et seq. Programs to Support Student Development
- 8:57-1.1 et seq. Reportable Communicable Diseases
- 8:57-2 Reporting of AIDS and HIV
- 8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)


## Possible Cross References
- 1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111, 5125, 5131, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200
No one other than the Superintendent of Schools shall exercise the authority to direct a student to return home during the school day.

In cases of illness, the nurse should recommend the necessary action to the Administrator. In the absence of the Administrator, the nurse shall exercise his/her own judgment but notify the central office of her action immediately.

In cases of gross misbehavior, inappropriate dress or other alleged rule infractions, teachers, counselors and other professional personnel are obligated to report to the Administrator. They shall not initiate punitive action such as exclusion or suspension from class.

Under no circumstances shall non-professional personnel recommend or execute a particular course of action in the handling of pupils.

If the Administrator determines that a pupil must, for any reason, be returned home during the school day, he/she shall first contact the parent and request that the pupil be picked up. If this is not possible, the student should be transported home by school personnel (i.e. illness, accident, disciplinary action, emergencies.) Under no circumstances shall a student be left at home unless the parent, guardian, or some other adult is home to assume full responsibility for the child.

Personnel available to transport students home include:

- Superintendent of Schools
- Administrator
- School Nurse

In the absence of the Superintendent of Schools, secretarial and custodial personnel shall proceed in the following manner:

1. Call the Superintendent of Schools for direction or for authority to act.
2. Call the School Nurse for illness and accident cases; then notify the Superintendent of Schools immediately.
3. In discipline cases, or cases involving inappropriate school attire, keep the child in the classrooms or close by, under the supervision of the teacher until the Administrator arrives. If the problem of misbehavior is sufficiently severe to warrant exclusion from the class, the child should be retained in the office until the Administrator arrives.
The importance of professionals at all levels acting in emergencies and doing so with only their experience, intelligence and good judgment to guide them is recognized. Further, prompt and responsible action is encouraged. It is extremely important however, that sound procedures be followed and that proper administrative personnel be notified when problems arise. This will enhance the chances of the right thing being done for children and insure adequate support for action taken if and when disputes arise.

Legal References

**NJSA**
18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...
18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
18A:40-3 Lectures to teachers
18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
18A:40-5 Method of examination; notice to parent or guardian
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18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...
18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
18A:40A-1 et seq. Substance Abuse
44:6-2 Maintenance by boards of education of clinics for indigent children

**NJAC**
6A:16-1.1 et seq. Programs to Support Student Development
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5125, 5131, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200
Any student who has been absent for five consecutive school days shall be seen by the School Nurse prior to re-admittance to class. The School Nurse shall notify the classroom teacher of the status of the student’s health as it pertains to re-admission.

Any student exhibiting symptoms of illness following any absence, as observed by any teacher or administrator, shall be seen by the School Nurse prior to re-admittance to class. The School Nurse shall notify the classroom teacher of the status of the student’s health as it pertains to re-admission.

Legal References

NJSA 18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...
18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
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5125, 5131, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200
Consistent with the position of the New Jersey Department of Health, National Association of School Nurses and the American Academy of Pediatrics, Oldmans Township Public Schools believes that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in school transmission is considered to be rare.

“No-nit” policies requiring that students be free of nits before they return to school have not been effective in controlling transmission and are not recommended.

The certified school nurse, as a student advocate and nursing expert, is included in school district-community planning, implementation and evaluation of vector control programs for the school setting. The school nurse’s goals are to facilitate an accurate assessment of the problem, contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals, and minimize school absence.

In cases that involve head lice, as in all school health issues, it is imperative that the school district and its employees prevent stigmatizing and maintain the student’s privacy as well as the family’s right to confidentiality.

Definitions
For the purposes of this policy, the following definitions shall apply:

- Head lice: small parasitic insects that live on the scalp and neck of a human host
- Louse: singular of lice
- Active infestation: finding a live louse on the scalp, or a viable nit within 1 cm of the scalp
- Pediculosis: an active infestation of head lice
- Nit: an egg of a female louse, attached to the hair shaft
- Non-viable nit: an egg found on the hair shaft farther than 1 cm from the scalp; already hatched
- Viable nit: an egg found on a hair shaft closer than 1 cm from the scalp; considered to be unhatched
- Ovacide: chemical which kills eggs/nits
- Pediculicide: chemical which kills nit stage and adult lice.
Regulations / Procedure
Any student suspected of having an active infestation shall be referred to the school nurse for evaluation.

A student, with head lice or viable nits visualized by the school nurse, is to be removed from the school setting and referred for treatment immediately. This shall be accomplished by notifying the parent/guardian and requiring them to remove their child from school immediately and to seek prompt treatment at home, including the removal of live lice and all viable nits.

District-approved written information about the identification and management of active head lice infestation may be provided by the school nurse to the parent/guardian of the affected student.

At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student with active infestation, such as household family members, but classroom-wide or school-wide screening is not generally indicated.

Students with nits only, are not excluded from school. A student with non-viable nits will be monitored, not be referred for treatment and may remain in school.

Upon return to school after treatment, the student will be re-assessed for the presence of head lice/nits by the school nurse. If live lice are again visualized, the school nurse will contact the parent/guardian and reinforce the need for prompt treatment at home. The student may be permitted to return to the classroom.

If upon re-assessment by the school nurse, nits are found, either at the time of the initial or return assessment, the student will be assessed at weekly intervals or more frequently at the discretion of the school nurse.

The school nurse retains the authority to, in consultation with school administrator(s), exclude a student with repeated infestations of live lice or viable nits, or a student with a current infestation for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Salem County Health Department for additional intervention(s).

A copy of this policy and the New Jersey Department of Health Head Lice fact sheet are provided to parents/guardians at time of school registration and annually thereafter.

A copy of this policy shall be provided to district employees at time of hire and may be reviewed as needed, and to parents/guardians as the administration deems necessary.
**Legal & Other References**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA</td>
<td>18A:40-7, -8, -10, -11 Exclusion of pupils who are ill</td>
</tr>
</tbody>
</table>
The Board of Education is obligated to provide an educational setting free of discrimination against admission to, or in obtaining any advantages, privileges or course of study of the school by reason of race, color, creed, sex or national origin (N.J.S.A. 18A:36-20). Further, no pupil shall be discriminated against because of pregnancy, childbirth, pregnancy related disabilities, actual or potential parenthood, or family or marital status (N.J.A.C.6:41.5) and Title IX – 106.40). In compliance with these statements, the Board of Education makes the following policy relative to married and pregnant pupils.

No pupil, whether married or unmarried, who is otherwise eligible to attend school, shall be denied an educational program solely because of pregnancy, false-pregnancy, termination of pregnancy, childbirth, pregnancy-related disabilities, recovery thereof or actual or potential parenthood.

**Attendance/Participation**

Pregnant pupils shall be permitted to continue attendance in regular classes and participate in extracurricular activities as long as the pregnant pupil’s physician has sanctioned the above. A letter from the pregnant pupil’s physician for continued attendance/participation must be on file with the School Nurse.

The Board reserves the right to require, as a prerequisite for attendance in class and participation in the extracurricular program, that each pregnant pupil submit to periodic examinations by her physician at the intervals prescribed by the School Physician. The School Nurse will notify the pregnant pupil and her parents of the requirements for these physical examinations. Records of said examinations will be placed in the pupil’s file in the School Nurse’s office.

**Bedside Instruction**

If the pregnant pupil is physically unable to attend regular classes, she may be eligible of a program of “Home Instruction” (Policy 6173). Typically, the pregnant pupil is required to attend day school or the alternative evening high school until six weeks before her expected delivery date.

Home instruction will end a maximum of six weeks after the delivery date unless medical contraindications prohibit this. Medical complications must be verified in writing by the pupil’s physician.

**Legal References**

- N.J.S.A. 10:5-1 et seq. Law Against Discrimination
- 18A:36-20 Discrimination prohibited
- N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
- The Comprehensive Equity Plan, New Jersey State Department of Education
Suicide or Sudden Death
The Board of Educations recognizes that the rate of self-destructive behavior is increasing among children and adolescents in this country. Pupils who experience depression are unable to benefit fully from the educational program of the school. Moreover, a pupil who attempts suicide poses a danger both to self and possibly to others.

Therefore, the Board of Education directs that all school personnel should be alert to the warning signs of childhood and adolescent suicide and the procedures to follow in the event of an actual attempt or completion. Such signs and behavior shall be taken seriously and reported to the school administration and Child Study Team who shall determine what further action is required. Other district employees may be used to intervene or assist with such situations. If emergency intervention is required, the pupil shall be taken to the appropriate medical facility.

In incidents of such potential self-destructive behavior, the pupil’s parents shall be notified immediately and their cooperation shall be sought for immediate intervention. If the parent is unwilling to cooperate, the school administration and/or Child Study Team shall contact appropriate agencies to request intervention on the pupil’s behalf. In cases of child abuse or neglect, school personnel are required to contact the New Jersey Division of Child Protection & Permanency (DCP&P).

The Board directs the Superintendent of Schools to develop procedures to implement this policy.

Legal References
NJSA 18A:ll-l General mandatory powers and duties
30:9A-12 Youth suicide prevention program
The Superintendent, in conjunction with the Board of Education, may deem it necessary to convene the district’s Crisis Management Intervention Team to assist in coordinating responses to individuals at risk for a Suicidal Act and/or management a situation of traumatic loss affecting the school community.

The Superintendent and Crisis Management Intervention Team, acting in their established roles, will develop a plan of action that may include all or part of the following:

Response to Individuals at Risk for a Suicidal Act

Level 1; observation of behaviors or warning signs that indicate a student may be at risk to engage in a suicidal act.

1. School staff member shall notify the Crisis Management Team in the building of his/her observations.
2. Crisis Management Team member shall meet with the student to determine extent of problem.
3. Crisis Management Team member shall inform Superintendent of outcome.
4. If possibility of bodily harm is not imminent, the student’s parent/guardian will be contacted immediately following the assessment to be informed of Crisis Management Team concerns. Contact may include referral to community mental health professional or agency. While the parents may elect to go no further then to accept the information provided, the family must be notified in every case.
5. If school personnel working with the student feel that New Jersey Division of Child Protection & Permanency (DCP&P) intervention is indicated, such contact will be considered.
6. Documentation will be done as appropriate.
7. The Crisis Management Team, in conjunction with the Superintendent, will monitor the student’s status with the parent/guardian and community mental health facility.
8. If in the judgment of the Crisis Management Team there is a serious possibility of bodily harm, level 2 procedures will be implemented.

Level 2: Student has voiced or written an intent to engage in a suicidal act.

1. School Staff member shall notify Superintendent and Crisis Management Team that student has indicated verbally or in writing an intent to engage in a suicidal act.
2. The student will be kept under continuous adult supervision until the Evaluation and notification is completed.
3. Crisis Management Team member will meet with the student to determine extent of problem.
4. The Crisis Management Team shall contact the student’s parent/guardian and request that the parent/guardian come to the school immediately for a conference. At this conference, the Crisis Management Team shall encourage the family to agree on treatment plan, which should include immediate emergency psychiatric screening. Parent/guardian will notify the Crisis Management Team of results of screening.
5. If it appears that the parent/guardian will not follow this recommendation, DCP&P shall be contacted by the Crisis Management Team to provide for the safety of the student.
6. The student will not be allowed to return to school without clearance from a psychologist/psychiatrist.
7. Once the student has begun treatment, the Crisis Management Team shall follow up with the parent/guardian to monitor student status.
8. Upon return to school, a plan of periodic monitoring of the student by the Crisis Management Team will be implemented. This plan shall include input from the community treating clinician or agency.
9. Documentation will be done as appropriate.

Level 3: Student has attempted a suicidal act.
1. School staff member shall immediately notify the Superintendent and School Nurse to deem if medical attention is necessary and if the police need to be summoned in order to assist the student.
2. Parent/guardian shall be notified by the Crisis Management Team of the incident and actions to be taken. The parent/guardian shall be requested to immediately report to treatment facility or school. In addition to medical treatment, emergency psychiatric screening should be done.
3. Crisis Management Team member shall notify the School Counselor of incident and actions taken.
4. Decisions as to further intervention by school personnel shall be based on consultation with and recommendations of medical and community mental health service personnel of treatment facility.
5. The Crisis Management Team shall follow-up on family response to situation and ascertain that a psychiatric evaluation has been conducted on the student and that the student/family have followed through on recommended treatment plan.
6. Upon student’s return to school, a plan of periodic monitoring by the Crisis Management Team will be implemented. The plan will include input from the community treatment facility.
7. Documentation will be done as appropriate.

Response to Traumatic Loss in the School

1. The Superintendent will obtain verification of death and pertinent facts.
2. The Superintendent, in conjunction with the Board of Education, will put into action planned news media control procedures. These may include; designation of spokesperson, written new releases, designation of grounds access perimeters for news media to minimize disruption to school activities.
3. The Superintendent will convene the Crisis Intervention Management Team and Crisis Management Procedure will go into action as appropriate.
4. If news is received during the school day, the school will assist in immediate escort home of deceased’s siblings and other family members.
5. The Superintendent will convene an emergency faculty meeting as soon as possible. The following action plans or information may be discussed;
   a. relevant facts pertaining to sudden death.
   b. time for immediate staff reactions.
   c. compilation of list of all students close to deceased.
   d. compilation of list of school staff who had contact with deceased.
   e. list of all students considered at risk for possible suicidal ideation especially after a suicide.
   f. school response including policy regarding contacts with news media.
   g. small group (in-class) disclosure to students of relevant facts.
   h. procedures for making student referrals from classes to designated crisis/survivor support areas.
6. The Superintendent and/or Crisis Management team will contact and coordinate community support personnel activities within the school environment.
7. Designated Crisis Management Team members and/or school staff will meet with students in small groups (classrooms) to disclose pertinent facts as outlined in faculty meeting and announce locations of crisis/care stations and time availability.
8. Avoid large group assemblies or similar expressions of grief or remembrance.
9. Avoid flying flag at half-staff as it may glamorize death and contribute to contagion.
10. The Superintendent will communicate with administrators in surrounding schools and districts, local mental health centers and students’ parents through telephone and written notice so that they can be prepared to meet student needs.
11. The Crisis Intervention Management Team will make referrals to Community mental health professionals/agencies as needed.
12. Documentation will be done as appropriate.

No student or staff fund raising activities are to be held in the Oldmans Township Schools, during regular school hours, unless a request is approved by the Board of Education on Form #4004-A (Request to Raise Funds).

Such activities that are conducted, shall be after school hours or on weekends, as approved by the Board at a regular meeting.

Activities such as cake sales, flea markets, lawn sales, car washes are not discouraged, however, games of chance, i.e., raffles, chances or lottery will not be conducted.

**Staff Fund Raising**

Staff members will ensure that no sum of money over $15.00 is kept in their classroom overnight or over weekends. Money shall be deposited nightly in the bank or the district office for safe keeping.

Middle School staff should make students aware that money is taken from the building each night.

All funds received are to be turned in to the Board Secretary; and, checks for expenditures, will be issued from the Board Secretary. Any teacher wishing to open a checking account for a group/class must make a personal request to the Board for approval.

Approved checking accounts will be under the jurisdiction of the Board Secretary and subject to audit annually.

**Fund Raiser Assemblies**

Any assemblies to initiate fund raising activities shall only be set after consultation with the Superintendent, and shall only be held at those times that least inconvenience the learning process, staff, and daily schedule, i.e., Elementary School to be held in the late afternoon.

**Legal References**

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:11-1 General mandatory powers and duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:19-14 Funds derived from pupil activities</td>
</tr>
<tr>
<td></td>
<td>18A:20-34 Use of schoolhouse and grounds for various purposes</td>
</tr>
<tr>
<td></td>
<td>18A:23-1 Audit when and how made</td>
</tr>
<tr>
<td></td>
<td>18A:23-2 Scope of audit</td>
</tr>
<tr>
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<td>18A:54-20 Powers of board (county vocational schools)</td>
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<td>52:14-15.9c1. et al. Public Employee Charitable Fund-Raising Act</td>
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<td>NJAC</td>
<td>6A:23-2.1et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts</td>
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<td>6A:23-2.14 Student activity funds</td>
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<td>6A:23-2.15 School store business practices</td>
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</table>
Teacher Name: _____________________________   Date: __________________

Organization: ____________________________________________________________

Purpose: __________________________________________________________________

________________________________________________________________________

Description of fund-raiser (include item(s) to be sold, cost to purchaser, location of sale):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Duration of project: from ________________ to ________________

School facilities needed: ____________________________________________________
________________________________________________________________________
________________________________________________________________________

Board of Education review date: ___________   Approval: YES ____ NO ____
The Board of Education recognizes that possible natural and/or man-made disaster could compromise the safety of students.

Therefore, the Board directs the Superintendent of Schools to develop and implement an emergency preparedness plan.

The plan shall provide that all threats to the safety of students and staff are identified and promptly responded to by trained district personnel.

In the event of a bomb threat, the school shall be evacuated when, in the discretion of the Administrator in charge, it is deemed advisable to do so.

The Superintendent of Schools shall develop procedures for the handling of school emergencies that include:

1. A plan for the prompt and safe evacuation of the school;
2. The practice of such an evacuation plan twice monthly in the fire drills conducted in accordance with law;
3. The conduct of bus evacuation drills in accordance with rules of the State Board of Education;
4. Procedures for the safe dispersal of pupils from school property and, if necessary, a plan for the housing of pupils in a safe place other than school;
5. The design of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of pupils;
6. Instruction in emergency preparedness and survival techniques as a part of the regular curriculum;
7. The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or an impending emergency;
8. Cooperation with local and county emergency management offices;
9. The appointment of a school emergency procedures committee; and
10. The continuing evaluation of the effectiveness of emergency planning in preparing the school for disaster.

Legal References

NJAC 6A:16-5 School safety and security plans
Procedure for Closing School or Delayed Opening Due to Snow

In cases of emergency, heavy storms, severe weather conditions or break down in the school plant, it may be necessary to close on very short notice. In such cases, arrangements are made to broadcast the information on radio stations KYW News Radio 1060 AM and television stations CBS 3, NBC 10 and WPVI-TV 6.

Procedure for an Emergency Closing When School Is In Session

If it becomes necessary to close the schools after they are in, the following procedure will be followed:

1. Every attempt to remain in school for at least four hours, exclusive of lunch, will be made.
2. The Board President, County Superintendent of Schools, weather forecasters and other schools will be consulted. Coordination with the high school will be made to assure consistency.
3. The County Superintendent of Schools will be informed of the decision.
4. The crossing guard(s) will be contacted as applicable.
5. In the absence of the Superintendent of Schools, either he/she or the Board President will designate someone to direct the closing. If the Superintendent of Schools can be reached, he/she is to be contacted if the situation is such that an emergency closing seems necessary.

Emergency Closings; Delayed Openings

The Superintendent of Schools is authorized by the Board of Education to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Legal References

NJSA 18A:ll-l General mandatory powers and duties

NJAC 6A:16-5 School Safety a& Security Plans
The Board of Education shall provide student insurance for all school-related activities. Student insurance coverage shall be a Compulsory Double A Plan, primary excess over $100. In addition, the Board shall supply, for all students, a Catastrophic Medical Expense Coverage Policy with each benefit not to exceed a limit of $1,000,000.

Legal References
NJS 18A:12-20 Indemnification of board members
    18A:16-6 Indemnity of officers and employees
    18A:20-25 through -33 Insurance
The Board of Education is cognizant of the value of students who have graduated from school or are attending other schools returning to visit and even counsel with former teachers. There is appreciation, too, that older students enjoy returning to former schools.

However, certain problems can arise from indiscriminate visitations, classes can be disrupted. In some cases, fights can disrupt. Students can roam the building causing perhaps a safety problem or showing disrespect for teachers and other students.

Therefore, the following policy will be observed:

1. The students must be authorized by an Administrator to visit the school during the regular school day.
2. Students visiting the school must obtain permission from the Administrator before making visitations in the building.
3. Students’ visitations must be made to a specific individual or group with a stated purpose.
4. Visiting students must comply with all rules and policies of the school and must agree to obey all directives of adult staff members.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
The Board of Education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the Board directs the Superintendent of Schools to develop a program of pupil health services that employs professional personnel and interacts with both parents and community health agencies. The program shall include but not be limited to:

A. Employment of a School Physician to perform those duties required by law, and to advise the Superintendent of Schools on all matters affecting the health of pupils;
B. Employment of at least one certified School Nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the Superintendent of Schools the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns: train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; annually write and update the accommodation plan under Section 504 for any student who requires one;
C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
D. Establishment of a system of pupil health records in compliance with state law;
E. Development of appropriate curriculum in physical education, health, family life, safety, and discouraging the use of drugs, alcohol, and tobacco, recommendations for appropriate equipment and supplies to teach such courses;
F. Development of rules and procedures to foster good pupil health, and dissemination of these rules and procedures to the staff;
G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
H. Development and enforcement of an eye protection program as required by statute and administrative code.
I. A regular report to the Board on progress and accomplishments in the field of pupil health;  
J. Health services to staff that support pupil health;  
K. Provision of emergency services for injury and sudden illness;  
L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious illness is no longer a threat to the health of others;  
M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/steroids/alcohol;  
N. Encouragement of correction of defects through fully informing pupils and parents concerning the findings of health examinations;  
O. Development of regulations and procedures for Blood Borne Pathogens and Implementation of “Right to Know;” and,  
P. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist, with periodic reports to the Board of Education on steps the district has already taken, as well as additional steps that need to be taken to prepare for a flu pandemic.

Students with Temporary Disabilities
The District ultimately has the right to deny temporary participation in any class or activity based upon a health, safety and wellness concern of a student’s temporary medical condition, such as broken bone, sprain, concussion, etc. The District will find an alternate activity for the student to participate in during that time period.

Annual Nursing Plan
The Superintendent of Schools or his/her designee in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the county superintendent of education for review and approval. The Nursing Services Plan shall include:  
A. A description of the basic nursing services provided all students;  
B. A summary of specific medical needs of individual students and the services required to address the needs;  
C. A description of how nursing services will be provided in an emergency;  
D. Detailed nursing assignments for all school buildings;
The nursing services and additional medical services provided to nonpublic schools.

The operation of the pupil health program shall be at all times in compliance with the rules and regulations of the state department of education, local Board of Health and the State Department of Health. The Board shall review and adopt the regulations developed to implement the district’s health services.

**Nonpublic School Pupils**
The Board shall provide mandated nursing services to nonpublic school pupils as required by law.

**Students with Diabetes**
As used in this policy, an “individualized health care plan” means a document setting out the health services needed by the student at school, and an “individualized emergency health care plan” outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

The Board believes that diabetes is a serious chronic disease that impairs the body’s ability to use food, and must be managed 24 hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the board of education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary if there is a change in the student’s health status. The plans may include elements specified in NJSA 18A:40-12.13 including, but not limited to:

1. The symptoms of hypoglycemia for that particular student and the recommended treatment;
2. The symptoms of hyperglycemia for that particular student and the recommended treatment;
3. The frequency of blood glucose testing;
4. Written orders from the student’s physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;

5. Times of meals and snacks, and accommodations for exercise and sports, school trips and other school-related activities.

The school nurse shall coordinate the provision of diabetes care and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes in provided notice of the student’s condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom or on school grounds, if evaluated and determined to be capable of doing so consistent with the plan, and NJSA 18A:40-12.15.
Legal References
NJSA 2A:62A-23 to 26 AED emergency medical services, 1999 statute
  18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...
  18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
  18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
  18A:40-3 Lectures to teachers
  18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
  18A:40-5 Method of examination; notice to parent or guardian
  18A:40-6 In general
  18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...
  18A:40-12.13 Development of health care plans for students with diabetes
  18A:40-12.15 Management, care of diabetes by student permitted; authorization.
  18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
  18A:40A-1 et seq. Substance Abuse
  44:6-2 Maintenance by boards of education of clinics for indigent children

NJAC 6A:16-1.1 et seq. Programs to Support Student Development
  6A:26-12.1 et seq. Operation and Maintenance of School
  6A:26-12.3 Required facilities
  8:57-1.1 et seq. Reportable Communicable Diseases
  8:57-2 Reporting of AIDS and HIV
  8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)

Possible Cross References
  1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111,
  5125, 5131, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200, 6142.4, 6142.12
The Board of Education directs the Superintendent of Schools to develop, review and approve a program of accident prevention. When unforeseen situations arise, and an accident occurs, the School Nurse or another assigned staff member shall be responsible for providing emergency services to a child or staff member. The medical inspector shall prepare a list of first aid treatment for the most common minor injuries. This list shall be made known to the staff.

Guidelines for Dealing with Accidents or Injuries
   A. The School Nurse or another trained person shall be responsible for administering first aid. Universal precautions shall be taken in the handling of blood and body fluids to ensure the containment of bloodborne pathogens.
   B. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian and/or family physician immediately.
   C. Parent/guardian shall be requested to pick up their child. If a parent/guardian is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured shall not be taken home unless it is known that someone is there to receive him/her.
   D. In extreme emergencies, the School Nurse, School Doctor, or Administrator may make arrangements for immediate transportation and possible hospitalization of injured pupils, contacting parents/guardians in advance if at all possible.
   E. The teacher, School Nurse, or other staff member who is responsible for a child at the time an accident occurs shall prepare a report within 24 hours on an official form providing details about the accident. This shall be required for every accident, whether first aid is necessary or not.
   F. Any injuries or accidents to pupils shall be reported as soon as possible to the Superintendent of Schools.

Staff shall be informed at the beginning of each school year of the accident prevention program and procedures to be followed in case of an accident/injury.

Emergency Medical Procedures for Sports/Athletics
The Oldmans Board of Education recognizes its responsibility for pupil safety encompassing all aspects of sports and athletic events in both intramural and interscholastic programs. The Board directs the Superintendent to develop and implement emergency medical procedures to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of one or more schools of this district or of other districts.

The Board further directs these emergency medical procedures be disseminated to appropriate personnel within this district and address practice sessions and both home and away events.
All should be addressed for practice sessions and both home and away events. Coordination of emergency medical services with visiting schools and home schools at away events is critical.

**Advance Planning**
- Identification of person responsible for identifying all sports and athletic events and providing this schedule to appropriate personnel.
- Providing schedule of all sports and athletic events to emergency medical service agencies and/or facilities.
- Scheduling of identified emergency medical services at sports and athletic events.
- Identification of emergency communication links (non-pay telephones) at all sports and athletic event sites.

**Identification of Emergency Medical Services Available**
- Local and County Hospital
- Rescue, first aid, and emergency squads
- Fire departments
- Police departments
- Private ambulance services

**Immediate Care and Service**
The following actions and decisions should be addressed in emergency medical actions, including responsibility for carrying them out:
- Immediate first aid treatment
- Notification of emergency services and/or facilities for their assistance
- Movement and/or transportation of injured pupil
- Notification of parents/guardians
- Notification of appropriate district personnel
- Filing of district reports

**Chain of Authority**
It should be clear to all staff present at an athletic event, who is in charge in the event of a medical emergency. The following is a list of personnel who may be present depending on the event and its location:
- Head coach or assistant
- Team athletic trainer
- School nurse
- First aid or rescue squad
- Any physician attending the event
- School or team physician
Rendering First Aid
Simple first aid may be administered by the coach only. (see approved first aid measures). Following treatment, an accident report should be filled out completely and placed in nurse's mailbox.

In case of serious injury, keep patient quiet and warm
- Do not move
- Control bleeding
- Reassure patient
- Remain calm until medical help arrives
- Never give anything orally except under specific orders of a physician.

Procedures for Acquiring Medical Care
If the services of a physician are indicated, the coach should:
- Call parents and allow them to assume care of the patient.
- If parents are not available, call the emergency person so designated by parent on the parental release form.
- If the emergency person is not available, call the school physician.
- Call ambulance only if absolutely necessary. Accompany pupil if parent cannot.
- Pupil is never to be left unattended or taken home without the knowledge of the parent or responsible person. Delegate team to assistants.

The first aid kit accompanies the team to all sports events and should contain the following information on each athlete:
- Photocopy of sport physical
- Home phone number
- Emergency phone number
- List of physician's hours and emergency phone numbers

Responsibility of Notification
- All injuries, accidents, and illnesses of pupils, employees or visitors should be reported at once to the school health office.
- Serious injuries should also be reported promptly to the Principal's Office.
- If the nurse is not available, the teacher in charge assumes responsibility for the patient unless directed otherwise by the Principal.
- All injuries of school employees must be reported promptly to the Principal's Office so the Workmen's Compensation reports may be filed.

Transportation of Pupil
- Parents transport or make arrangements whenever possible.
- If parent is not available, a relative or neighbor so designated by parent may transport pupil to doctor or be under their care.
- Other "chain of command" persons may make a necessary determination.
§ School personnel, as designated by Principal, might transport if no other means is available or the urgency of the situation so demands.
§ Call ambulance only if absolutely necessary; accompany pupil if parent cannot.
§ Pupil is never to be left unattended or taken home without the knowledge to the parent or responsible person.

The Board further directs that these emergency medical procedures be disseminated to appropriate personnel within this district and address practice sessions and both home and away events.

The Board directs the Superintendent of Schools to report the effectiveness of the emergency medical procedures to the Board annually for its review.

Legal References
NJSA 18A:11 3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
18A:16 6 Indemnity of officers and employees against civil actions
18A:16 6.1 Indemnity of officers and employees in certain criminal actions
18A:40-25 Boards of education to provide nursing care to students in nonpublic schools

NJAC 6A:16-1.1et seq. Programs to Support Student Development
6A:26-12.2(a)2iii Policies and procedures for school facility operation
6A:27-12.2 Accident reporting
6:32-9.1 et seq. Athletics Procedures
8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools
SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31

Possible Cross References
3516, 3541.33, 4112.4, 4212.4, 4123, 5113, 5125, 5141, 5141.2, 5141.4, 5141.6, 5141.21, 5142, 5200, 6114, 6142.12, 6145.1/6145.2, 6153
When pupils are taken suddenly ill in school, they shall be sent or escorted to the School Nurse. If the Nurse is not in the medical office, the pupil shall be sent or taken to the main office. In general, the same procedures that apply to accidents shall apply to sudden pupil illness. The Superintendent of Schools, in cooperation with the Medical Inspector and the Nurse shall implement this policy.

Control of Contagious Diseases or Conditions
In order to protect the health of the pupils in our school district, all regulations of the NJ State Department of Education and the local Board of Health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the Medical Inspector.

The School Nurse shall observe pupils who show evidence of communicable disease and recommend their exclusion to the Superintendent of Schools. Such pupils shall be isolated in the Nurse’s office until a parent/guardian picks them up, and any necessary measures taken to prevent spread of the infection. The School Nurse, under the direction of the Medical Inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year.

Any student with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS shall not be excluded from general education, transportation services, extracurricular activities, athletic activities, assigned to home instruction or classified as eligible for special education because of the HIV infection. The School Nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

In addition to the review of health and safety measure required by law, the School Nurse shall individually instruct teachers from whose classrooms a pupil has been excluded in the symptoms of the disease for which the pupil was excluded. No teacher shall attempt to diagnose any illness of a pupil, but shall refer suspected cases to the School Nurse immediately.

Handling Blood and Body Fluids
The Superintendent of Schools, Medical Inspector and School Nurse shall develop detailed routine procedures based on NJ Administrative Code and Guidelines from the Centers for Disease Control for the proper handling of blood and body fluids resulting from illness/accidents in the school. These procedures shall be disseminated to all district staff.

The Medical Inspector shall report all cases of communicable disease to the local Board of Health as required by law.
Legal References

NJSA 18A:16-6 Indemnity of officers and employees against civil actions
    18A:16-6.1 Indemnity of officers and employees in certain criminal actions
    18A:40-3 Lectures to teachers
    18A:40-7 Exclusion of pupils who are ill
    18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness
    18A:40-10 Exclusion of teachers and pupils exposed to disease
    18A:40-11 Exclusion of pupils having communicable tuberculosis
    18A:40-12 Closing schools during epidemic
    18A:40-25 Boards of education to provide nursing care to students in nonpublic schools
    26:4-6 Prohibiting attendance of teachers or pupils
    26:4-15 Reporting of communicable diseases by physicians
    26:5C-1 et seq. AIDS Assistance Act
    26:2T-1 Newly diagnosed Hepatitis C case; information, reports

NJAC 6A:16-1.1 et seq. Programs to Support Student Development
    8:57-1.1 et seq. Reportable Communicable Diseases
    8:61-1.1 Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)


Possible Cross References

1410, 4131.1, 5113, 5141, 5141.1, 5141.4, 6142.13
The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee sting, etc., and all non-prescription “over the counter” medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

A. The purpose of the medication, including illness, injury, condition treated;
B. The dosage;
C. The time at which or the special circumstances under which the medication shall be administered;
D. The length of time for which medication is prescribed;
E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the School Nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

A. All medications, whether prescribed or over the counter, shall be administered by the School Nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the School Nurse is present;
B. Medications shall be securely stored and kept in the original labeled container;
C. The School Nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or end of the period of medication, whichever is earlier;
E. A student may self administer medication without supervision of the School Nurse for asthma or other life-threatening illnesses. “Life-threatening illness” has been defined as an illness or condition that required an immediate response to specific symptoms or sequelae, that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

The district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The Chief School Administrator shall prepare and the Board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to, the following:

A. Requirement that each School Nurse shall be authorized to administer asthma medication through use of a nebulizer;
B. Requirement that each School Nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;

Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student’s physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Pupil Self-Administration of Medication
The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

A. Provide the Board with written authorization for the pupil’s self-administration of medication;
B. Provide written certification from the pupil’s physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:
A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirement listed above;
B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
C. Maintain the right to revoke the pupil’s permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement of self-medicate. The Chief School Administrator shall confer with the School Physician and School Nurse prior to recommending termination of a pupil’s permission to self-medicate and shall also consult with the pupil, the pupil’s parents/guardians and the pupil’s physician.

Emergency Administration of Epinephrine Regulations / Procedures
Parents/guardians shall provide the Board with the following:
A. Written authorization for the administration of the epinephrine by the School Nurse or trained designees;
B. A signed statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents/guardian indemnify and hold harmless the district and its employees or agents against any claim(s) arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism; and,
C. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements of this policy.
District Responsibilities:
The placement of a pupil’s prescribed epinephrine shall be in a secure but unlocked location, easily accessible by the School Nurse/designee to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored event.

The location of the epinephrine shall be indicated on the pupil’s emergency care plan. Back-up epinephrine shall also be available at the school if needed.

The School Nurse/designee shall be available promptly available on site at the school and school sponsored events in the event of an allergic reaction.

The pupil shall be transported to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil’s symptoms appear to have been resolved.

The School Nurse or other trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any pupil whose parents/guardians have not met the requirements of Items A, B & C (above), in that written notice has not been received by the district, allowing emergency administration of epinephrine via a pre-filled auto-injector mechanism, in cases where the School Nurse or designee, in good faith, believe that the pupil is having an anaphylactic reaction.

The district shall maintain a supply of epinephrine auto-injectors in a secure but unlocked location that is proscribed under a standing protocol from a licensed physician. The epinephrine shall be accessible to the School Nurse and trained designees for administration to a pupil having an anaphylactic reaction.

The School Nurse shall have primary responsibility for the administration of the epinephrine. The School Nurse shall designate, in consultation with the Superintendent of Schools, staff members who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the School Nurse is not physically present at the scene.

The School Nurse shall determine that designees have been properly trained the administration of epinephrine via a pre-filled auto-injector mechanism, using standardized training protocols established by the New Jersey Department of Education in consultation with the New Jersey Department of Health and Senior Services.
Nothing in the policy shall prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the School Nurse or designees when the pupil is authorized to self-administer epinephrine pursuant to the provisions of NJSA 18A:40-12.3 or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication or when the epinephrine is administered pursuant to the provisions of NJSA 18A:40-12.5.

No school employee, including a School Nurse or any other officer or agent of the Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to the provisions of NJSA 18A:40-12.5 shall be held liable for any good faith act or omission consistent with the provisions of NJSA 18A:40-12.5, nor shall action before the New Jersey State Board of Nursing lie against a School Nurse for any such action taken by a person designated in good faith by the School Nurse pursuant to the provisions of NJSA 18A:40-12.6.

Good faith shall not include willful misconduct, gross negligence or recklessness.
Legal References

**NJSA**
- 18A:11-1 General mandatory powers and duties
- 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- 18A:40-3.2 et seq. Medical and Nursing Personnel
- 18A:40-4 Examination for physical defects and screening of hearing of pupils
- 18A:40-7 Exclusion of pupils who are ill
- 18A:40-12.3 through -12.4 Self-administration of medication by pupil; conditions
- 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
- 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent
- 18A:40-12.7 Nebulizer
- 18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan

**45:11-23 Definitions**

**NJAC**
- 6A:16-1.1 et seq. Programs to Support Student Development


Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91


Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

**Possible Cross References**
- 5141.1, 5141.2, 6153
In accordance with the provisions of the New Jersey Compassionate Use Medical Marijuana Act (CUMMA), a parent/guardian or primary caregiver may administer medical marijuana to a student of this district, while the student is on school grounds, aboard a school bus or while attending a school-sponsored event, provided the student is authorized to engage in the medical use of marijuana pursuant to the provisions of P.L. 2015, c.158, supplementing chapter 40 of Title 18A of the New Jersey statutes, chapter 6D of Title 30 of the Revised Statutes and P.L. 2009, c.307 (C.24:I-1, et. al. and provided that the parent/guardian, primary caregiver and those individuals authorized to provide marijuana for medical purposes to assist the student with the medical use of marijuana pursuant to the provisions of P.L. 2009, c.307 (C.24:I-1, et. al.

Students who have valid medical marijuana prescriptions may petition the district for a waiver of federal laws, including, but not limited to the Controlled Substances Act and the Drug Free Schools and Communities Act, prohibiting marijuana use, or possession at educational institutions and on the premises of other recipients of federal funds.

The parent/guardian or primary caregiver may administer medical marijuana to eligible students who submit an application with the proper documentation demonstrating the condition and prescription need. Parents/guardians, and primary caregivers of students who have been authorized for medical use of marijuana may administer medical marijuana to the student while the student is on school grounds, aboard a school bus, or attending a school-sponsored event.

Parents/guardians or primary caregivers will be greeted by a school official or nurse and be taken to a designated area to administer the medication and then be escorted off school grounds, assuring that no marijuana is left on school property.

The use of medical marijuana must be properly documented with the school nurse and verified by the school physician with the prescribing physician prior to administration at school, aboard a school bus, or attending a school-sponsored event.

The Superintendent of Schools/designee shall establish the location where the administration of medical marijuana shall be administered.

The administration of medical marijuana to a student by smoking or other form of inhalation while the student is on school grounds, aboard a school bus, or attending a school-sponsored event is strictly prohibited, and nothing in this policy shall be construed to authorize medical marijuana to be smoked in any place where smoking is prohibited pursuant to the provisions of NJSA 2C:33-13.
Should it be found that said prescription is not warranted or there is no need for a dose to be administered during the school day, notification will be provided to this effect and there will be no medicine administered at school.

Definitions
For the purposes of this policy, the following definitions shall apply:
A. “Physician” means a person licensed to practice medicine and surgery pursuant to Title 45 of the Revised Statutes with whom the patient has a bona fide physician-patient relationship and who is the primary care physician, hospice physician, or physician responsible for the ongoing treatment of a patient’s debilitating medical condition, provided, however, that such ongoing treatment shall not be limited to the provision of authorization for a patient to use medical marijuana or consultation solely for that purpose.
B. “Primary caregiver” or “caregiver” means a resident of the State who:
   • is at least 18 years old;
   • has agreed to assist with a registered qualifying patient’s medical use of marijuana;
   • is not currently serving as a primary caregiver for another qualifying patient;
   • is not the qualifying patient’s physician;
   • has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the date of this policy and was for a violation of federal law related to possession or sale of marijuana that is authorized under the provisions of this policy, has registered with the State Department of Health and has satisfied the criminal history record background check requirement of the CUMMA; and,
   • has been designated as primary caregiver on the qualifying patient’s application or renewal for a registry identification card or in other written notification to the Department of Health in accordance with the provisions of NJSA 24:6I-3.
C. “Qualifying patient” or “patient” means a resident of the State who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship.
Both the patient and the caregiver must apply for and and be granted a registration card, valid for
two (2) years, pursuant to CUMMA.

The administration of medical marijuana on school grounds, aboard a school bus, or attending a
school-sponsored event must be consistent with the requirements of the law and this policy.

**Liability/ Legal Actions**
No person shall be subject to arrest or prosecution for constructive possession, conspiracy or any
other offense for simply being in the presence or vicinity of the medical use of marijuana as

No custodial parent, guardian, or person who has legal custody of a qualifying patient who is a
minor shall be subject to arrest or prosecution for constructive possession, conspiracy or any
other offense for assisting the minor in the medical use of marijuana.

**Legal References**

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<thead>
<tr>
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</tr>
</thead>
<tbody>
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</tr>
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<td></td>
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</tr>
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<tr>
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<th>6A:16-1.1et seq. Programs to Support Student Development</th>
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Possible Cross References

5141.1, 5141.2, 6153
The Oldmans Township school district makes every effort to insure the safety and well-being of all students. Students requiring the use of crutches in the school setting will have a plan that is coordinated by the school nurse to address the issues of safety and mobility.

1. Students arriving to school in need of crutches will immediately report to the school nurse's office accompanied by his/her parent/guardian.
2. The parent/guardian will provide the school nurse with a written order from the healthcare provider indicating the need for and duration of crutch use.
3. Additionally, the healthcare provider will provide the school nurse with related activity restrictions, including, but not limited to, use of stairs, physical education/recess accommodations, athletic restrictions. (The activities/movements of the student may be restricted until written doctor’s order for the use of crutches is provided.)
4. In the event that the school nurse determines that the orders written by the healthcare provider cannot be safely implemented for said student in the school setting, or the student is not capable of fully participating in the school day, the student may be medically excused from school until necessary accommodations can be put into place.
5. The school nurse will coordinate the development and implementation of an Emergency Care Plan in cooperation with the student/parent/guardian, healthcare provider and school administrator for the duration of crutch use.
6. A written order from the healthcare provider is required in order to request any transportation changes.
7. Students who cannot be safely accommodated in a school setting may be recommended for medical home instruction.

The District ultimately has the right to deny temporary participation in any class or activity based upon a health, safety and wellness concern of a student’s temporary medical condition, such as broken bone, sprain, concussion, etc. The District will find an alternate activity for the student to participate in during that time period.
## Legal References

**NJSA**
- 18A:16-6, -6.1 Indemnity of officers and employees against civil actions
- 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
- 18A:40-5 Method of examination; notice to parent or guardian
- 18A:40-6 In general
- 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill
- 44:6-2 Maintenance by boards of education of clinics for indigent children

**NJAC**
- 6A:16-1.1 et seq. Programs to Support Student Development
- 6A:26-12.1 et seq. Operation and Maintenance of School
- 6A:26-12.2(a)2iii Policies and procedures for school facility operation
- 6A:26-12.3 Required facilities
- 6A:27-12.2 Accident reporting
- 6:32-9.1 et seq. Athletics Procedures

Pupils who enter the district school for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school in accordance with law. If a student does not have a medical home, the district shall provide this examination at the school physician’s office or other appropriately equipped facility. “Medical home” means a health care provider and that provider’s practice site chosen by the student’s parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil’s exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every pupil who enters the district school for the first time shall present an immunization record as required by law. At the parent/guardian's request, these immunizations may be administered by the school physician.

In order to protect the health of the children and staff in the district school, all regulations of the New Jersey State Department of Education, the New Jersey Department of Health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions.

Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

The Superintendent of Schools or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to NJAC 8:57-4.1 through 4.16. The Superintendent of Schools shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The Board of Education shall review the regulations and adopt those required by law.
Legal References
NJSA 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
18A:40-4 Examination for physical defects and screening of hearing of pupils; health records
18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
18A:40-4.4 Exemption
18A:40-4.5 Immunity from action of any kind due to provisions of act
18A:40-5 Method of examination; notice to parent or guardian
18A:40-6 In general
18A:40-11 Exclusion of pupils having communicable tuberculosis
18A:40-16 through -19 Tuberculosis infection; determination of presence ...
18A:40-20 Immunization at public expense
18A:61D-8 through -10 Findings, declarations relative to Hepatitis B vaccinations....
26:1A-9.1 Exemption of pupils from mandatory immunizations
26:4-6 Prohibiting attendance of teachers or pupils
26:2T-5 through -9 Findings, declarations relative to Hepatitis C

NJAC 6A:14-3.4 Evaluation
6A:16-1.1et seq. Programs to Support Student Development
6A:32-9.1 Athletics Procedures
8:57-2 Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus
8:57-4.1 Applicability
8:57-4.2 Proof of immunization
8:57-4.3 Medical exemptions
8:57-4.4 Religious exemptions
8:57-4.5 Provisional admission
8:57-4.6 Documents accepted as evidence of immunization
8:57-4.7 Records required
8:57-4.8 Reports to be sent to the State Department of Health
8:57-4.9 Records available for inspection
8:57-4.10 Diphtheria and tetanus toxoids and pertussis vaccine
8:57-4.11 Poliovirus vaccine
8:57-4.12 Measles virus vaccine
8:57-4.13 Rubella vaccine
8:57-4.14 Mumps vaccine
8:57-4.15 Haemophilus influenza type b (Hib) conjugate vaccine
8:57-4.16 Providing immunization
8:57-4.17 Emergency powers of the State Commissioner of Health
8:61-2.1 Attendance at school by pupils or adults infected by Human Immuno-deficiency Virus (HIV)


Possible Cross References
1410, 4123, 5111, 5113, 5141, 5141.21, 6142.4, 6145.1/6145.2, 6164.2, 6171.4
The Board of Education believes that the physical and mental well being of all children in its charge must be maintained as prerequisite to learning through the formal educational process. The Board of Education is cognizant of the importance of early identification of child abuse. The school district personnel will cooperate with the New Jersey Division of Child Protection & Permanency (DCP&P) in the identification, immediate reporting, and investigation of allegations of child abuse.

The Board of Education directs the Superintendent of Schools to develop and implement procedures for compliance with the law and code requirements pertaining to allegations of child abuse. The Board of Education has designated a liaison to DCP&P. Abuse referrals are not screened or referred through the liaison. The function of the liaison is to:

Facilitate communication and cooperation between the district and DCP&P; and act as the primary contact person between the schools and DCP&P with regard to general information sharing and the development of mutual training and other cooperative efforts.

The Superintendent of Schools shall require all the employees and volunteers to receive in-service training concerning child abuse, instructional methods and techniques relative to issues of child abuse in the local curriculum, and personnel responsibilities pursuant to NJSA 9:6-8.10 et seq. This training shall include information regarding the identification and reporting of allegations of child abuse to DCP&P, as well as the investigative process conducted by DCP&P. Additionally, the employees shall be made aware of their rights and responsibilities according to law and code. A person making the report in good faith is immune.

“Anyone acting pursuant to this act in the making of a report under this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such person shall have the same immunity with respect to testimony given in any judicial proceeding resulting from such report” (NJSA 9:6-8.13).

Failure to make a report is a violation, and the person is subject to a $1,000 fine and up to six months in jail.

“Any person knowingly violating the provisions of this act, including the failure to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, is a disorderly person” (NJSA 9:6-8.14). “No school personnel will be discharged from employment or in any manner be discriminated against as a result of making, in good faith, a report or causing to be reported an allegation of child abuse (NJSA 9:8.13). “Due process
rights will be provided to school personnel who have been reassigned or suspended in accordance with NJSA 18A:6-10 et seq., 18A:25-1, 18A:25-6, and NJSA 9:6-3.1. Temporary reassignment or suspension of school personnel alleged to have committed an act of child abuse shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child (NJSA 18A:6-10 et seq. and NJSA 9:6-3.1).

**Legal References**

**NJSA**

9:6-1 et seq. Abuse, abandonment, cruelty and neglect of child;
18A:6-7a, -10, -11, -13, -14, -18.1, -30, -30.1 Removal from personnel files of reference to complaint of child abuse or neglect determined to be unfounded
18A:25-1 Transfer of teaching staff members
18A:25-6, -7 Suspension of assistant superintendents, principals and teachers ...
18A:36-19 Pupil records; creation; maintenance and retention, security and access; regulations; nonliability
18A:36-19a Newly enrolled students; records and identification
18A:36-24 et seq. Missing children; legislative findings and declarations
52:17B-9.8a et seq. Marking of missing child's school record

**NJAC**

6A:16-1.4 et. seq. District policies and procedures
6A:16-11.1 et seq. Reporting Allegations of Child Abuse and Neglect
6A:32-7.1 et seq. Student records

**Possible Cross References**

5113, 5125, 5141.1, 5142
The Board of Education is deeply concerned with early detection of any missing or abused children. Attendance at school can be a means of identifying such children. Accordingly, the Superintendent of Schools shall implement procedures designed to provide for reporting to appropriate law enforcement and child welfare authorities when a potential missing or abused child is detected.

Furthermore, though limits are set on certain numbers of days for certain kinds of action, these limits are maximums, not minimums, and the Administrators are encouraged to take bolder steps and to act sooner than the limits established in every category. Additionally, it is recognized that the Administrator’s daily procedures may demand more stringent accounting from parents than provided for herein; it is most appropriate that these practices should be continued and form a sound base for the implementation of this policy:

**Attendance**

A. Any child absent from our schools for five consecutive days without the administration being aware that the absence is for a known cause shall be considered “at risk” as a potentially abused or missing child.

B. Any absent child for whom there are grounds for the reasonable suspicion of the potential for abuse or abduction shall be considered an “at risk” child.

C. A student who never appears on the school’s register because he/she has the status of a “did not enter” student shall be considered an “at risk” child and every effort shall be made to account for his/her welfare and safety, as indicated below.

D. The schools shall attempt to contact the home of each “at risk” child by phone on a daily basis or by mail. An attempt should also be made to locate the child through the emergency notification information that the parents have provided the school, and any other information that is available to the school.

E. If, after three days, there is no response affirming the safety of the child, the attendance officer shall make an on-site investigation at the child's home.

F. If the attendance officer is unable to confirm the safety of the child, the school shall consider the child to be missing and shall notify New Jersey Division of Child Protection & Permanency (DCP&P).

G. The proper police authorities, and other appropriate agencies and organizations. The school shall provide these agencies all information form the school records that could help in search for the child.
Release from School
During the school session, a child may be excused only into the custody of his/her custodial parent/guardian. The school may release a child into the care of another person with written permission from the parent/guardian. The persons who are listed on a properly completed emergency notification form may be treated by the school as in loco parentis.

Students Transferring to Another School
When issuing a transfer card, the school shall attempt to ascertain all possible information about the destination of the child’s family, including the future address, job site, names of relatives or friends in the area, and the anticipated date of the student’s arrival at the new school.

If the school has not received confirmation of the student’s arrival at the new district within one week of the anticipated date of arrival, the new school district should be called and attempts made to locate the child through school districts and the other information that the school has available. If these attempts prove to be fruitless, reports shall be made to DCP&P and the appropriate police authorities indicating that the school is unable to confirm that the child has reached his/her destination. The proper police authorities, DCP&P, and other appropriate agencies and organizations shall be provided any information from the school records that could help in a search for the child.

Students Transferring from Another School
When a student transfers in from another school, the guardianship of the child will be verified from the transfer card, through contact with the previous district, by court records, the child’s school records, or other appropriate means. If the child is residing with someone other that the apparent legal guardian, the school must report this discrepancy to DCP&P, the proper police authorities, and other appropriate agencies and organizations. In the meantime, the school must verify the student’s entitlement to a free public education in this school district in a reasonable amount of time. A week of free public education in this school district is reasonable amount of time. A week, except in unusual circumstances, through all of the following means, as prescribed by law:

- A sworn statement by the person with whom the child resides that he/she:
  - is domiciled in the district,
  - is supporting the child gratis,
  - will assume all personal obligations of the child relative to school requirements,
  - intends to keep and support the child gratuitously for a longer time than merely through the school term.
§ A copy of the lease of the person with whom the child resides, if the person is a tenant, or a sworn statement of the landlord acknowledging that such person is residing as a tenant without written lease.

§ A sworn statement by the child’s legal parent that he/she is not supporting the child.

§ A satisfactory documentation as to the validity of the sworn statement.

Student Registration

A. A child may be registered into school while documentation of guardianship is being resolved, provided however, that proper health records have been verified and there is adequate information on which to make an educational placement.

B. If the school is not able to verify the student’s entitlement to a free public education in this district through the means listed in A above, in a reasonable amount of time, the student shall be excluded from school.

C. If the non-parent with whom the child resides chooses to contest the school’s decision before the Commissioner of Education, the school shall admit and register the child during the pendency of such proceedings.

Registered Students Not in the Custody of a Person with Legal Parental Status

If a registered student should reside out of the custody of a legal guardian, all of the procedures of document custody and residence which are listed above, shall be instituted, as if the child were transferring in from another school.

Legal References

NJSA 18A:36-24 et seq Missing children
52:17B-9.8a et seq Marking of missing child’s record
The Board of Education recognizes that many difficult issues are raised when pupils are infected with Human Immunodeficiency Virus (HIV). The right of such pupils to a thorough and efficient education and the benefit to them of an education in the school setting must be balanced against the interests of the school community to a safe environment.

The Board will, in compliance with the rules of the NJ State Board of Education and the state department of health, permit the exclusion from the regular school setting of a pupil infected with HIV only when the pupil is not toilet trained or is incontinent or cannot control drooling or is unusually physically aggressive with a documented history or harming or biting others. A pupil infected with HIV may not be excluded in the absence of one or more of these exceptional characteristics and may not be excluded to protect the pupil against infection by others.

A pupil of school age infected with HIV, who does not demonstrate one or more of the characteristics that warrants exclusion, will be admitted to the regular school setting. His or her medical condition will be held in strict confidence, and his or her infection with HIV will be withheld from public records of this district.

When a pupil in this district or a pupil who seeks admission to this district is identified as infected with HIV, the school physician shall confer with the pupil’s physician to determine whether the pupils should be excluded from school in accordance with this policy. The school physician shall promptly report his or her determination to the board; the board shall, within ten (10) days of the request to admit the pupil, decide to exclude or admit the pupil in accordance with the state board rules and the following guidelines:

1. If the school physician approves the admission of the pupil, the pupil will be permitted to attend the regular school session. In the event the pupil subsequently develops any of the characteristics that warrant exclusion, the school physician shall be notified.
2. If the school physician, the pupil’s physician, and the pupil’s parent or guardian agree that the pupil should be excluded from school, and appropriate alternative education shall be planned and implemented.
3. If the physician inspector determines that the pupil should be excluded from the school and the pupil’s physician disagrees, the pupil’s admissibility shall be determined by the Commissioner of Education on the recommendation of a medical advisory panel appointed by the Commissioner of Health.

The Board will promptly submit to the County Superintendent of Schools the pupil’s entire medical record including all medical information relied on the board in its exclusion decision; all information supplied by the pupil’s parent or guardian and physician; a written statement of the school medical inspector’s reasons for exclusion; the qualifications and credentials of all experts relied on by the board and the school physician; and, in the case of a classified pupil, child study team evaluation reports recommendations and the pupil’s Individual Educational Plan (IEP).
The names of the pupil and his or her parents or guardian will be removed from the records submitted to the County Superintendent of Schools; future district references to the pupil will be by the code number supplied by the department of education.

Pending the determination of the Commissioner, the pupil shall be temporarily excluded from school and given an alternative program of home instruction appropriate to the pupil’s needs and in accordance with the rules of the NJ State Board of Education. The professional staff members teaching the pupil will be appropriately certified and trained in proper precautions against the possible transmission of disease.

No pupil, staff member, or visitor may attend or visit school if he or she has an uncoverable weeping lesion, whether or not the person has been screened for HIV.

A school employee infected with HIV shall not be restricted in his or her employment for reason of HIV infection unless the employee has another illness that would affect employment.

Legal References

- **NJSA**
  - 18A:11-1 General mandatory powers and duties
  - 18A:40-7 Exclusion of pupils who are ill
  - 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness
  - 26:5C-5 et seq Acquired Immune Deficiency Syndrome Act

- **NJAC**
  - 8:57-2 Reporting of AIDS and HIV
  - 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools

Possible Cross References

- 5141.3
The Board of Education is committed to conforming to all applicable laws regarding students who are HIV positive, have AIDS or are suspected of being HIV positive or having AIDS. Toward this end, the board adopts the following policy and directs the Superintendent of Schools to develop the procedures necessary to ensure compliance with it:

1. Confidential Information: Confidential information regarding a current or prospective pupil’s HIV/AIDS status is not required to be furnished to the school or district, or any representative thereof. HIV/AIDS status is therefore an exception to records required pursuant to students’ physical examinations. No inquiry shall be made regarding the HIV status of a current or prospective pupil. All records containing identifying information regarding same shall be kept strictly confidential. No information relating to the HIV/AIDS status of a student shall be disclosed except in accordance with the provisions of NJSA 26:5C-5 et seq. Information concerning the HIV status of a pupil may be shared only with the written consent of the pupil’s parent, guardian, or other individuals authorized under state law to act on the pupil’s behalf, and then only with those who need to know the status to determine the appropriate educational program for the pupil.

2. Enrollment/Attendance of Pupils: No pupil, including individuals entitled to school attendance in grades K-12, and pre-kindergarten children who are entitled to school attendance, shall be excluded from attending school due to HIV infection, nor shall any pupil be excluded to protect himself/herself against exposure to the infectious diseases of others. The presence of HIV infection also may not be used, in and of itself, to exclude any pupil by way of classification as eligible for home instruction. Additionally, pupils who have HIV and are symptomatic and/or diagnosed with AIDS are not to be excluded from school by virtue of the diagnosis, but may only be excluded for the medical or health conditions which would lead to exclusion of any other pupil. This policy applies to all pupils, whether currently enrolled or seeking enrollment. AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in an education facility or eligibility for the pupil.

No pupil may be excluded from school solely by virtue of their being related to an HIV-infected individual.

3. Exclusion Required: Any pupil, regardless of his/her HIV status, is to be removed if he/she has weeping skin lesions that cannot be covered.

4. Procedures for Handling Blood or Body Fluids: Training and supplies for the handling of blood and body fluids shall be made available to school personnel, whether or not pupils HIV are present, and nurses, custodians and teachers in particular are to have knowledge of the proper techniques in the handling and disposal of such materials. It shall be the responsibility of the Superintendent of Schools to secure appropriate supplies and training for school employees.
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| **NJAC** 8:57-2 Reporting of AIDS and HIV |
| 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection |

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools

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The American Heart Association estimates many lives could be saved if defibrillators were more widely available. Due to technological advances, automated external defibrillators (AEDs) may be used by laypersons without any training to provide defibrillation within the first minutes of cardiac arrest thereby increasing the victim’s chances of survival. In accordance with NJSA 18A:40-41.a, the Board of Education shall ensure every school in the school district has an AED as defined in NJSA 2A:62A-24. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the school district are participating. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable.

A team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or team practices, shall be trained in cardiopulmonary resuscitation and the use of the AED in accordance with the provisions of NJSA 2A:62A-25.a. The school district shall be deemed to be in compliance with NJSA 2A:62A-25.a, if a State-certified emergency services provider or other certified first responder is on site at the event or practice.

Each AED in the school district shall be tested and maintained according to the manufacturer's operational guidelines. Notification shall be provided to the appropriate first aid, ambulance, rescue squad, or other appropriate emergency medical services provider regarding the AED, the type acquired, and its location in accordance with NJSA 2A:62A-25.b and c.

The school district and its employees shall be immune from civil liability in the acquisition and use of AEDs pursuant to the provisions of NJSA 2A:62A-27.

In accordance with the provisions of NJSA 18A:40-41.b, the Superintendent of Schools or designee shall establish and implement an Emergency Action Plan applicable to each school in the school district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be necessary. The Emergency Action Plan shall be consistent with the provisions of NJSA 18A:40-41.a and, at a minimum, shall include a list of no less than five school employees, team coaches, or licensed athletic trainers who hold current certifications from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardiopulmonary resuscitation and in the use of an AED. This list shall be updated, if necessary, at least once in each semester.
of the school year. The Emergency Action Plan shall also include detailed procedures on responding to a sudden cardiac event including, but not limited to, the identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event; calling 911; starting cardio-pulmonary resuscitation; retrieving and using the AED; and assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

Regulations/Procedures

Automated External Defibrillator (AED)

A. Every school in the school district shall have an AED as defined in NJSA 2A:62A-24.
B. For the purposes of this Policy and Regulation, “automated external defibrillator” or “defibrillator” or “AED” means a medical device heart monitor and defibrillator that:
   - Has received approval of its pre-market notification filed pursuant to 21U.S.C.§360(k) from the United States Food and Drug Administration;
   - Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and,
   - Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

Location and Availability of AED

A. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign.
B. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the school district are participating.
C. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable.
Training Requirements for Using an AED

A. A team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or team practices, shall be trained in cardio-pulmonary resuscitation and the use of the AED in accordance with the provisions of NJSA 2A:62A-25.a. The school district shall be deemed to be in compliance with this requirement if a State-certified emergency services provider or other certified first responder is on site at the event or practice.

B. Prior to using an AED a school employee must have successfully completed and hold a current certification from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and the use of an AED.

C. The Board of Education shall not be liable for any act or omission of any layperson who uses the defibrillator in the rendering of emergency care.

D. Each AED shall be maintained and tested according to the manufacturer's operational guidelines.

E. The Principal or designee shall notify the appropriate first aid, ambulance, rescue squad, or other appropriate emergency medical services provider that the school has acquired an AED, the type acquired, and its location.

F. Prior to purchasing an AED, the Superintendent of Schools or designee will provide the prescribing licensed physician with documentation that the school district has a protocol in place to comply with the requirements listed above.

Immunity from Civil Liability

A. Any person who uses an AED shall request emergency medical assistance from the appropriate first aid, ambulance, or rescue squad as soon as practicable. However, a layperson who, in good faith, fails to request such emergency medical assistance shall be immune from civil liability for any personal injury that results from that failure.

B. The school district and its employees shall be immune from civil liability in the acquisition and use of AED(s) pursuant to the provisions of NJSA 2A:62A-27.

Any person or entity who, in good faith, acquires or provides an AED, renders emergency care or treatment by the use of an AED, assists in or supervises the emergency care or treatment by the use of an AED, attempts to use an AED for the purpose of rendering emergency care or treatment, and who has complied with the requirements of NJSA 18A:40-41.a and b, and NJSA 2A:62A-23 through 2A:62A-27 shall be immune from civil liability for any personal injury as a result of that care or treatment, or as a result of any acts or omissions by the person or entity in providing, rendering, assisting in, or supervising the emergency care or treatment.
A person or entity providing or maintaining an AED shall not be liable for any act or omission involving the use of an AED in the rendering of emergency care by a layperson.

C. The immunity noted above shall include the prescribing licensed physician and the person or entity who provided training in cardio-pulmonary resuscitation and use of the AED.

D. NJSA 2A:62A-27 shall not immunize a person for any act of gross negligence or willful or wanton misconduct. It shall not be considered gross negligence or willful or wanton misconduct to fail to use a defibrillator in the absence of an otherwise pre-existing duty to do so.

Emergency Action Plan

The Superintendent of Schools or designee shall establish and implement an Emergency Action Plan applicable to each school in the district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be necessary.

The Emergency Action Plan shall be consistent with the provisions of NJSA 18A:40-41.a and, at a minimum, shall include a list of no less than five school employees, team coaches, or licensed athletic trainers in each school building who hold current certifications from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and in the use of the AED. This list shall be updated, if necessary, at least once in each semester of the school year.

The Emergency Action Plan shall also include detailed procedures on responding to a sudden cardiac event including, but not limited to:

A. The identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event;
B. Calling 911;
C. Starting cardio-pulmonary resuscitation;
D. Retrieving and using the AED; and
E. Assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

Revision and updating of these guidelines will be the responsibility of the Board of Education.
Legal References
NJSA 2A:62A-1 “Good Samaritan Act”
18A:11-1 General mandatory powers and duties
18A:11-3 Voluntary associations resulting student activities; rules and regulations; appeals
18A:40-41a et seq Schools required to have AED – “Janet’s Law”
18A:40-4.5 No court action against school personnel

AED’s in the School, Stapleton, E., Ed Louis J. Acompora Memorial Foundation, 1998
No Child Left Behind Act of 2001, Pub. L. 107-110

Possible Cross References
5141.1, 5141.2, 6153
The Board of Education recognizes the safety of its pupils as a consideration of utmost importance. The Superintendent of Schools shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The Superintendent of Schools shall oversee development of a district-wide safety program with emphasis on accident prevention.

Facilities
The Superintendent of Schools shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on the handling, labeling and storing of hazardous substances. Safety regarding all aspects of playground equipment and activity will be maintained and supervised in compliance to law and code.

Staff Education and Training
All teachers shall be familiar with the provisions of this program that particularly concern them.

The Superintendent of Schools shall inform all newly employed staff of school safety rules and regulations within 60 days of the effective date of their employment. All district employees will receive the appropriate inservice training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be updated annually and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devices shall be scrupulously enforced by all staff.

Student Supervision
The staff must maintain complete classroom and playground supervision during regular school hours. The Superintendent of Schools shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during lunch hour and during morning arrival and afternoon dismissal times. Further, the Superintendent of Schools shall seek the cooperation of the police and other appropriate agencies in providing for the safety of pupils on or around school property. The Board shall adopt the necessary regulations governing supervision of pupil safety.

No pupil shall leave the school before the end of the school day without permission of the Superintendent of Schools/designee.

No pupil shall run errands on school business off the school property.
The curriculum shall include courses in safety as required by state law. The Superintendent of Schools shall oversee development and implementation of a vocational education safety program correlated with coursework. In development of courses, the safety of participating pupils shall be a primary consideration.

Employers of work/study pupils are required to report to the Superintendent of Schools/designee if a pupil has not reported for work within one hour of the expected arrival time. Other pupils leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in his/her behalf.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Superintendent of Schools of any change in the pupil's custody. If one parent/guardian has been awarded custody of the pupil in a divorce, the other parent/guardian shall present to the Superintendent of Schools/designee a letter authorizing him/her to accompany the child from school before the child may be released. The Superintendent of Schools/designee may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

Supervision of Pupils During Dismissal
Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise pupil dismissal in each district school facility. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The Superintendent of Schools is responsible for overseeing the development of protocols that are tailored to the age and needs of the pupils at each school facility. At a minimum these protocols shall include:

A. Staff assigned to supervise dismissal, and their locations and responsibilities
B. Where pupils will be retained awaiting appropriate escort and/or designated transportation
C. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.
D. Location and presence of municipal crossing guards

The Board of Education will review the dismissal procedures annually.

Supervision of Non-bused Pupils at Dismissal
The Board of Education shall require that the parent/guardian notify the school in advance of any arrangements for pupils requiring appropriate escort or designated transportation. The Board of Education requires signed permission for a pupil to be dismissed to walk home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the Superintendent of Schools/designee.
Parents/guardians leaving pupils at school that are to be escorted home will be reported to the proper authorities.

The Superintendent of Schools/designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The Superintendent of Schools/designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements.

Notification of Dismissal Protocols
The Superintendent of Schools/designee shall ensure that parents are notified of the following:
   A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar
   B. The school dismissal policy
   C. Dismissal protocol for all bused pupils, non-bused pupils and pupils in after-school programs or activities
   D. Supervision arrangements for pupils at dismissal
   E. Emergency plan for supervision of pupils left at school
   F. After school program opportunities
   G. Procedures for enrolling pupils in after school programs

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

The Superintendent of Schools will develop procedures:
   A. For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures,
   B. For parents/guardians to indicate and define the circumstances that the pupil is to be released from the school’s care at dismissal,
   C. For the collection and retention of all documents pertaining to receipt of calendar and escort/transportation arrangements.

Voluntary Fingerprinting Program
The Board of Education shall provide a voluntary fingerprinting program for the protection of its pupils. This program shall be carried out in cooperation with the county sheriff’s office and local law enforcement officials in accordance with the requirements of law.

All pupils in grades kindergarten through eight shall be eligible to participate with written authorization of their parent/guardian. Completed fingerprint cards shall be given to the parent/guardian and shall not be retained by the school district or the law enforcement agency.
The Superintendent of Schools is directed to provide an orientation program for those pupils for whom fingerprinting has been authorized, and to develop appropriate administrative regulations for the implementation of the voluntary fingerprinting program in the district.

Potentially Missing Children
Attendance practices, the dismissal precautions addressed in this policy and voluntary fingerprinting are part of the district's effort toward early identification of potentially missing children.

The Superintendent of Schools will develop procedures that ensure cooperation with law enforcement for substances, weapons and safety. This may include cooperation with law enforcement in the activation of an “Amber Alert” which provides for the rapid dissemination of information, including a description of the missing child through broadcast media.

Release to an Individual Impaired by Drugs/Alcohol Prohibited
The Board believes that allowing a child to be released into the custody of a parent/guardian or other authorized individual who appears to be impaired by drugs or alcohol can have tragic consequences. Therefore, the Board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person. The Superintendent of Schools/designee shall make the final determination as to whether an individual is impaired.

Possessions
Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The Board is not responsible for items destroyed or stolen from lockers.

Megan's Law
Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The Superintendent of Schools and his/her designees in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. The Chief School Administrator/designee shall inform those employees/ volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Superintendent of Schools/designee shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the Superintendent of Schools/designee shall inform the vendor. Notification may include, but is not limited to:
A. Aides  
B. Bus drivers  
C. Coaches  
D. Maintenance staff  
E. Professional support staff  
F. School level administrative staff  
G. Security personnel  
H. Teachers' aides  
I. Teachers

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

District personnel shall not notify the following of the presence of Tier Two or Tier Three offenders:  
A. Members of PTO, PTA, HSA, etc.  
B. Organizations using school facilities  
C. Other schools  
D. Press

The Superintendent of Schools/designee shall provide registration forms to any organization that uses the school facilities, including a parent-teacher organization, that wishes to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community.

In addition to the school personnel identified by the Superintendent of Schools/designee, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the Superintendent of Schools that notice cannot be given.
Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The Superintendent of Schools shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

Rights of Parents
The Board of Education recognizes that the parents of each child are ultimately responsible for the care and custody of that child, and that both parents share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the custodial rights and responsibilities of the other parent may be limited. The Board believes that the interests of each child are best served by the continuing involvement of both parents in the child’s life and well-being.

The Board will presume that each natural or adoptive parent or legal guardian of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parents or dissolution of their marriage. Accordingly and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parents for access to their child, to their child’s teachers, and to information about their child.

The Board’s presumption of the equal rights and responsibilities of parents may be set aside only upon the presentation to the Superintendent of Schools of proper notice that custody of a pupil resides in only one parent and that the custodial rights of the other parent have been limited. When such notice is duly presented, the Superintendent of Schools will be directed by the terms of that notice to limit the access of the non-custodial parent to the child or to information about the child. Proper notice consists of the custodial parent’s sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitations of the non-custodial parent or terminates the parental rights of the non-custodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the non-custodial parent whose parental rights have not been terminated to full access to his/her child’s records and to full participation, in accordance with law, in the decisions regarding his/her handicapped child’s evaluation, classification and placement.

Personal Property
Parents are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The Board is not responsible for items destroyed or stolen.
School Violence Awareness Week and Annual Public Hearing

The school shall observe “School Violence Awareness Week”. This week will include discussions, presentations, and training for both students and staff, focused on the topic of preventing violence in school. Law enforcement personnel will be invited to join school teaching staff presenting age appropriate opportunities for students to discuss issues including but not limited to conflict resolution, student diversity and tolerance.

The Board of Education shall hold a public hearing on violence and vandalism pursuant to N.J.S.A. 18A: 17-46 and N.J.A.C. 6A: 16-5.3. The requirements of the public hearing are covered in greater detail in file code 5131.5 of this manual.

Legal References

NJSA 2C:7-2 et seq. Registration and Notification of Release of Certain Offenders
2C:39-5 Unlawful possession of weapons
18A:6-2 Instruction in accident and fire prevention
18A:16-2 Physical examinations; requirement
18A:17-42, -43 and -45 through -48 Public School Safety Law
18A:20-21 Supervisors and other employees
18A:35-5 Maintenance of physical training courses; features
18A:35-5.1 through -5.3 Lyme disease prevention; public school health curriculum
18A:36-24 through -25 Missing children; legislative findings and declarations...
18A:36-29 et seq. Voluntary fingerprinting ...
18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases ...
18A:41-1 et seq. Fire drills and fire protection
30:5B-26 through -29 Child care before and after school hours ...
34:5A-1 et seq. Worker and Community Right to Know Act
39:4-183.1a Traffic control devices
52:27D-123.9 et seq. Definitions relative to playground safety

NJAC 5:23-11 to 11.4 Playground Safety Subcode
6A:8-5.1 Graduation requirements
6A:16-1.1 et seq. Programs to Support Student Development
6A:19-10.1 et seq. Safety and Health Standards
6A:26-12.1 et seq. Operation and Maintenance of Facilities
6A:27-11.1 et seq. Safety

Jenkins v. Anderson, 191 N.J. 285 (June 14, 2007)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1250, 1410, 3333/3010, 3516, 3530, 3541.33, 4112.4, 4131/4131.1, 4212.4, 4231/4231.1, 5020, 5113, 5124, 5125, 5131, 5131.5, 5131.7, 5141.1, 5141.2, 5141.4, 5141.21, 5145.12, 5142, 6114, 6142.12
The Board of Education believes that student safety patrols can contribute greatly to the development of good traffic habits and can provide opportunities for growth in leadership skills.

Therefore, the Superintendent of Schools shall develop regulations for the formation of Safety Patrols.

These regulations shall be include but not be limited to the provision for:

A. Appointment of a faculty advisor to select, instruct and discipline members of the Safety Patrol;
B. Informing candidates and their parents/guardians of the purpose and activities of the Safety Patrol and the possible hazards;
C. An outline of suitable duties;
D. Obtaining signed, written consent from the parent/guardian for the student’s involvement in the safety patrol;
E. Cooperation with law enforcement agencies.

Membership Requirements
A. The member should have at least a C average in each of the major subjects of Math, Language Arts, Science, and Social Studies in 6th and 7th grades and during the 8th grade.
B. The following personal qualities should be rated satisfactory throughout his school career:
   - Courtesy
   - Cooperation
   - Leadership
   - Punctuality
   - Personal Appearance
   - Effort
   - Reliability
   - Honesty
   - Self Control
   - Initiative
   - Social Adjustment
C. Recommendations for patrol members are to be made to the Principal by the Seventh Grade Teachers in the spring of each year. These recommendations are to be based on the above criteria in addition to their personal judgment for success in this important leadership role. The Eighth Grade Teachers will also make commendations during the year.
D. The Principal also reserves the privilege of dropping any members if the personal qualities and scholarship are not being maintained as required above.
E. All teachers are encouraged to comment on the performance of the individual members as well as the entire patrol to the Principal and their classroom teachers.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
NJSA 18A:42-1 Safety Patrol by pupils

NJAC 6A:26-12.2(a)(3) Organization of school safety patrols
School Colors
Royal Blue and White are the approved school colors. The school colors may be worn by pupils on certain occasions throughout the year.

School Symbol
The school mascot is the Tiger.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
The Board recognizes that the telephone is a value to both home and school, as a device to expedite communications about school and critical nonschool matters. However, such use should not interfere with normal school routines or cause inconvenience to staff or students.

Staff should screen requests to use the phone, to eliminate trips to the office that are not critical to student health, safety or welfare. Any requests to use the phone should be done at times that do not interfere with class routines.

Parents may leave a message for students with school personnel or request that a teacher or student return a call later, when it does not interfere with class tasks or schedules. In event of a true emergency, students may be called to the phone immediately.

No students are to be called directly to the phone by staff if they are instructionally involved. The caller should be advised that the student will call back during free time unless an evident emergency condition exists.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
The Board of Education acknowledges that the law compelling school attendance vests in the Board a custodial responsibility for the pupils in its charge and a duty to protect those children from persons not associated with the school district.

The Board further recognizes that its interest in helping pupils understand and respect the law is best served by a close and cooperative relationship with local law enforcement agencies and directs the Superintendent of Schools to institute a program of such communication and cooperation.

In order to protect pupils’ rights during the time they are under school control, the Principal/designee shall interview every person who wishes to question a pupil on school property during the school day. The Superintendent of Schools shall be informed of such incidents.

**Law Enforcement Officers**

A. If the officer has an arrest warrant, the Principal/designee shall ensure that all procedural safeguards as prescribed by law are observed. No pupil shall be taken from the school without the knowledge of the Principal/designee. The Principal/designee shall make every reasonable effort to notify parent/guardians. The Superintendent of Schools shall be informed whenever such apprehensions take place.

B. If the officer has a juvenile complaint or wants to question a pupil on school property, the Principal/designee shall request that the questioning be delayed if possible until the parents/guardians can be present. If the officer refuses and the Principal/designee is convinced that the situation justifies questioning, he/she must attempt to have the parents/guardians informed immediately and shall remain with the pupil during the questioning.

C. If the officer is an agent of New Jersey Division of Child Protection & Permanency (DCP&P).

D. , the agent shall determine whether the presence of a parent/guardian or school employee is appropriate.

**Private Persons**

If a private person wishes to question a pupil on school property during the school day, generally parents/guardians shall be notified of the request and give their permission before the Principal/designee will permit the private person to question the pupil. In cases involving possible harm to another pupil that might be prevented by early information, the Principal/designee may permit such questioning if the parent/guardian cannot be reached. The Principal/designee shall be present during the questioning.
Substance Abuse Questioning by Staff
When questioning any pupil about possible possession, use or distribution of proscribed substances, drug paraphernalia, alcohol, firearms or other deadly weapons, staff shall follow the procedures adopted by the Board in compliance with administrative code.

Generally
The Superintendent of Schools shall notify the Board president when the police have sought to question a pupil in school, and the outcome of the incident. The district shall make every effort to establish close and cordial relationships with local law enforcement and other agencies, while ensuring that the parents/guardians are informed and pupil rights protected.

Legal References
NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for Disclosure
2C:35-5 Comprehensive Drug Reform Act of 1986
18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:16-4.1 Adoption of policies and procedures for the intervention of student alcohol and other drug abuse
6A:16-5.1et seq. School Safety
6A:16-6.1 et seq. Law Enforcement Operations for Substances, Weapons,
6A:32-7et seq. Student records

New Jersey Constitution, Article I, para. 7
U.S. Constitution, Amendment IV, V, XIV
In re Gault, 387 U.S. 1 (1967)
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References
1410, 5114, 5131, 5131.7, 5145.12
School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.

A pupil’s person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or rumor that contraband is present. The extent or scope of the search shall be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil.

School personnel shall not conduct strip searches or body cavity searches of any pupils under any circumstances.

Searches for Controlled Dangerous Substances/Drug Paraphernalia /Alcohol/ Firearms/ Other Deadly Weapons

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, then more stringent grounds required by law must be applied.

Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
18A:11-1 General mandatory powers and duties
18A:36-19.2 Student lockers or other storage facility; inspection; notice to students
18A:37-6.1 Strip and body cavity searches prohibited
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:16-6.1 et seq. Law Enforcement Operations for Substances, Weapons and Safety
Vernonia School District v. Acton et ux., Guardians ad litem for Acton, US115 S.Ct. 238
Joye v. Hunterdon Central Regional High School Board of Education, Superior Court
of New Jersey, Law Division Dkt. No. HNT-C-14031-00 (Jan. 4, 2001)
Board of Education of Independent School District No. 92 of Pottawatomie County
A Uniform State Memorandum of Agreement Between Education and Law Enforcement

Possible Cross References
1410, 5114, 5131, 5131.7, 5145.11
The District shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered in these schools regardless of any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes. Enforcement of other district affirmative action policies (2224 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is due him/her.

Staff members shall promote a learning environment that encourages fulfillment of each pupil’s potential in regard to his/her program, consistent with the district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

A. Insisting on reasonable standards of scholastic accomplishment for all pupils;
B. Creating a positive atmosphere in and out of the classroom;
C. Extending the same courtesy and respect that is expected of pupils;
D. Treating all pupils with consistent fairness.

The Board of Education guarantees to all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupils shall have the right to abridge another pupil’s right to privacy or right to hold personal beliefs that are different from those of the mainstream.

Harassment
The district’s affirmative action program is part of each academic program regarding all pupils. No one – including pupils, staff members, vendors, volunteers, or visitors – shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.
Harassment is defined as a repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by individual or a group against an individual or group with the effect of causing harm or hurt. Harassing behaviors are all those behaviors that are unwelcome, unwanted and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

Harassment may be claimed by a third party. That is, individual who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

**Sexual Harassment**

Particularly, the Board of Education shall maintain an academic environment that is free from sexual harassment.

Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of a pupil’s evaluation, promotion, opportunities, privileges and other benefits of education;
B. Submission to or rejection of such conduct by a pupil is used as a basis for decisions affecting the pupil;
C. Such conduct has the purpose or effect of interfering with a pupil’s academic performance or creating an intimidating or hostile educational environment.

The Administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil’s refusal to submit to sexual advances will adversely affect the pupil’s standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Any member of the student body may file a formal grievance related sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual’s status not affect future grades or class assignments.
Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer and/or Superintendent of Schools.

Violations of this policy shall or its related procedures shall be cause for disciplinary action.

Service Animals
In accordance with the provisions of P: 2011, C. 156, S.2, individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go, including, but not limited to school buildings, classrooms, on school buses, and on school grounds.

The administration may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent. Administrators may require certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or as well as documentation that any license required by the municipality in which the student resides has been obtained for the service animal.

All such service animals shall be under a handler's control at all times by use of a leash, tether, voice control, signal, or other suitable means. The school shall not be responsible or liable for the care or supervision of the service animal. The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.

Implementation
The Superintendent of Schools shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The Superintendent of Schools shall ensure that, annually, all staff and pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their rights to file grievances under this policy and the law and procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district’s Affirmative Action Officer and how he/she may be contacted.

The Superintendent of Schools shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of an educational environment.
## Legal References

**NJSA**
- 2C:16-1 Bias Intimidation
- 10:5-1 et seq. Law Against Discrimination
- 18A:36-20 Discrimination; prohibition
- 18A:38-5.1 No child to be excluded from school because of race, etc.

**NJAC**
- 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- 6A:16-6.3(e) Reporting students or staff members to law enforcement Authorities
- 6A:17-1.1 et seq. Students At-Risk of Not Receiving a Public Education
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-12.1 Reporting requirements
- 6A:32-14.1 Review of mandated programs and services

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)
Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)
Manual for the Evaluation of Local School Districts
Comprehensive Equity Plan, New Jersey State Department of Education
New Jersey Quality Single Accountability Continuum (NJQSAC)
Taking pictures of district pupils and buildings for commercial purposes is prohibited without written approval of the Superintendent of Schools.

“Commercial purposes” in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

“School pupils” in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless written permission is granted by parents/guardians. Photos of children placed in the district by the New Jersey Division of Child Protection & Permanency (DCP&P) shall not be published without permission of the division caseworker.

Photographs on the District Web Site
Pictures of district pupils shall not be posted on the web site, except under the following conditions:
   A. Prior written permission has been obtained from the pupil’s parent/guardian or from the adult pupil;
   B. Group photographs may identify the group, but not the individuals in the group;
   C. Prior written permission has been obtained from the pupil’s parent/guardian or from the adult pupil, if the pupil is receiving an award or special recognition.

Photographs of Pupils by Visitors
No parent/guardian or other visitor to the school shall photograph students (other than his/her own child) in school or during classroom parties or activities or post photographs of students on any social media website or any other website without the express written permission of the Superintendent of Schools.

Violation of this policy may result in legal action or a complaint being filed by the district. Additionally, parents of students who may have been photographed without their permission may file a civil law suit, individually.
<table>
<thead>
<tr>
<th>Legal References</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1 General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:36-35 Disclosure of certain student information on internet prohibited without parental consent</td>
</tr>
</tbody>
</table>

Possible Cross References
1100, 1110, 1120, 1140, 1250, 1320, 5125, 5141.4, 6171.4
The district shall establish procedures for the consideration of pupil problems and for the processing of their complaints and appeals. These procedures should be developed through the cooperative efforts of pupils, faculty and administrators. The Superintendent of Schools shall establish and maintain procedures for appeals beyond the decision of the Superintendent of Schools. Details of those procedures should be made known to pupils and staff by inclusion in the district pupil handbook, and pupils who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:16-7.1 Code of student conduct

Possible Cross References
1251, 1312, 5113, 5114, 5145.4
Oldmans Township Board of Education
District Policy Manual

Students
Nonpublic School Pupils

Series 5000
Policy 5200

Date Adopted: July 1997
Date Revised: October 10, 2007
Page 1 of 1

New Jersey Statutes and Regulations of the State Board of Education require the Board of Education to provide certain services and supplies to those New Jersey children whose parents enroll them in nonpublic schools within the confines of the district. Out-of-state pupils enrolled in nonpublic schools within the district are not included.

Nursing Services
The Board of Education shall, within the funding limitations as determined by the state’s appropriations and nonpublic school enrollment, provide the mandated nursing services for pupils enrolled full-time in nonpublic schools located within the district. The district shall not be required to make expenditures for purposes of this act in excess of the amount of state aid received for these purposes.

Federal Requirements
All requirements of federal law shall be obeyed, particularly those addressed in provision of Title 1 program services, and IDEA.

Implementation
Therefore, the Superintendent of Schools shall develop rules, regulations and procedures for the efficient and economical delivery of such services and supplies as are mandated by law. Wherever possible, already existing means and procedures for delivering those same supplies and services to the pupils attending the district’s public school shall be utilized.

Legal References

NJSA 18A:39-1 et seq. Transportation [To and From Schools] of pupils
18A:40-3.2 et seq. Medical and Nursing Personnel
18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
18A:40A-1 et seq. Substance Abuse
18A:46-19.1 et seq. Remedial services for handicapped children in nonpublic schools ... 
18A:46A-1 et seq. Auxiliary services (nonpublic school pupils)
18A:58-37.3 Purchase and loan of textbooks

NJAC 6A:14-1.1 et seq. Special Education
6A:14-6.1 et seq.
6A:16-1.4(a)9 District policies and procedures
6A:16-2.5 Nursing services to nonpublic school students
6A:23-6.1(b) Eligibility
6A:23-6.2 Responsibility of the district board of education
6A:27-2.1 et seq. Nonpublic School Transportation
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services
20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1998
Oldmans Township
Board of Education

District Policy Manual

Instructional Program
Series 6000
# TABLE OF CONTENTS

## Instructional Program - Series 6000

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals &amp; Objectives</td>
<td>6010</td>
</tr>
<tr>
<td>School Level Planning</td>
<td>6010.2</td>
</tr>
<tr>
<td>Special Education Students and the HSPA</td>
<td>6010.3</td>
</tr>
<tr>
<td>Parental Involvement in Title I Program</td>
<td>6015</td>
</tr>
<tr>
<td>Programs of Study</td>
<td>6100</td>
</tr>
<tr>
<td>School Calendar</td>
<td>6111</td>
</tr>
<tr>
<td>School Day</td>
<td>6112</td>
</tr>
<tr>
<td>Emergency &amp; Disaster Preparedness</td>
<td>6114</td>
</tr>
<tr>
<td>Ceremonies &amp; Observances</td>
<td>6115</td>
</tr>
<tr>
<td>Nondiscrimination/Affirmative Action</td>
<td>6121</td>
</tr>
<tr>
<td>Articulation</td>
<td>6122</td>
</tr>
<tr>
<td>Teacher Requests</td>
<td>6125</td>
</tr>
<tr>
<td>Curriculum Adoption</td>
<td>6140</td>
</tr>
<tr>
<td>Curriculum Design/Development</td>
<td>6141</td>
</tr>
<tr>
<td>Recognition of Religious Beliefs &amp; Customs</td>
<td>6141.2</td>
</tr>
<tr>
<td>Subject Fields</td>
<td>6142</td>
</tr>
<tr>
<td>Family Life Education</td>
<td>6142.1</td>
</tr>
<tr>
<td>English as a Second Language/Bilingual Programs</td>
<td>6142.2</td>
</tr>
<tr>
<td>Physical Education &amp; Health</td>
<td>6142.4</td>
</tr>
<tr>
<td>Speech Correction Services</td>
<td>6142.5</td>
</tr>
<tr>
<td>Basic Skills Curriculum</td>
<td>6142.6</td>
</tr>
<tr>
<td>Experiments on / Dissection of Animals</td>
<td>6142.7</td>
</tr>
<tr>
<td>Arts</td>
<td>6142.9</td>
</tr>
<tr>
<td>Acceptable Use of Internet</td>
<td>6142.10</td>
</tr>
<tr>
<td>Creating &amp; Publishing Web Pages</td>
<td>6142.11</td>
</tr>
<tr>
<td>Vocational / Industrial / Occupational Education</td>
<td>6142.12</td>
</tr>
<tr>
<td>HIV/AIDS Prevention Education</td>
<td>6142.13</td>
</tr>
<tr>
<td>E-Mail Policy</td>
<td>6142.14</td>
</tr>
<tr>
<td>Internet Safety</td>
<td>6142.15</td>
</tr>
<tr>
<td>Anti-Big-Brother Act / Student Use of District-Owned Electronic Devices</td>
<td>6142.16</td>
</tr>
<tr>
<td>ADA Compliant Website</td>
<td>6142.19</td>
</tr>
<tr>
<td>Curriculum Guides</td>
<td>6143</td>
</tr>
<tr>
<td>Lesson Plans</td>
<td>6143.1</td>
</tr>
<tr>
<td>Controversial Issues</td>
<td>6144</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>6145</td>
</tr>
<tr>
<td>Topic</td>
<td>Code</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Intramural / Interscholastic Competition</td>
<td>6145.1</td>
</tr>
<tr>
<td>Interscholastic Athletics Transportation</td>
<td>6145.21</td>
</tr>
<tr>
<td>Student Publications</td>
<td>6145.3</td>
</tr>
<tr>
<td>Sports-Related Concussions &amp; Head Injuries</td>
<td>6145.4</td>
</tr>
<tr>
<td>Student Council</td>
<td>6145.5</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>6146</td>
</tr>
<tr>
<td>Student Progress / Report to Parents</td>
<td>6146.1</td>
</tr>
<tr>
<td>Promotion / Retention</td>
<td>6146.2</td>
</tr>
<tr>
<td>Standards of Proficiency</td>
<td>6147</td>
</tr>
<tr>
<td>Evaluation of the Individual Study Program</td>
<td>6147.1</td>
</tr>
<tr>
<td>New Jersey Interdistrict Public School Choice Program</td>
<td>6147.2</td>
</tr>
<tr>
<td>Instructional Arrangements / Class Size</td>
<td>6150/6151</td>
</tr>
<tr>
<td>Student Field Trips</td>
<td>6153</td>
</tr>
<tr>
<td>Guidelines for Chaperones on Student Field Trips</td>
<td>6153.1</td>
</tr>
<tr>
<td>Class Work / Homework</td>
<td>6154</td>
</tr>
<tr>
<td>Instructional Planning / Scheduling</td>
<td>6156</td>
</tr>
<tr>
<td>Instructional Assignments Prior to the Beginning of the School Year</td>
<td>6157</td>
</tr>
<tr>
<td>Instructional Services &amp; Resources</td>
<td>6160</td>
</tr>
<tr>
<td>Copyright Policy</td>
<td>6160.1</td>
</tr>
<tr>
<td>Comparability of Materials &amp; Supplies</td>
<td>6161</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>6161.1</td>
</tr>
<tr>
<td>Complaints Regarding Instructional Materials</td>
<td>6161.2</td>
</tr>
<tr>
<td>Child Study Team</td>
<td>6161.4</td>
</tr>
<tr>
<td>Calculators</td>
<td>6161.5</td>
</tr>
<tr>
<td>Consultants to the Staff</td>
<td>6162.2</td>
</tr>
<tr>
<td>Community Resources</td>
<td>6162.4</td>
</tr>
<tr>
<td>Research (Student Surveys)</td>
<td>6162.5</td>
</tr>
<tr>
<td>Media Center / Library</td>
<td>6163.1</td>
</tr>
<tr>
<td>Intervention &amp; Referral Services for General Education Pupils</td>
<td>6164.1</td>
</tr>
<tr>
<td>Guidance Services</td>
<td>6164.2</td>
</tr>
<tr>
<td>Intervention &amp; Referral Services Team</td>
<td>6164.3</td>
</tr>
<tr>
<td>Special Education Program</td>
<td>6171</td>
</tr>
<tr>
<td>Remedial Instruction</td>
<td>6171.1</td>
</tr>
<tr>
<td>Gifted &amp; Talented Program</td>
<td>6171.2</td>
</tr>
<tr>
<td>At-Risk &amp; Title 1</td>
<td>6171.3</td>
</tr>
<tr>
<td>Special Education</td>
<td>6171.4</td>
</tr>
<tr>
<td>Independent Educational Evaluations</td>
<td>6171.45</td>
</tr>
<tr>
<td>Special Education Medicaid Initiative Program (SEMI)</td>
<td>6171.6</td>
</tr>
<tr>
<td>Appeals / Grievances Regarding Section 504 Issues</td>
<td>6171.7</td>
</tr>
<tr>
<td>Alternative Education Program</td>
<td>6172</td>
</tr>
<tr>
<td>Home Instruction</td>
<td>6173</td>
</tr>
<tr>
<td>Early Childhood / Preschool</td>
<td>6178</td>
</tr>
<tr>
<td>Evaluation of the Instructional Program</td>
<td>6300</td>
</tr>
<tr>
<td>Determining the Eligibility of Pupils to be Classified</td>
<td>6310.1</td>
</tr>
</tbody>
</table>
The Board of Education accepts the responsibility for coordinating the available resources of home, school and community in a mutual effort to guide every pupil’s growth towards becoming a self-respecting individual who can effectively function politically, economically and socially in a democratic society.

The Board is dedicated to ensuring that all students in the district are provided with the necessary skills and competencies for achievement of the Core Curriculum Content Standards.

The Board believes New Jersey state goals should be applicable for every child in the school district.

A. All children should start school ready to learn. Parents’ education programs shall be designed and implemented by the district to assist parents in providing readiness experiences for their preschool children.

B. Pupils shall leave grades four and eight having demonstrated competency in challenging subject matter including reading, writing, mathematics, science and social studies (civics, history and geography), health, physical education, world languages, and fine practical and performing arts.
   1. The district shall provide least restrictive, alternative programs for pupils who cannot succeed in the regular high school environment, including those students with disabilities.
   2. The district shall provide dropout prevention programs for pupils at risk.

C. Pupils shall leave grades four and eight having demonstrated competency in challenging subject matter including language arts/literacy, mathematics, science, social studies, health and physical education, visual and performing arts and world languages.
   1. The district shall implement the state-approved Core Curriculum Content Standards and appropriate assessments to enable pupils to succeed and to evaluate their performance.
   2. The district shall provide staff development opportunities to ensure that teachers are adequately equipped to teach challenging and up-to-date subject matter and to implement effective teaching techniques. It shall monitor teaching staff members progress toward achievement of the required 100 clock hours of continuing education to ensure that they are obtaining and maintaining the skills to help all students achieve the Core Curriculum Content Standards.

D. Pupils shall learn to use their minds well, so that they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.
   1. The district shall provide students with experiences in higher level thinking, information processing, the responsibilities of citizenship, and employability skills.
2. All pupils shall demonstrate competency in the skills identified in the cross-content workplace readiness standards.
3. All pupils shall demonstrate respect for racial, cultural, ethnic and religious diversity.
4. All pupils shall increase their achievement levels in science and mathematics to contribute to our country's ability to compete academically with all other countries of the world.

E. All pupils shall increase their achievement levels in science and mathematics to contribute to our country’s ability to compete academically with all other countries of the world.
1. The district shall revise its curriculum offerings in science and mathematics according to state standards as they are developed.
2. The district shall provide staff training in the teaching of mathematics and science at grades K-8 to increase teachers’ understanding of and ability to teach these subjects.

F. District schools shall be free of drugs and violence and offer a safe, disciplined environment conducive to learning.
1. The district shall develop partnerships with parents to establish the responsibilities of each to create and maintain safe and healthy educational environments for all pupils.
2. The district shall provide programs and staffing to deal with pupils at risk.
3. The school and community shall expand their cooperative efforts to create drug and violence-free environments.
4. All students shall develop a positive view of self and learn to use effective interpersonal skills.

The Board shall develop, in consultation with, the Superintendent of Schools and teaching staff members, a written educational plan for the district. This plan shall be reviewed and adopted annually and shall include:

A. Written educational goals;
B. An assessment of pupil needs;
C. Specific annual objectives based on identified needs and action plans to implement them;
D. Standard for assessing and evaluating the achievement of objectives;
E. The establishment of reasonable pupil minimum proficiency levels in the areas addressed in the Core Curriculum Content Standards;
F. An educational program consistent with these goals, objectives, standards and needs;
G. An evaluation of pupil progress.
Legal References
NJSA  18A:7A-10 Evaluation of performance of each school  
18A:7C-2 Boards of education; establishment of standards  
18A:7F-1 through -34 Comprehensive Education Improvement and Financing Act  
18A:33-1 District to furnish suitable facilities; adoption of courses of study  
18A:35-1 et seq. Curriculum and Courses

NJAC  6A:8-1.1 et seq. Standards and Assessment  
6A:9-15.1 et seq. Required Professional Development for Teachers  
6A:23-1.1 et seq. Finance and Business Services  
6A:26-1.1 et seq. Educational Facilities  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-2.1 Definitions  
6A:32-12.1 Reporting requirements  
6A:32-12.2 School-level planning

No Child Left Behind Act of 2001, Pub. L. 107-110
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1100, 1120, 1230, 1600, 2131, 2240, 3542, 4010, 4131/4131.1, 5113, 5120, 5124, 3011, 6140, 6141, 6142, 6145, 6147, 6152, 6156, 6160, 6162.4, 6164.2, 6164.4, 6171.1, 6171.4, 6300
The Board of Education recognizes the statutory mandates for a school level planning process that involves parents/guardians and staff members in identifying school needs, establishing performance objectives and monitoring progress toward those objectives.

School Report Card
The Board directs the compilation, no later than the date specified by statute, of a profile of the school that includes as a minimum the statistical information specified by the NJ State Department of Education.

The School Report Card for the school shall be distributed to the staff members and the parents/guardians of pupils enrolled in the school. The profiles of the school shall be made available to the media and to members of the public at a public meeting of the Board.

School Based Planning Team
A planning team shall be established and shall be responsible for the development and implementation of the school-level plan.

The planning teams shall be comprised of the Superintendent of Schools, teaching staff members and parents/guardians of pupils enrolled in the school. Team members other that the Superintendent of Schools shall each serve for a term of 2 years.

Teacher and parent/guardian representation shall be voluntary.

The school planning team shall review the school report card and other relevant school planning materials supplied by the Superintendent of Schools and shall be supplied upon request with such additional materials and information it deems appropriate and necessary to its work, subject to limitations on access to pupil records established by law and Board policy.

School-Level Plan
The School-level plan shall be developed annually. The plan shall include 2 or more pupil performance objectives and a review of progress by teaching and administrative staff toward the achievement of objectives established in the previous school-level plan. The school planning teams shall submit the plan to the Superintendent of Schools no later than September 15th.

The annual school-level plan shall be reviewed at least once each semester in meetings arranged and conducted by the school planning team. Review meetings shall be conducted by grade level, department, team, or in similarly appropriate groupings. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.
Pupil Performance Objectives
The school planning team shall develop two or more objectives based on pupil performance or behavior standards. The objectives shall cover a period of not more than 2 years and shall be linked to State goals.

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

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

The Superintendent of Schools shall submit the school’s objectives to the County Superintendent of Schools for review and approval no later than the date specified by statute.

Legal References
NJAC 6A:8:4.4 Annual review and evaluation of school districts
   6A:32-12.1 Reporting requirements
   6A:32-12.2 School-level planning

   Manual for the Evaluation of Local School Districts
   New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
6010, 5124, 6147, 6300
The Board of Education will make every effort to comply with the requirements of the NJ Department of Education with reference to the eventual graduation of any Special Education student from any secondary school he/she may attend as a tuition student.

In order to accomplish this most efficiently, the Board of Education affirms that these procedures are its policy:

- All Special Education students are sent on a tuition basis to any secondary school will be enrolled with an up-to-date Individualized Education Plan that details the Board of Education’s Child Study Team Evaluation of that student’s eligibility for the HSPA based on the student’s elementary record and accomplishments.
- Any student sent as a tuition pupil to any secondary school and deemed exempt from the HSPA will achieve such exemption on the basis that the student would be adversely affected by taking the test, or because the student’s IEP has not included the proficiencies tested by the HSPA.
- In the case of proficiencies, each student’s IEP shall contain alternate proficiencies that must be achieved for a student to receive a secondary school diploma.
- The Board of Education Child Study Team will meet or confer with the Child Study Team of the secondary school where such a student is enrolled to offer input and counseling concerning an individual student and the IEP as relates to the HSPA.
- Appropriate forms shall be used for determining the student’s status concerning exemption and alternate proficiencies.

Legal References:
NJAC 6A:8-4.1 et seq, 6A:8-5.1, 6A:14-3.7
As a school district that receives Title I funds, the Board of Education shall implement programs, activities and procedures for the involvement of parents/guardians in programs assisted by Title I funding. The district will reserve not less than one percent of its allocation under Subpart 2 to carry out these requirements, (unless the district's allocation is $5,000 or less), which shall include promoting family literacy and parenting skills. Parents/guardians of pupils receiving Title I services shall be involved in the decisions regarding how funds will be allotted for parental involvement activities.

The district shall distribute this parental involvement policy. Parents/guardians will be notified of this policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents/guardians and schools within the district.

"Parent", for the purposes of this policy, means a parent and/or legal guardian. "School", for the purposes of this policy, is a specific school in a Target Assistance Title I program or schools within the district in a school-wide Title I program.

Each school served with Title I funds will:

- Convene an annual meeting, at a convenient time, to which all parents of participating pupils shall be invited and encouraged to attend, to inform parents of their school's participation and the requirements of this policy, and the right of the parents to be involved;
- Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan.
Provide parents of participating pupils:

- Timely information about programs;
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
- Submit any parent comments on the plan when the school makes the plan available to the Board of Education, if the school-wide program plan is not satisfactory to the parents of participating pupils.

Shared Responsibilities For High Student Academic Achievement

Each school served by Title I funds shall jointly develop with parents of all pupils served with Title I funds, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the pupils served by Title I funds to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
   a) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual pupil's achievement;
   b) frequent reports to parents on their children's progress; and
   c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
Building Capacity For Involvement

To ensure effective involvement of parents and to support a partnership among the school(s) involved, parents, and the community to improve student academic achievement, each school and school district assisted with Title I funds:

1. Shall provide assistance to parents of pupils served by the school in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this policy, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Shall educate teachers, pupil services personnel, Building Principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children;
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
6. May involve parents in the development of training for teachers, Principals, and other educators to improve the effectiveness of such training;
7. May provide necessary literacy training from Title I funds if the school district has exhausted all other reasonably available sources of funding for such training;
8. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
11. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs;
12. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
13. Shall provide such other reasonable support for parental involvement activities under this policy as parents may request.

Accessibility

In carrying out the parental involvement requirements of this policy, the school and school district, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, to include providing information and school reports in a format and, to the extent practicable, in a language such parents understand.

The district will inform parents of any parental information and resource centers that provide training, information, and support to parents and individuals who work with local parents, school districts, and schools receiving Title I funds.

The Superintendent of Schools will submit this policy to the New Jersey Department of Education for review.

Legal References

NJAC 6A:8-4.1 et seq Statewide assessment system
       6A:8-5.1 Graduation requirements
       6A:14-3.7 Individualized education program

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Programs of study made available to the pupils of the school system must be approved by the Board of Education. It shall be the responsibility of the Administrative Staff to supervise, regulate, and recommend any changes in courses of study to keep the educational program at maximum effectiveness, in full accordance with statutory requirements and the basic philosophy of education of the Board of Education – that of providing a balanced program and providing a thorough and efficient education.

The Superintendent of Schools shall keep the Board of Education informed of changes of objectives, general content, and basic text materials and shall keep abreast of accepted current educational programs and teaching methods.

The Child Study Team is responsible for developing an Individualized Education Program for each educationally handicapped pupil in accordance with 6:28-1.7. This program must be reviewed annually.

Legal References

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<tr>
<th>NJSA</th>
<th>18A:4-25 Prescribing minimum courses of study for public schools; approval of courses of study</th>
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<td>18A:33-1 District to furnish suitable facilities; adoption of courses of study</td>
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<td>6A:15-1.1et seq. Bilingual education</td>
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<td>6A:15-1.3, -1.4, -1.5</td>
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<td>6A:30-1.1et seq. Evaluation of the Performance of School Districts</td>
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<td>6A:32-2.1 Definitions</td>
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Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

6141, 6141.1, 6142, 6142.2, 6143, 9325.4
The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the district.

The Board shall determine annually the days when the schools shall be in session for instructional purposes. Such school calendar shall consist of no fewer than the 180 days of instruction required by law.

The Superintendent of Schools shall prepare the school calendar for Board consideration in consultation with teacher and administrator association representatives and the County Superintendent of Schools. The calendar shall be presented to the Board for review no later than the May public meeting.

The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the children of the district.

The Board shall adopt annually a list of religious holidays that shall consist as a minimum of those holidays designated by the Commissioner of Education.

**Legal References**

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<tr>
<th>NJSA</th>
<th>18A:7F-9 Aid to school districts conditioned on compliance with rules and standards for equalization of opportunity; aid withheld for noncompliance</th>
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<td>18A:11-1 General mandatory powers and duties</td>
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<td>18A:25-3 Teaching, etc., on holidays not required</td>
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<td>18A:36-1 School year</td>
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<td>18A:36-2 Times when schools are open; determination</td>
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<td>NJAC</td>
<td>6A:14-4.1(c) General requirements</td>
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<td>6A:32-8.3 School attendance</td>
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The length of the school day and the length of periods of instruction at various levels shall be
recommended by the Superintendent of Schools and set by the Board, and shall be in keeping with
requirements of the State Board of Education.

The particular opening and closing hours for levels and/or schools shall also be subject to
comparable levels throughout the district.

The Superintendent of Schools shall recommend for Board approval the length of class periods
and the frequency of instruction in individual subjects.

School administrators shall not dismiss school for any part of the school day without the
approval of the Superintendent of Schools.

Legal References

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<td>18A:36-2 Time when schools are open; determination</td>
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<td>18A:36-16 Rules regarding religious holidays</td>
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Possible Cross References

6111, 6114, 6141.2, 6146, 6171.4
The Superintendent of Schools shall review/update annually the plans for evacuation of buildings and for the safeguarding of human life and property.

The Superintendent of Schools shall notify the Board President or Vice President, Board Secretary/School Business Official and the proper local authorities of any emergency.

The Superintendent of Schools shall oversee development of the district-wide program for emergencies. The program shall provide for:

- Cooperation with local government agencies in developing and carrying out a community disaster plan;
- As much protection as possible for children at school and on their way to and from school;
- Training in individual self-protection and survival techniques for pupils and staff;
- Necessary training and instruction for pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

Fire Drills & Homeland Security Drills
Fire drills shall be held at least once each month for all pupils. There shall also be at least one homeland security drill per month.

The Superintendent of Schools may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills and homeland security drills shall be formulated by the Superintendent of Schools and disseminated to all staff.

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school. The homeland security drill will be an exercise to respond to an emergency situation such as a non-fire evacuation, lockdown, bomb threat or active shooter situation that is similar in duration to a fire drill.

Emergency Closing, Delayed Openings:
The Superintendent of Schools is authorized by the Board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances that might endanger the health or safety of pupils or school employees.
Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in the event of an emergency closing. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive the child after an unscheduled early closing.

**Bomb Scares**
The buildings shall be evacuated as per established procedures. Staff shall follow the procedures established by the Superintendent of Schools to deal with such emergencies.

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**Legal References**

**NJSA**
- 18A:6-2 Instruction in accident and fire prevention
- 18A:11-1 General mandatory powers and duties
- 18A:40-12 Closing schools during epidemic
- 18A:41-1 et seq. Fire drills and fire protection

**NJAC**
- 6A:16-1.4(a)14 District policies and procedures
  - 6A:16-5.1et seq. School safety and security
- 6A:16-6.3 Reporting students or staff members to law enforcement agencies
- 6A:26-12.2 Policies and procedures for school facility operation
- 8:57-1.7 Reporting of diseases occurring in schools

A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

**Possible Cross References**
- 1410, 2210, 3541.33, 5141.6, 6112
The flag of the United States of America shall be raised above the school and at other appropriate places during all school sessions and on all legal school holidays, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day. The flag will be displayed in each classroom.

Pupils in the school system shall start each day with the salute and pledge of allegiance to the flag. New Jersey state law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to pledge or salute, he/she may abstain from participation in these ceremonies but must remain respectfully silent.

The Superintendent of Schools shall devise appropriate exercises for the development of a higher spirit of patriotism on the last day of school preceding:

- Martin Luther King, Jr.’s Birthday
- Lincoln’s Birthday
- Washington’s Birthday
- Memorial Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Flag Day
- Arbor Day
- Commodore John Barry Day

Suitable exercises are also required by law in all New Jersey public schools in observance of Flag Day, Arbor Day, and Commodore John Barry Day. The Board authorizes the Superintendent of Schools to conduct school observances in commemoration of other persons and events of special historical significance.

Pupils shall be encouraged to develop and/or take part in events and activities in connection with special “days,” “weeks” or “months” proclaimed by the nation, state or community,

Holidays and special events may be recognized in the school so long as such recognition respects the rights and feelings of others and is consistent with law.

Songs and customs from various elements of the national population may be used to broaden pupil awareness of the many elements that make up American culture.
**Legal References**

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<tr>
<th>NJSA</th>
<th>18A:36-3 Display of and salute to flag; pledge of allegiance</th>
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<tr>
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<td>18A:36-4 Period of silence (unconstitutional)</td>
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<td>18A:36-6 Observance of flag day</td>
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<td>18A:36-7 through -9 Designation of Arbor Day ...</td>
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<td>18A:36-10 through -12 Designation of Commodore Barry Day ...</td>
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<td>18A:36-13 Patriotic exercises preceding holidays</td>
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U.S.C.A. Const. Amends. 1, 14

P.L. 108-447 (December 2004) requires all educational institutions that receive Federal funds for fiscal year to hold an educational program on The United States Constitution on September 17, designated "Constitution Day and Citizenship Day."

West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)
Lipp v. Morris, 579 F. 2d 834 (1978) (3rd Cir.)
Karcher v. May, 484 U.S. 72 (1987)
Lee v. Weisman, 505 U.S. 577 (1992)
American Civil Liberties Union v. Blackhorse Pike Regional Board of Education, 84 F.3d 1471 (3rd cir. 1996)
No pupil enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes. The affirmative action officer shall be responsible for planning, implementing and monitoring the district’s affirmative action program with respect to school and classroom practices.

The affirmative action officer shall review the following areas for compliance with State Department of Education regulations and make suggestions and/or recommendations when necessary.

A. Curriculum Content

B. He/she shall examine the following areas to ensure that curricula eliminate discrimination and promote understanding and mutual respect among students, regardless of any and all conditions or any of the protected classes as proscribed in NJSA 10:5-1 et. seq or any other federal or state law(s) and/or statutes:

1. School climate
2. Courses of study
3. Instructional materials
4. Instructional strategies
5. Library/Media Center materials
6. Software and audio-visual materials
7. Guidance and counseling
8. Extracurricular programs and activities
9. Testing and other assessments

He/she shall monitor the curriculum to ensure inclusion of instruction on African-American history in the teaching of United States History and the inclusion of instruction on the Holocaust and genocide in the curriculum for all elementary pupils.

C. Staff Training

He/she shall suggest a program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program. An affirmative action/equity in-service program shall be held for teaching staff annually; for each support staff member at least once every three years; and for parents and community members, as needed to facilitate participation and support.
D. Pupil Access

He/she shall review all school facilities, courses, programs, activities and services to ensure that all pupils are provided equal and bias-free access to them. Particular attention shall be paid to the following:

1. Ensuring equal access to all school and classroom facilities;
2. Assigning pupils in such a way that the racial/national origin composition of each school’s enrollment reflects the composition of the district wide enrollment at each grade level;
3. Refraining from locating new facilities in areas that will contribute to unbalanced, isolated or racially identifiable school enrollments;
4. Assigning pupils so that school and classroom enrollments are not identifiable on the basis of race, national origin or gender;
5. Ensuring that pupils are not separated or isolated within the school, courses, classes, programs or extracurricular activities;
6. Ensuring that minority and male pupils are not over-represented in detentions, suspensions, dropouts or special needs classifications;
7. Ensuring equal and bias-free access for all pupils to computers, computer classes and other technologically advanced instructional assistance;
8. Ensuring that all limited English proficient pupils and pupils with disabilities have equal and bias-free access to all school programs and activities;
9. Ensuring equal and bias-free access for language-minority pupils and pupils with disabilities to multiple measures for determining special needs;
10. Ensuring that pupil support services, such as school-based youth services, health care, tutoring and mentoring are available to all pupils, including LEP pupils;
11. Ensuring that all pregnant pupils are permitted to remain in the regular school program and activities.

E. District support

He/she shall ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters and that all grades within the district are comparable in those areas.

The Superintendent of Schools will report to the Board annually on continuing compliance.
### Legal References

**NJSA**
- 10:5-1 et seq. Law Against Discrimination
- 18A:4A-1 et seq. New Jersey Commission on Holocaust Education
- 18A:18A-17 Facilities for handicapped persons
- 18A:35-1 Course in history of the United States in high school
- 18A:36-20 Discrimination; prohibition

**NJAC**
- 6A:7-1.1 et seq. Managing for Equality and Equity in Education
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6A:32-12.1 Reporting requirements
- 6A:32-14.1 Review of mandated programs and services

- 20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
- 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act, of 1973
- 20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act (IDEA)
- 42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
- Davis v. Monroe County Bd. of Ed. 526 U.S. 629 (1999)
- The Comprehensive Equity Plan, New Jersey State Department of Education

### Possible Cross References
- 2224, 4111.1, 4131/4131.1, 4211.1, 5231/4231.1, 5134, 5145.4, 6140, 6141, 6142.4, 6145, 6161.1, 6163.1, 6164.2, 6171.4
The Board of Education wishes its pupils to progress from elementary through secondary level in an orderly, continuous program. The Superintendent of Schools shall develop programs whereby teachers of the various levels of the District’s schools cooperate to achieve smooth transitions from level to level; whereby pupils in the district’s schools receive instruction in the same subjects at the same level as pupils in other districts who will be attending the same high schools; and whereby the transition for district pupils from our elementary schools to the high school is accomplished without unnecessary difficulty for any pupil.

### Legal References

- **NJSA 18A:38-8.1 through -8.3** Additional member on board of education to represent board of education in each sending district

- **NJAC 6A:8-1.3 Definitions**
  - 6A:8-3.1 Curriculum and instruction
  - 6A:8-3.3 Enrollment in college courses

- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

### Possible Cross References

- 2131, 5118, 6140, 6141, 6142, 6143, 6178
The Board of Education recruits and hires its teaching staff that meets or exceeds the requirements of the New Jersey Department of Education. In addition, the Board regularly provides extra training for its teaching staff designed to improve the instructional program of the school and to ensure that all teachers employed within the district are kept abreast of new teaching methods and curriculum improvements.

Classroom/homeroom assignments are prepared carefully and with the educational needs of all students. Criteria for these assignments include but are not limited to:

A. Student interactions
B. Educational needs of students
C. Ethnic, sexual and racial distribution
D. Discipline
E. Abilities

In order to ensure fairness and legal compliance, no requests made by parents/guardians for specific classroom or homeroom assignments shall be honored. However, should a parent/guardian decide to request a particular teacher, the request must be in writing, stating the specific reason for such a request. No verbal requests shall be considered for any reason.

The Superintendent of Schools shall be responsible for all classroom and homeroom assignments and for ensuring that all such assignments are made in accordance with law and this policy. The Superintendent of Schools may, at his/her sole discretion grant such requests if the request is based on sound educational reasons. His/her decision in all such cases shall be final.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Hawkins-Stafford Elementary and Secondary Schools Improvement Amendments of 1988 (P.L. 100-297
The Board of Education shall provide a comprehensive instructional program to serve the needs of the children of this district in furtherance of this goal and pursuant to law, the Board shall annually adopt the existing courses of study. Adoption includes both content and credit allocation. The Board’s policy in this respect is to:

A. Adopt those courses of study mandated by the state in a form acceptable to the State Department of Education. Such courses must include the core proficiencies adopted by the State Board of Education;

B. Adopt additional courses of study recommended by the teaching staff and administration in a form acceptable to the State Department of Education and within the financial means of the district;

C. Adapt and revise existing courses of study to meet the changing needs of pupils and the community.

Existing courses shall be reviewed at regular intervals and revised as necessary. No course of study shall be eliminated, revised or implemented without the approval of the Board. The Board directs that the curriculum of this district:

A. Be consistent with written goals, objectives and identified pupil needs;

B. Develop individual talents and interests and serve diverse learning styles to motivate pupil achievement;

C. Provide for continuous learning through effective articulation;

D. Provide all pupils continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program;

E. Provide all pupils guidance and counseling to assist in career and academic planning;

F. Provide a continuum of educational programs and services for handicapped children, pursuant to law and regulation;

G. Provide bilingual programs for pupils whose dominant language is not English, pursuant to law and regulation;

H. Provide compensatory education programs for pupils, pursuant to law and regulation;

I. Provide all pupils equal educational opportunity, pursuant to law and regulation;

K. Provide career awareness and vocational education, pursuant to law and regulation;

L. Provide educational opportunities for exceptionally gifted and talented pupils.

The Superintendent of Schools shall maintain a current list of all courses of study offered by the district and shall furnish each member of the Board of Education with a copy upon request; and shall provide a copy in the district office for public review.
Adoption of courses shall be by a recorded roll call majority of the full membership of the Board of Education.

Legal References

NJSA 18A:4-25 Prescribing minimum courses of study for public schools; approval of courses of study
18A:29A-1 et seq. Teacher recognition
18A:33-1 District to furnish suitable facilities; adoption of courses of study
18A:35-1 et seq. Curriculum and courses

NJAC 6A:8-1.1 et seq. Standards and Assessment
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:14-4.1 General requirements
6A:15-1.1et seq. Bilingual education
6A:15-1.3, -1.4, -1.5
6A:30-1.1et seq. Evaluation of the Performance of School Districts
6A:32-2.1 Definitions

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
6141, 6141.1, 6142, 6142.2, 6143, 9325.4
The Superintendent of Schools shall be responsible to the Board for the development of curriculum to meet identified pupil needs. He/she shall establish procedures for curriculum development that ensure the effective participation of teaching staff members; pupils, as appropriate to their age and grade; parents/guardians; the community, members of the Board; and the use of all available resources. Care shall be taken that certified staff shall not be assigned to teach material outside the limits of their certification and endorsements.

The Superintendent of Schools shall report to the Board the objectives, evaluative criteria and costs of each proposed program before seeking Board adoption. The Board shall not act upon new programs and courses of study until the meeting following their presentation, in order for Board members to have an opportunity to review the proposed program.

Criteria by which the Board will judge the acceptability of new course offerings include:

A. Does it address an identified pupil need?
B. Is it relevant to the Board’s philosophy and goals and does it offer real possibilities for progress toward these goals?
C. Does it satisfy the requirements of the Board’s school and classroom practices regarding bias and stereotyping?
D. If the proposed course replaces an existing program, what defect in the previous program is it designed to overcome?
E. Does it include the criteria by which progress can be measured?
F. Does it address the necessary study skills?
G. Has it been thoroughly studied and/or tested by district staff or by another district? What were the results?
H. Has a curriculum been completed? If not, when can it be expected?
I. Have the associated textbooks been recommended to the Board?
J. Have the costs and time of implementation been reviewed, including in-service training?

A five-year plan for updating curriculum shall be developed and implemented. The Superintendent of Schools shall report annually on all progress in curriculum development and the implementation of the five-year curriculum plan at the time of the Board’s annual adoption of curriculum. During the five-year plan, course modification will be encouraged to reflect current trends in learning and information.

Legal References
NJAC 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards
6A:10A-3.1 et. seq. School district-led standards-based instruction
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-12.1 Reporting requirements
Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

Possible Cross References
2131, 5120, 6140, 6142, 6143, 6147, 6171
The Board of Education has directed that any explanation of the historical and contemporary values of the origin of holidays having both religious and cultural significance must be conducted in an unbiased and objective manner without sectarian indoctrination of disparagement.

Therefore:

A. Music, art, literature, and drama having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

B. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
  18A:36-16 Rules regarding religious holidays
  18A:54-20 Powers of board (county vocational schools)

NJAC 6A:8-3.1 Curriculum and instruction
  6A:32-8.3(h) School attendance

U.S.C.A. Const. Amends. 1, 14
Florey v. Sioux Falls School District, 619 F.2d. 1311 (8th Cir. 1980)
Lee v. Weisman, 505 U.S. 577 (1992)
American Civil Liberties Union v. Blackhorse Pike Regional Board of Education,
  84 F.3d 1471 (3rd Cir. 1996)
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (June 19, 2000)
Good News Club v. Milford Central School, 121 U.S. 2093 (2001)
C.H. v. Oliva, 26 F.ed 198 (3rd Cir. 2000) en banc, cert. denied, June 18, 2001
Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools,
The Board of Education directs that the district school offer a comprehensive curriculum to provide for the intellectual, social and emotional growth of all pupils, pre-kindergarten through grade 8, giving them the basic body of skills, understandings, attitudes and knowledge needed for living in a democracy.

The Board believes this program should focus on the NJ Department of Education’s implementation schedule for its Core Curriculum Standards.

The Superintendent of Schools shall direct development of and present to the Board for adoption a written curriculum for each element of the instructional program for the district to include:

A. All courses mandated by New Jersey statute or Administrative Code;
B. Such other courses as shall implement the Board’s intent as expressed in this policy.

The total curriculum, when adopted, shall be adapted to suit the applicable requirements of the Administrative Code and shall provide basic, advanced, enriched, or technical instruction or experience to meet the identified needs of the pupils of the district.

A listing of all courses and programs comprising the instructional program shall be available in the district office.

Legal References

NJSA 18A:6-2 Instruction in accident and fire prevention
18A:6-3 Courses in constitution of United States
18A:7C-5 Board of education to provide policy on graduation to students and parents
18A:33-1 District to furnish suitable facilities; adoption of courses of study
18A:35-1 et seq. Curriculum and courses
18A:35-4,6 through -4.8 Parents Right to Conscience Act of 1979

NJAC 6A:8-3.1 Curriculum and instruction
6A:8-5.1 Graduation requirements
6A:9-1.1 et. seq. Professional Licensure and Standards
6A:14-3.7 Individualized education program
6A:14-4.1 General requirements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-2.1 Definitions
6A:32-12.2 School-level planning

Possible Cross References
2224, 6121, 6122, 6140, 6142.1, 6142.2, 6142.4, 6142.9, 6142.12, 6146, 6147, 6164.2, 6171.1, 6171.2, 6171.4, 9130
The Board of Education directs the Superintendent of Schools to coordinate the development of a family life education curriculum that will be in compliance with New Jersey Administrative Code. The program shall provide material suited to each grade level, presented in a manner intended to foster an understanding of human development and the respect for and an understanding of how human sexuality affects personal and family relationship.

Further, the Superintendent of Schools shall assure that the curriculum developed is articulated to that of the high schools, so that the transition from elementary to secondary approaches to this material will be coordinated and progressive.

Any child whose parent or guardian presents to the Superintendent of Schools a signed statement that any part of the instructions in health, family life education, or sex education is in conflict with his conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result therefrom.

The Board urges all parents to become familiar with these courses and to participate in their development as provided by the administrative code.

The Board of Education alone, upon recommendation of the Superintendent of Schools, shall determine the content, sequence and materials of family life education.

Legal References
NJSA 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
18A:35-4.19 through -4.22 "AIDS Prevention Act of 1999"

NJAC 6A:8-3.1 Curriculum and instruction
6A:8-4.2 Documentation of student achievement
6A:32-12.1 Reporting requirements

Pupil Protection Rights Amendment - 20 U.S.C. 1232h
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1220, 5131.5, 6141.6, 6122, 6140, 6142, 6142.13, 9130
The Board shall provide English as a second language (ESL) and/or bilingual programs of instruction for pupils who:

A. Are not proficient in English and need instruction toward mastery of the English language;
B. Speak a language other than English, are more capable of performing schoolwork in that language, and need their basic educational program taught in that language.

The Superintendent of Schools shall develop procedures in accordance with administrative code to determine which pupils would benefit from ESL and/or bilingual programs and to involve school staff, parents/guardians and community members in reviewing programs to determine which would best meet these pupils’ needs.

The goal of ESL programs is to assist pupils to achieve fluency (including listening, comprehension, speaking, reading, and writing skills) in English. The goal of the bilingual program is to use both the native language and English to help pupils progress in the academic subject areas while developing their English language skills.

Parents/guardians of pupils of limited English speaking ability shall be notified by mail of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services education program. This written notice shall include the information that the parents may choose to decline to enroll their child into the bilingual program. Communication with parents/guardians of pupils in these programs shall be in writing and in both English and their primary speaking language, whenever possible. Reports of pupil progress shall be made to parents/guardians on the same schedule as reports of pupils in the regular program.

The Superintendent of Schools shall direct development of an annual plan for ESL and/or bilingual education that is in compliance with state guidelines. The Board will review and approve the plan at a public meeting. The Board must adopt the courses of study for ESL and bilingual programs in the same manner in which it adopts the curriculum for the regular program.

Pupils enrolled in district bilingual or ESL programs shall be assessed annually for exit from such programs, using indicators described in the administrative code. Whenever it is determined that a pupil should exit from the bilingual program, parents/guardians shall be notified by mail.

Parents/guardians may remove a pupil who is enrolled in a bilingual education program at any time.

The County Superintendent of Schools shall approve removal prior to the end of the school year. If the County Superintendent of Schools determines that the pupil should remain in the bilingual education program until the end of the school year, the parents/guardians may appeal that
decision to the NJ Commissioner of Education/designee pursuant to law. The Commissioner shall render a decision within 30 days of the filing of the appeal.

The Board may petition the Commissioner to waive the requirement for a full-time bilingual program when it can demonstrate that it would be impractical to provide such a program, due to the age range, grade span or geographic location of the eligible pupils.

Legal References

NJSA 18A:35-15 et seq. Bilingual education programs

NJAC 6A:5-1.1 et seq. Regulatory Equivalency and Waiver
6A:8-4.1 Statewide assessment system
6A:8-5.1 Graduation requirements
6A:9-1.1 et seq. Professional Licensure and Standards
6A:15-1.1 et seq. Bilingual Education
6A:30-1.1 et seq. Evaluation of the Performance of School
6A:32-2.1 Definitions
6A:32-12.1 Reporting requirements
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
5120, 5124, 6121, 6147, 6147.1, 6171.2, 6171.3
The Board directs that the district’s curricular and extracurricular programs of physical education and activities comply with the District’s affirmative action resolution and comprehensive equity plan for school and classroom practices. The Board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the New Jersey Core Curriculum Content Standards, New Jersey Statute and Code and Federal Regulations.

General Provisions
In general, physical education classes shall not be divided on the basis of sex. The quality and quantity of teachers, equipment and facilities shall be equivalent among the schools and comparable from level to level, taking into account the needs of the pupils.

Members of district interscholastic athletic teams may be excused from participation in the physical activities part of their physical education program without loss of graduation credit on the request of their coach on any day on which they are designated to participate in a regularly scheduled game. The Superintendent of Schools shall approve procedures by which coaches will inform the physical education department, on the day in question, of the specific pupils to be excused. Such pupils shall be scheduled for a study hall period instead.

The Board of Education will consider on a case-by-case basis requests from pupils or their parents/guardians in the case of minors for permission to satisfy the physical education requirement through an alternative program of athletics or physical education activities that meets the requirements of law and is consistent with the district's physical education program goals and instructional objectives.

Dating Violence
For students in grades 7 through 8, physical education and the health curriculum will include the topic of dating violence. “Dating violence” means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

The dating violence education shall include information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.
Upon written request to the school principal, a parent/guardian of a student less than 18 years of age shall be permitted within a reasonable period of time after the request is made, to examine the dating violence education program instruction materials developed by the school district.

The purpose of the dating violence information is to help prevent dating situations from becoming unsafe and to help educate young people on constructive ways to resolve conflicts in personal relationships.

To be consistent with P.L. 2011, c. 64, district policy procedures and curriculum will include notification and information that dating violence will not be tolerated. District procedures and the curriculum will provide dating violence reporting procedures, warning signs of dating violence and guidelines for responding to incidents of dating violence that occur at school, along with discipline procedures specific to such incidents of dating violence that occur at school. Information on safe, appropriate school, family, peer and community resources available to address dating violence shall also be included within the curriculum.

Legal References

NJSA 18A:6-113 Instruction in suicide prevention in public school curriculum
18A:11-1 General Mandatory Powers and Duties
18A:35-4.23a Dating violence into health education curriculum
18A:35-5 through 9 Maintenance of physical training courses; features
18A:37-33 to 37 Dating violence policy and education

NJAC 6A:7-1.7 Equality in school and classroom practices
6A:8-3.1 Curriculum and instruction
6A:8-5.1 Graduation requirements
6A:9-5.19 Athletics Personnel
6A:9-11.8 Health and physical education
6A:16-2.1 et seq. General Provisions for School Health Services
6A:32-9.1 General Provisions for School Health Services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
The Comprehensive Equity Plan, New Jersey State Department of Education

Possible Cross References

2224, 5145.4, 6121, 6140, 6141, 6142, 6145.1, 6145.2, 6146
The New Jersey Administrative Code, Title 6, Chapter 28, provides detailed mandatory regulations concerning the identification, referral, evaluations, and classification of all levels of designated handicapped students.

Within the provision of these statutes, it shall be the policy of the Board of Education that all students may be surveyed annually by a certified speech correctionist in order to determine pupil eligibility:

A. For speech correction services that are not severe enough to warrant referral to a basic Child Study Team, and
B. To determine pupil eligibility for possible referral to the basic Child Study Team for consideration of “Communications Handicapped” classification.

Legal References
NJSA 18A:46-19.4 Services of certified speech correctionist
18A:46-19.5 Services for nonpublic school children

NJAC 6A:7-1.7 Equality in school and classroom practices
6A:9-13.6 Speech-language specialist
6A:16-2.1 et seq. General Provisions for School Health Services

The Comprehensive Equity Plan, New Jersey State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
6171.4
In order to provide district pupils with the basic tools necessary for achievement of the Core Curriculum Content Standards, the Board of Education directs the development of strong basic skills courses at all levels of the school.

The Superintendent of Schools shall work with the staff to:

A. Infuse instruction in basic skills into courses of study at all grade levels and ensure the articulation of those skills from grade to grade.

B. Actively seek innovative and remedial programs to ensure that all district pupils acquire the basic skills suited to their grade level and capacity.

The district shall administer state tests as required in grades 3 – 8.

A child shall participate in a remedial education program so long as he/she does not meet proficiency levels, past academic performance and/or teacher recommendation.

**Legal References**

- **NJSA 18A:35-4.9** Pupil promotion and remediation; policies and procedures
- **NJAC 6A:8-1.1 et seq.** Standards and Assessment
  - **6A:30-1.1 et seq.** Evaluation of the Performance of School Districts

  Hawkins-Stafford Elementary and Secondary Schools Improvement Amendments of 1988 (P.L. 100-297)

**Possible Cross References**

- 6122, 6140, 6142, 6142.2, 6146, 6171.1, 6171.3, 6171.4
The Board of Education recognizes the importance of exposing pupils to a wide and varied curriculum in the study of sciences and biology. The Board also supports the rights of parents/guardians to make decisions about certain aspects of that curriculum for their children. Therefore, it is the policy of the Board of Education that pupils may choose not to participate in certain experiments involving animals.

Pupils will be excused from performing, performing, participating in, or observing the dissection, vivisection, incubation, capture, harm or destruction of animals and/or organisms upon the receipt of a written request from his/her parent/guardian.

Alternative Education
In all such cases, the pupil will be assigned an alternative education project that may include the use of video tapes, models, films, books, computers, or any other tools that provide an alternative method for obtaining and testing the knowledge, information, or experience required by the course of study the pupil was excused from. Alternative education programs and classroom attendance shall be arranged by the classroom teacher, with the approval of the appropriate administrator, for such pupils.

A pupil may refuse to participate in an alternative education project which involves or necessitates any harmful use of an animal or animal parts.

In no case, will a pupil’s grade be adversely affected by his/her decision not to participate in the regular lab experience, nor will he/she be discriminated against in any other manner as a result of his/her decision to exercise the rights afforded pursuant to this policy.

Notification of Parents/Guardians
Pupils and parents/guardians will be notified at the beginning of the school year of the rights of pupils not to participate in the dissection, vivisection, incubation, capture, harm or destruction of animals and/or organisms. Parents/guardians will be advised that in order for a pupil to be excused from the regular lab experience, a written request must be received by the school within two weeks of the receipt of this notification.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:35-4.24 Definitions relative to alternative education projects
18A:35-4.25 Refusal to participate in certain school activities related to animal dissection, etc.

P.L. 2005 Chapter 2666
The Superintendent of Schools shall ensure that curriculum in the arts, including both performing and visual, are developed appropriately for each grade level in accordance with administrative code and core curriculum standards.

Legal References

NJSA 18A:7F-4 Periodic review of Core Curriculum Content Standard by state board; establishment of thoroughness and efficiency standards and cost per pupil
18A:33-1 District to furnish suitable facilities; adoption of courses of study

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

NJAC 6A:8-1.3 Definitions
6A:8-3.1 Curriculum and instruction
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

To support its commitment to providing avenues of access to the universe of information available, the district’s system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability
The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities
The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The Board designates the Superintendent of Schools as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each administrator shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

Access to the System
This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.
The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

**World Wide Web**
All students and employees of the Board shall have access to the Web through the district’s networked or stand alone computers. An agreement (shall/shall not) be required. To deny a child access, parents/guardians must notify the Superintendent of Schools in writing.

**Student Safety Practices**
Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child’s access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

**Cyber-bullying**
The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Students found to be engaging in activities as describe above shall be subject to the terms and sanctions found in this policy, Board of Education Policy 5139 – Harassment, Intimidation & Bullying discipline code of the district.

Students, staff and administration of the school district have the opportunity to access the Internet to facilitate the need to prepare students, staff and administrators to become computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the school district does not have sufficient staff to monitor every aspect of the use of the Internet.
However, the district will foster the independent use of the school’s network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following responsible guidelines apply to all users when accessing any school district network connection (NET):

1. It is understood that cooperation is critical in the use of the Internet. It is the goal of the use of the Internet to prepare students to become computer literate in an increasingly technological world. It is understood that a minor’s independent use of the school’s network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.

2. Violations of these responsible use guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to guidelines adopted by the administration.

The primary use of the NET shall be reserved to those individuals who utilize the materials that are of “educational value” to students of the district. For purposes of these guidelines, “educational value” shall mean those areas of network access that have a direct or indirect impact on the students’ educational program in the school district. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially offensive, and illegal material or other prohibited activities shall not be permitted, and the school district will use any and all means available to it, within the confines of the law to prevent such material from entering the NET. Individuals are encouraged to report such entry of material into the system to the building administrator.

3. No personnel or student information that is protected by the Family Educational Rights and Privacy Acts shall be disseminated through the NET.

4. All users of the NET must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties as well as the appropriateness of certain material being remitted on the Internet. The Acts do not permit interception or disclosure unless both the sender and the receiver of the communication consent. Further, the Acts recognize that the school district may monitor an employee’s e-mail messages, as long as the interception devise is included in the e-mail equipment.

5. Users of the NET must recognize that the District Administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the NET. Users of the NET are encouraged not to store extensive e-mail messages in the NET and that messages should be stored for a period of no longer than 14 calendar days.

6. When issued individual passwords and accounts, NET users may not allow any other person(s) to use or share those passwords and/or accounts.

7. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or NET resources is forbidden.

8. Use of the Internet for political and/or commercial gain or profit is not allowed from and educational site.
9. Users may not move, repair, reconfigure, modify or attach external devices to the system.
10. Additional rules and restrictions may be added and users will be notified of these changes in a timely manner. Users are responsible for reading and following these rules.
11. Time restrictions on the use of the Internet may be imposed to ensure equity of use.
12. From time to time, the District will encourage students and employees to use certain informational sources in order to control Internet costs.
13. The District Administration reserves the right to use electronic devices, cards, or any other media to determine whether or not the students or employees are using the NET for items of true educational value.
14. Professional employees of the school will monitor student use of the Internet.
15. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District that may be applicable.

Legal References
NJSA 2A:38A-1 et seq. Computer System
2C:20-25 Computer Related Theft
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
18A:36-35 School Internet websites; disclosure of certain student information prohibited

NJAC 6A:10A-1.1 et seq Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:10A, Appendix A
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

17 U.S.C. 101 United States Copyright Law
47 U.S.C. 254(h) Children's Internet Protection Act
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1111, 3514, 4118.2, 4218.2, 5114, 5124, 5131, 5131.5, 5142, 6144, 6145.3, 6161
The Board of Education establishes the following policy to express its belief that with the growth of the World Wide Web (WEB), any material posted for the global community must reflect the high educational standards of the school district.

The availability of Internet access throughout the school district provides an opportunity for students and staff to contribute to the District’s presence on the WEB. The District’s web sites provide information to the entire world about curriculum, instruction, school-authorized activities, and other general information relating to the school as well as the District’s mission. All published pages and corresponding links stored on the District’s servers must be related to the District’s educational goals and objectives or school-sponsored activities.

The District Webmaster and the District Technology Coordinator will provide Internet access for the creation of web pages. Creators of web pages should familiarize themselves with, and adhere to, the policies and responsibilities that follow. Failure to follow these policies or responsibilities may result in the loss of authoring privileges and/or other more stringent disciplinary measures.

Content Standards
The Superintendent of Schools, with input from the Webmaster and the Technology Coordinator, are responsible for web page approval.

Subject Matter
All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, and the school district. If the information is scholarly and will help students, teachers, and parents using our web site, it is acceptable. Therefore, neither staff nor students may publish personal web pages or home pages of other individuals or organizations not directly affiliated with the school district web site. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality
All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material.

Objectionable material is defined as material that does not meet the standards for instructional resources specified in the school district policies.

Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the Webmaster, Technology Coordinator, and District Administrators will prevail.
Ownership and Retention
All web pages on the District’s server(s) are the property of the school district. Official district web pages will reside only on District owned or operated servers. The only organization permitted to post a web page on the District server is the PTA, although other sites may be linked at the discretion of the Administration.

Student Safeguards
- Students may publish information on the school district web server only when they are under the supervision of the Webmaster, Technology Coordinator or teacher. Students must have parental permission.
- Web page documents may not include student names.
- Documents may not include a student’s telephone number, address, names of other family members, or names of friends.
- Published e-mail addresses are restricted to those of staff members or to general group e-mail address where arriving e-mail is forwarded to a staff member.
- No student pictures (video or still) and audio clips shall be published.
- Web page documents may not include any information that indicates the physical location of a student at a given time.

School Board Policies
All documents on school district server(s) must conform to the Board of Education policies and regulations as well as established school guidelines. Persons developing or maintaining web documents are responsible for complying with these policies. Some of the relevant issues and related Board policies include the following:
- Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District’s equipment, including its web server(s).
- Documents created for the web and linked to District web pages will meet the criteria for use as an instructional resource.
- Any links to District web pages that are not specifically curriculum-related will meet the criteria established in the Internet Use Policy (6142.10). Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations that are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via District web pages will comply with the Internet Use Policy (6142.10) and the Code of Conduct Policy. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
Any student information communicated via District web pages must comply with the Board of Education policies on Data Privacy and Public Use of School Records.

Any deliberate tampering with or misuse of District networked services or equipment will be considered vandalism and will be handled in accordance with the District Internet Use policy, the District Student Conduct Policy and other related policies.

Technical Standards and Consistency
Each web page added to the District web site(s) must contain the following elements in order to provide general consistency for District web pages.

- At the bottom of the web page, there must be a last update indicator and the name or initials of the person(s) responsible for the page and/or update. It shall be that person’s responsible to keep the web page current.
- At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages.
- The District will develop additional consistency standards as the need arises.
- All web pages must be submitted to the Webmaster for review prior to placement on the District server(s). In the absence of the District Webmaster, the Computer/Technology Coordinator or Superintendent of Schools shall give approval.
- No computers other than the assigned building web servers shall be configured as web/FTP servers.
- Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers.
- The authorized teacher who is publishing the final web page(s) for himself/herself or for a student, will edit the page(s) for conformance with the standards outlined in this policy and test the page(s) for the accuracy of the links.
- Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) might not be made until the final page is actually in place on the server(s).
- Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the administration.
- Web pages may not contain any student e-mail address links, any survey-response links. Or any other type of direct-response links.
- Final decisions regarding access to active web pages for editing content of organization will rest with the Superintendent of Schools, with input from the Webmaster and/or Technology Coordinator.
- All web pages shall be linked to other Oldmans Township School pages in relation to their current location on the server(s).
Additional Notes for Consideration

- Material on web pages reflects an individual’s thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the school district, nor are they endorsed or sanctioned by the individual school or the school district. Concern about the content of any page(s) created by students or staff should be directed to the Superintendent of Schools or to the District Webmaster.

- Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. The District Technology Coordinator and Webmaster will make such changes with the approval of the Superintendent of Schools.

Legal References

<table>
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<tr>
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<tbody>
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<td></td>
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<td></td>
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17 U.S.C. 101 United States Copyright Law
47 U.S.C. 254(h) Children's Internet Protection Act
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1111, 3514, 4118.2, 4218.2, 5114, 5124, 5131, 5131.5, 5142, 6144, 6145.3, 6161
The Board of Education believes that constructive attitudes and concepts involving the dignity of all kinds of work belong in the curriculum from the beginning grades. Therefore, in fulfillment of the Core Curriculum Content Standards, the Board of Education shall develop and implement a comprehensive guidance and counseling system that facilitates career awareness and exploration for all students. The Board of Education shall ensure that educational programs shall continuously expose pupils to the nature of the wide variety of careers available. The cross-content workplace readiness standards shall be infused into the curriculum throughout the grades in age appropriate activities. When any hands-on experience requires use of power tools, etc., all eye protection and other appropriate safety regulations shall be observed.

Career Education and Counseling
The Board of Education shall develop and implement a comprehensive guidance and academic counseling program for all students to facilitate career awareness, exploration, and preparation. This program shall:

1. Be linked to the Core Curriculum Contents Standards;
   A. Be infused throughout the K-8 curriculum;
   B. Be supported by professional development programs;
   C. Take into consideration the academic, career and personal/social development of the student; and
   D. Ensure that students with disabilities (age 14 or younger), if determined appropriate by IEP, have career and academic counseling coordinated with transitional services in accordance with N.J.A.C. 6A:14-3.7.

The Board of Education shall develop and implement curriculum and instructional methods that:

1. Are integrated with technological literacy;
2. Provide all students with an understanding of the career application of knowledge and skills learned in the classroom; and
3. Provide all students with the opportunity to apply knowledge and skills learned in the classroom to real or simulated career challenges.

The Board of Education will develop and implement for all students a system of career development activities that:

1. Offers the opportunity to explore career interests within, but not limited to, arts and humanities; business and information systems; mathematics, science and technology; and health and human services;
2. Addresses district resources, community needs and student interest;
3. Allows the Board of Education to select an appropriate delivery format that may include an integrated curriculum based on the Core Curriculum Content Standards or specialized programs that reflect the needs of students and the community; and,
4. Instills the concept of the need for continuous learning throughout one’s life.
Legal References

NJSAs
- 18A:11-1 General mandatory powers and duties
- 18A:38-36 Employment certificates to part-time pupils
- 18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases
- 18A:54-20 Powers of board (county vocational schools)
- 18A:54E-1 through -5 Business and school partnerships

NJACs
- 6:A:7-1.7 Equality in school and classroom practices
- 6:A:8-2.2 Authority for the state plan for vocational education
- 6:A:8-3.2 Career education and counseling
- 6:A:8-5.1 Graduation requirements
- 6:A:9-1.1 et seq. Professional Licensure and Standards
- 6:A:19-1.1 et seq. Vocational - Technical Education Programs and Standards
- 6:A:23-3.3 Method of determining tuition rates for county vocational schools
- 6:A:26-12.1 et seq. Operation and Maintenance of Facilities
- 6:A:30-1.1 et seq. Evaluation of the Performance of School Districts
- 6:A:32-12.1 Reporting requirements
- 6:A:32-14.1 Review of mandated programs and services

New Jersey Cross-Content Workplace Readiness Curriculum Framework: A Road Map for Learning, NJDOE, [http://www.state.nj.us/njded/frameworks/ccwr/](http://www.state.nj.us/njded/frameworks/ccwr/), Appendix B
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
- 3220/3230, 3516, 5142, 5145.4, 6010, 6121, 6141, 6142.2
The Board of Education believes HIV/AIDS education should be integrated into the comprehensive health education curriculum, but may also be applied to other curriculum areas.

The district HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention and effects of the disease. The program shall be provided through a coordinated sequential elementary and secondary curriculum, taking into consideration the age, growth, development and maturity of the pupils and the subject matter of the course. Development of the program should take into account the instructional needs of all pupils in the district.

The Superintendent of Schools shall ensure that the information presented as a part of the HIV/AIDS prevention education program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Superintendent of Schools shall be responsible for the preparation and development of an HIV/AIDS prevention education program, with active consultation and participating of an advisory committee consisting of teachers, administrators, parents/guardians, pupils (as appropriate), physicians, members of social and health service agencies, members of the clergy and representative members of the community. The Board shall appoint the members of the committee upon the recommendation of the Superintendent of Schools. The advisory committee shall be responsible for reviewing the instructional program and all materials to be used and, through the Superintendent of Schools, of recommending it for Board adoption.

The Superintendent of Schools shall ensure that all staff members involved in teaching the HIV/AIDS prevention education program are properly certified for the subject area in which they are teaching and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided.

Upon the request of parents or guardians, the HIV/AIDS education curriculum shall be made available for their review. The Superintendent of Schools shall establish procedures whereby pupils whose parent/guardian presents to the school Superintendent of Schools a signed statement that a designated part of the instruction is in conflict with his/her conscience, or moral or religious belief, shall be excused from that part of the curriculum. Independent study shall be directed during the time a pupil is excused from part of the program. The independent study shall include alternative topics that do not conflict with the parent/guardian’s beliefs but fall within the same subject area (i.e., comprehensive health education) as the program from which the pupil is excused. No penalties to credit or graduation shall result from such an exemption.
The Superintendent of Schools shall establish a process for evaluating and updating the HIV/AIDS prevention education program to incorporate new information. Any such revisions shall be implemented after consultation with, and review by, an advisory committee as described above.

The Board of Education alone, upon the recommendation of the Superintendent of Schools, shall determine the content, sequence, and materials of the HIV/AIDS prevention education program.

**Legal References**


- **NJAC** 6A:8-3.1(d) Curriculum and instruction 6A:16-2.1(a)7 Health services policy and procedural requirements 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection 12:100-4.2 Safety and Health Standards for Public Employees (Adoption by reference)

- 29 CFR 19910.1030 - Bloodborne Pathogen Standard

**Possible Cross References**

1220, 4131/4131.1, 5124, 5141, 5141.2, 5145.4, 6122, 6140, 6141, 6142, 6142.1, 6142.4, 6144, 6161.2, 6300
The school district provides many computing and networking resources for use by students, faculty and staff. Members of the school district community are encouraged to use electronic mail (e-mail) for district-related activities and to facilitate the efficient exchange of useful information. Access to e-mail is a privilege and certain responsibilities accompany that privilege. Users of e-mail are expected to be ethical and responsible in the use of e-mail. E-mail is one of the most used and useful facilities on computer networks. To ensure maximum benefits from e-mail, a clear, defined balance between the need for open communication and the protection of the District’s assets is critical. The purpose of this policy is to encourage use of e-mail as an effective and efficient business tool within the framework of the appropriate statutes.

E-mail is an electronic message sent by or to a member in correspondence with another person having Internet mail access. All messages sent and received on the school district computer network(s) must have an educational or administrative purpose and are subject to review. A sender of an E-mail message should expect the E-mail messages will be reviewed by the system administrators or the school administration. Messages received by the system are retained on the system until deleted by the recipient. A canceled account will not retain its E-mail. Members are expected to remove old messages within thirty calendar days or the system administrators may remove such messages. The system administrators may inspect the contents of E-mail sent by one member to an addressee, and disclose such contents to other than the sender or a recipient when required to do so by the Board policy, regulation or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer network(s) or computers.

Monitoring
The Board of Education reserves the right to review any material accessed or transmitted by users. Users should have no expectation of privacy. Certain aspects of the use of electronic environment may be recorded in logs either for the purpose of performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under this policy. The actual contents of these logs will only be reviewed by authorized district administrators or by external law enforcement officials.

Privacy
It is in the nature of most e-mail systems that the physical security of messages cannot be guaranteed. Therefore, the Board discourages the use of e-mail to transmit messages containing sensitive data. E-mail messages are not considered private messages. Although e-mail messages are not routinely monitored, the district may rightfully monitor or access e-mail messages if the district suspects breaches of security, harassment or other violations of other district policies or the law. The individual authorizing any search of a user’s data must have reasonable grounds for suspecting that the search will reveal evidence that the user has violated a specific district policy,
state or federal law, or has committed work related misconduct. The search of the user’s electronic files must and will be reasonably related in scope to the suspicion that generated the search. A user’s account and password are the keys to the e-mail network and users are advised that they are responsible for the security of their respective account and password. There are major risks when a user’s account and password are known to others. Transmissions made using that account password are assumed to have been initiated by the account and password owner, though managers of e-mail systems who investigate complaints shall not automatically assume that the author of an offending message is the owner of the account and password.

Guidelines
Access to and the responsible use of modern information resources are essential to the pursuit and achievement of excellence at our school. The district encourages appropriate use of e-mail to enhance productivity through the efficient exchange of information in education, research, public service and the expression of ideas. Use of these resources must be consistent with these goals. As responsible members, everyone is expected to act in accord with the following general guidelines based on common sense, common decency, and civility applied to the networked computing environment:

1. Messages sent as electronic mail should meet the same standards for distribution or display as if they were tangible documents or instruments. One should identify himself/herself clearly and accurately in all electronic communications. Concealing or misrepresenting one’s name or affiliation to dissociate oneself from responsibility for one’s actions is never appropriate. Alteration of the source of e-mail, message or posting is unethical and possibly illegal. One test of appropriateness would be to never “say” anything via e-mail that one would not be willing to say directly to a person;
2. Be sensitive to the inherent limitation of shared network resources. No computer security system can absolutely prevent a determined person from accessing stored information. While the district has no interest in regulating the content of e-mail it will not guarantee the privacy or confidentiality of electronic documents. Good judgment dictates the creation only of electronic documents that may become available to the public;
3. Respect the rights of others. Do not send abusive, threatening or harassing materials. Civil discourse is at the heart of a district community free of intimidation and harassment and based upon a respect for individual as well as a desire to learn from others. While debate on controversial issues is inevitable and essential, bear in mind that it is everyone’s responsibility to do so in a way that advances the cause of learning and mutual understanding.
4. Each staff member is expected to promote efficient use of network resources consistent with the instructional, research, public service and administrative goals of the district. Show consideration for others and refrain from engaging in any use that would interfere with the work or disrupt the intended use of network resources. One should especially avoid wasteful or unwanted material. This effort is consistent with existing practices governing other forms of communication including telephone calls, bulletin board postings, and the mass distribution of flyers.
5. E-mail and other network resources may not be used for commercial purposes or for personal financial gain. This does not preclude the use of e-mail to assist in the investigation and support of vendors’ products, such as the discussion of a product’s relative advantages and disadvantages by users of the product, the distribution of information or technical support material by request or vendor responses to questions about products, as long as the responses are not in the nature of a solicitation.

All users of the Internet must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties as well as the appropriateness of certain material being remitted on the Internet. The Acts do not permit interception or disclosure unless both the sender and the receiver of the communication consent. Further, the Acts recognize that the school district may monitor an employee’s e-mail messages, as long as the interception devise is included in the e-mail equipment.

Staff will be held no less accountable for its actions in situations involving e-mail than it would be in dealing with other media. One is expected to abide by the security restrictions on all systems and information to which there is access. One should avoid any irresponsible communication where the meaning of the message, or its transmission or distribution could include but be limited to behavior that is considered illegal or unethical. Irresponsible activities include, but are not limited to, spamming, overloading a system, sending chain letters or regulation or similar actions. Conduct that involves the use of information resources to violate a district policy or regulation or state or federal law, or to violate another’s rights, is a serious abuse, subject to elimination of one’s privileges and appropriate disciplinary and/or legal action. The district is not responsible for transmissions that are libelous or defamatory, and will do all it can to investigate and address those unwanted transmissions with the message sender.

If unsolicited or unwanted Internet transmissions are received, or if problems or issues arise regarding district e-mail, the appropriate systems administrator shall be contacted. E-mail managers and network system administrators should not monitor or access the contents of electronic files except as noted in this policy. Complaints by any user receiving electronic transmissions through any e-mail server may be submitted to the Superintendent of Schools. The Affirmative Action Officer will be notified of complaints regarding the transmission of discriminatory material. In the case of any employee investigation, if a violation did occur, the Superintendent of Schools shall be informed immediately. The employee’s immediate supervisor, in consultation with the Superintendent of Schools, shall impose proper action in a form and process consistent with public employee laws and collective bargaining agreements.
### Legal References

**NJSA** 2A:38A-1 et seq. Computer System  
2C:20-25 Computer Related Theft  
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills  
18A:36-35 School Internet websites; disclosure of certain student information prohibited

**NJAC** 6A:10A-1.1 et seq Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts  
6A:10A, Appendix A  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

17 U.S.C. 101 United States Copyright Law  
47 U.S.C. 254(h) Children's Internet Protection Act  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

### Possible Cross References

1111, 3514, 4118.2, 4218.2, 5114, 5124, 5131, 5131.5, 5142, 6144, 6145.3, 6161
In accordance with the requirements of the Federal Child Internet Protection Act (CIPA), and as a school district that receives discounts offered by the E-rate program, the following constitutes the Internet Safety Policy of this district.

The Board of Education shall provide technology protection measures with respect to any of its computers with Internet access that protect against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors.

For the purposes of this policy, “harmful to minors” shall be defined as, “any picture, image, graphic image file, or other visual depiction that:

- Appeals to a prurient interest in nudity, sex, or excretion, taken as a whole and with respect to minors;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and,
- Lacks serious literary, artistic, political, or scientific value as to minors, taken as a whole.”

These protection measures may be disabled during use by an adult, to enable access for bona fide research or other lawful purpose.

In addition, this district may monitor the online activities of minors and adults using district computers and/or district equipment that provide Internet and/or Intranet access.

The Superintendent of Schools/designee shall develop and implement curricula to address the security and safety of minors, including, but not limited to:

- Appropriate online behavior, including interacting with other individuals on social networking sites;
- Using chat rooms, email, instant messaging and/or other types of online communication;
- Cyberbullying awareness and response;
- Unauthorized disclosure of a student’s personal information;
- Unauthorized access, such as hacking by students.

Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
## Legal References

**NJSA**
- 2A:38A-1 et seq. Computer System
- 2C:20-25 Computer Related Theft
- 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
- 18A:36-35 School Internet websites; disclosure of certain student information prohibited

**NJAC**
- 6A:10A-1.1 et seq Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
- 6A:10A, Appendix A
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

- 17 U.S.C. 101 United States Copyright Law
- 47 U.S.C. 254(h) Children's Internet Protection Act
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

## Possible Cross References
- 1111, 3514, 4118.2, 4218.2, 5114, 5124, 5131, 5131.5, 5142, 6142.10, 6144, 6145.3, 6161
Oldmans Township Board of Education
District Policy Manual

Instructional Program

Series 6000

Anti-Big Brother Act – Student Use of District-Owned Electronic Devices

Policy 6142.16

Date Adopted: September 10, 2013

Date Revised:

Page 1 of 1

The Board of Education directs the Superintendent of Schools/designee to comply with the provisions of NJSA 18A:36-39 (P.L. 2013, c. 44), otherwise known as the “Anti-Big Brother Act.”

The district may supply or furnish a student or students with an electronic device as described in this policy that may be used outside of the school environment, in connection with the district’s academic program.

The Superintendent of Schools/designee shall direct the appropriate staff members or administrators to provide any student who has been supplied with a district-owned and/or supplied laptop computer cellular telephone, or other electronic device, with written or electronic notification that the electronic device may record or collect information regarding the student’s activity or use of the electronic device if that electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student’s activity or use of the device.

The notification shall include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent(s)/guardian(s) of the student shall be required to acknowledge receipt of this notification before the student is issued the electronic device.

It shall be understood that this policy does not include limiting or restricting the use of electronic devices in school environments.

The school district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Additionally, all staff members shall be advised of this policy on an annual basis.

Legal References

NJSA 2A:38A-1 et seq. Computer System
18A:36-35 School Internet websites; disclosure of certain student information prohibited
18A:36-39 Anti-Big Brother Act
OLDMANS TOWNSHIP SCHOOL DISTRICT

PARENT/GUARDIAN AGREEMENT REGARDING THE USE OF
DISTRICT-OWNED ELECTRONIC DEVICES

I, ________________________________________________

(Full Name of Parent/Guardian)

as the parent or guardian of ________________________________________

(Full Name of Student)

have read the attached Anti-Big Brother Act / Student Use of District Owned Electronic Devices Policy (6142.16). I understand that the Oldmans Township School District will supply my child with an electronic device that may be able to record or collect information regarding my child’s activity or use of the electronic device and that the electronic device may be equipped with a camera, global positioning system, or other feature capable of recording or collecting information on my child’s activity or use of the device.

I also understand that the school district will not use any of the capabilities in a manner that would violate the privacy rights of my child or any individual residing with him/her.

I have read, understand and agree to allow the Oldmans Township School District to furnish my child (named above) with an electronic device that may be able to record or collect information regarding my child’s activity or use of the electronic device and that the electronic device may be equipped with a camera, global positioning system, or other feature capable of recording or collecting information on my child’s activity or use of this device.

Additionally, my child has also read, understands and agrees to the information contained in this agreement and has signed his/her name below indicating his/her agreement to the terms of this document.

Please sign below and return to your child’s school:

____________________________________  __________________________
Parent/Guardian Signature                Date

____________________________________  __________________________
Student Signature                        Date
It is the goal of the Board of Education that the information on the district website shall be accessible to individuals with disabilities, and in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104; as well as Title II of the Americans with Disabilities Act of 1990 (ADA) and that statute's implementing regulations at 28 C.F.R. Part 35.

Individuals who have difficulty accessing information on the district’s website due to a disability are encouraged to contact the district’s Affirmative Action Officer or the Superintendent of Schools and provide the URL (web address) of the material that was difficult to access, the problem experienced and the individual’s contact information, including, but not limited to the individual’s name, email address and phone number so that information may be provided in another format. The Superintendent of Schools/designee shall then conduct an investigation and ensure that future compliance is assured.

Individuals who may have recommendations to enhance the district’s website accessibility are asked to contact the Superintendent of Schools.

It is the goal of the Board of Education to make the district’s website as accessible as possible to parents/guardians, students, employees and the community at large. To that end, the Board of Education invites all stakeholders to provide feedback regarding the website's accessibility.

The district is required by law to ensure that its website is accessible to the disabled and if the website does not meet the ADA compliance standards, the district might be the target of an investigation by the Office of Civil Rights (OCR). Additionally, if the OCR receives a complaint from anyone (disabled or not), it could result in a disability complaint being filed against the district. The OCR has the right to force compliance, and this forced compliance may result in the loss of funding (federal or state).

Therefore, the Board of Education directs the Superintendent of Schools/designee to ensure the district website is ADA compliant and to identify barriers to accessibility based on current guidelines and to make all new website content and functionality accessible to individuals with disabilities. Additionally, the Superintendent of Schools /designee shall create an action plan to correct any existing barriers that will include a timeline for compliance. The Superintendent of Schools shall also provide website accessibility training to all personnel who provide updates or create content for the district website and conduct scheduled, ongoing audits to ensure that the website remains accessible to all individuals.

A copy of this policy and a notice to persons with disabilities about how to request access to online information or functionality that is currently inaccessible shall be posted prominently in the district school(s).
Legal References

**NJSA**  2A:38A-1 et seq. Computer System
          18A:36-35 School Internet websites; disclosure of certain student information prohibited

**NJAC**  6A:30-1.1 et seq. Evaluation of the Performance of School Districts
          17 U.S.C. 101 United States Copyright Law
          47 U.S.C. 254(h) Children's Internet Protection Act
          29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
          20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act
          42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
          New Jersey Quality Single Accountability Continuum (NJQSAC)
The Superintendent of Schools shall oversee development of curriculum guides for every course and area of study for every grade level. Each guide shall contain objectives for concepts and skills to be taught and attitudes to be developed; necessary study skills; suggested materials and activities designed to achieve all of these; and evaluation criteria intended to test the extent to which learning objectives have been met.

Teachers shall use the guides as the core of their instructional planning. It shall be the responsibility of the Superintendent of Schools to ensure that curriculum guides are being followed.

A copy of each guide in use shall be kept on file in each school office. Such guides shall be available for public inspection.

Because curriculum guides are the means of implementing instruction in courses adopted by the Board as the curriculum of the district, the Board shall approve any new curriculum guides or any revision to an existing guide before they are put into effect.

Legal References
NJAC 6A:8-1.3 Definitions
   6A:8-2.1 et seq. The Core Curriculum Content Standards
   6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards
   6A:8-5.1 Graduation requirements
   6A:30-1.1 et seq. Evaluation of the Performance of School Districts

   Manual for the Evaluation of Local School Districts
   New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
6122, 6140, 6141, 6142, 6142.2, 6147
All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives that specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan.

The Superintendent of Schools shall check lesson plans on a weekly basis.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:8-2.1 et seq. The Core Curriculum Content Standards
6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards
6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
4115, 4116, 4121, 6010, 6142, 6143
Controversial Issues

Free discussion of controversial issues—political, economic, social—shall be encouraged in the classroom whenever appropriate for the level of the group.

Issues may be considered controversial which arouse strong reactions, based either on personal conviction or allegiance to a group. School treatment of controversial issues shall be designed to instruct pupils in fair and objective study techniques. The decision on whether a particular controversial issue shall become a matter for school study shall be based on the timelines of the question, the maturity and needs of the pupils and the purposes of the school. Classroom discussions on controversial questions that arise unexpectedly shall be the responsibility of the teacher, who shall provide relevant information on both sides of the question. Such discussions shall be kept free from the assumption that there is one correct answer that should emerge from the discussion and be taught authoritatively to the pupils.

Pupils shall be taught to recognize each other’s right to form an opinion on controversial issues, and shall be assured of their own right to do so without jeopardizing their relationship with the teacher or the school.

The Superintendent of Schools shall have the authority to limit or suspend discussion of controversial issues pending a review if the issue/materials. Instructional materials not previously approved must be reviewed by the Superintendent of Schools before being introduced into the classroom.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:36-34 Written approval required prior to acquisition of certain survey information from students
18A:54-20 Powers of board (county vocational schools)

Pupil Protection Rights Amendment - 20 U.S.C. 1232h
79 S.L.D. 273 aff'd with deletion of paragraph

Possible Cross References
1312, 5145, 6141.2, 6145.3, 6161.1, 6161.2
The Board believes that the educational goals and objectives of the district are best achieved by a
diversity of learning experiences, some of which are more appropriately conducted outside the
regular classroom program.

The purpose of extracurricular activities shall be:
   A. To develop useful new capabilities in pupils that can lead to extension of career
      opportunities;
   B. To develop pupil initiative and provide for the exercise of responsibility;
   C. To develop leadership capabilities and good organizational skills;
   D. To aid pupils in the social skills;
   E. To enable pupils to explore a wider range of individual interests than might be available
      in the regular program.

For purposes of this policy, “extracurricular activities” shall be those activities that are sponsored
or approved by the Board but are not offered for credit toward graduation. Such activities may
be conducted outside the regular school day, available to pupils who voluntarily elect to
participate, marked by pupil participation in the processes of initiation, planning, organizing and
execution and shall ordinarily include band, clubs, dramatic or musical presentations, and
intramural and interscholastic sports.

Equal access to school facilities shall be granted to all activities that meet this definition. The
Superintendent of Schools shall prepare procedures to implement an extracurricular program that
shall:
   A. Assess the needs and interests of the pupils of this district;
   B. Ensure the provision of competent guidance and supervision by staff;
   C. Guard against the exploitation of pupils;
   D. Provide for a variety of experiences and a diversity of organizational models;
   E. Provide for the continuing evaluation of the extracurricular program and staff;
   F. Ensure that all extracurricular activities are open to all eligible pupils and that all pupils
      are fully informed of the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies
and activities to be determined by the school, the parents/guardians and the pupil. Guidance is
necessary to encourage non-participants, and to prevent the over-enthusiastic from emphasizing
activities at the cost of their academic performance.
Only persons in the employ of the Board of Education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent of Schools. The Board must approve fund-raising activities of extracurricular groups.

All pupils in good behavior and academic standing shall have equal access to all extracurricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or non-applicable handicap.

Activity Code of Conduct
The student:
1. Will honor the rules and regulations set down in the Student Code of Conduct.
2. Will be examples of appropriate behavior while attending school and school functions.
3. Will respect the coaches/advisors wishes and their decisions.
4. Will keep himself/herself neat and well-groomed while attending school activities.
5. Will exhibit good sportsmanship while involved in any co-curricular activity.
6. Will do his/her best to maintain a good academic standing.
7. Will be responsible for all work that has been assigned whether present or absent from class.
8. Will attend all scheduled practices/rehearsals/meetings. Any absence from practice must be authorized by the coach or advisor.
9. If suspended from school reinstatement to the activity will be made by the Board upon the recommendation of the coaches or advisors and Principal.
10. While participating in the activity, student must attend school regularly. The student must be present on the day an event is being held, or Friday prior to a weekend event.

Scholastic Achievement Requirements for Participation in Extracurricular Activities

Eligibility for Participation in Extracurricular Activities (Students in Grades 5 - 8)
A student will be deemed ineligible and/or removed from participation from any extra-curricular and/or intramural/interscholastic competition if he/she:
- Earns 1 or more F’s/U’s in any subject (core curriculum and/or special area) on either an interim report or report card, or;
- Earns 2 or more D’s/N’s, or;
- Falls below an overall C average (Students who have 1 or more F’s/U’s or 2 or more D’s/N’s are automatically on academic probation even if their overall average is a C) unless the student’s particular situation has been reviewed by the Child Study Team, and
based on the assessment and criteria established by the Child Study Team, the student’s situation is determined to warrant further review. In such cases, the administration may approve the student’s eligibility to participate in co-curricular and intramural activities, due to the assessment of the Child Study Team and other mitigating factors, such as, but not limited to the student’s attitude, work ethic, diligence and/or attentiveness.

Eligibility for Participation in Extracurricular Activities (Students in Grades 3 & 4)
A student will be deemed ineligible and/or removed from participation from any extra-curricular and/or intramural/interscholastic competition if he/she:

- Earns 1 or more F’s/U’s in any subject (core curriculum and/or special area) on either an interim report or report card, or;
- Earns 2 or more D’s/N’s, or;
- Falls below an overall C average (Students who have 1 or more F’s/U’s or 2 or more D’s/N’s are automatically on academic probation even if their overall average is a C).
- Any student in grades 3 or 4 who receives grades that deem him/her ineligible to participate in extracurricular activities will undergo a thorough review by the principal to determine whether that student will be permitted to participate in extracurricular activities and/or interscholastic competitions. The determination will be based on mitigating factors, such as, but not limited to student’s attitude, work ethic, diligence and/or attentiveness. The principal’s decision may be appealed to the superintendent for further review.
- Students will be reinstated to activities if necessary improvement is made on the next interim report or report card.

General
1. All rules and regulations apply to students involved in any clubs or class activities, exclusive of major fund-raisers or music lessons.
2. The following penalties will apply for students who must be disciplined by the coach or advisor for inappropriate behavior.
   A. First Offense: Warning, Parent Notification
   B. Second Offense: Suspension for a period of two weeks, Parent Notification
   C. Third Offense: Notify Principal and Supervisor on Suspension from activity. Parent Notification
3. Any student being considered to be dropped from an activity will be referred to the Principal and Board.

Attendance
The district’s attendance policy shall also apply.
Implementation
The Superintendent of Schools shall develop regulations to ensure equitable implementation of this policy. Care shall be taken to ensure that all extra-curricular programs and their operation comply with district affirmative action requirements.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
18A:19-14 Funds derived from student activities
18A:35-20 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
18A:42-5, -6 Certain student organizations declared harmful
34:13A-1 et seq. New Jersey Employer-Employee Relations

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:8-3.2 Career education and counseling
6A:9-5.19 Athletics personnel
6A:16-2.2 Required health services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-9.1 et seq. Athletics Procedures
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
Good News Club v. Milford Central School, 121 U.S. 2093 (2001)
NJSIAA Constitution, Bylaws, Rules and Regulations
OLDMANS STUDENT ACTIVITY CODE OF CONDUCT
For Grades 5-8

A. **THE CODE**: The Student:

1. Will honor the rules and regulations set down in the Student Code of Conduct.
2. Will be examples of appropriate behavior while attending school and school functions.
3. Will respect the coaches/advisors wishes and their decisions.
4. Will keep himself/herself neat and well-groomed while attending school activities.
5. Will exhibit good sportsmanship while involved in any co-curricular activity.
6. Will do his/her best to maintain a good academic standing.
7. Will be responsible for all work that has been assigned whether present or absent from class.
8. Will attend all scheduled practices/rehearsals/meetings. Any absence from practice must be authorized by the coach or advisor.
9. If suspended from school reinstatement to the activity will be made by the Board upon the recommendation of the coaches or advisors and Principal.
10. While participating in the activity, student must attend school regularly. The student must be present on the day an event is being held, or Friday prior to a weekend event.

B. **SCHOLASTIC ACHIEVEMENT**: The Student:

1. Will be responsible for all work assignments required by his/her subject teachers.
2. Will report to his/her coach/advisor a mid-marking period notice or report card grade of D or F in any subject.
3. Will be removed from participation in extra-curricular activities if he/she earns 2 F’s or 3 or more D’s and/or F’s in any subjects on either an interim report or report card. Students will be reinstated to activities if necessary improvement is made on the next interim or report card.
4. An Incomplete in any subject area is considered a failure until it is satisfied.

C. **GENERAL**

1. All rules and regulation apply to students involved in any clubs or class activities, exclusive of major fund-raisers or music lessons.
2. The following penalties will apply for students who must be disciplined by the coach or advisor for inappropriate behavior.

   A. First Offense: Warning, Parent Notification
   B. Second Offense: Suspension for a period of two weeks, Parent Notification
   C. Third Offense: Notify Principal and Supervisor on Suspension from activity. Parent Notification

3. Any student being considered to be dropped from an activity will be referred to the Principal and Board.

I acknowledge that I have read the Oldmans Student Activity Code of Conduct and that I will abide by the rules and regulations which are stated therein.

__________________________  ______________________
Signature of Student Date

I acknowledge that I have read the Oldmans Student Activity Code of Conduct and have discussed it with my child.

__________________________  ______________________
Signature of Parent/Guardian Date

Revised 10/09/04  #6145
New Jersey Department of Education

ATHLETIC PRE-PARTICIPATION PHYSICAL EVALUATION FORM

Part A: HEALTH HISTORY QUESTIONNAIRE – Completed by the parent and student and reviewed by examining provider

Part B: PHYSICAL EVALUATION FORM – Completed by examining licensed provider MD, DO, APN or PA

Part A: HEALTH HISTORY QUESTIONNAIRE

Today’s Date: ________________________                     Date of Last Sports Physical: __________________________

Student’s Name________________________________________  Sex:  M  F  (circle one)   Age:  _________  Grade: ________

Date of Birth: ____________________    School: ____________________  District: ___________________________________

Sport(s): _______________________________________________________________   Home Phone: (____) _____________

Provider Name (Medical Home): ________________________________  Phone: ________________  Fax: ________________

EMERGENCY CONTACT INFORMATION

Name of parent/guardian: __________________________________ Relationship to student: __________________________

Phone (work): __________________________________________   Phone (home): _______________________ Phone (cell): ________________________

Additional emergency contact: ___________________________ Relationship to student: _______________________________

Phone (work): __________________________________________   Phone (home): _______________________ Phone (cell): ________________________

Directions: Please answer the following questions about the student’s medical history. Explain all “yes responses at the bottom of the page. Please respond to all questions.

1. Have you had or do you currently have:
   A. Restriction from sports for a health related problem? Y / N / Don’t Know
   B. An injury or illness since your last exam? Y / N / Don’t Know
   C. A choric or ongoing illness (such as diabetes or asthma)? Y / N / Don’t Know
       1. Use an inhaler or other prescription medication to control asthma? Y / N / Don’t Know
   D. Any prescribed or over the counter medications that you take on a regular basis? Y / N / Don’t Know
   E. Surgery, hospitalization or any emergency room visit(s)? Y / N / Don’t Know
   F. Any allergies to medications? Y / N / Don’t Know
   G. Any allergies to bee stings, pollen, latex or foods? Y / N / Don’t Know
       1. If yes check type of reaction:
          □ Rash □ Hives □ Breathing or other anaphylactic reaction
       2.
       3. Take any medication/Epipen taken for allergy symptoms? (List below.) Y / N / Don’t Know
   H. Any anemias, blood disorders, sickle cell disease/trait, bleeding
tendencies or clotting disorders? Y / N / Don’t Know
   I. A blood relative who died before age 50? Y / N / Don’t Know

Explain all “yes” answers here (include relevant dates):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

List all medications here:

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Dosage</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

NJDOE/APPEF 10/07

Part A Page 1 of 3

Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
2. Have you had or do you currently have any of the following head-related conditions:
   A. Concussion or head injury (including “bell rung” or a “ding”)? Y / N / Don’t Know
   B. Memory loss? Y / N / Don’t Know
   B. Knocked out? Y / N / Don’t Know
   C. A seizure? Y / N / Don’t Know
   D. Frequent or severe headaches (with or without exercise)? Y / N / Don’t Know
   E. Fuzzy or blurry vision? Y / N / Don’t Know
   F. Sensitivity to light/noise? Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

3. Have you had or do you currently have any of the following heart-related conditions:
   A. Restriction from sports for heart problems? Y / N / Don’t Know
   B. Chest pain or discomfort? Y / N / Don’t Know
   C. Heart Murmur? Y / N / Don’t Know
   D. High blood pressure? Y / N / Don’t Know
   E. Elevated cholesterol level? Y / N / Don’t Know
   F. Heart infection Y / N / Don’t Know
   G. Dizziness or passing out during or after exercise without known cause? Y / N / Don’t Know
   H. Has a provider ever ordered a heart test (EKG, echocardiogram, stress test, Holter monitor)? Y / N / Don’t Know
   I. Racing or skipped heartbeats? Y / N / Don’t Know
   J. Unexplained difficulty breathing or fatigue during exercise? Y / N / Don’t Know
   K. Any family member (blood relative):
      1. Under the age 50 with a heart condition? Y / N / Don’t Know
      2. With Marfan Syndrome? Y / N / Don’t Know
      3. Died of a heart problem before age 50? If yes, at what age? Y / N / Don’t Know
      4. Died with no known reason? Y / N / Don’t Know
      5. Died while exercising? If yes, was it during or after? (Circle one) Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

4. Have you had or do you currently have any of the following eye, ear, nose, mouth or throat conditions:
   A. Vision problems?
      1. Wear contacts, eyeglasses or protective eye wear? Circle which type) Y / N / Don’t Know
   B. Hearing loss or problems?
      1. Wear hearing aides or implants? Y / N / Don’t Know
   C. Nasal fractures or frequent nose bleeds? Y / N / Don’t Know
   D. Wear braces, retainer or protective mouth gear? Y / N / Don’t Know
   E. Frequent strep or any other conditions of the throat (e.g. tonsillitis)? Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

5. Have you had or do you currently have any of the following neuromuscular/orthopedic conditions:
   A. Numbness, a “burner,” “stinger,” or pinched nerve? Y / N / Don’t Know
   B. A sprain? Y / N / Don’t Know
   C. A strain? Y / N / Don’t Know
   D. Swelling or pain in muscles, tendons, bones or joints? Y / N / Don’t Know
   E. Dislocated joint(s)? Y / N / Don’t Know
   F. Upper or lower back pain? Y / N / Don’t Know
   G. Fracture(s) or stress fracture(s) or broken bones? Y / N / Don’t Know
   H. Do you wear any protective braces or equipment? Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

NJDOE/APPEF 10/07 Part A Page 2 of 3
Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
6. Have you had or do you currently have any of the following general or exercise related conditions:

A. Difficulty breathing? (Circle one)
   1. During exercise? Y / N / Don’t Know
   2. After running one mile? Y / N / Don’t Know
   3. Coughing, wheezing or shortness of breath in weather changes? Y / N / Don’t Know

B. Exercise-induced asthma
   i. Controlled with medication? (specify_________________) Y / N / Don’t Know
   ii. Experience dizziness, passing out or fainting? Y / N / Don’t Know

C. Viral infections (e.g. mono, hepatitis, coxsackie virus)? Y / N / Don’t Know

D. Become tired more quickly than others? Y / N / Don’t Know

E. Any of the following skin conditions:
   1. Cold sores/herpes, impetigo, MRSA, ringworm, warts? Y / N / Don’t Know
   2. Sun sensitivity? Y / N / Don’t Know

F. Weight gain/loss (of 10 pounds or more)? Y / N / Don’t Know
   1. Do you want to weigh more or less than you do now? Y / N / Don’t Know

G. Ever had feelings of depression? Y / N / Don’t Know

H. Heat related problems (dehydration, dizziness, fatigue, headache)? Y / N / Don’t Know
   1. Heat exhaustion (cool, clammy, damp skin)? Y / N / Don’t Know
   2. Heat stroke (hot, red, dry skin)? Y / N / Don’t Know
   3. Muscle cramps? Y / N / Don’t Know

I. Absence or loss of an organ (e.g. kidney, eyeball, spleen, testicle, ovary)? Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):

7. Females only:
   Age of onset of menstruation: _______
   How many menstrual periods in the last twelve (12) months? _______
   How many periods missed in the last twelve (12) months? _______

8. Males only:
   Have you had any swelling or pain in your testicles or groin? Y / N / Don’t Know

PARENT / GUARDIAN SIGNATURE

I certify that the information provided herein is accurate to the best of my knowledge as of the date of my signature.

Signature, Parent/Guardian or Student Age 18 Date of Signature

THIS COMPLETED AND SIGNED HEALTH HISTORY MUST BE REVIEWED BY THE EXAMINING PROVIDER AT THE TIME OF THE MEDICAL EXAM.

NJDOE/APPEF 10/07 Part A Page 3 of 3 Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
ANNUAL ATHLETIC PRE-PARTICIPATION PHYSICAL EVALUATION FORM

Part B: Physical Examination
(To be completed by the examining licensed provider, MD, DO, APN or PA)

-STUDENT INFORMATION-

Student’s Name________________________________________ Sport________________________________________
Sex:  M  F  (circle one) Age:  _________  Grade:  _________ Date of Birth:  ____________________________
Address:____________________________________________________________________________________
City/State/Zip______________________________________________________________________________
School:_________________________________________ Home Phone: ________________________________
Parent/Guardian’s Full Name: __________________________________________________________________

-EXAMINING PHYSICIAN/PROVIDER CONTACT INFORMATION-

If conducted by school physician check here □ Name: _______________________________________________
Phone: __________________     Fax: _________________  Address:________________________________________
City/State/Zip _____________________ _________________

-FINDINGS OF PHYSICAL EVALUATION-

Height: _________  Weight: _________  Blood Pressure: _______/_______  Pulse: ________bpm.
Vision:  R 20/_____  L 20/_____  Corrected:  Y / N  Glasses:  Y / N  Contacts:  Y / N

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>NORMAL?</th>
<th>ABNORMAL FINDINGS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Appearance</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Head/Neck</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Eyes/Selera/Pupils</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Ears</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Gross Hearing</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Nose/Mouth/Throat</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Lymph Glands</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Cardiovascular</td>
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<td></td>
</tr>
<tr>
<td>Heart Rate</td>
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</tr>
<tr>
<td>Rhythm</td>
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<td></td>
</tr>
<tr>
<td>Murmur</td>
<td>ABSENT</td>
<td></td>
</tr>
<tr>
<td>If Murmur present</td>
<td></td>
<td>Standing makes it: Louder  Softer  No Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Squatting makes it: Louder  Softer  No Change</td>
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<tr>
<td></td>
<td></td>
<td>Valsalva makes it: Louder  Softer  No Change</td>
</tr>
<tr>
<td>Femoral Pulses</td>
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<td></td>
</tr>
<tr>
<td>Lungs: Auscultation/Percussion</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Chest Contour</td>
<td>YES</td>
<td></td>
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<tr>
<td>Skin</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Abdomen (liver, spleen, masses)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Assessment of physical maturation or Tanner Scale</td>
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<tr>
<td>Testicular Exam (Males Only)</td>
<td>YES</td>
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<tr>
<td>Neck/Back/Spine</td>
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<td></td>
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<tr>
<td>Range of Motion</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Scoliosis</td>
<td>ABSENT</td>
<td></td>
</tr>
<tr>
<td>Upper Extremities: (ROM, Strength, Stability)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Lower Extremities: ROM, Strength, Stability</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Neurological: Balance &amp; Coordination</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td>ABSENT</td>
<td></td>
</tr>
<tr>
<td>Evidence of Marfan Syndrome</td>
<td>ABSENT</td>
<td></td>
</tr>
</tbody>
</table>

Part B Page 1 of 4
Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
Most recent immunizations and dates administered:
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Medications currently prescribed, with dose and frequency

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Dosage</th>
<th>Frequency</th>
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</table>

Additional Observations:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

General Diagnosis:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

General Recommendations:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

THE HISTORY PREPARED BY THE PARENT/STUDENT MUST BE REVIEWED BY THE EXAMINING PROVIDER AT THE TIME OF THE PHYSICAL EXAMINATION.
**CLEARANCES:** (See notes at bottom for conditions requiring attention and for a list of sports by level of contact)

- **A.** Student is cleared for participation in **all** sports without restriction.
- **B.** Student is **withheld clearance** for participation in any sport until evaluation / treatment of:
  
- **C.** Student is cleared for participation in limited types of sports which exclude the following types of sports contact:
  
  - CONTACT/COLLISION
  - NON-CONTACT/STRENUOUS
  - LIMITED CONTACT
  - NON-CONTACT/NON-STRENUOUS

  Due to: _______________________________________________________________________________________

---

**HISTORY REVIEWED AND STUDENT EXAMINED BY:**

<table>
<thead>
<tr>
<th>Primary Care Provider</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Physician Provider</td>
<td>□</td>
</tr>
</tbody>
</table>

**License Type:**

- MD/DO: □
- APN: □
- PA: □

**Physician’s/Provider’s Stamp:**

**Physician’s /Provider’s Signature:** ___________________________________________  **Today’s Date:** ___________________

**Date of Exam:** ______________

---

**HISTORY REVIEWED BY:**

| Name: ______________________________ | Today’s Date: ___________________
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Signature: __________________________</td>
<td>Review Date: ________________</td>
</tr>
</tbody>
</table>

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**RESERVED FOR SCHOOL DISTRICT USE**
Conditions requiring clearances before sports participation include, but are not limited to the following:

- Anaphylaxis
- Atlantoaxial instability
- Bleeding disorder
- Hypertension
- Congenital heart disease
- Dysrhythmia
- Mitral valve prolapse
- Heart murmur
- Cerebral palsy
- Diabetes mellitus
- Eating disorders
- Heat illness history
- One-kidney athletes
- Hepatomegaly
- Splenomegaly
- Malignancy
- Seizure Disorder
- Marfan Syndrome
- History of repeated concussion
- Organ transplant recipient
- Cystic fibrosis
- Sickle cell disease
- One-eyed athletes or athletes with vision greater than 20/40 in one eye

### SAMPLES OF CLASSIFICATION OF SPORTS BY CONTACT

<table>
<thead>
<tr>
<th>Contact/Collision</th>
<th>Limited Contact</th>
<th>Non-Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Strenuous</td>
</tr>
<tr>
<td>Basketball</td>
<td>Baseball</td>
<td>Discus</td>
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<tr>
<td>Diving</td>
<td>Cheerleading</td>
<td>Javelin</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Fencing</td>
<td>Shot put</td>
</tr>
<tr>
<td>Football</td>
<td>High Jump</td>
<td>Rowing</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Pole Vault</td>
<td>Running/Cross Country</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Gymnastics</td>
<td>Strength Training</td>
</tr>
<tr>
<td>Soccer</td>
<td>Skiing</td>
<td>Swimming</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Softball</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td>Track</td>
</tr>
</tbody>
</table>

NJAC 6A:16-2.2 requires the school physician to provide written notification to the parent/legal guardian stating approval or disapproval of the student’s participation in athletics based on this physical evaluation. This evaluation and the notification letter become part of the student’s school health record.

### Effects of physiological maneuvers on heart sounds:

<table>
<thead>
<tr>
<th>Maneuver</th>
<th>Effect on Heart Sounds</th>
<th>Physical Stigmata of Marfan’s Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Increases murmur of HCM</td>
<td>Kyphosis</td>
</tr>
<tr>
<td></td>
<td>Decreases murmur of AS, MR</td>
<td>High arched palate</td>
</tr>
<tr>
<td></td>
<td>MVP Click occurs earlier in systole</td>
<td>Pectus excavatum</td>
</tr>
<tr>
<td>Squatting</td>
<td>Increases murmur of AS, MR, AI</td>
<td>Arachnodactyly</td>
</tr>
<tr>
<td></td>
<td>Decreases murmur of MCH</td>
<td>Arm span &gt; height 1.05:1 or greater</td>
</tr>
<tr>
<td></td>
<td>MVP click delayed</td>
<td>Mitral Valve Prolapse</td>
</tr>
<tr>
<td>Valsalva</td>
<td>Increases murmur of HCM</td>
<td>Aortic Insufficiency</td>
</tr>
<tr>
<td></td>
<td>Decreases murmur of AS, MR</td>
<td>Myopia</td>
</tr>
<tr>
<td></td>
<td>MVP click occurs earlier in systole</td>
<td>Lenticular dislocation</td>
</tr>
</tbody>
</table>

HCM = Hypertrophic Cardio Myopathy
AS = Aortic Stenosis
AL = Aortic Insufficiency
MR = Mitral Regurgitation
MVP = Mitral Valve Prolapse
PARENT PERMISSION FORM

Date: __________________________

I hereby give my consent for ________________________________ to participate in the ___________________________________ program sponsored by the Oldmans Township School District.

I furthermore release the said school from all liability for injuries received by __________________________ during, or resulting from participation in this program, whether it be during practice or in an inter-school contest, home or away.

I have read the Student Activity Code of Conduct and know my son/daughter’s responsibilities to the team, coach and the school.

Name ___________________________ Phone ____________________
Date of Birth __________ Age ______ Grade ___________
Address ___________________________________________________

________________________________________________________
Signature of Parent/Guardian _____________________________
Emergency Contact _________________ Phone _____________

If you cannot be reached, the above person will be called to assume care of your ill or injured child.

Return form no later than ______________________.
Application

Student Name ___________________ Teacher/Grade __________________

Date of Birth _____________

Address ___________________________________ Phone ______________

I recognize my responsibilities if I try out for the above sport. I will obey the rules and regulations of the Student Activity of Conduct. I understand that if I do not meet these responsibilities, I will be asked to withdraw from the team on which I am a participant.

If given the privilege to participate in the program I will:

I. Follow the rules set down in the Student Discipline Code.
II. Follow the rules set down in the Student Activity Code of Conduct.
III. Set an example of good behavior for my fellow students.
IV. Keep a good academic standing during the season.
V. Be present in school on the day of the scheduled activity in order to participate in the athletic contest.
VI. Be present in school on Friday before an athletic contest which is held on the weekend.

I PROMISE ON MY WORD OF HONOR TO COMPLY WITH THE RULES ABOVE.

Student Signature ________________________________ Age _______
The Board considers all competitive extracurricular activities (academic, artistic, and athletic) an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

Competitive activities can provide pupils with valuable experiences and opportunities. In this District, the emphasis in any competition (intramural or interscholastic) shall be providing such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program.

The Board shall approve all proposed interscholastic competition, either as a schedule or as a didactic event, whichever is appropriate. The Board must approve membership in any leagues, associations and conferences.

The Board shall appoint coaches, advisors, physicians and other necessary supervisory personnel upon recommendation of the Superintendent of Schools. The Superintendent of Schools shall also ensure that all physical facilities involved in any competition in which the District School takes part shall be adequate, safe and sanitary.

Public recognition shall be given to participants in academic or artistic competitions in the same measure as to athletic competitors.

Parent Consent
No pupil may participate in a school-sponsored physical activity outside the regular physical education curriculum without a signed form from a parent/guardian naming the activity and acknowledging that the activity may be hazardous.

Activity Code of Conduct
The student:
1. Will honor the rules and regulations set down in the Student Code of Conduct.
2. Will be examples of appropriate behavior while attending school and school activities.
3. Will respect the coaches/advisors wishes and their decisions.
4. Will keep himself/herself neat and well-groomed while attending school activities.
5. Will exhibit good sportsmanship while involved in any co-curricular activity.
6. Will do his/her best to maintain a good academic standing.
7. Will be responsible for all work that has been assigned whether present or absent from class.
8. Will attend all scheduled practices/rehearsals/meetings. Any absence from practice must be authorized by the coach or advisor.
9. If suspended from school reinstatement to the activity will be made by the Board upon the recommendation of the coaches or advisors and Principal.
10. While participating in the activity, student must attend school regularly. The student must be present on the day an event is being held, or Friday prior to a weekend event.

Eligibility for Participation in Intramural / Interscholastic Competition
(Students in Grades 5 - 8)

A student will be deemed ineligible and/or removed from participation from any extra-curricular and/or intramural/interscholastic competition if he/she:
   - Earns 1 or more F’s/U’s in any subject (core curriculum and/or special area) on either an interim report or report card, or;
   - Earns 2 or more D’s/N’s, or;
   - Falls below an overall C average (Students who have 1 or more F’s/U’s or 2 or more D’s/N’s are automatically on academic probation even if their overall average is a C) average is a C), unless the student’s particular situation has been reviewed by the Child Study Team, and based on the assessment and criteria established by the Child Study Team, the student’s situation is determined to warrant further review. In such cases, the administration may approve the student’s eligibility to participate in co-curricular and intramural activities, due to the assessment of the Child Study Team and other mitigating factors, such as, but not limited to the student’s attitude, work ethic, diligence and/or attentiveness.

A pupil failing one subject will be placed on academic probation until the end of the marking period. If he/she is still failing the same or another subject again, he/she will not compete in that activity.

Eligibility for Participation in Intramural / Interscholastic Competition (Students in Grades 3 & 4)

A student will be deemed ineligible and/or removed from participation from any extra-curricular and/or intramural/interscholastic competition if he/she:
   - Earns 1 or more F’s/U’s in any subject (core curriculum and/or special area) on either an interim report or report card, or;
   - Earns 2 or more D’s/N’s, or;
Falls below an overall C average (Students who have 1 or more F’s/U’s or 2 or more D’s/N’s are automatically on academic probation even if their overall average is a C).

Any student in grades 3 or 4 who receives grades that deem him/her ineligible to participate in extracurricular activities will undergo a thorough review by the principal to determine whether that student will be permitted to participate in intramural and/or interscholastic competitions. The determination will be based on mitigating factors, such as, but not limited to student’s attitude, work ethic, diligence and/or attentiveness. The principal’s decision may be appealed to the superintendent for further review.

Students will be reinstated to activities if necessary improvement is made on the next interim report or report card.

General
1. All rules and regulation apply to students involved in any clubs or class activities, exclusive of major fund-raisers or music lessons.

2. The following penalties will apply for students who must be disciplined by the coach or advisor for inappropriate behavior.
   A. First Offense: Warning, Parent Notification
   B. Second Offense: Suspension for a period of two weeks, Parent Notification
   C. Third Offense: Notify Principal and Supervisor on Suspension from activity. Parent Notification

3. Any student being considered to be dropped from an activity will be referred to the Principal and Board.

Pupils must comply with the Oldmans Athletic Code.

Attendance Standards
Attendance standards shall be those set in Policy 5113 – Absences and Excuses. In particular, a pupil shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness.

Disciplinary Standards
Disciplinary standards are based on Board Policy 5114.3 – Discipline & Punishment and 5114 – Suspension/Expulsion. Pupils on disciplinary probation or serving a detention or suspension may not practice, perform or compete. An administrator shall decide at the end of a probation or suspension whether the pupil may return to practice, performance or completion.

Special Education Pupils
To participate, Special Education pupils must meet the same requirements listed above in conformity with I.E.P’s.
Physical Eligibility
All participating students must provide a written parent/guardian consent form, and swear to uphold the Athletic Code.

All participating students must submit to and pass a physical examination as prescribed by state law and performed by the school medical inspector within 30 days of commencement of the activity.

All students in good academic and disciplinary standing shall have equal access to athletic activities regardless of race, creed, color, sex, religion, national origin, ancestry, social or economic status or non-applicable handicap.

Insurance
The Board will cover each participant in interscholastic or intramural activities with insurance recommended by the current insurance carrier and approved by the Board of Education.

Parents/guardians shall be encouraged to participate in the supplemental pupil accident insurance offered by the Board.

Pamphlet on Sudden Cardiac Arrest
In accordance with the provisions of NJSA 18A:40-41, once each school year, the Superintendent of Schools/designee shall distribute to parents/guardians of students participating in school sports, the New Jersey Department of Education’s pamphlet on sudden cardiac death.

The pamphlet includes a description of early warning signs and privately available screening options.

Good Sportsmanship
The Board of Education believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the athletic director and coaches accept the responsibility for encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches/advisors shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.
Parents/guardians and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
18A:19-14 Funds derived from student activities
18A:35-20 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
18A:42-5, -6 Certain student organizations declared harmful
34:13A-1 et seq. New Jersey Employer-Employee Relations

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:8-3.2 Career education and counseling
6A:9-5.19 Athletics personnel
6A:16-2.2 Required health services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-9.1 et seq. Athletics Procedures
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
Good News Club v. Milford Central School, 121 U.S. 2093 (2001)
NJSIAA Constitution, Bylaws, Rules and Regulations
OLDMANS STUDENT ACTIVITY CODE OF CONDUCT
For Grades 5-8

A. **THE CODE:** The Student:

1. Will honor the rules and regulations set down in the Student Code of Conduct.
2. Will be examples of appropriate behavior while attending school and school functions.
3. Will respect the coaches/advisors wishes and their decisions.
4. Will keep himself/herself neat and well-groomed while attending school activities.
5. Will exhibit good sportsmanship while involved in any co-curricular activity.
6. Will do his/her best to maintain a good academic standing.
7. Will be responsible for all work that has been assigned whether present or absent from class.
8. Will attend all scheduled practices/rehearsals/meetings. Any absence from practice must be authorized by the coach or advisor.
9. If suspended from school reinstatement to the activity will be made by the Board upon the recommendation of the coaches or advisors and Principal.
10. While participating in the activity, student must attend school regularly. The student must be present on the day an event is being held, or Friday prior to a weekend event.

B. **SCHOLASTIC ACHIEVEMENT:** The Student:

1. Will be responsible for all work assignments required by his/her subject teachers.
2. Will report to his/her coach/advisor a mid-marking period notice or report card grade of D or F in any subject.
3. Will be removed from participation in extra-curricular activities if he/she earns 2 F’s or 3 or more D’s and/or F’s in any subjects on either an interim report or report card. Students will be reinstated to activities if necessary improvement is made on the next interim or report card.
4. An Incomplete in any subject area is considered a failure until it is satisfied.

C. **GENERAL**

1. All rules and regulation apply to students involved in any clubs or class activities, exclusive of major fund-raisers or music lessons.
2. The following penalties will apply for students who must be disciplined by the coach or advisor for inappropriate behavior.
   A. First Offense: Warning, Parent Notification
   B. Second Offense: Suspension for a period of two weeks, Parent Notification
   C. Third Offense: Notify Principal and Supervisor on Suspension from activity. Parent Notification
3. Any student being considered to be dropped from an activity will be referred to the Principal and Board.

I acknowledge that I have read the Oldmans Student Activity Code of Conduct and that I will abide by the rules and regulations which are stated therein.

__________________________  __________________________ 
Signature of Student                          Date

I acknowledge that I have read the Oldmans Student Activity Code of Conduct and have discussed it with my child.

__________________________  __________________________ 
Signature of Parent/Guardian                          Date
**New Jersey Department of Education**

**ATHLETIC PRE-PARTICIPATION PHYSICAL EVALUATION FORM**

Part A: HEALTH HISTORY QUESTIONNAIRE – Completed by the parent and student and reviewed by examining provider

Part B: PHYSICAL EVALUATION FORM – Completed by examining licensed provider MD, DO, APN or PA

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### Part A: HEALTH HISTORY QUESTIONNAIRE

Today’s Date: ________________________                     Date of Last Sports Physical: __________________________

Student’s Name________________________________________  Sex:  M  F  (circle one)   Age:  _________  Grade: _____

Date of Birth: ____________________    School: ____________________  District: ___________________________________

Sport(s): _______________________________________________________________   Home Phone: (____) ______________

Provider Name (Medical Home): ________________________________  Phone: ________________  Fax: ________________

---

### EMERGENCY CONTACT INFORMATION

Name of parent/guardian: ________________________________  Relationship to student: ____________________________

Phone (work): ______________________________________    Phone (home): _______________________ Phone (cell): ________________

Additional emergency contact: ___________________________ Relationship to student: _______________________________

Phone (work): ______________________________________    Phone (home): _______________________ Phone (cell): ________________

---

**Directions:** Please answer the following questions about the student’s medical history. Explain all “yes” responses at the bottom of the page. Please respond to all questions.

2. Have you had or do you currently have:
   - A. Restriction from sports for a health related problem?  
     - Y / N / Don’t Know
   - B. An injury or illness since your last exam?  
     - Y / N / Don’t Know
   - G. A chronic or ongoing illness (such as diabetes or asthma)?  
     - Y / N / Don’t Know
       - 1. Use an inhaler or other prescription medication to control asthma?  
         - Y / N / Don’t Know
   - H. Any prescribed or over the counter medications that you take on a regular basis?  
     - Y / N / Don’t Know
   - I. Surgery, hospitalization or any emergency room visit(s)?  
     - Y / N / Don’t Know
   - J. Any allergies to medications?  
     - Y / N / Don’t Know
   - G. Any allergies to bee stings, pollen, latex or foods?  
     - Y / N / Don’t Know
       - 1. If yes check type of reaction:
         - □ Rash □ Hives □ Breathing or other anaphylactic reaction
       - 2. Take any medication/Epipen taken for allergy symptoms? (List below.)  
         - Y / N / Don’t Know
   - H. Any anemias, blood disorders, sickle cell disease/trait, bleeding tendencies or clotting disorders?  
     - Y / N / Don’t Know
   - I. A blood relative who died before age 50?  
     - Y / N / Don’t Know

Explain all “yes” answers here (include relevant dates):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

List all medications here:

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Dosage</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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NJDOE/APPEF 10/07  
Part A Page 1 of 3

Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
2. Have you had or do you currently have any of the following head-related conditions:
   A. Concussion or head injury (including “bell rung” or a “ding”)?
   B. Knocked out?
   C. A seizure?
   D. Frequent or severe headaches (with or without exercise)?
   E. Fuzzy or blurry vision?
   F. Sensitivity to light/noise?

   Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3. Have you had or do you currently have any of the following heart-related conditions:
   I. Restriction from sports for heart problems?
   J. Chest pain or discomfort?
   K. Heart Murmur?
   L. High blood pressure?
   M. Elevated cholesterol level?
   N. Heart infection
   O. Dizziness or passing out during or after exercise without known cause?
   P. Has a provider ever ordered a heart test (EKG, echocardiogram, stress test, Holter monitor)?
   Q. Racing or skipped heartbeats?
   R. Unexplained difficulty breathing or fatigue during exercise?
   S. Any family member (blood relative):
     1. Under the age 50 with a heart condition?
     2. With Marfan Syndrome?
     3. Died of a heart problem before age 50?  If yes, at what age?_________
     4. Died with no known reason?  
     5. Died while exercising? If yes, was it during or after?  (Circle one)

   Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

4. Have you had or do you currently have any of the following eye, ear, nose, mouth or throat conditions:
   A. Vision problems?
     1. Wear contacts, eyeglasses or protective eye wear? Circle which type)
   B. Hearing loss or problems?
     1. Wear hearing aides or implants?
   C. Nasal fractures or frequent nose bleeds?
   D. Wear braces, retainer or protective mouth gear?
   E. Frequent strep or any other conditions of the throat (e.g. tonsillitis)?

   Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
____________________________________________________________________
____________________________________________________________________

6. Have you had or do you currently have any of the following neuromuscular/orthopedic conditions:
   A. Numbness, a “burner,” “stinger,” or pinched nerve?
   B. A sprain?
   C. A strain?
   D. Swelling or pain in muscles, tendons, bones or joints?
   E. Dislocated joint(s)?
   F. Upper or lower back pain?
   G. Fracture(s) or stress fracture(s) or broken bones?
   H. Do you wear any protective braces or equipment?

   Y / N / Don’t Know

Explain all “yes” answer here (include relevant dates):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

NJDOE/APPEF 10/07
Part A Page 2 of 3
Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
6. Have you had or do you currently have any of the following general or exercise related conditions:
   A. Difficulty breathing? (Circle one) Y / N / Don’t Know
   1. During exercise? Y / N / Don’t Know
   2. After running one mile? Y / N / Don’t Know
   3. Coughing, wheezing or shortness of breath in weather changes? Y / N / Don’t Know
   4. Exercise-induced asthma
      i. Controlled with medication? (specify_________________) Y / N / Don’t Know
      ii. Experience dizziness, passing out or fainting? Y / N / Don’t Know
   B. Viral infections (e.g. mono, hepatitis, coxsackie virus)? Y / N / Don’t Know
   C. Become tired more quickly than others? Y / N / Don’t Know
   D. Any of the following skin conditions:
      3. Cold sores/herpes, impetigo, MRSA, ringworm, warts? Y / N / Don’t Know
      4. Sun sensitivity? Y / N / Don’t Know
   E. Weight gain/loss (of 10 pounds or more)?
      1. Do you want to weigh more or less than you do now? Y / N / Don’t Know
   F. Ever had feelings of depression? Y / N / Don’t Know
   G. Heat related problems (dehydration, dizziness, fatigue, headache)?
      1. Heat exhaustion (cool, clammy, damp skin)? Y / N / Don’t Know
      2. Heat stroke (hot, red, dry skin)? Y / N / Don’t Know
      3. Muscle cramps? Y / N / Don’t Know
   H. Absence or loss of an organ (e.g. kidney, eyeball, spleen, testicle, ovary)? Y / N / Don’t Know

   Explain all “yes” answer here (include relevant dates):

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

7. Females only:
   Age of onset of menstruation: _______ How may menstrual periods in the last twelve (12) months? _______
   How may periods missed in the last twelve (12) months? _______

9. Males only:
   Have you had any swelling or pain in your testicles or groin? Y / N / Don’t Know

PARENT / GUARDIAN SIGNATURE

I certify that the information provided herein is accurate to the best of my knowledge s of the date of my signature.

Signature, Parent/Guardian or Student Age 18 Date of Signature

THIS COMPLETED AND SIGNED HEALTH HISTORY MUST BE REVIEWED BY
THE EXAMINING PROVIDER AT THE TIME OF THE MEDICAL EXAM.
ANNUAL ATHLETIC PRE-PARTICIPATION PHYSICAL EVALUATION FORM
Part B: Physical Examination
(To be completed by the examining licensed provider, MD, DO, APN or PA)

-STUDENT INFORMATION-

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Sport</th>
<th>Sex: M F (circle one)</th>
<th>Age:</th>
<th>Grade:</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City/State/Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>District:</th>
</tr>
</thead>
</table>

| Parent/Guardian’s Full Name: | |

-EXAMINING PHYSICIAN/PROVIDER CONTACT INFORMATION-

If conducted by school physician check here □

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City/State/Zip</td>
<td></td>
</tr>
</tbody>
</table>

-FINDINGS OF PHYSICAL EVALUATION-

<table>
<thead>
<tr>
<th>Height:</th>
<th>Weight:</th>
<th>Blood Pressure:</th>
<th>Pulse:</th>
<th>Vision: R 20/</th>
<th>L 20/</th>
<th>Corrected:</th>
<th>Glasses:</th>
<th>Contacts:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>NORMAL?</th>
<th>ABNORMAL FINDINGS/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Appearance</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Head/Neck</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Eyes/Selera/Pupils</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Ears</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Gross Hearing</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Nose/Mouth/Throat</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Lymph Glands</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Cardiovascular</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Heart Rate</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Rhythm</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Murmur</td>
<td>ABSENT</td>
<td></td>
</tr>
<tr>
<td>If Murmur present</td>
<td>Standing makes it:</td>
<td>Louder</td>
</tr>
<tr>
<td></td>
<td>Squatting makes it:</td>
<td>Louder</td>
</tr>
<tr>
<td></td>
<td>Valsalva makes it:</td>
<td>Louder</td>
</tr>
<tr>
<td>Femoral Pulses</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Lungs: Auscultation/Percussion</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Chest Contour</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Skin</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Abdomen (liver, spleen, masses)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Assessment of physical maturation or Tanner Scale</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Testicular Exam (Males Only)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Neck/Back/Spine</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Range of Motion</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Scoliosis</td>
<td>ABSENT</td>
<td></td>
</tr>
<tr>
<td>Upper Extremities: (ROM, Strength, Stability)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Lower Extremities: ROM, Strength, Stability)</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Neurological: Balance &amp; Coordination</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td>ABSENT</td>
<td></td>
</tr>
<tr>
<td>Evidence of Marfan Syndrome</td>
<td>ABSENT</td>
<td></td>
</tr>
</tbody>
</table>

NJDOE/APPEF 10/07
Use of this form is required by NJAC 6A:16 - Programs to Support Student Development
Most recent immunizations and dates administered:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Medications currently prescribed, with dose and frequency

<table>
<thead>
<tr>
<th>Medication Name</th>
<th>Dosage</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Additional Observations:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

General Diagnosis:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

General Recommendations:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

THE HISTORY PREPARED BY THE PARENT/STUDENT MUST BE REVIEWED BY THE EXAMINING PROVIDER AT THE TIME OF THE PHYSICAL EXAMINATION.
CLEARANCES:  (See notes at bottom for conditions requiring attention and for a list of sports by level of contact)

□  A. Student is cleared for participation in all sports without restriction.

□  B. Student is witheld clearance for participation in any sport until evaluation / treatment of:

________________________________________________________________________________________________
________________________________________________________________________________________________

□  C. Student is cleared for participation in limited types of sports which exclude the following types of sports contact:

(CHECK ALL THAT APPLY)

_____ CONTACT/COLLISION  _____ NON-CONTACT/STRENIOUS

_____ LIMITED CONTACT  _____ NON-CONTACT/NON-STRENIOUS

Due to: _______________________________________________________________________________________

HISTORY REVIEWED AND STUDENT EXAMINED BY:

Primary Care Provider ☐
School Physician Provider ☐
License Type:
  MD/DO ☐
  APN ☐
  PA ☐

Physician’s /Provider’s Signature: ___________________________________________  Today’s Date: ___________________
Date of Exam: ___________________

HISTORY REVIEWED BY:

Name: ___________________________________________  Today’s Date: ___________________
Signature: ______________________________________  Review Date: ___________________
Conditions requiring clearances before sports participation include, but are not limited to the following:

Anaphylaxis; Atlantoaxial instability; Bleeding disorder; Hypertension; Congenital heart disease; Dysrhythmia; Mitral valve prolapse; Heart murmur; Cerebral palsy; Diabetes mellitus; Eating disorders; Heat illness history; One-kidney athletes; Hepatomegaly; Splenomegaly; Malignancy; Seizure Disorder, Marfan Syndrome; History of repeated concussion; Organ transplant recipient; Cystic fibrosis; Sickle cell disease; and/or One-eyed athletes or athletes with vision greater than 20/40 in one eye.

### SAMPLES OF CLASSIFICATION OF SPORTS BY CONTACT

<table>
<thead>
<tr>
<th>Contact/Collision</th>
<th>Limited Contact</th>
<th>Non-Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strong</td>
<td>Non-Strong</td>
</tr>
<tr>
<td>Basketball</td>
<td>Baseball</td>
<td>Discus</td>
</tr>
<tr>
<td>Diving</td>
<td>Cheerleading</td>
<td>Javelin</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Fencing</td>
<td>Shot put</td>
</tr>
<tr>
<td>Football</td>
<td>High Jump</td>
<td>Rowing</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Pole Vault</td>
<td>Running/Cross Country</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Gymnastics</td>
<td>Strength Training</td>
</tr>
<tr>
<td>Soccer</td>
<td>Skiing</td>
<td>Swimming</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Softball</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td>Track</td>
</tr>
</tbody>
</table>

NJAC 6A:16-2.2 requires the school physician to provide written notification to the parent/legal guardian stating approval or disapproval of the student’s participation in athletics based on this physical evaluation. This evaluation and the notification letter become part of the student’s school health record.

Effects of physiological maneuvers on heart sounds:

- **Standing**
  - Increases murmur of HCM
  - Decreases murmur of AS, MR
  - MVP Click occurs earlier in systole

- **Squatting**
  - Increases murmur of AS, MR, AI
  - Decreases murmur of MCH
  - MVP click delayed

- **Valsalva**
  - Increases murmur of HCM
  - Decreases murmur of AS, MR
  - MVP click occurs earlier in systole

**HCM** = Hypertrophic Cardio Myopathy

**AS** = Aortic Stenosi

**AL** = Aortic Insufficiency

**MR** = Mitral Regurgitation

**MVP** = Mitral Valve Prolapse

**Kypheosis**

**High arched palate**

**Pectus excavatum**

**Arachnodactyly**

**Arm span > height 1.05:1 or greater**

**Mitrail Valve Prolapse**

**Aortic Insufficiency**

**Myopia**

**Lenticular dislocation**
PARENT PERMISSION FORM

Date: ____________________________

I hereby give my consent for ________________________________ to participate in the __________________________________ program sponsored by the Oldmans Township School District.

I furthermore release the said school from all liability for injuries received by __________________________ during, or resulting from participation in this program, whether it be during practice or in an inter-school contest, home or away.

I have read the Student Activity Code of Conduct and know my son/daughter’s responsibilities to the team, coach and the school.

Name ____________________________ Phone __________________
Date of Birth ____________ Age _____ Grade ____________
Address ______________________________________________________

___________________________________________________________
Signature of Parent/Guardian

Emergency Contact ______________________ Phone ______________

If you cannot be reached, the above person will be called to assume care of your ill or injured child.

Return form no later than ______________________.
Application

Student Name ___________________ Teacher/Grade ___________________

Date of Birth _________________

Address ___________________________________ Phone ______________

I recognize my responsibilities if I try out for the above sport. I will obey the rules and regulations of the Student Activity of Conduct. I understand that if I do not meet these responsibilities, I will be asked to withdraw from the team on which I am a participant.

If given the privilege to participate in the program I will:

VII. Follow the rules set down in the Student Discipline Code.
VIII. Follow the rules set down in the Student Activity Code of Conduct.
IX. Set an example of good behavior for my fellow students.
X. Keep a good academic standing during the season.
XI. Be present in school on the day of the scheduled activity in order to participate in the athletic contest.
XII. Be present in school on Friday before an athletic contest which is held on the weekend.

I PROMISE ON MY WORD OF HONOR TO COMPLY WITH THE RULES ABOVE.

Student Signature ________________________________ Age _______
The Board of Education recognizes that pupils learn through both the school curriculum and involvement in co-curricular activities, such as interscholastic athletics, which teaches discipline, teamwork and builds self-esteem. The Board of Education also recognizes that interscholastic athletics may require that student members travel to and from various interscholastic competitions, scrimmages and/or practices. The Board of Education also recognizes some interscholastic athletics sponsored by the Board of Education will necessarily require student members to travel off of the campus for practices, training or instruction. The Board of Education also recognizes that when student members travel together to and from the various interscholastic competitions, scrimmages and/or practices, the student members build team spirit, learn proper deportment, and create a more conducive learning atmosphere. The Board of Education thereby directs that any student transportation regarding or relating to any interscholastic athletic program conform to this policy.

Travel to and from Interscholastic Competition

1. Except as provided by the section of this policy entitled “Exemptions from Policy” below, all student member of any interscholastic athletic team may only travel to and from a competition, scrimmage and/or practice being held off of the campus by transportation provided by the Board of Education through the transportation department;

2. Student members who do not travel to and from a competition, scrimmage and/or practice being held off of the campus by transportation provided by the Board of Education through the transportation department, and who are not exempted from this policy in the section of this policy entitled “Exemptions from Policy” below, shall be prohibited from participating in the competition, scrimmage and/or practice;

3. Student members who violate this policy three times shall forfeit their right to participate on that interscholastic athletic team for the remainder of that team’s season.

Exemptions from Policy

1. No student member shall be exempt from this policy unless said student member and student member’s parent/guardian comply with the section;

2. Student members may travel to or from a competition, scrimmage and/or practice being held off of the campus by means other than transportation provided by the Board of Education if they have received authorization from the administration. Such authorization shall only be granted in the following limited circumstances:
   a. Emergencies as determined by the Head Coach of the sport and administration (where possible). A written incident report documenting the emergency shall be filed by the Head Coach on the next day of school; or,
   b. After receiving a duly executed and complete release of liability and request for alternate transportation from the student member’s parent/guardian, in a form promulgated by the administration prior to the end of school on the school day immediately preceding the day of the scheduled competition, scrimmage and/or practice.
c. practice provided that (i.e., end of school on Friday for Saturday competition or end of school on Thursday for Friday night competition);
   1) Such a release for alternate transportation shall not request or allow the student member to provide his/her own transportation by another student or person under the age of eighteen;
   2) A release and request for alternate transportation must be executed and authorized for each student member requesting such transportation, and for each occasion when alternate transportation is requested; and,
   3) No blanket or season-ling requests shall be considered.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
18A:19-14 Funds derived from student activities
18A:35-20 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
18A:42-5, -6 Certain student organizations declared harmful
34:13A-1 et seq. New Jersey Employer-Employee Relations

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:8-3.2 Career education and counseling
6A:9-5.19 Athletics personnel
6A:16-2.2 Required health services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-9.1 et seq. Athletics Procedures
6A:32-14.1 Review of mandated programs and services
20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
Good News Club v. Milford Central School, 121 U.S. 2093 (2001)
NJSIAA Constitution, Bylaws, Rules and Regulations
The Board of Education sponsors pupil publications as important elements of the instructional program. Pupils are encouraged to develop skills of written and verbal communication and to exercise the right to express their opinions freely and responsibly.

The rights of free speech, and free expression of pupils in public school pursuant to the First Amendment of the Constitution of the United States of America, are not automatically coextensive with the rights of adults in other settings and shall be applied in light of the special characteristics of the school environment. The Board of Education reserves the right to exercise pre-publication control over school-sponsored publications through administrative staff and faculty. Pupils shall have the right to appeal the exercise of censorship by school district staff to the Board of Education.

Pupil expression may be restricted if it can be determined that such expression is inconsistent with the basic educational mission of the school district and when censorship action is reasonable related to legitimate educational concerns.

Pupils who violate this policy by expression, publication or distribution of any materials which are biased or prejudiced, vulgar or profane, unsuitable for immature audiences, or which do not meet the school districts high standards of learning and propriety consistent with its educational goals and objectives may be subject to appropriate discipline.

This policy shall be implemented in accordance with regulations to be developed by the Superintendent of Schools. The regulations shall:
A. Identify school district staff responsible for pupil publications;
B. Establish procedures for publication review which will include consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste; and,
C. Specify procedures for appeal by pupils to the Board of Education with provisions for prompt decisions to be made at each level.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:17-20 Superintendent; general powers and duties
18A:36-35 School internet web sites; disclosure of certain student information prohibited
18A:54-20 Powers of board (county vocational schools)

Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

Possible Cross References
1110, 1111, 1111.2
The Board of Education recognizes that head injuries pose a serious health risk to the students of this district and in particular to student athletes who participate in Interscholastic Athletics.

**General Statements**

A concussion is caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairment, including, but limited to problem solving, planning, memory and behavioral problems.

In order to ensure the safety of student athletes, it is imperative that athletes, coaches and parents/guardians are educated about the nature and treatment of concussions and other sports-related brain injuries and that all measures are taken to prevent a student athlete from experiencing second-impact syndrome.

In response to this serious health and safety issue, the Commissioner of Education shall annually distribute a brain injury fact sheet to this school district and copies of this fact sheet shall be distributed annually by this district to all student athletes, parents/guardians of student athletes, coaches, athletic directors, school nurses and athletic trainers. The student athlete and his/her parents/guardians both must sign an acknowledgement form indicating the receipt of this fact sheet and that they have read and understood the information provided in it. The district shall keep all such acknowledgements on file for future reference.

Failure to return the signed fact sheet shall disqualify the student athlete from any participation until such time as the signed acknowledgement has been received by the administration.

Any student athlete who sustains or is suspected of having sustained a concussion or other brain injury while engaged in a sports competition or practice shall be immediately removed from the sports competition or practice. A student athlete who is removed from competition or practice shall not participate in further sports activity until he/she is evaluated by a physician trained in the evaluation and management of concussions and received written clearance from the physician to return to competition or practice and provides a written copy of the physician’s clearance to the district administration.
Regulations / Procedures
Any student athlete who sustains or is suspected of having sustained a concussion or other brain injury while engaged in a sports competition or practice shall be immediately removed from the sports competition or practice. A student athlete who is removed from competition or practice shall not participate in further sports activity until he/she is evaluated by a physician trained in the evaluation and management of concussions and received written clearance from the physician to return to competition or practice and provides a written copy of the physician’s clearance to the district administration.

All coaches, assistant coaches, school nurses, school / team physicians, athletic directors and licensed athletic trainers must complete an Interscholastic Head Injury Training Program.

The Athletic Head Injury Training Program must include, but not be limited to:

- The recognition of the symptoms of head and neck injuries, concussions, risk of secondary injury, including the risk of second impact syndrome; and,

- Description of the appropriate criteria to delay the return to sports competition or practice of a student–athlete who has sustained a concussion or other head injury.

An Athletic Head Injury Training program such as the National Federation of State High Schools Association online “Concussion in Sports” training program or a comparable program that meets mandated criteria shall be completed by the above named staff. Additional head injury training programs that meet the mandated criteria may be completed by professionals of different levels of medical knowledge and training.

General Information Regarding Sports-Related Concussions & Head Injuries

Prevention
1. Pre-season baseline testing of student athletes.
2. Review of educational information for student athletes on prevention of concussions.
3. Reinforcement of the importance of early identification and treatment of concussions to improve recovery.

Student athletes who are exhibiting the signs or symptoms of a sports-related concussion or other head injuries during practice or competition shall be immediately removed from play and may not return to play that day.
Possible Signs of Concussion
1. Appears dazed, stunned, or disoriented.
2. Forgets plays, or demonstrates short-term memory difficulty.
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.

Possible Symptoms of Concussion
1. Headache
2. Nausea/Vomiting
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling sluggish or foggy.
7. Difficulty with concentration and short term memory.
8. Sleep disturbance.
9. Irritability

Student athletes must be evaluated by a physician or licensed health care provider trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injuries.

To return to practice and competition the student athlete must follow the protocol:
1. Immediate removal from competition or practice. 911 should be called if there is a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury.
2. When available the student athlete should be evaluated by the school’s licensed healthcare provider who is trained in the evaluation and management of concussions.
3. School personnel (Athletic Director/Building Administrator, Licensed Athletic Trainer, School Nurse, Coach, etc.) should make contact with the student athlete’s parent/guardian and inform him/her of the suspected sports-related concussion or head injury.
4. School personnel coaches, assistant coaches, school nurses, school / team physicians, athletic directors and licensed athletic trainers, building administrators etc.) shall provide the student athlete with Board of Education approved suggestions for management/medical checklist to provide their parent/guardian and physician or other licensed healthcare professional trained in the evaluation and management of sports related concussions and other head injuries.

5. The student athlete must receive written clearance from a physician, trained in the evaluation and management of concussions that states the student athlete is asymptomatic at rest and may begin the local districts’ graduated return-to-play protocol. Medical clearance that is inconsistent with district, policy may not be accepted and such matters will be referred to the school/team physician.

**Graduated Return to Competition & Practice Protocol**

1. Complete physical, cognitive, emotional, and social rest is advised while the student athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limiting overstimulation, multi-tasking etc.)

2. After written medical clearance is given by a physician trained in the evaluation and management of concussions stating that the student athlete is asymptomatic at rest, the student athlete may begin a graduated individualized return-to-play protocol supervised by a licensed athletic trainer, school/team physician or in cases where the aforementioned are not available a physician or licensed health care provider trained in the evaluation and management of sports-related concussions. The following steps should be followed:

   A. Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without re-emergence of any signs or symptoms. If no return of symptoms, next day advance to:
   
   B. Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity < 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate. If no return of symptoms, next day advance to:
   
   C. Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement and continue to increase heart rate. If no return of symptoms, next day advance to:
D. Non-contact training drills (e.g., passing drills). The student athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:

E. Following medical clearance (consultation between school health care personnel, i.e., licensed athletic trainer, school / team physician, school nurse and student athlete’s physician), participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to the return to play involving normal exertion or game activity.

- In the absence of daily testing by knowledgeable school district staff (i.e. licensed athletic trainer, school / team physician) to clear a student athlete to begin the graduated return-to-play protocol a student athlete should observe a 7 day rest/recovery period before commencing the protocol. Younger students (K-8) should observe the 7-day rest/recovery period (after they are symptom free at rest) prior to initiating the graduated-return-to-play protocol. A physician trained in the evaluation and management of concussion as well as the parents/guardians of the student athlete shall monitor the student athlete in the absence of knowledgeable school district staff (i.e., athletic trainer, school / team physician). School nurses may serve as an advocate for student athletes in communicating signs and symptoms to physicians and parents/guardians.

- Utilization of available tools such as symptom checklists, baseline and balance testing are suggested.

- If the student athlete exhibits a re-emergence of any concussion signs or symptoms once they return to physical activity, he/she will be removed from further exertional activities and returned to his/her school/team physician or primary care physician.

- If concussion symptoms reoccur during the graduated return-to-play protocol, the student athlete will return to the previous level of activity that caused no symptoms.
Temporary Accommodations for Student athletes with Sports-Related Head Injuries

1. Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impacts learning. Further, exposing the concussed student athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery.

2. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

3. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting – even watching movies if a student is sensitive to light/sound – can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions boards of education may look to address the student’s cognitive needs in the following ways.

4. Students who return to school after a concussion may need to:
   - Take rest breaks as needed.
   - Spend fewer hours at school.
   - Be given more time to take tests or complete assignments. (All courses should be considered)
   - Receive help with schoolwork.
   - Reduce time spent on the computer, reading, and writing.
   - Be granted early dismissal to avoid crowded hallways.
Legal References

NJSA 18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
18A:19-14 Funds derived from student activities
18A:35-20 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
18A: 40-41.2 et seq Student Athlete brain injuries
18A:42-5, -6 Certain student organizations declared harmful
34:13A-1 et seq. New Jersey Employer-Employee Relations

NJAC 6A:7-1.1 et seq. Managing for Equality and Equity in Education
6A:8-3.2 Career education and counseling
6A:9-5.19 Athletics personnel
6A:16-2.2 Required health services
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-9.1 et seq. Athletics Procedures
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972
Good News Club v. Milford Central School, 121 U.S. 2093 (2001)
NJSIAA Constitution, Bylaws, Rules and Regulations
The Board sanctions a Student Council for student involvement in grades 3 - 8, to further student participation in school life and spirit, enhance communication with staff and Board, and to obtain training in democratic processes.

The Student Council should assist students to:

1. Express their opinion and solutions in a responsible manner about concerns and interests.
2. Help initiate and plan school related programs and assemblies.
3. Have a voice in relevant school affairs.
4. Recommend activities and programs that broaden their educational experiences.
5. Improve the general welfare of all students through responsible recommendations.
6. Promote student citizenship and service.
7. Learn Parliamentary Procedures.

The Student Council shall:

1. Be advisory in nature to the school Principal and Board.
2. Not have authority to make policies for the district, or regulations for the school; only to recommend such.
3. Have disciplinary authority only to recommend removal of a member from the council after approval by the Advisor and Principal.
4. Elect members democratically with petition review by Principal, Teacher and Advisor.
5. Have the members responsibilities and duties clearly set forth in the Constitution.
6. Have a staff advisory who is recommended annually by the Principal and approved by the Board.
7. Have a Constitution approved by the Board, including subsequent amendments.
8. Have officers who maintain appropriate academic standing.
9. Meet no more than once a month, on school time.
10. Have the Principal as an ex officio member.
11. Notify the Principal, a week in advance, of anticipated expenditures of Student Council funds.
12. Recognize the authority of the Principal to intervene, after consultation with the Advisory, in matters the Principal feels detrimental to the school system.
13. Recognize the veto power of the Principal over matters of question until resolved by the Board.
14. Attach this policy to all copies of the Constitution.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
In order to be graduated from the elementary district, and receive a state-endorsed, Board of Education diploma, a pupil must:

A. Meet both state and district proficiency standards in reading, writing, and mathematics;
B. Complete successfully the course requirements stated in the administrative code, unless those of the district are greater, in which case the district’s standard must be met. The proficiencies required must include the core course proficiencies approved by the State Board of Education.

Successful completion means that the pupil has demonstrated the degree of proficiency required by the district to indicate achievement of the district goals for the particular course, and has attended the required number of course sessions.

A pupil shall not be deemed to have successfully mastered the objectives assigned to a course of study when he/she has been absent more than 20 days in any school year.

Transfer pupils must meet all state and local requirements in order to receive an elementary school diploma.

The Superintendent of Schools shall put into effect the procedures necessary to assess each pupil upon entry into the system, and, annually thereafter, to identify those pupils not meeting the state or district proficiency requirements in reading, writing and mathematics. He/she shall develop the programs necessary to remedy these deficiencies at the lowest possible grade level.

Basic Skills
Pupils who do not pass the eighth-grade test shall be provided appropriate remediation.

Pupils with Limited English Proficiency
Pupils with limited English proficiency must be provided with the program opportunities required by law, and must fulfill the regular state and district requirements for graduation.

Special Education Pupils
A disabled pupil must meet all state and local graduation requirements in order to receive a diploma unless exempted in his/her IEP with the written approval of the Superintendent of Schools. An exemption shall be granted if a pupil would be adversely affected by taking the test; an exemption from the proficiencies shall be granted if the pupil’s IEP does not include the proficiencies measured by the test.
By June 30th of a disabled pupils’ last year in the elementary program, the pupils case manager, parent/guardian and teacher(s) shall meet to review the instructional guide and basic plan of the pupils IEP in view of the transition to the secondary program. Input by appropriate staff from the secondary school shall be part of the review.

The basic plan of the IEP for the pupil exiting the elementary program will address all the elements required in the administrative code. The description of the educational program will include exemptions, if any, from regular education program options or state and local graduation requirements including HSPT, along with the rationale for the exemptions. The Superintendent of Schools must approve the exemptions in writing.

Proficiency
In consultation with appropriate professional staff, the Superintendent of Schools shall develop and present to the Board of Education, indicators of achievement and standards of proficiency and attendance.

Legal References

NJSA 18A:4-24 Determining efficiency of schools; report to state board
18A:7C-2 Boards of education; establishment of standards
18A:35-4.9 Pupil promotion and remediation; policies and procedures

NJAC 6A:8-4.1 Statewide assessment system
6A:8-4.2 Documentation of student achievement
6A:8-5.1 Graduation requirements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
5113, 5120, 5124, 6142, 6142.2, 6143, 6145, 6146, 6146.2, 6147, 6171.1, 6171.3
The Board directs the Superintendent of Schools to develop procedures whereby parents/guardians of pupils will be notified regularly of their child’s progress toward achievement of individual and district goals and objectives.

These procedures must include, but not be limited to:

A. Provision for a translator if a parent/guardian’s primary language is other than English;
B. A District-wide grading system for comparable grade levels. The system shall be both diagnostic and objective;
C. Scheduling of individual parent-teacher conferences on a regular basis;
D. Timely notice of possible failure.

Legal References

NJSA 18A:4-24 Determining efficiency of schools; report to state board
18A:7C-2 Boards of education; establishment of standards
18A:35-4.9 Pupil promotion and remediation; policies and procedures

NJAC 6A:8-4.1 Statewide assessment system
6A:8-4.2 Documentation of student achievement
6A:8-5.1 Graduation requirements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
5113, 5120, 5124, 6142, 6142.2, 6143, 6145, 6146, 6146.2, 6147, 6171.1, 6171.3
It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

1. The attitude of parents/guardians, teachers and administration toward promotion and retention should be positive so that the best interest and the future of the student are the primary considerations for decisions regarding grade placement.

2. Parents/guardians should be notified by the teacher as early in the school year as possible if retention of a child is a possibility. It would be advisable in such cases to inform the parents/guardians prior to the third marking period that their child may need to be retained.

3. In reaching a decision to retain a child, the appropriate teachers, principal, and, when necessary the school psychologist will study all available data including state testing information when applicable, before a decision is reached.

4. The Child Study Team will make recommendations regarding those students who have been referred to them or classified by them.

5. It is not advisable to retain a child for more than one year during the elementary grades; however, unusual circumstances may make it necessary to retain a child for the second time.

6. Every effort should be made to retain a child who is deficient in his/her reading skills in the elementary grades.

7. Promoting a child on a trial basis is not an option, since this procedure tends to create a harmful situation if a child has to be returned to the lower grade.

8. To be considered for retention, a child must have a failing grade (numerical average) in at least one subject.

9. The final decision for the promotion or retention of an individual student rests with the principal as with any other official action taken within the school.

Legal References

NJS A 18A:4-24 Determining efficiency of schools; report to state board
18A:7C-2 Boards of education; establishment of standards
18A:35-4.9 Pupil promotion and remediation; policies and procedures

NJAC 6A:8-4.1 Statewide assessment system
6A:8-4.2 Documentation of student achievement
6A:8-5.1 Graduation requirements
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services
Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

5113, 5120, 5124, 6142, 6142.2, 6143, 6145, 6146, 6146.2, 6147, 6171.1, 6171.3
The Superintendent of Schools, in consultation with teaching staff, shall develop criteria for evaluation, indicators of achievement of the criteria, and acceptable standards of achievement for all grade levels, courses and programs offered by the district. The criteria, indicators and standards must be related to district goals and objectives. Parents/guardians shall be informed in a timely manner whenever their child appears in danger of failing to meet required proficiency levels. Parents/guardians shall be strongly encouraged to participate in designing remedial plans for their children.

These standards of proficiency shall include but not be limited to those Core Curriculum Content Standards identified by the State Department of Education and shall form the basis for the district's grading system. The specific indicators of achievement and standards of proficiency developed for all courses and programs accepted for credit toward high school graduation shall be given to pupils and parents/guardians, in writing, at the time the pupil registers for the course.

By the date required by law, the Superintendent of Schools shall annually report to the Board and the community at a regularly scheduled meeting an evaluation of pupil achievement toward meeting district and school goals and objectives.

Low pupil achievement shall be regarded by the Board as an indication that revisions are needed in education programming, general strategy, staff resource use, staff evaluation, and/or other aspects of the learning program.

**Legal References**

| NJSA      | 18A:7C-2 Boards of education; establishment of standards  
|           | 18A:7E-2 through -5 School report card program  
|           | 18A:7F-4 Periodic review of core curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil  
|           | 18A:7F-29 Academic achievement reward program  
|           | 18A:35-4.9 Pupil promotion and remediation; policies and procedures  
| NJAC      | 6A:8-1.1 et seq. Standards and Assessment  
|           | 6A:14-4.11 Statewide assessment  
|           | 6A:15-1.1 et seq. Bilingual Education  
|           | 6A:23-8.3 Commissioner to ensure achievement of the Core Curriculum Content Standards  
|           | 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
|           | 6A:32-12.1 et seq. Annual Reporting and Planning Requirement  
|           | 6A:32-13.1 et seq. Student Behavior  
|           | 6A:32-14.1 et seq. State and Federally Mandated Programs and Services  

**Possible Cross References**

1120, 5113, 5120.1, 5121, 5123, 5124, 5125, 6000, 6140, 6141, 6146, 6171.1, 6171.3, 6300
The Superintendent of Schools, in consultation with the teaching staff, shall develop a marking system to be used uniformly in the same grade level throughout the schools. The system should be clear, easily understood by parents/guardians and pupils, and able to be applied with consistency of interpretation. Computation of grade point average and rank in class shall be uniform throughout the district. Evaluation and grading symbols shall be intended to appraise the pupil’s progress toward established goals, and shall be a factor in promotion/graduation decisions.

The Board of Education encourages the certified staff, under the direction of the Superintendent of Schools, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, recognized standardized achievement testing programs, written and oral teacher-made tests, performance observation, parent/guardian interviews, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations.

The Superintendent of Schools shall have the right to review disputed grades and with the Board approval to adjust them.

Testing / State Required Assessments
In addition to testing procedures established in policy 5120 Assessment of Individual Needs, the school district shall establish and maintain a general testing program to:

A. Improve the instructional program to assist pupils in achieving the Core Curriculum Content Standards;
B. Measure the needs and progress of individual pupils;
C. Measure the achievement of grade levels;
D. Allow comparison of district pupils with national or other norms;
E. Aid in evaluation of programs.

The district-testing program shall embody at least the tests required by state law. The administration shall continually scrutinize the applicability and effectiveness of tests being used in the district.

School personnel shall not use tests, procedures or other guidance and counseling materials which are differentiated or stereotyped on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status.
In February, 2014, the State Board passed a resolution confirming that the district Board of Education are obligated to implement the CCCS and to “ensure students meet the expectations and proficiency standards as measured by current and future State and local assessments.”

In accordance with the above, State law (NJAC 6A:8-4.1(a and (b) as well as NJSA 18A:7C-1) and regulations require all students to take State assessments. There are no provisions for students or their parents/guardians to “opt-out” of any state-mandated assessments.

Any requests for surveys, pupil observations, or pupil questionnaires must be forwarded through the office of the Superintendent of Schools for approval before any survey or observation can be conducted.

Individual results of standardized tests, including intelligence tests, shall be made available to parents/guardians upon their request, but shall be considered confidential information to be available only to authorized personnel. School and district test results shall be discussed in a public meeting.

Legal References

NJSA 18A:7C-3, -4, -6, -6.2 Remedial instruction for students not meeting graduation standards
18A:11-1 General mandatory powers and duties
18A:35-4.9 Pupil promotion and remediation, policies and Procedures
18A:36-34 Written approval required prior to acquisition of certain survey information from students

NJAC 6A:7-1.7 Equality in school and classroom practice
6A:8-1.1 et seq. Standards and Assessments
6A:10A-3.1 et seq School districts-led standards-based instruction
6A:16-1.4(c) District policies and procedures
6A:30-1.4 Evaluation process for the annual review
6A:32-2.1 Definitions
6A:32-7.1 Student Records
6A:32-12.2 School-level planning

34 CFR 98 Protection of Pupil Rights
Talarsky v. Edison Township Board of Education, 1977 S.L.D. 862
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1000/1010, 1120, 5113, 5120, 5124, 5125, 5141.3, 6142.6, 6146, 6146.2, 6147
The New Jersey Interdistrict Public School Choice Program was created by the New Jersey Legislature in January 2000 and made permanent in June 2010. This program was designed to increase educational opportunities for students and their families by providing students with the option of attending a public school outside their district of residence without tuition.

Beginning in the 2011-2012 school year, students will be able to choose to go to a school outside of this district if the selected school is participating in the choice program. Transportation of up to 20 miles or aid in lieu will be provided to a student going to a choice school. If the school is outside of the 20-mile radius, transportation will be the responsibility of the student or his/her parents/guardians.

The choice school will set the number of openings per grade level and if there are more students requesting admission to the school than there are available openings, the choice school will choose the students using a lottery system.

The Oldmans Township School District has been designated as a Choice School, and as such will be a receiving district for students wishing to attend a school in the Oldmans Township School District.

Receiving District (Choice School Destination) Procedures
As a Choice School, the Oldmans Township School District will follow the regulations and procedures as stipulated in the New Jersey Interdistrict Public School Choice Program legislation.

The Oldmans Township School District will admit choice students on a space available basis and may limit admissions to a particular grade level or to areas of concentration.

The district may establish reasonable criteria to evaluate prospective choice students, including the student interest in the program(s) offered. However, the district will not impose admission criteria upon prospective choice program students other than those used to determine admission of resident students to the program(s) for which the prospective choice students are applying. The district may give preference for the enrollment to siblings of students already enrolled in the program.

If more applications from prospective students are received than there are spaces available, a public lottery will be held to determine the selection of students for participation in the choice program.
In accordance with the provisions of the Choice Program, any district that selects one twin applicant for enrollment may provide a special preference so that both twins can be enrolled in the choice program. The district must have a preference policy for siblings applying to the choice program in the same year, which states that if one sibling applicant is admitted to the choice program, his/her sibling will also be admitted, provided that the district has a seat available in that grade and he/she meets any program-specific criteria.

Pursuant to NJAC 6A:12-4.3(g), a waiting list will be developed based on the results of the lottery. Preference for enrollment shall be given in both application cycles to those students on the waiting list in accordance with NJAC 6A:12-4.3(e)(1) & (g). Parents/guardians of every student who has submitted an application to participate in the choice program shall be notified of the date and time of the lottery. Each student participating in the lottery shall be assigned a number and the parents/guardians of the students shall be advised of that number.

Before conducting the lottery, the district may give preference for the enrollment to siblings of students already enrolled in the program. If preference is given to siblings of students already enrolled in the program, and there are no spaces available after granting permission to participate in the choice program to such siblings, a lottery shall be held for the remaining applicants in order to assign them a place on the waiting list. If preference is given to siblings of students already enrolled in the program, and there are more sibling applicants than there are available spaces, a lottery shall be held for siblings only in order to determine the selection of students for participation and for placement on the sibling waiting list.

No applicant to become a choice student shall be discriminated against on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a student with disabilities, proficiency in the English language or any other basis prohibited by State or Federal law. In addition, enrollment shall not be denied based upon a determination that the additional cost of educating that student would exceed the amount of additional State aid received as a result of the student’s enrollment. Enrollment may be denied for a student who has been classified as eligible for special education services pursuant to Chapter 46 of the Title 18A of the New Jersey Statutes if that student’s individualized education program could not be implemented in the district, or if the enrollment of that student would require the district to fundamentally alter the nature of its educational program, or would create an undue financial or administrative burden on the district.

Application Procedures
All applicable procedures stipulated in NJAC 6A:12-4.3 shall be followed by the district and parents/guardians of students wishing to enroll in the choice program in this district.
Enrolled Students
Once enrolled in the choice program of this district, the choice student may remain enrolled and is required to submit annual or periodic applications.

Resident Students Transferring Out of District
Resident students who transfer to another school district will not be automatically accepted into the Choice Program. These students may apply to become choice students in the next application cycle.

Upon acceptance of a choice student, he/she shall be enrolled in this district until the student graduates or until the student voluntarily withdraws, except as limited by NJAC 6A:12-4.3(f) 1 & 2. In the event that the choice program is terminated in the district or statewide, any student already enrolled in the choice program of this district shall be entitled to remain enrolled in the district until graduation.

A choice student may transfer back to the sending district except as limited by NJAC 6A:12-4.3(f)1 and may apply to attend a different choice district by following the choice student application procedures as set forth in NJAC 6A:12-4.3.

General Provisions
All credits toward graduation that were awarded by another district Board of Education shall be accepted by this district for students attending the choice program.

A diploma will be awarded to all choice students who participate in the program if those students meet the established graduation requirements of this district and the requirements of the State of New Jersey.

A public information program shall be established to inform the public about the New Jersey Interdistrict Public School Choice Program as offered by this district, and directed to all communities from which the district can anticipate attracting students. Specific communities shall not be targeted, as the public information program shall be regionwide in scope. The public information program shall include, but not be limited to:

- Notification that the district is a choice district;
- A description of the choice program(s) offered;
- Information regarding application procedures;
- Information regarding the district, its schools, its programs, its policies and procedures; and,

- Any other information deemed to be appropriate.
Transportation
Transportation shall be provided to eligible students for transportation services to and from the district. Transportation or aid in lieu of transportation shall be provided in accordance with NJAC 18A:36A:13 and NJAC 6A:27-4.

Appeals
Appeals may be filed on behalf of the district in accordance with the provisions of NJAC 6A:4 and appeals of denial of student applicants may be filed with the Commissioner in accordance with the provisions of NJAC 6A:24.

Sending District Procedures
The Oldmans Township School District shall not prevent or discourage its students from participating in the School Choice Program.

Pursuant to NJSA 18A:36B-7b(1) & (2) and NJAC 6A:12-3.1(a)1, the Board of Education limits the number of its district students permitted to participate in the choice program to a maximum of 10 percent of the number of students per grade level per year and 15 percent of the total number of students enrolled in the Oldmans Township School.

The calculation of the enrollment of this district will be based on the October Application for State School Aid (ASSA) in accordance with NJSA 18A:36B-8b(4) & (5) and NJAC 6A:12-3.1(a)3.

Procedures
In accordance with NJAC 6A:12-4.3(c)1, upon receipt of a Notification of Intent to Enroll in a Choice District from a student residing in this district, the Superintendent of Schools/designee shall verify that the student is enrolled in a school of the district and that the student has been counted as a student in the district in the October ASSA of the current school year.

Pursuant to NJAC 6A:12-3.1(a)4i, in the event that student requests for participation exceed the enrollment percentages listed above, the district will conduct a lottery. The lottery must be held in enough time to meet the deadline established by law for notification to the parent/guardian of the student.

As stipulated in NJAC 6A:12-3.1(a)4i and 4ii, in the first application cycle, the results of the lottery must be used to determine which students will be eligible to participate in the School Choice Program and to develop a waiting list of the remaining students to be used in the second application cycle. Each participant in the lottery must be assigned a number reflecting the student’s place on the list of eligible students or on the waiting list.
In the event that some or all of the students in this district who received permission to apply to a choice school district in the first application process do not enroll in a choice school district, this district will first go to its waiting list to ascertain which student will be eligible to apply to a choice school district in the second application cycle. Should it become evident that there are more openings than may be filled by the students on the waiting list, this district will allow additional students who express an interest in applying to a choice school district to do so. If there are more interested students than would be permitted by this district’s enrollment limitation percentage as noted above, this district must conduct a lottery of all newly interested students to determine which students may apply to a choice school district. This lottery should not include students on the first application cycle waiting list who must be offered the opportunity to apply to a choice school district before the newly interested students.

During the second application cycle, it is not necessary to develop a waiting list.

In accordance with NJAC 6A:12-4.39(c), parents/guardians of all students who have submitted a notice of intent to enroll in a choice district by the due date, shall be provided written notification that the student may or may not participate in the School Choice Program.

In cases where the parent/guardian is notified that that student may not participate in the School Choice Program, such notification shall include an explanation as to the reason(s) for not being permitted to participate. In the first application cycle, if the student has been placed on the waiting list, the notification will include that information and provide the waiting list number assigned to the student.

### Legal References

**NJSA**
- 18A:7A-10 Evaluation of performance of each school
- 18A:7C-2 Boards of education; establishment of standards
- 18A:7F-1 through -34 Comprehensive Education Improvement and Financing Act
- 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- 18A:35-1 et seq. Curriculum and Courses
- 18A:36B-7b(1) & (2) Limits of participation in School Choice Program

**NJAC**
- 6A:12-1 et seq Interdistrict School Choice Program
- 6A:8-1.1 et seq. Standards and Assessment
- 6A:12-3.1(a)1 Limits for participation in School Choice Program
- 6A:23-1.1 et seq. Finance and Business Services
- 6A:26-1.1 et seq. Educational Facilities
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education recognizes its responsibility to ensure that arrangements be tailored to suit the changing needs of the student body. As a result the Board welcomes recommendations from faculty, students, staff or community as to ways by which it may improve instructional arrangements. These might include:

A. Providing classroom or other instructional space
B. Revising class size ranges and limits
C. Permitting scheduling innovations based on individual pupil needs
D. Arranging team teaching or other means for emphasizing the inter-disciplinary nature of knowledge and the interrelatedness of learning
E. Involving pupils in directed and self-selected activities
F. Adapting instruction to diverse pupil learning styles

The Board of Education, however, reserves the right to make the final determination on all matters affecting instructional arrangements.

The Superintendent of Schools shall recommend for Board approval the number of class sections for each course or grade level. He/she shall take into consideration such factors as student needs, curriculum requirements, types of instructional setting, district finances and space or equipment limitations. Particular attention shall be paid to space-per-pupil requirements of the State Department of Education.

Legal References

NJSAA 18A:11-1 General mandatory powers and duties
       18A:54-20 Powers of board (county vocational schools)

NJAC 6A:8-2.1 Authority for educational goals and standards
      6A:10A et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
      6A:14-4.7 Program criteria: special class programs, secondary and vocational rehabilitation
      6A:23-8.3 Commissioner to ensure achievement of the Core Curriculum Content Standards
      6A:26-2.1 et seq. Long-Range Facilities Plans
      6A:32-8.2 School enrollment
      6A:32-8.3 School attendance

Possible Cross References

3240, 5118, 5120, 5145.4, 6150, 6171.4, 7110
The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a firsthand educational experience not available in the classroom.

Times and locations of field trips shall not be posted on any district web sites.

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. All trips, and the arrangements/specific itineraries for them, must have advanced approval. The Superintendent of Schools shall review and approve all trips prior to submitting the request to the Board of Education for final approval.
2. A parental permission slip is required for each child participating in the field trip, including walking excursions. Permission slips shall be forwarded to the school office along with a list of chaperones at lease one (1) week prior to the field trip. A final student list and chaperone list must be provided to the school office.
3. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return and if the trip will extend beyond the school day, a detailed itinerary.
4. The Board of Education may assume all transportation costs for the field trip. Participating students shall provide the cost of admission, fees, etc., subject to the protective limitations for special education and financial hardship students, pursuant to NJSA 18A:36-21 and NJSA 18A36-23.
5. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the Superintendent of Schools. Teachers are responsible for informing accompanying adults of their duties and responsibilities. (See Guidelines of Chaperones – Policy 6153.1)
6. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the children. Children who cannot be self-controlled or teacher controlled may be excluded from the trip.
7. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervisions for the students who do not participate in the field trip.
8. Students’ safety will be a primary consideration. First-aid kits will be provided by the school nurse for all field trips.
9. The buddy system, or partners, is recommended to assure constant awareness of each child’s whereabouts, needs and participation.

10. Should an emergency situation occur, the teacher is responsible for notifying the Superintendent of Schools or designee by telephone as soon as possible.

11. Commercial carriers such as charter buses are to be used at the discretion of the Board of Education.

12. Arrangements for buses are to be made through the school office at least 1 month in advance of the trip. Should commercial carriers be used, 2 months prior notice will be required.

13. If children return to the school from a trip after school hours, the teacher and administrator shall make arrangements for their safe departure home, taking into account the age of the students and the hour.

Pupil Self-Administration of Medication
The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illnesses by pupils, provided that the Board has received:

1. written authorization from the pupil’s parent(s)/guardian(s) for self-administration;
2. written certification from the pupil’s doctor that the pupil has a such a medical condition and can self-administer medication(s);
3. written waiver of liability from the parent(s)/guardian(s) for injury from self-administration of medication(s); and
4. letter from the parent(s)/guardian(s) indicating that the parent(s)/guardian(s) will indemnify and hold harmless the district and its employees from any claim(s) arising out of the self-administration of medication(s).

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the student’s parent/guardian or the student himself/herself as provided by law.

In addition,

1. The nurse’s designee must be properly trained by the nurse pursuant to Department of Education/Department of Health protocols.
2. Parents/guardians must consent in writing to the administration of medicine(s) by the designated individual.
3. There shall be no liability for the district if the Superintendent of Schools informs parents/guardians that said procedures are followed.
Legal References
NJSA 18A:25-2 Authority over pupils
18A:36-21 through -23 Field trips; costs to be borne by parents or guardians ...
18A:36-35 School Internet web sites; disclosure of certain student information prohibited
18A:39-20.1 Transportation to and from related school activities in private vehicle 18A:40-
12.3 through -12.4 Self-administration of medication by pupils; conditions ...
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

NJAC 6A:27-1.1 et seq. Student transportation

Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

Possible Cross References
1210, 1230, 3450, 3541.31, 5020, 5136, 5141.21, 6145, 6153.1, 6154
OLDMANS TOWNSHIP SCHOOL DISTRICT
FIELD TRIP REQUEST

Grade: __________ Location(s): ____________________________________________________________

Date scheduled: _______________ On Master List: YES ___ NO ___
Time of departure: _______ Time of return: _______ Cost per student: ___________

Number of students there before: _______ Number of students going on trip: ___________

Teachers going: ________________________________________________________________

Number of additional chaperones: _________________

Total number of people going on trip: _________________ No. of buses requested: _______
(Note: Legal capacity is 54, comfortable capacity is 44)
Pre-trip classroom preparation activities:
_____________________________________________________________________________
_____________________________________________________________________________

Post-trip classroom culmination activities:
_____________________________________________________________________________
_____________________________________________________________________________

1. How does this trip relate to the Core Curriculum Content Standards?
_____________________________________________________________________________

2. Specific activities included during the trip:
_____________________________________________________________________________
_____________________________________________________________________________

Note the trip guidelines below:
• The teacher is in charge of the students and appoints a “crew” or class to clean up the bus to the
  driver’s satisfaction.
• No eating or drinking going to a site, if less than one hour travel.
• No eating or drinking coming back from a site if less than thirty minutes travel.
• Parents should be briefed on responsibilities prior to the trip by phone or by meeting.
• No pre-school children are allowed on a field trip.
• Trips are limited to within a sixty (60) mile radius of Oldmans between 8:30 a.m. - 2:00 p.m.
• Students will not be denied participation without principal approval.
• Unless chartered, all trips must return by 2:00 p.m. unless previously approved.
• Trips must be approved at a regular Board meeting unless on Master list.
• Discretion is allowed the principal for unexpected trips within the Township.
• All students must use bus transportation unless approved by the Principal.
• Travel time on the road should not exceed time at destination.
• Parents must be notified by flier of the trip details in advance. Permission is required.
• Chaperones must be 18 years or older.
• A complete list of chaperones must be presented to and approved by administration a week
  before the scheduled trip.

Date requested: __________ Teacher in charge: _____________________________________________

Board of Education approval date: ________________ Principal’s Initials: ___________
Although all chaperones are responsible for supervising and controlling the behavior of students in their charge, no discipline should be administered to any student by anyone other than the teachers who are in charge. Any misbehavior observed by a volunteer chaperone should be controlled to the extent safely possible, then reported to the teacher as soon as possible.

Expenses for chaperones are not usually included in the cost of the trip, so chaperones must pay their own way. Chaperones are to provide their own lunches.

In addition, all chaperones will agree to the following guidelines:

1. Chaperones may not bring other children who are not members of the group taking the trip.
2. Chaperones may travel in their own cars with prior approval from the Superintendent of Schools. Chaperones may not transport students in their own cars. Unless there is an emergency, i.e., sick child, and administration approval has been granted. Any vehicle used to transport pupils shall be properly insured as required by law. In the event that an Administrator cannot be reached in a timely manner, the teacher in charge may grant this approval and inform the school Administration as soon as possible of the situation.
3. Chaperones shall not smoke in front of students and shall not smoke in the vehicle used to transport pupils during the time that the vehicle is being used for the field trip, regardless of whether pupils are present in the vehicle or not.
4. Alcoholic beverages and drugs are strictly forbidden.
5. Chaperones shall stay with their assigned group of students at all times.
6. Chaperones who desire to take their children home before a field trip ends must submit his/her request in writing to the teacher in advance of the trip. The Chief School Administrator will determine if the request will be honored or denied. The Board assumes no liability for students who are “dismissed early” from the field trip and transported by his/her parents/guardians in private cars.
7. Chaperones are to remain at the school upon return until all students have safely departed the premises unless released by the supervising teacher.
8. Chaperones must follow a standard of ethics regarding the confidentiality of information that might be learned while supervising children.
9. Chaperones will not bring friends or family members on the field trip nor will they arrange to meet anyone at the destination of the field trip.
10. Chaperones must comply with all requests and directions of the teachers and professional staff.
11. Chaperones may use cell phones and pagers in emergencies only.
12. Chaperones may not request groups. Volunteering as a chaperone means an individual is willing to supervise any and all students assigned to him/her.

Legal References

NJS A 18A:25-2 Authority over pupils
18A:36-21 through -23 Field trips; costs to be borne by parents or guardians ...
18A:36-35 School Internet web sites; disclosure of certain student information prohibited
18A:39-20.1 Transportation to and from related school activities in private vehicle 18A:40-
12.3 through -12.4 Self-administration of medication by pupils; conditions ...
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

NJAC 6A:27-1.1 et seq. Student transportation

Rhodes v. Caldwell Board of Education, 1981 S.L.D. 140

Possible Cross References

1210, 1230, 3450, 3541.31, 5020, 5136, 5141.21, 6145, 6153.1, 6154
Pupil Class Work Responsibilities

Class work or homework assignments should be as important to complete as they were to assign. There is an implicit contract, that the learning which school is to provide, becomes a reality when students responsibly complete an assignment specified by a teacher.

The Oldmans staff believes that: Seatwork and homework assignments must be completed by a teacher specified time, generally the next day, and that they will be reviewed, collected and/or marked. Whenever a "Day of Grace" is given, to complete assigned work, the work is due on and must be completed by the extended date.

When Due Work, i.e., class assignment, seatwork, tests, homework, is not turned in, consequences appropriate to the grade should be used that day -- i.e., completion at recess, detention, parental contact (phone or signed note), and notation in the record book. Students who miss one or two days out of four days assignments are overdue on work, and should know their parents will be contacted by phone or letter, to advise them of the problems. Mutually agreeable solutions between teacher and parent should be sought to discourage chronic late work, i.e., assignment book, detentions, parent signatures on work due, reminder slips.

Late work, when graded, will count as one grade less than the one earned and may be reflected on the comment section of the report card.

Homework

The purpose of homework is to help students become self-directing, independent learners. Homework encourages self-discipline, responsibility, time management skills, and completion of a task, in addition to the necessary drill and practice required for many subjects.

Homework assignments shall support clearly defined school and classroom objectives, and shall be used to reinforce or enhance school experiences. The emphasis shall be placed on the value of the assignment to the child.

Homework, to be an effective tool for independent learning and reinforcement of skills, already taught and practiced, must be done at home.
Time Allotted
Individual students will vary in the amount of time an assignment will take them. Excessive time demands should be discussed with the teacher as soon as possible. Homework is not necessary every night.

Maximum Amount of Time After School

<table>
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<tr>
<th>Grade Level</th>
<th>Maximum Time</th>
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<tr>
<td>K - 2</td>
<td>up to 30 minutes</td>
</tr>
<tr>
<td>3 – 5</td>
<td>up to 45 minutes</td>
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<tr>
<td>6 – 8</td>
<td>up to 60 minutes</td>
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</table>

Long-term projects are not included in the time limits as they are completed over a longer period of time. There shall be limited assignments during holidays/weekends. Assignments shall not be due the day following a holiday.

Teacher Responsibilities
1. The exact length and form of homework assignments should depend upon the individual objectives of the class, the age of the group and abilities of the students.
2. The growth and development of each child, in the ability to complete assigned work, is a shared responsibility of home and school.
3. Standard homework should never be used as a punishment for infractions of class rules.
4. The teacher should ensure, at the end of each day, that students regularly take home the assigned material and/or books, with knowledge of directions, so that both parents and students know what work is to be done that evening.
5. Home assignments should be clear enough, or well-practiced enough, for students to work on at an independent level.
6. School time cannot be used for homework without teacher approval.
7. Homework assignments should be promptly and properly evaluated, and credit given to students for their efforts, to maintain motivation. Failure to complete homework assignments should be noted.
8. Conduct parental conferences to seek solutions to persistent student problems with homework.
9. Homework practices and pupil accountability should be shared with parents at Back to School Night and conference time, after approval by an administrator.
10. It is imperative that teachers know the nature of errors by a student in completing learning tasks. Hence, it is critical that they check student performance on homework assignments.
11. Grade level teachers should collaborate on the amount(s) of homework being assigned in order to stay within established time limits.
Marking Homework
1. Homework shall not be graded for correctness, but may be graded for attempt with effort and completion.
2. Students may correct their own work, or they may trade papers for corrections. Teachers should review each paper before it is recorded.
3. The nature of marks used in evaluating homework should be consistent with this policy and grade level expectations.

Parent Responsibilities
1. Parents should show a genuine interest in their child's homework, but allow the child to work independently.
2. Parents can best help their child by:
   a. providing a quiet time, resources and a place for assignments to be done.
   b. insisting that the child take home and return textbooks, notebooks, and other materials to school.
   c. providing an interested and responsive audience for written and oral reports.
   d. assisting in drills and checking papers for neatness and completion.
   e. signing homework papers when requested by or arranged with teachers.
   f. arranging to obtain assignments during student absences
   g. advising the teacher of child frustration and excess time demands of assignments.

Pupil Responsibilities
1. Keep a record of homework to be done, i.e., in writing, with correct teacher directions.
2. Take homework home and complete it there, allotting a proper amount of time for each subject.
3. Complete homework in a responsible and organized manner at home.
4. Return completed homework to the assigning teacher.
5. Handle all school materials with care and return them promptly.

Administrator Responsibilities
1. Obtain a report on grade level homework and grading practices (including penalties), at the beginning of each year.
2. Prepare a student handbook which includes the Homework Policy or expectations.
3. Send the Handbook home periodically, at appropriate grade level.
4. Keep the Board of Education informed of changes in perceptions or needs.
5. Correlate reported grade level homework practices with observations.
Board Responsibilities
1. Review the policy periodically and request its revision, as needed.
2. Advise the Administrator of changes in perceptions or needs.

Standards for Homework
1. Teacher discretion is needed, to discriminate among the various levels of student performance, to decide on whether an assignment is accepted, rejected to be redone.
2. Standards and evaluations of assignment completion can often be multiple, with grades given on one paper for normal subject content, penmanship, language usage, etc.
3. Penalties will be assessed on carelessly done or late assignments.
4. Students should be advised that penalty will be assessed on homework task due to neatness, spelling, usage, sentence structure, or alignment, etc.
5. Homework must be completed for the next class in that subject, unless specified otherwise by the teacher.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:36-14 Religious holidays; absence of pupils on; effect

NJAC 6A:32-10.1 et seq. Summer School Sessions

Possible Cross References
1320, 1322, 5020, 5113, 5121, 5124, 6145, 6153, 6174
The Superintendent of Schools and staff shall keep abreast of developing technologies and teaching methodologies, investigating those likely to be of benefit to district pupils, and recommending them for Board consideration.

The Board recognizes that district pupils vary in learning styles and in ability. Therefore, the Superintendent of Schools shall ensure that teaching staff adapts their instructional methods and arrangements to meet identified pupil needs and encourage maximum individual progress.

The Superintendent of Schools shall ensure that district personnel, time and facilities are used in such a way as to provide the most favorable learning environment for all pupils, thus fostering achievement of district goals, objectives and standards.

Because the Board believes that pupils can learn better and faster when the skills learned in one discipline are integrated into another, programs, projects and units of study shall be encouraged which require the use of reading, writing and mathematics skills in conjunction with other areas of study, such as music, art, science, etc. The Board also encourages programs that call on various skill levels of several grades in one discipline, such as musical presentations, science fairs, and other similar efforts.

Every effort should be made to further district affirmative action/equity goals in developing instructional arrangements.

The Board directs that instruction be planned and scheduled in such a way that there is minimum disruption of the school day, including movement between classes and conflicting activities.

Nonpublic School Pupils
Required instructional services shall be delivered to nonpublic school pupils in facilities that are acceptable and convenient to staff and students.

Legal References

NJS A 18A:33-1 District to furnish suitable facilities; adoption of courses of study
18A:46-19.5 Consent of parent or guardian; location of provision of services
18A:46A-5 Consent of parent or guardian; location
NJAC 6A:8-1.1 et seq. Standards and Assessments
6A:14-1.1 et seq. Special Education
6A:15-1.1 et seq. Bilingual Education
6A:26-12.1 et seq. Operation and Maintenance of Facilities


Possible Cross References
2224, 4113/4511.4, 5200, 6010, 6130, 6141.4, 6142.2, 6151, 6171.2, 6171.4
The Board of Education recognizes that there is a benefit to the education of the students of this district when teachers assign or recommend certain reading materials or other projects over the summer in preparation for the school year.

When such assignments or recommendations are made, parents/guardians are urged to cooperate and support the efforts of the teachers making the assignment or recommendation, as these assignments or recommendations are made for the benefit of the students of the district.

In all cases, when students do complete any assignments given prior to the beginning of the school year, the student shall be given academic credit or extra credit for any work completed. The Superintendent of Schools/designee shall be responsible for reviewing any assignments made prior to the school year and ensuring that proper academic credit is given to students who complete them.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Manuel for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Manuel for the Evaluation of Local School Districts
Hawkins-Stafford Elementary and Secondary Schools Improvement Amendments of 1988 (P.L. 100-297
The Board believes that personnel and materials appropriate to the needs of the school program must be available to each pupil and teacher.

To be in compliance with the requirements of federal law, the Board of Education directs the Superintendent of Schools to distribute curriculum materials and instructional supplies to the school in such a way that equivalence of such materials is ensured among the grade levels. Staff assignments shall comply with this directive.

When a school fails to achieve adequate yearly progress as defined by the state for two consecutive years, all provisions in federal law shall be followed.

The Board will endeavor to provide the supportive resources and personnel necessary for teachers to implement the approved curriculum in their classrooms and work effectively with children.

It will be the administration’s responsibility to set up and maintain such central services for curriculum materials, including audiovisual materials, as are needed, and appropriate channels through which teachers and pupils will be supplied with these resources.

In addition, there will be a media resource center and media specialist to offer children instruction and teachers assistance in selecting and using learning resources.

The instructional materials selected for the School district shall be in accordance with the following resources:

1. Instructional materials (print or software, including videos) shall be chosen for the values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race nationality, or the political or religious views of the writer.

2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our time, international national, and local. Current and proposed curriculum guides, textbooks and materials will be reviewed to detect any bias based on race, sex, religion, national origin, ancestry, or culture. It must also be ascertained whether instructional materials, singly or taken as a whole, fairly depict the contributions of both sexes and the various races, ethnic groups, and the like towards the development of human society. (Books or other reading material of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.)

3. Censorship of instructional materials may be challenged in order to maintain the school responsibility to provide information and enlightenment.
Legal References
NJSA 18A:34-1 Textbooks; selection; furnish free with supplies; appropriations

NJAC 6A:7-1.4 et seq. Responsibilities of the district board of education
6A:8-2.1 Authority for educational goals and standards
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3220/3230, 4113/4114, 5145.4, 6121, 6141, 6142.2, 6161.1, 6171.3, 6171.4
It is the policy of the Board of Education to adhere to provisions of the United States Copyright Law (Public Law 94-553). The following procedures represent a sincere effort to operate legally and to discourage violation of this law:

A. Administrators with responsibility for the equipment such as audio and video recorders, computers and any other technology capable of reproducing copyrighted materials will take responsible steps to inform staff of the appropriate and legal application of their use.

B. Information about Public Law 94-553 will be available to all employees. Ignorance of the law is not excuse for violation.

C. No Board of Education facility or equipment may be used to violate copyright laws, regulations or guidelines.

D. Willful infringement of the law by employees may result in disciplinary action.

E. Legal and insurance protection will not be extended to employees who willfully violate copyright law and policies.

The Board of Education directs all school personnel to comply with Public Law 94-553, otherwise known as the Copyright Law, which was enacted by the Senate and the House of Representatives of the United States and became law on October 19, 1976. Copying of all copyrighted software, and videotaping material is prohibited by law. Furthermore, all videotaping of broadcast television programs must comply with the guidelines for the Congressional Record, October 14, 1984. The Board directs the Superintendent of Schools to enforce this copyright policy.

Legal References

United States Copyright Law, Title 17, U.S. Code (PL 94-553, 10/19/76)

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions, 3/19/76, printed as H.R. 94-1476, pp. 70-71
To be in compliance with the requirements of P.L. 103-382, as amended, Section 1120A of Title I, Part A, the Board of Education directs the Superintendent of Schools to distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of such materials is ensured among the grade levels within the school.

Legal References

**NJSA**
- 18A:4-25 Prescribing minimum courses of study for public schools; approval of courses of study
- 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
- 18A:35-1 et seq. Curriculum and Courses
- P.L. 2005, c. 266 Districts to provide an alternate to dissection

**NJAC**
- 6A:7-1.4 Responsibilities of the district board of education
- 6A:23-6.1 et seq. Purchase and Loan of Textbooks
- 6A:32-14.1 Review of mandated programs and services

- Comprehensive Equity Plan, State Department of Education
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

- 1312, 2224, 5145.4, 6000, 6010, 6121, 6140, 6141, 6142.1, 6144, 6161.2, 6163.1
The Board of Education believes that instructional materials should support and enrich the curriculum and make possible the achievement of the district’s instructional goals. To ensure that the materials used in this district are up-to-date in the factual matter they present and also reflect the district’s underlying philosophy of education, the Superintendent of Schools shall develop procedures for continual review of new materials being offered and evaluation of those materials already in use. Materials should be judged against the following criteria:

1. Does the instructional material reflect the district’s Affirmative Action policy that prohibits the teaching or encouragement of racial, sexual, religious, ethnic or age bias?
2. Does it stimulate growth in actual knowledge, literary appreciation, aesthetic values and ethical standards?
3. Does it help students develop abilities in critical reading and thinking?
4. Does it provide effective basic or advanced education for the students for whom it is intended?

The list of instructional materials presented for approval should be sufficient in scope to meet the needs of every student in the district.

The review process shall include:

- Review and recommendation for selection by teaching staff members, particularly those teachers who will be using the materials as an integral part of the instructional program.
- Review and recommendation for selection by the Superintendent of Schools and other administrative staff members.

The Board, by law, reserves the right to make the final instructional materials selection decision. However, prior to final adoption, the recommendations resulting from each review will be given through consideration.

**Legal References**

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It is recognized that opinions may differ on the appropriateness of any given instructional materials and equipment. Occasionally, an individual or group may find instructional materials used in the school that conflict with their views. Any resident of this district shall have the right to present a request, suggestion, or complaint in reference to subject matter or instructional materials.

The Superintendent of Schools shall develop procedures to give careful consideration to such requests, suggestions or complaints. These procedures must provide that:

A. All such requests, suggestions or complaints shall be in writing;
B. Whenever possible, the process be initiated and solved at the lowest effective level;
C. The District response shall be courteous and prompt;
D. Successive steps of appeal and mechanisms for review are available when necessary.

The use of challenged materials or equipment by class or school shall not be restricted until a final decision has been reached.

The final decision on controversial reading matter shall rest with the Board after careful examination and discussion of the book or reading matter with school officials or others the Board may wish to involve.

Procedures
The mechanism for the review, appeal and repeal of decisions of the Instructional Council, the Administration and the Board will be as follows:

Any person who questions the presence of any instructional materials being used in the District shall first discuss the challenged material with the Superintendent of Schools. The challenged material shall remain in use unless and until the Superintendent of Schools directs its removal. If the complainant is not satisfied with the results of the discussion, the complainant must be advised to the following procedures:

1. All questions regarding materials shall be submitted to the Superintendent of Schools in writing. The Superintendent of Schools shall send copies of the statement to the Business Administrator, who will forward copies to the President of the Board of Education.
2. The author, title and publisher, if known, of the challenged material shall be stated in the complaint. The complainant must state whether he/she objects to only part of the material or all of the material. He/she must also state why he/she objects to the indicated inclusions.
3. The complainant’s signature and local address and telephone number must appear on the communication. If the complainant is representing an organization, the entire name of
the organization along with the local address and telephone number of the organization
must be listed.

The Superintendent of Schools and other designated staff members shall constitute a committee
of review. The challenged material shall immediately be objectively reviewed. After a thorough
consideration, the committee of review shall submit a recommendation to the Board of
Education. This recommendation should include a solution and supporting information. The
Board will then consider the material, the committee’s report and any other factors they deem
pertinent and reach a decision on the challenge. That decision shall be made in writing and will
be communicate to the complainant and made a part of the Board’s minutes.

Legal References
NJS 18A:11-1 General mandatory powers and duties
     18A:54-20 Powers of board (county vocational schools)


Possible Cross References
   1312, 2220, 6144, 6161.1
The Board of Education shall provide the services of Child Study Team personnel in numbers sufficient to ensure implementation of pertinent law and regulation. The Superintendent of Schools shall present to the Board for approval, job descriptions, qualifications and evaluation criteria for positions required, and shall present to the Board for hiring the best-qualified applicant.

When complete evaluations of pupils are necessary, the Superintendent of Schools shall secure the services of qualified persons or agencies to supplement the district team. Appropriate staff members, such as the nurse and teachers assigned to the pupil, shall also be involved.

Pupils who have been identified by any professional staff member, the parents/guardians of the child, a child welfare agency or by the health services staff as possibly educationally handicapped shall be considered for evaluation.

Teachers and administrators shall provide intervention resources (e.g. adaptive teaching methods and materials, schedule changes, modified workloads, corrective or remedial instruction, etc.) in order to discover whether an observed difficulty is the result of problems within the educational delivery system. Parents/guardians shall be notified of such interventions. The members of the Child Study Team shall be available to discuss problems informally with teachers and parents/guardians.

If the problems persist despite these intervention techniques, a formal referral, requiring due process procedures, shall be initiated. The examination of each such pupil shall proceed promptly in strict accordance with law. The Board shall review and adopt the regulations governing the referral process.

Examination of each identified child shall consist of a physical examination, a psychological examination, an educational examination, a social case study, and such other examinations as may be deemed necessary by the Child Study Team.

Disaffected Pupils:
In addition to the educationally handicapped, the Child Study Team shall consider and recommend appropriate remedies and/or programs for pupils exhibiting disaffected behavior patterns. A survey of needs shall be conducted for each such pupil. If the survey indicates the advisability of a complete evaluation, a referral shall be initiated and due process followed. If the survey indicates a change in program, the Child Study Team shall cooperate with the teaching staff in developing an appropriate program, including, if necessary, alternative programs.
Disruptive Pupils:
All staff members shall be familiar with and implement the discipline policies and procedures adopted by this Board. This implementation will identify the pupil who is disruptive. Staff members shall report the names of pupils who disrupt the educational program to the appropriate administrator who shall initiate actions which will ensure the involvement of the pupil’s family and the provision of counseling and assessment services, so as to determine the causes of the pupil’s disruptive behavior. A request for pre-referral intervention or for referral for evaluation may be made to the Child Study Team. Throughout this process, administrators, support staff, teachers, parents/guardians, and if prudent, the pupil are to be involved. If all strategies prove unsuccessful, referral to the appropriate outside agency may be made.

In accordance with state law and Board policy, disruptive pupils whose continuing attendance interrupts the educational program and/or threatens harm to themselves and others may be suspended and considered for expulsion.

Legal References
NJSA 18A:46-3.1 Regional consultants for hearing impaired; appointment; duties
18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs ...
18A:46-5.2 Participation by parent or guardian

NJAC 6A:9-13.5 School social worker
6A:9-13.6 Speech-language specialist
6A:9-13.7 Director of school counseling services
6A:9-13.8 School counselor
6A:9-13.9 School psychologist
6A:9-13.10 Learning disabilities teacher-consultant
6A:14-1.1 et seq. Special Education
6A:32-14.1 Review of mandated programs and services

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Possible Cross References
4111, 5114, 5120, 5131, 5200, 6010, 6146.2, 6164.4, 6171.4, 6172
The easy accessibility of hand held calculators pose a conflict in assisting students to "learn" Math facts while making wise use of available technology that may reinforce learning or provide motivation.

Guidelines for Use of Mini-Calculators
1. Without express permission of the teacher, no child is to bring a calculator into school that is not pre-approved.
2. Teachers making use of calculators should receive in-service training PRIOR to implementation in the classroom.
3. Hand held calculators should be used as a supplement, not a replacement, for mastery of basic computation skills.
4. Hand held calculators should be used for checking answers, designing and working out problems, checking estimations, exploring number patterns, and solving word problems aimed at developing analytical skills.
5. Students cannot be penalized for not having a hand held calculator.
6. School should provide calculators in classes where they are required.
7. Calculators should not be used to demonstrate mastery of basic computation skills.
8. If a student owned calculator is broken, lost or stolen, the teacher and school are not liable.
9. Students need to learn the importance of estimation skills to check the accuracy of calculator work. Materials to be used with calculators should require students to ask themselves whether their answers are reasonable.
10. Curriculum materials and activities allowing the use of calculators should be developed.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
The Board of Education encourages the use of consultants when it is clear that they can provide valuable and necessary specialized services.

Funds for necessary consultant help shall be provided for in planning specific projects or programs and will be charged to that particular budget category. The Board must approve the program, or project, as well as consultant fees before entering into any contractual obligation or encumbering any expenditure.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:40A-3 Pre-service training
The Board will draw on the knowledge and opinions of the community in developing mandated policies and programs in compliance with statute and administrative code, and to aid in meeting the district’s identified needs.

The Board of Education encourages local businesses and individual residents who are especially qualified because of training, experience or interest to take an active part in the district’s educational programs. Those persons and representatives of businesses identified by the Superintendent of Schools and the staff and approved by the Board may be invited to act as advisors in groups or individually in appropriate circumstances and situations.

The district shall also take advantage of the physical and financial resources of the community and of organizations including business when such facilities or locations provide learning and enrichment opportunities not otherwise available to our pupils. Pupil safety shall be a primary concern in making use of such resources.

In accordance with law, the administration shall identify and establish working relationships with community agencies that are involved in evaluation and treatment of drug/alcohol problems.

**Legal References**

**NJSA**
- 18A:11-1 General mandatory powers and duties
- 18A:54-20 Powers of board (county vocational schools)

**NJAC**
- 6A:16-1.1 et seq. Programs to Support Student Development
- 6A:30-1.4 Evaluation process for the annual review
- 6A:32-12.1 Reporting requirements

**Possible Cross References**
- 1000/1010, 1210, 1220, 1410, 1600, 3280, 4222, 6142.1, 6142.2, 6153, 6164.6, 6171.2, 6171.3, 6171.4, 9420
The Board of Education recognizes that educational research can be a valuable tool in identifying and applying strategies to enhance student achievement and in identifying factors that could prevent students from becoming contributing members of society. Surveys among student populations can be an important part of this research.

Students and parents/guardians retain certain rights, however, in the administration of surveys. The Board shall ensure that prior written consent is obtained from parents/guardians or emancipated students before any survey is administered that is funded in whole or in part by any program administered by the United States Department of Education, if the survey (analysis or evaluation) is designed to reveal information on any of the following:

A. Political affiliations or beliefs of the student or the student’s parents/guardians;
B. Mental and psychological problems of the student or the student’s family;
C. Sex behavior or attitudes;
D. Illegal, anti-social, self-incriminating, or demeaning behavior;
E. Critical appraisals of other individuals with whom respondents have close family relationships;
F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
G. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; or,
H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written informed consent shall also be obtained from parents/guardians or emancipated students prior to the administration of any academic or nonacademic survey, assessment, analysis or evaluation that would reveal the student’s social security number.

Parents/guardians shall be given the opportunity to inspect any survey, analysis or evaluation that solicits information in any of the above areas. If parents/guardians object to their child(ren)’s participation in the survey, the child(ren) shall be allowed to opt out.

Prior approval of the Superintendent of Schools is required for all other surveys on topics not listed. Anyone seeking approval of a proposed survey must provide the Superintendent of Schools with details of the survey methodology, its specific educational purpose and a description of how results will be disseminated and applied.

For all surveys the identity of the respondent shall remain confidential.
The Superintendent of Schools shall develop regulations to implement this policy that include reasonable timelines for parents/guardians to access and review surveys as prescribed by law, and arrangements to protect student privacy in the administration of a survey.

This policy and the regulations shall be made available to the public at least annually at the beginning of the school year, especially to parents/guardians and to district staff. The public shall be informed within a reasonable period of time if substantive change is made to policy and regulations. The public shall also be informed of specific or approximate dates, if known, when surveys may be administered.

Legal References

NJSA 18A:36-34 Written approval required prior to acquisition of certain survey information from students

NJAC 6A:16-1.4 District policies and procedures

20 U.S.C.A. 1232g - Family Educational Rights and Privacy Act
20 U.S.C.A. 1232h - Protection of Pupil Rights Amendment
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1140, 1315, 4132, 5020, 5124, 5141.3, 6147.1
The primary objective of the school’s Media Center/Library is to implement, enrich and support the educational program of the school. It is the duty of the Media Center/Library to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the Board of Education reaffirms the objectives of the American Association of School Librarians and the Department of Audio-Visual Instruction and asserts that the responsibility of the school Media Center/Library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests and maturity levels of the students served;
- To provide materials that will stimulate growth in factual knowledge, library/media center appreciation, aesthetic values and ethical standards;
- To provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media;
- To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage;
- To place principle above opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the Library/Media Center.

The Board of Education delegates the responsibility for selection of materials to the professional personnel giving consideration to requests from teachers, administrators, students and parents/guardians. Final decisions shall rest with the administration in accordance with Board policy.

The school system shall be a participant of the County Audio-Visual Aids Commission.

**Legal References**

- NJAC 6A:9-13.14 School library media specialist
- 6A:9-13.15 Associate school library media specialist
- 6A:9-13.16 Professional librarian


**Possible Cross References**

1312, 6161.1, 6161.11
The Board of Education shall provide a program of intervention and referral services for general education pupils who are experiencing personal, interpersonal or academic difficulties to help them function productively and develop positively in the classroom environment.

The Superintendent of Schools shall prepare procedures to:

A. Identify pupils in need, and plan and provide for appropriate intervention or referral services and/or referral to school and community resources;
B. Identify the roles and responsibilities of the building staff members who participate in planning and providing intervention and referral services;
C. Provide support, guidance and professional development to school staff who identify and refer pupils and to school staff who participate in planning and providing intervention and referral services;
D. Actively involve parents/guardians in the development and implementation of intervention and referral plans;
E. Coordinate the access to and delivery of school services for identified pupils;
F. Coordinate the services of community-based social and health provider agencies; and
G. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

The Superintendent of Schools will establish an Intervention & Referral Services (I&RS) Team that will be comprised of the following:

A. The Principal or a member of the teaching staff, other than a special education teaching staff member, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
B. A member of the Child Study Team (CST) or an educational services staff member;
C. The staff member who referred the student in need of assistance or identified a school issue for discussion; and,
D. Such other staff members as may effectively aid in the development and implementation of the assistance plan for a particular student.

The Board shall review and adopt these procedures, and the Superintendent of Schools shall report to the Board on their implementation.

Legal References
NJAC 6A:16-8.1 et seq. Intervention and Referral Services

Possible Cross References
6161.4
A guidance program shall be incorporated into the district’s educational program to aid pupils in making informed and responsible decisions and in using effective decision-making processes. The guidance program shall be developed and coordinated by the Superintendent of Schools in consultation with teaching staff members he/she had identified as possessing necessary skills and abilities, to help pupils acquire the insights and knowledge they need to become autonomous, mature members of adult society in a democratic nation.

The purpose of the guidance program shall be to help pupils in learning to make their own decisions concerning life’s many choices-personal, educational, and career/vocational. The guidance program shall provide, as fully as possible, the information needed to make the best decisions concerning the pupil’s educational program. Such information shall include facts such as test scores, grades and educational history. Pupil records may also include anecdotes, but shall not carry judgments, opinions and other advice.

Guidance services shall include establishment of a referral system that guards the privacy of the pupil and monitors the efficacy of such referrals, when district resources are not sufficient, as in drug or alcohol counseling.

Legal References

NJSA 18A:35-4.2 Career development program
18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
18A:36-19.1 Military recruiters; access to schools and student information directories
18A:38-36 Employment certificates to part-time pupils; revocation
18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs

NJAC 6A:7-1.7 Equality in school and classroom practices
6A:8-1.1 et seq. Standards and Assessment
6A:9-13.2 Substance awareness coordinator
6A:9-13.7 Director of school counseling services
6A:9-13.8 School counselor
6A:10A-3.1 et seq. School district lead standards-based instruction
6A:10A-4.1 et seq. Role of the Abbott district board of education
6A:14-3.4 Evaluation
6A:16-4.1 Adoption of policies and procedures for the intervention of student alcohol and other drug abuse
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1 et seq. Student Records
6A:32-13.3 Guidance and counseling

Possible Cross References

5000, 5010, 5020, 5113, 5114, 5120, 5124, 5125, 6142.12, 6145, 6146, 6164.4, 6171.1, 6171.2, 6171.4, 6172, 6173
The Board of Education directs the establishment of an Intervention & Referral Services Team. The purpose of this committee is to assist general education pupils experiencing personal, interpersonal or academic difficulties and to function productively and to develop positively in the classroom and school environment.

The Superintendent of Schools shall develop and the Board shall approve procedures for determining membership of this committee. Training shall be provided for all new Intervention & Referral Services Team members.

The Superintendent of Schools shall submit an annual report to the County Superintendent of Schools concerning the functions of the Intervention & Referral Services Team. This shall include, but be limited to, a summary of the components listed in the NJ Administrative Code.

Legal References
NJAC 6A: 16-8.1 et seq. Intervention and Referral Services

Possible Cross References
6161.4
The regular curriculum of the district’s schools is designed to accomplish the district’s educational goals and objectives for a thorough and efficient system of education for all pupils.

When necessary, the regular program shall be altered or supplemented or other means used to provide for the identified need of the following pupils:

A. The classifiable educationally disabled
B. The gifted and talented
C. Those requiring compensatory or remedial programs
D. The disaffected and alienated
E. Pregnant pupils
F. Pupils requiring home instruction
G. The physically handicapped
H. Those with limited English proficiency
I. The disruptive

Legal References
NJSA 10:5-1 et seq. Law Against Discrimination
18A:35-4.9 Pupil promotion and remediation; policies and procedures
18A:35-15 through -26 Bilingual Education Programs
18A:46-1 et seq. Classes and Facilities for Handicapped Children
18A:46A-1 et seq. Auxiliary services

NJAC 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards
6A:14-1.1 et seq. Special Education
6A:15-1.1 et seq. Bilingual Education
6A:32-14.1 Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
6142.2, 6171.1, 6171.2, 6171.3, 6171.4, 6172, 6173, 6174, 6178
Pupils whose proficiency in subjects assessed through the Core Curriculum Standards Process is below acceptable levels of performance, shall be required to participate in a remedial/skill maintenance program. Proficiency shall be evaluated through a multi-skills assessment, standardized tests, diagnostic instruments, teacher observation and pupil progress reports.

The programs shall include procedures to evaluate pupil achievement related to the remedial program objectives and standards. The Superintendent of Schools shall coordinate continuous communication between teaching staff members and parents/guardians of pupils participating in remedial educational programs. These programs shall be supplemental to the regular program and designed to assist students who have academic, social, economic or environmental needs that prevent them from succeeding in regular school programs.

An individual pupil improvement plan (IPIP) shall be developed for each pupil who performs below state minimum levels of proficiency after completion of three academic years of instruction beyond kindergarten. Procedures for development, implementation and evaluation of the IPIP’s shall include designation of responsible staff and notification of the pupil and his/her parents/guardians of the need for and content of the IPIP in the language and mode of communication understood by them.

All parents/guardians shall be notified in writing of a pupil’s needs for a remedial/skill maintenance program and shall be encouraged to participate in its design. Regulations governing these programs and procedures shall be reviewed and adopted by the Board as required by law.

The Superintendent of Schools shall evaluate the remedial education programs each school year and report to the Board of Education as to their effectiveness in achieving and maintaining acceptable levels of pupil proficiency.

**Legal References**

- **NJSA** 18A:7C-1 et seq. High School Graduation Standards
  18A:35-4.9 Pupil promotion and remediation; policies and procedures

- **NJAC** 6A:8-4.3 Accountability
  6A:8-4.4 Annual review and evaluation of school districts
  6A:8-5.1 Graduation
  6A:30-1.1 et seq. Evaluation of the Performance of School Districts

  Manual for the Evaluation of Local School Districts
  New Jersey Quality Single Accountability Continuum (NJQSAC)

**Possible Cross References**

4138.2, 5120, 6141, 6142, 6142.6, 6147, 6171.3
Gifted and/or talented students are those who display outstanding intellectual abilities, academic aptitudes, unique creativity, productive thinking, leadership traits, or exceptional talent in the visual and performing arts.

Suitable educational programs for all children are a right implicit in basic educational philosophy as well as state and federal law. The Oldmans Board of Education holds itself responsible for providing sequential, differentiated and appropriate educational programs for all students including the gifted and talented. Such programs must insure that these students interact with other students as well as have opportunities for learning among themselves.

The Oldmans School District shall provide educational programs for the gifted and talented that include a broad spectrum of learning experiences which increase knowledge and develop skills necessary for each student to function successfully in society while encouraging him/her to excel in areas of special competence and interest.

Programs shall be developed that stimulate students to participate constructively in, and contribute to, the activities of their school, community and society.

Such programs shall be designed in terms of the individual learning styles of each student as well as the capacity of a gifted student to create concepts, respond to stimuli in a unique and creative manner, develop levels of higher thinking and influence the behavior of others.

Though early discovery of the gifted and talented is important, it is essential that the identification of these students be recognized as a continuing process, as special abilities and skills appear at different times in the lives of many children.

Procedures shall be used to identify gifted and talented students that employ multiple criteria, and seek to eliminate biases due to race, sex and ethnic background.

The Board directs the administration to develop educational programs for the gifted and talented that not only discover and develop special skills, but also provide the opportunity for all students to express their special skills and talents. These programs shall be developed in consultation with teaching staff members and students that he/she has identified as possessing the skills and abilities necessary to contribute to program development. These programs shall conform to the guidelines developed by the State Department of Education and be Board approved.
### Legal References

**NJSA**
- 18A:35-4.15 through -4.16 Legislative findings and declarations; chess instruction for second-grade pupils in gifted and talented and special education programs...
- 18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
- 18A:61C-4 Program providing college credit courses for high school students on high school campuses; establishment

**NJAC**
- 6A:8-1.3 Definitions
  - 6A:8-3.1 Curriculum and instruction
  - 6A:8-3.3 Enrollment in college courses
  - 6A:30-1.4 Evaluation process for the annual review
  - 6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

### Possible Cross References
- 1600, 6010, 6121, 6171
**Gifted & Talented Educational Plan**

Students in the Gifted & Talented program are expected to use the standard curriculum as a basis for further explorations and utilization of internal and external resources -- human and materials. Although applicable proficiencies and objectives remain valid, modifications based on individual and group related interests, objectives and learning styles will be necessary throughout the course of study.

A. **Participation**
   Parents and students must attend an orientation meeting with the instructor, or submit a note of interest that excuses their absence.

B. **Method of Presentation**
   The instructor and small multi-aged groups of students interact for purpose of using student-derived content and plans to develop solutions to problems and products, that are mutually agreed upon. Research and preparations outside of class time in necessary, and required for student to be a successful participant.

C. **Approaches**
   The instructor guides and involves students in planning and evaluation to develop skills of analysis, synthesis, evaluation, divergent thinking, individuality and independence of thought, in an interdisciplinary setting, to produce knowledge or products.

D. **Emphasis**
   The experiences provided should develop: higher though processes; creative problem solving; personal areas of interest; planning skills; self-evaluation skills; use of resources beyond the school. i.e. field trips; appreciation of peer differences and strengths; and the ability to collaborate on peer developed projects. The Fine Arts (Art, Literature, Poetry) will be stressed, to motivate students to increase knowledge and skills.

E. **Evaluation**
   The instructor guides and involves students in individual, group and program assessments of an informal nature. Informal notes on program activities and student progress are sent home to parents, and reactions to the program solicited.
The district shall comply with all state and federal requirements in developing, implementing, administering and evaluating funded compensatory education programs for pupils determined to be at risk.

Such instructional services and activities shall be designed to improve the level of proficiency in reading, writing, mathematics and other skills of pupils whose academic, social or environmental needs prevent them from succeeding in regular school programs, and to prevent their regression in such skills when regular programs are not in session. Parents/guardians shall be kept informed of their children’s progress and shall be invited to consult with staff on ways to give their children the maximum benefits of such programs.

At least once annually, a public meeting shall be held for the express purpose of informing parents/guardians of the programs and activities provided with the Title I funds. The agenda shall include:

A. Informing parents/guardians of their right to consult in the design and implementation of the Title I project;
B. Providing parents/guardians with information about the Title I law, regulations and instructional programs;
C. Soliciting parents/guardians’ input about basic skills improvement programs and related activities;
D. Providing parents/guardians an opportunity to establish mechanisms for maintaining ongoing communication among parents/guardians, staff and the Board.

The parents/guardians of all eligible children shall be invited to attend.

Mandated Policy Statements in Addition to Parent Consultation

A. Comparability of personnel
   To be in compliance with the requirements of 20U.S.C. 3807, Section 558(2)(B) (Title1), the Board of Education directs the Superintendent of Schools to assign teachers, administrators, and auxiliary personnel to the school in such a way that equivalence of personnel is ensured.

B. Comparability of materials and supplies
   To be in compliance with the requirements of 20U.S.C. 3807, Section 558(2)(B) (Title1), the Board of Education directs the Superintendent of Schools to distribute curriculum materials and instructional supplies to the school in such a way that equivalence is ensured.

C. Supplement not supplant
   The district shall use Title I and/or state compensatory education funds only to supplement and to the extent practical increase the level of funds that would, in the absence of Title I and/or state compensatory education funds, be made
available for the education of pupils participating in Title I or state compensatory education projects. In no case shall Title I and/or state compensatory education funds be used to supplant those non-Title I or non-state compensatory education funds.

**Eligibility for State and Federal Funds**

The Superintendent of Schools shall ensure that all requirements for receiving state and federal funds shall be fulfilled in an accurate and timely manner.

Control of such funds and title to equipment and supplies purchased with such funds shall remain with the Board of Education. Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with the law.

**General**

The Superintendent of Schools shall direct appropriate administrative personnel to pursue vigorously all possible sources of funding, either state or federal, that support such compensatory services, and shall keep abreast of all changes in the law that restrict or expand the district’s use of state or federal funds.

Programs especially designed for migrant children shall be provided as necessary.

**Legal References**

**NJSA**

18A:35-4.9 Pupil promotion and remediation; policies and procedures
18A:59-1 through -3 Apportionment and distribution of federal funds; exceptions

**NJAC**

6A:32-14.1 Review of mandated programs and services

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

**Possible Cross References**

3220/3230, 3514, 5120, 5200, 6122, 6141, 6142.2, 6142.6, 6171.1, 6171.4
In compliance with state department of education interpretation of the administrative code on special education, the Board adopts the following revision/amendment of its existing policies on providing educational and related services to pupils identified as having educationally disabling conditions as defined in federal and state law.

A. Exemption of educationally disabled pupils from the high school graduation requirements according to NJAC 6A:14-4.11.

A disabled pupil must meet all state and local high school graduation requirements in order to receive a state-endorsed high school diploma unless exempted in his/her IEP. When a pupil has been exempted from any graduation requirement, his/her IEP shall address alternate requirements to be met. By the year specified in code, the Board shall ensure that all pupils with disabilities participate in statewide assessments with appropriate accommodations or modifications, as determined by the pupil’s IEP. If the nature of the pupil’s disability is so severe that the pupil is not receiving instruction in any of the knowledge and skills measured by the statewide assessment and the pupil cannot complete any of the questions on the assessment in a subject area with or without accommodations, the pupil shall participate in a locally determined assessment of pupil progress.

By June 30th of a disabled pupil’s last year in the elementary program, the pupil’s case manager, parent/guardian and teacher(s) shall meet to review the pupil’s IEP in view of the transition to the secondary program. Input from appropriate staff from the secondary school shall be part of the review.

The transition plan of the IEP for the pupil entering the secondary program will address all the elements required in the administrative code, including specifically addressing graduation requirements.

A disabled pupil who has not been exempted from the proficiencies or has performed below the state minimum level of pupil proficiency on one or more areas of the state-mandated high school proficiency test may participate in the special review assessment (SRA).

Educationally disabled pupils meeting the standards for graduation according to NJAC 6A:14-4.11 shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
B. Prevention of needless public labeling of educationally disabled pupils

The Board directs that the names and other personally identifiable data concerning educationally disabled children shall be kept confidential and shall not be included in the public acts and public records of this district. Such names and data shall be reduced to code for inclusion in the public record. A special confidential file shall be maintained listing the names of educationally disabled pupils on whose behalf the Board of Education must take public action. Motions concerning disabled pupils made at public meetings shall be anonymous and referred to this confidential file. This file shall be maintained in accordance with NJAC 6A:32-7.1.

Further, the Board, administrators, faculty and other personnel shall avoid unnecessary and needless public labeling of such pupils. This shall include the avoidance of public address announcements so designating pupils, any open identification of classrooms with signs so designating, or any item of open or general circulation, such as photographs, audio/videotapes, etc., that so designates an individual pupil or class. Pupil records shall be maintained in accordance with NJAC 6A:32-7.4.

C. Compilation, maintenance, access to and confidentiality of pupil records according to NJAC 6A:32-7.4 through –7.6.

To ensure proper accessibility and confidentiality, the records of educationally disabled pupils shall be gathered, updated, maintained, stored, transferred, made accessible and finally disposed of in accordance with the district policy 5125 on pupil records in general. To assure the security of special education records:

1. Provision shall be made for access and security of computer-stored records of educationally disabled pupils;
2. Clerical and secretarial tasks related to such records shall be performed only under the supervision of appropriately certified staff.

As with all pupil records, access shall be guaranteed to persons authorized according to NJAC 6A:32-7.5 within 10 days of the request, but prior to any review or hearing conducted in accordance with state Board of Education regulations.

For the district’s general policy and regulation on pupil records see 5125, which deals with all requirements common to disabled and general pupil records including enumeration and description of records, provisions for access, notice to parents/guardians of their rights in regard to the child’s records, etc.
D. Identification, location and evaluation of potentially educationally disabled pupils, according to NJAC 6A:14-3.3

The Superintendent of Schools shall prepare written procedures for identifying those pupils ages three through 21, including pupils attending nonpublic schools, within the district and may be educationally disabled, regardless of their district of residence. Procedures shall include provision for the referral of pupils who may be experiencing physical, sensory, emotional, communication, cognitive or social difficulties. In order to ensure program placement by a disabled child's third birthday, a written request for initial evaluation shall be forwarded to the district at least 120 days prior to the preschooler attaining age three.

The Board shall ensure that all preschool pupils with disabilities shall have their IEPs implemented no later than their third birthdays. To provide a smooth transition between a child’s preschool program and his/her school age program (public or private), particular attention shall be paid to articulation between those programs.

These procedures and arrangements shall be adopted by the Board after review and possible revision. The procedures shall include criteria by which to identify the potentially disabled, and require the participation of staff, parents/guardians and appropriate agencies.

Evaluation and Determination of Eligibility
The evaluation process to determine a pupil’s eligibility for educational and related services beyond those available within the regular public school program shall be conducted in strict compliance with the provisions of NJAC 6A:14-2.3, 2.5, 3.4 and 3.5 dealing with:

- Parental notice, notification, consent and involvement, including determination of the parents/guardians’ dominant language and necessary accommodations if the language is other than English or if the parents/guardians are deaf;
- An initial evaluation that consists of a multi-disciplinary assessment in all areas of suspected disability and a written report of the results of each assessment;
- Determination that a pupil is eligible for special education and related services when he/she has been identified as having one or more of the fourteen categories of disability described in the administrative code, and the disability adversely affects the pupil’s educational performance.
The Superintendent of Schools shall oversee development of detailed procedures to govern the evaluation process, and shall implement them after they have been reviewed and adopted by the Board.

The Board shall ensure that a variety of assessment tools and strategies shall be applied to gather information to develop and monitor the IEP, including cooperation and input from the parents/guardians. Relevant information shall also be related to enabling the pupil to be involved in and progress in the general education curriculum or, for preschool children with disabilities to participate in appropriate activities.

E. Provision of full educational opportunity to educationally disabled pupils
   The Board of Education is responsible for providing education for all children resident in the district. All reasonable efforts will be made to resolve an enrolled child’s learning and adjustment difficulties prior to his/her referral to the child study team for screening and/or evaluation. When a pupil is found eligible for special education and related services and the Board of Education cannot provide required instruction and related services from its own resources and facilities, the Board will seek appropriate placement outside the district, and will assume such costs of that placement as are required by law.

   The goal of the Board’s special education program is to provide full educational opportunity to all educationally disabled resident pupils ages three through 21, as those terms are defined in federal and state law. The Board will make available to parents/guardians of educationally disabled children below the age of three information regarding services available through other state, county and local agencies.

F. Participation of and consultation with the parents of educationally disabled pupils toward the goal of providing full educational opportunity to all educationally disabled pupils ages 3 through 21
participation shall be sought in every successive stage of the special education decisional process, pursuant to NJAC 6A:14-2.3 and 2.4. All notifications shall be made and all necessary conferences conducted in the language used for communication by the parent/guardian and the pupil unless it is not feasible to do so, in which case the provisions of administrative code shall be followed.

Written notice to parents/guardians and/or adult pupils shall be provided as follows:
- The Board shall provide written notice no later than 15 calendar days after making a determination;
- The Board shall provide written notice at least 15 calendar days prior to the implementation of a proposed action so that the parents/guardians and/or adult pupil may consider the proposal.

The Superintendent of Schools shall develop and present to the Board for review and adoption procedures for:
1. NJAC 6A 14:2.3 through 2.5 will be followed regarding written notice, consent, provision of information and evaluation.
2. Particularly, parental consent shall be obtained prior to implementation of the initial IEP resulting from evaluation; prior to reevaluation except in the circumstances outlined in code; and prior to the release of pupil records according to NJAC 6:3-6.

Procedures set out in the administrative code shall be followed when parent/guardian cooperation and/or participation cannot be obtained. When necessary, a surrogate parent shall be appointed to ensure the protection of a pupil’s rights when the parents/guardians cannot be identified or located or the child is a ward of the State of New Jersey. The district shall select and train such surrogate parents in compliance with the administrative code.

No more than 90 calendar days after parental consent has been received shall be allowed for the evaluation, determination of eligibility and, if the pupil is eligible, the development and implementation of the IEP.

G. Provision of special services to enable educationally disabled pupils to participate in regular educational programs to the maximum extent appropriate.

When instruction in health, industrial arts, fine arts, music, home economics, and other education programs is provided to groups consisting solely of pupils with disabilities, the size of the groups and age range shall conform to the requirements for special class programs described in the administrative code.
When pupils with disabilities participate in physical education, intramural and interscholastic sports, on-academic and extracurricular activities in groups consisting solely of pupils with disabilities, the age range and group size shall be based on the nature of the activity, needs of the pupils participating in the activity and the level of supervision required.

The evaluation process to determine a pupil’s eligibility for educational and related services beyond those available within the regular public school program shall be conducted in strict compliance with the provisions of the administrative code.

H. Determination of eligibility according to NJAC 6A:14-2.3(i)1 and 3.5 through -3.6

Eligibility for special education and related services shall be determined collaboratively by the parents/guardians; a teacher who is knowledgeable about the pupil’s educational performance or district’s programs; the pupil, where appropriate; at least one child study team member who participated in the evaluation; the case manager; other appropriate individuals at the discretion of the parent or district; and for an initial eligibility meeting, certified school personnel referring the pupil as potentially disabled, or the school principal or designee if they choose to participate.

A pupil shall be determined eligible and classified for special education and related services when it is determined that the pupil has one or more of the disabilities defined in the administrative code. A pupil shall be determined eligible for speech-language services when he/she exhibits a speech or language disorder as outlined in the administrative code.

I. The individualized education program for each educationally disabled pupil shall be developed in accordance with the provisions of the administrative code, at NJAC 6A:14-3.7.

The Board shall ensure that an IEP is in effect for every pupil in the district who is receiving special education and related services.
meetings, the Superintendent of Schools/designee shall attempt to ensure parental participation, including the use of individual or conference telephone calls.

Documentation shall be maintained of all attempts to secure parent/guardian participation.

Parents/guardians shall receive a copy of the pupil’s IEP and of any revisions made to it.

All communication with parents/guardians, including written notice, notifications and required meetings, shall be conducted in the language used for communication by the parent/guardian and pupil unless it is not feasible to do so. This shall include providing foreign language interpreters or translators and sign language interpreters for the deaf at no cost to the parents.

The IEP shall be developed and monitored with the cooperation and input of parents/guardians. In addition to educational programming, the IEP shall provide for necessary disciplinary action and specify graduation requirements when appropriate. Any accommodations and/or modifications for the administration of statewide assessments shall be specified in the IEP.

1. No more than 90 calendar days after parental consent has been received shall be allowed for the evaluation, determination of eligibility and, if the pupil is eligible, the development and implementation of the IEP. The IEP shall be implemented as soon as possible following the IEP meeting.

2. The Board of Education will provide those special education-related services prescribed in the IEP to enable educationally disabled pupils to participate in general educational programs to the maximum extent appropriate. Such education-related services may include transportation, ensuring that hearing aids worn by deaf and/or hard of hearing children in school are functioning properly, etc.

J. Protection of pupils’ rights in regard to evaluation and reevaluation procedures according to NJAC 6A:14-3.4 and 3.8.

Procedures shall provide all due process protection for the rights of the pupil and his/her parents/guardians whether the pupil is already enrolled in the schools or has been located through the process for identification in the section D of this policy.

In order to achieve the district’s goal of providing full educational opportunity to all educationally disabled pupils in accordance with the administrative code, parent/guardian participation shall be sought in every successive stage of the special education decisional process. All notifications shall be made and all necessary conferences conducted in the language used for communication by the parent/guardian and the pupil unless it is not
feasible to do so, in which case the provisions of administrative code shall be followed. The Superintendent of Schools shall develop and present to the Board for review and adoption procedures for:

1. Giving notice to parents/guardians and adult pupils in accordance with NJAC 6A:14-2.3 when an initial request is being made for consent to evaluate or when a proposal has been made to initiate or change a classification, evaluation or educational placement of the pupil, or the provision of a free, appropriate education. For each instance, all required information and documentation shall be supplied to the parents/guardians within the timelines set by the administrative code. Particular care must be taken to inform parents/guardians and adult pupils of their right to review all educational records with respect to the identification, evaluation and educational placement of the pupil; to appeal these by requesting a due process hearing; and their rights in regard to free and low cost legal services and legal fees;

2. An independent evaluation at the request of the parent/guardian or adult pupil. In no case, shall the district limit the parents’/guardians’ rights to an independent educational evaluation by first conducting an assessment in an area not already assessed by the initial evaluation or reevaluation before the parents’/guardians’ request is granted. Such independent evaluation shall be at no cost to the parent/guardian if it is conducted in compliance with administrative code, unless the district Board of Education initiates a due process hearing to show that its evaluation is appropriate and a final determination to that effect is made following the hearing. The IEP team shall consider any independent evaluation submitted to it when making decisions regarding special education and/or related services;

3. Mediation when disputes arise during any stage of the special education process which cannot be settled between the original parties. A due process hearing may be initiated by the Board of Education, a parent/guardian or adult pupil;
4. Ensuring what all evaluation procedures, including but not limited to observations, tests and interviews used to determine eligibility and placement of disabled pupils, shall comply with the requirements of NJAC 6A:14-3.4, 3.5 and 3.7.

K. Placement of educationally disabled pupils in the least restrictive environment according to NJAC 6A:14-4.2.

Educational placement decisions made for each disabled pupil shall always be, insofar as possible, in the least restrictive environment commensurate with the pupil’s educational needs. This means that to the maximum extent appropriate, educationally disabled pupils shall be educated with children who are not educationally disabled. These decisions should be designed to produce a positive effect on the pupil and to ensure the quality of services which he/she requires.

The Superintendent of Schools shall encourage positive attitudes toward the educationally disabled in all district pupils and personnel.

Special classes, separate schooling or other removal of educationally disabled pupils from the regular educational environment shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

In order to ensure a continuum of alternative placements, when the Board cannot provide required instruction and related services from its own resources and facilities, it will seek appropriate placement outside the district and will assume such costs of that placement as are required by law.

Placement of a disabled pupil in the least restrictive environment shall be determined annually. Placement shall be provided in appropriate educational settings as close to home as possible. When the IEP does not describe specific restrictions, the pupil shall be educated in the school he/she would attend if not disabled.

L. Establishment and implementation of procedural safeguards according to NJAC 6A:14-2.3 through –2.4 and NJAC 1:6A. The Board of Education directs the Superintendent of Schools to establish and implement the required procedural safeguards.
Procedural safeguards shall include:

1. Giving notice to parents/guardians per NJAC 6A:14-2.3 when an initial request is being made for consent to evaluate or when a proposal has been made to initiate or change a classification, evaluation or educational placement of the pupil, or the provision of a free, appropriate education. For each instance, all required information and documentation shall be supplied to the parents/guardians within the timelines set by the administrative code. Particular care must be taken to inform parents/guardians of their right to appeal and their rights in regard to legal fees;

2. Seeking consent of parents/guardians to the actions in 1, when such consent is required;

3. Seeking parent/guardian participation in conferences and determinations as specified in 1, and in evaluation of the success of the educational plan for their child. When necessary, conference schedules shall be altered to accommodate working parents/guardians;

4. Mediation when disputes arise during any stage of the special education process which cannot be settled between the original parties.

The Superintendent of Schools shall ensure that the district’s special education programs comply with the law in every respect, including fiscal regulations and reports. These procedures shall provide all due process protection for the rights of the pupil and his/her parents/guardians. Procedures shall be conducted in strict compliance with the provisions of the administrative code dealing with parental notification, consent and involvement, including determination of the parents/guardians’ dominant language and necessary accommodations if the language is other than English or if the parents/guardians are deaf.

Discipline
In general, educationally disabled pupils are subject to the same disciplinary constraints and sanctions as nondisabled pupils. However, before disciplinary action is taken against an educationally disabled pupil, consideration must be given to whether the behavior is caused by the disabling condition, whether the program that is being provided meets the pupil’s needs, whether a component of the pupil’s IEP covers the behavior, or whether the pupil is an immediate danger to himself/herself or others.
A disabled pupil may be removed for disciplinary reasons from his/her current educational placement to an interim alternative educational setting, another setting, or a suspension without the provision of educational services for up to 10 consecutive or cumulative school days in a school year. Such suspensions are subject to the same district Board of Education procedures as nondisabled pupils. However, at the time of removal, the principal shall forward written notification and a description of the reasons for such action to the case manager.

Procedures for imposing and implementing disciplinary sanctions on educationally disabled pupils, including removal to an interim alternative educational setting, suspension for more than 10 school days in a school year, or expulsion, shall be in strict compliance with the provisions of state and federal law and the administrative code. (See NJAC 6A:14-2.8, 3.7 and Appendix A)

Early Intervention
The Superintendent of Schools or designee shall gather and make available to parents/guardians of disabled children below the age of three information regarding ameliorative services and programs provided by other state, county and local agencies. The procedures for such dissemination shall be reviewed and adopted by the Board.

Preschool Disabled Program
New Jersey code will be followed in regard to providing services to children age 3 to 5 who have disabilities.

Placement in Nonpublic Schools
The Board shall provide a genuine opportunity for the equitable participation of pupils with disabilities who have been enrolled in nonpublic schools by their parents/guardians, in accordance with federal law and regulations. All special education programs and services shall be provided with the consent of parents/guardians.

Pupils shall receive programs and services as specified in NJAC 6A:14-6.1.

Limited English Proficient
Pupils with limited English proficiency may have educationally disabling conditions that must be addressed in order to provide them the full educational opportunity that is the goal of the district for every child. Evaluation procedures shall be selected so that the pupil’s cultural background and language abilities are taken into consideration unless it is clearly unfeasible to do so; and shall accurately reflect the pupil’s ability rather than the
implementation of actions under Parent/Guardian Notification, Consent and Participation are to be conducted in the parents/guardians’ dominant language, unless that is clearly impossible. In that case, care shall be taken that the facts and procedures are made intelligible to the parents/guardians.

Cooperation with Other Agencies
The Superintendent of Schools shall investigate the possibilities of working with organizations and agencies providing services for the disabled, and shall present feasible programs and relationships to the Board for consideration.

Eligibility for State and Federal Funds
The Superintendent of Schools shall ensure that all requirements for receiving, using and accounting for state and federal funds shall be fulfilled in an accurate and timely manner.

Procurement, control, use and disposition of equipment and supplies purchased with state/federal funds shall be in full compliance with law.

Access
In addition to educational programs, the Board directs that the Superintendent of Schools take into consideration physical access to district facilities for disabled pupils, staff and the community in determining location of programs or planning new facilities per state and federal law.
Part I - Policies

In accordance with Part B of the IDEA and N.J.A.C. 6A:14-1.1, N.J.A.C. 6A:14-1.2(b) and (c), the district Board of Education shall adopt and assure compliance with the following policies:

Policy #1
All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3.

Policy #2
Homeless students are located, identified and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.

Policy #3
Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.

Policy #4
An individualized education program is developed, reviewed, and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.

Policy #5
To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.

Policy #6
Students with disabilities are included in statewide and district-wide assessment programs, with appropriate accommodations, where necessary according to N.J.A.C. 6A:14- 4.10. All students with disabilities will participate in statewide assessments or the applicable Alternate Proficiency Assessment, in grades 3, 4, 5, 6, 7, 8 and high school in the applicable courses.

Policy #7
Students with disabilities are afforded the procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent, when appropriate.
Policy #8
The rules set forth in N.J.A.C. 6A:14 ensure a free appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school.
1. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student’s third birthday and that an individualized education program (IEP) is in effect for the student by that date;
2. If a child’s third birthday occurs during the summer, the child’s IEP team shall determine the date when services under the IEP will begin;
3. A free, appropriate public education is available to any student with a disability who is eligible for special education and related services, even though the student is advancing from grade to grade;
4. The services and placement needed by each student with a disability to receive a free, appropriate public education are based on the student’s unique needs and not on the student’s disability; and,
5. The services and placement needed by each student with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the student’s home as possible, and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.

Policy #9
Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under this chapter will experience a smooth transition and have an individualized education program developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

Policy #10
Full educational opportunity to all students with disabilities is provided.

Policy #11
The compilation, maintenance, access to and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.

Policy #12
Provision is made for the participation of students with disabilities who are placed by their parents in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.
Policy #13
Students with disabilities who are placed in private schools by the district Board of Education, are provided special education and related services at no cost to their parents according to N.J.A.C. 6A:14-1.1 and N.J.A.C. 6A:14-7.5(b)3.

Policy #14
All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law, pursuant to N.J.A.C. 6A:14-1.2(b)13.

Policy #15
Pursuant to N.J.A.C. 6A:14-1.2(b)4, the in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified and that appropriate in-service training is provided. The district Board of Education shall maintain information to demonstrate its efforts to:
1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
3. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
4. Insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and,
5. Provide for joint training activities of parents and special education, related services and general education personnel.

Policy #16
Instructional materials will be provided to blind or print-disabled students in a timely manner.

Policy #17
For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Developmentally Disabled Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., and N.J.A.C. 6A:14-1.2(b)17, the necessary materials to the parent to apply for such services.
Policy #18
When the school district utilizes electronic mail, parents are informed as to whether they use electronic mail to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and that they may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14-1.2(b)18.

Policy #19
The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student’s IEP pursuant to N.J.A.C. 6A:14-4.5(d).may

Policy #20
The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of the special education services as required by N.J.A.C. 6A:14-3.7 (c) 4.

Policy #21
The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.S.A. 18A:40-5.1 et seq.

Part II – Procedures
In accordance with Part B of the IDEA and N.J.A.C. 6A:14-1.1, N.J.A.C. 6A;14-1.2(b) and (c), the Board of Education shall assure compliance with the following policies and related procedures below:

Policy #1
All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3, and

Policy #2
Homeless students are located, identified and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq. and
Policy #7

Students with disabilities are afforded the procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq. including appointment of a surrogate parent, when appropriate.

Pursuant to 20 U.S.C. §1412(a)(3), procedures to locate students with disabilities (child find) must ensure that:

1. Person(s) responsible to conduct child find activities are identified.
2. Child find activities are conducted for all children ages three through 21, who reside within the district or attend nonpublic schools within the district.
3. Child find activities are conducted at least annually.
4. Child find activities (meetings, printed materials and/or public service announcements) are conducted in the native language of the population, as appropriate.
5. Child find activities address public and nonpublic students, including highly mobile students such as migrant and homeless students.
6. Child find activities for nonpublic school students are comparable to activities conducted for public school students.
7. Child find activities for nonpublic school children provide for consultation with appropriate representatives of the nonpublic school and parents on how to carry out these activities.
8. Child find activities include outreach to a variety of public and private agencies and individuals concerned with the welfare of students, such as clinics, hospitals, physicians, social service agencies and welfare agencies.

Procedures for interventions in the general education program must ensure that:

1. Criteria/steps for initiating interventions in the general education program are identified.
2. Parents, teachers and other school professionals, as appropriate, are informed of the procedures to initiate interventions in the general education program.
3. Activities are in place to determine whether the interventions are effective.
   - School personnel who are responsible for the implementation/evaluation of the interventions are identified; and,
   - The type, frequency, duration and effectiveness of the interventions are documented.

Procedures for referral must ensure that:

1. Steps are in place to refer students after it has been determined that interventions in the general education program are not effective in alleviating the educational difficulties.
2. Steps are in place to refer students directly to the child study team when warranted.
3. Steps are in place to refer students who have a disability but are advancing from grade to grade.
4. Steps for initiating a referral to the child study team by school personnel identify:
§ The information/documentation of student performance required in the referral;
§ Forms, if any, that are to be submitted by school personnel;
§ School personnel who are responsible to process referrals; and,
§ Timelines for processing referrals including the date that initiates the 20-day timeline for conducting the referral/identification meeting.

5. Steps for processing written referrals received from parents identify:
§ School personnel who are responsible to process referrals from parents; and,
§ Timelines for processing referrals including the date that initiates the 20-day timeline for conducting the referral/identification meeting.

6. School personnel, parents and agencies are informed of referral procedures.

For students with disabilities potentially in need of a surrogate parent, procedures must ensure that:

1. A surrogate parent is provided to a student in accordance with N.J.A.C. 6A:14-2.2 when:
   § The parent of the student cannot be identified or located.
   § An agency of the State has guardianship of the student and that agency has not taken steps to appoint a surrogate parent for the student.
   § The student is a ward of the state and no State agency has taken steps to appoint a surrogate parent for the student.
   § No parent can be identified for the student in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the student’s parent and no State agency has taken steps to appoint a surrogate parent for the student.
   § The student is an unaccompanied homeless youth and no State agency has taken steps to appoint a surrogate parent for the student.

2. The district will make reasonable efforts to appoint a surrogate parent within 30 days of its determination that a surrogate parent is required for a student.

3. The district will appoint a person who will be responsible for appointing surrogate parents and overseeing the process. The responsible person will:
   § determine whether there is a need for a surrogate parent for a student;
   § contact any State agency that is involved with the student to determine whether the State has had a surrogate parent appointed for the student; and,
   § make reasonable efforts to select and appoint a surrogate parent for the student within 30 days of determining that there is a need for a surrogate parent for the student.

4. The district will establish a method for training surrogate parents that includes provision of information with respect to parental rights and procedural safeguards available to parents and students in accordance with N.J.A.C. 6A:14.
The district will appoint a person that will be responsible for training surrogate parents;
The training of surrogate parents will ensure that surrogate parents have knowledge and skills that ensure adequate representation of the child with a disability;
The training will be designed to make surrogate parents familiar with State and federal requirements for assessment, individualized education program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
Surrogate parents will be provided with copies of: The Parental Rights in Special Education booklet; N.J.A.C. 6A:14; the Special Education Process; Code Training Materials from the Department of Education Website; and other relevant materials; and,
Surrogate parents will be provided information to enable them to become familiar with the nature of the child’s disability.

5. The district will ensure that:
- All persons serving as surrogate parents have no interest that conflicts with those of the student, he or she represents;
- All persons serving as surrogate parents possess knowledge and skills that ensure adequate representation of the student;
- All persons serving as surrogate parents are at least 18 years of age;
- If the school district compensates the surrogate parent for providing such services, a criminal history review of the person in accordance with N.J.S.A. 18A:6-7.1 is completed prior to his or her serving as the surrogate parent; and,
- No person appointed as a surrogate parent will be an employee of the New Jersey Department of Education, the district Board of Education or a public or nonpublic agency that is involved in the education or case of the child.

Policy #3
Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.

Procedures
Due to the specificity of the requirements at N.J.A.C. 6A:14-2.5 and 3.4, no additional written procedures are required.

Policy #4
An individualized education program is developed, reviewed, and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.
Procedures
Due to the specificity of the requirements at N.J.A.C. 6A:14-2.6 and 3.7, no additional written procedures are required.

Policy #5
To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-4.2, no additional written procedures are required.

Policy #6
Students with disabilities are included in statewide and districtwide assessment programs, with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All students with disabilities will participate in statewide assessments or the applicable alternate assessment, in grades 3, 4, 5, 6, 7, 8 and high school in the applicable courses.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-4.10, no additional written procedures are required.

Policy #8
A free, appropriate public education is available to all students with disabilities between the ages of three and 21, including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free, appropriate public education to students with disabilities who are suspended or expelled must ensure that:

1. School officials responsible for implementing suspensions/expulsions in the district are identified.
2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager.
3. A system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons.
4. Suspension from transportation is counted as a day of removal if the student does not attend school.
- If transportation is included in the student’s IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.

5. Removal for at least half of the school day is reported via the Electronic Violence and Vandalism Reporting System.

6. If the district has an in-school suspension program, participation in the program is not considered a removal when determining whether a manifestation determination must be conducted if the program provides the following: (For the purpose of documenting all removals, in-school suspension must be reported via the Electronic Violence and Vandalism Reporting System even if services were provided.)

- Opportunity for the student to participate and progress in the general curriculum;
- Services and modifications specified in the student’s IEP;
- Interaction with peers who are not disabled to the extent they would have in the current placement; and,
- The student is counted as present for the time spent in the in-school suspension program.

7. When a series of short-term removals will accumulate to more than 10 school days in the year:

- School officials and the case manager consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2;
- Written documentation of the consultation between school officials and the case manager is maintained;
- If it is determined that there is no change in placement, school officials, the case manager and special education teacher consult to determine the extent to which services are necessary to:
  - Enable the student to participate and progress appropriately in the general education curriculum; and,
  - Advance appropriately toward achieving the goals set out in the student’s IEP; and,
- Written documentation of the consultation and services provided is maintained.

8. Steps are in place to convene a meeting of the IEP team and, as necessary or required, conduct a functional behavioral assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004 20 U.S.C. §1415et seq.
Procedures regarding the provision of a free, appropriate public education to preschool age students with disabilities must ensure that eligible preschool age children who are not participating in an early intervention program have an IEP in effect by their third birthday. Steps include:

1. Responding to referrals according to N.J.A.C. 6A:14-3.3(e)
2. Having a program in place no later than 90 calendar days from the date of consent.

Procedures regarding the provision of a free, appropriate public education to students with disabilities who are advancing from grade to grade must ensure that a student with a disability, who is advancing from grade to grade with the support of specially designed services, may continue to be eligible when:

1. As part of a reevaluation, the IEP team determines that the student continues to require specially designed services to progress in the general education curriculum; and,
2. The use of functional assessment information supports the IEP team’s determination.

Policy #9
Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under this chapter will experience a smooth transition and have an individualized education program developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

1. A child study team member of the district will participate in the preschool transition planning conference arranged by the designated service coordinator from the early intervention system and will:
   - Review the Part C Individualized Family Service Plan for the child;
   - Provide the parent(s) written district registration requirements;
   - Provide the parents written information with respect to available district programs for preschool students, including general education placement options; and,
   - Provide the parent(s) a form to use to request that the Part C service coordinator be invited to the child’s initial IEP meeting.

2. The Part C service coordinator will be invited to the initial IEP meeting for a student transitioning from Part C to Part B.

Policy #10
Full educational opportunity to all students with disabilities is provided, according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.

Procedures: Due to the specificity of the requirements at N.J.A.C. 6A:14-1.1, no additional written procedures are required.
Policy #11
The compilation, maintenance, access to and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:32-7, no additional written procedures are required.

Policy #12
Provision is made for the participation of students with disabilities who are placed by their parents in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-6.1 and 6.2, no additional written procedures are required.

Policy #13
Students with disabilities who are placed in private schools by the district Board of Education, are provided special education and related services at no cost to their parents according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.

Procedures
Due to the specificity of the requirements at N.J.A.C. 6A:14-1.1(d) and 7.5(b)3, no additional written procedures are required.

Policy #14
All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)13, no additional written procedures are required.

Policy #15
The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified and that appropriate in-service training is provided. The district Board of Education shall maintain information to demonstrate its efforts to:
1. Prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;

2. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;

3. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;

4. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and,

5. Provide for joint training activities of parents and special education, related services and general education personnel.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)14, no additional Written procedures are required.

Policy #16
Instructional materials will be provided to blind or print-disabled students in a timely manner.

Instructional materials will be provided to blind or print-disabled students in accordance with a plan developed by the district. The plan will be the Individualized Education Program of each student with a disability, which will set forth the instructional materials needed, how they will be provided, and address any assistive technology needed to permit the student to utilize the materials.

Policy #17
For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., the necessary materials to the parent to apply for such services.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)17, no additional written procedures are required.
Policy #18
When the school district utilizes electronic mail, parents are informed as to whether they may use electronic mail to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and that they may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14.

Procedures:
Due to the specificity of the requirements at N.J.A.C. 6A:14-1.2(b)18, no additional written procedures are required.

Policy #19
The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student’s IEP.

Procedures: Due to the specificity of the requirements at N.J.A.C. 6A:14-4.5(d), no additional written procedures are required.

Policy #20
The school district has a plan in effect to establish stability in special education programming. The plan takes into account the consistency of the location, curriculum, and staffing in the provision of special education services.

Procedures: Due to the specificity of the requirements in N.J.A.C. 6A: 14-3.7(c)4, no additional written procedures are required.

Policy #21
The school district screens students who have exhibited one or more potential indicators of dyslexia or other reading disabilities in accordance with N.J.A.C. 18A:40-5.1 et seq. The district board of education shall maintain information to demonstrate its efforts to:

1. Select and implement age-appropriate screening instruments for the diagnosis of dyslexia and other reading disabilities.
2. Ensure that each student enrolled in the district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using the selected screening tool no later than the student’s completion of the first semester of second grade.
3. Develop a procedure to screen eligible newly-enrolled students in accordance with the legislation.
4. Ensures the screening is administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities; and,

5. Ensures that students who are diagnosed with dyslexia or other reading disability receive appropriate evidence-based interventions.

Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:46-1 et seq. Classes and Facilities for Handicapped Children
18A:46A-1 et seq. Auxiliary Services

NJAC 5:23-7 Barrier free subcode of the uniform construction code
6A:7-1.7 Equality in school and classroom practices
6A:8-1.2 Scope
6A:8-3.1 Curriculum and instruction
6A:8-4.1 et seq. Implementation of the Statewide Assessment System
6A:8-5.1 et seq. Implementation of Graduation Requirements
6A:9-1.1 et seq. Professional Licensure and Standards
6A:14-1.1 et seq. Special Education
6A:15-1.4 Bilingual programs for limited English proficient students
6A:23-1.1 et seq. Finance and Business Services
6A:26-6.1 et seq. Planning and Construction Standards for School Facilities
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1 et seq. Student Records
6A:32-8.3 School attendance
6A:32-12.1 Reporting requirements
6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1400 et seq. - 1990 Individuals With Disabilities Education Act,
P.L. 101-476 (formerly Education for All Handicapped Children Act--Part B)
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
34 CFR 76.1 et seq. - General Administrative Regulation EDGAR
34 CFR 77.1 et seq. - General Administrative Regulation EDGAR
34 CFR 300 - Assistance to States for the Education of Children with Disabilities
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1120, 4112.2, 4131/4131.1, 5125, 6121, 6145, 9322
When assessments of a pupil have been conducted by or on behalf of this district to determine initial or continuing eligibility for special education and related services as part of an initial evaluation or reevaluation, the student’s parents/guardians are entitled by law to request an Independent Educational Evaluation (IEE) of the student if there is disagreement with any assessment conducted by the district. Upon receipt of a request for an IEE the district has the option of to either provide the IEE at no cost to the parents/guardians or to initiate a due process hearing to demonstrate that its evaluation is appropriate.

Upon receipt of a parental request for an IEE, the district shall either provide the parents(s)/guardian(s) with information about where an IEE may be obtained and the criteria specified below in this policy or not later than 20 calendar days after receipt of the parental request for an IEE, request a due process hearing in accordance with the provisions of NJAC 6A:14-2.7, et seq. to show that its evaluation is appropriate.

Criteria for Independent Evaluations at District Expense
A. An IEE paid for with public funds shall:
   - Be conducted in accordance with the provisions of NJAC 6A:14-3.4; and
   - Be obtained for another public school district, educational services commission, jointure commission, a clinic or agency approved in accordance with the provisions of NJAC 6A:14-5, or private practitioner who is certified and/or licensed, where certification or a license is required.

B. An independent medical evaluation may be obtained in accordance with the provisions of NJAC 6A:14-5.1(c).

C. The Board of Education will only pay for an IEE that meets the following additional criteria, unless the parent/guardian can demonstrate to the satisfaction of the Board of Education, that unique circumstances warrant deviation from these criteria when the parent/guardian seeks to utilize an evaluator who is not on the list provided by the district. These criteria are the same as those used by the district in selecting evaluators for district-initiated assessments:
   - Where certification or licensure is required, the evaluator must possess the appropriate certification or license issued by an agency or other applicable licensing body of the State of New Jersey. Where certification or licensure is not required, the parents/guardians must provide the Board of Education with documentation demonstrating that the independent evaluator has appropriate education, training and experience to perform the particular evaluation;
The costs of the IEE are reasonable and customary in accordance with item D below;

- The independent evaluator must be free from any conflict of interest (by way of illustration and not limitation, former employees of this district will not meet this criterion, except where the separation from employment was due to retirement);
- The parents/guardians must authorize and permit the independent evaluator and members of the Child Study Team to directly communicate and share information with each other. The independent evaluator must also agree to release the assessment information, results and report(s) to this district prior to receipt of payment for services and prior to or contemporaneous with the submission of the report to the parents/guardians;
- For an independent evaluation, whether paid for with public or private funds, this district will permit the evaluator to observe the pupil in the classroom or other educational setting as applicable. The observation may not exceed 2 hours and a district staff person shall accompany the evaluator for the duration of the observation. The evaluator shall not disrupt the learning process during the observation. The evaluator may clarify following the observation as to whether the day was typical of the student/class. Other questions the evaluator may have as, as a result of the observation may be made to the case manager in writing and the case manager shall follow up and respond as appropriate;
- The independent evaluator shall communicate at least once with the pupil’s case manager for the purpose of obtaining the district’s perspective on how the pupil is progressing in his/her current program; and,
- The evaluator should be located within a 40-mile radius of this district. Evaluators outside of this area will be approved only on an exception basis and the parent/guardian must demonstrate the necessity of using personnel outside of the approved geographic area.

The maximum allowable cost for an IEE will be limited to the reasonable and customary rate within the district or as determined by the Board of Education annually. This rate shall be in the range of what it would cost the Board of Education to provide the same type of assessment through either another public school district, educational services commission, jointure commission, a clinic or agency in accordance with the provisions of NJAC 6A:14-5 or an appropriately certified or licensed private practitioner. The maximum fee shall not be an average of the fees customarily charged in this area, but they shall be established so as to allow parents/guardians to choose from among the qualified professions in this area, while eliminating unreasonably excessive fees. The Board-approved rate shall be provided to the parents/guardians with the district’s response to the request for an IEE. The Board of Education shall not be responsible for any costs beyond the IEE, such as transportation, lodging, food, etc.
Parents may provide documentation the Board of Education, demonstrating unique circumstances in order to justify and IEE that exceeds the maximum allowable cost established by the Board of Education. If, in the judgment of the Board of Education or the Superintendent of Schools/designee, there is no justification for the excess cost, the Board of Education will fund the IEE up to the district’s maximum allowable cost and, if the parents/guardians do not agree to assume the remaining costs, the Board of Education will initiate a due process hearing as soon as possible, in order to demonstrate that the evaluation obtained by the parents/guardians did not meet the Board of Education’s cost criteria.

**Additional Considerations**
Parents/guardians are entitled to only one (1) IEE paid for by the Board of Education each time the district conducts an evaluation or reevaluation that contains an assessment with which the parents/guardians disagree. One IEE may include multiple assessments, but the parents/guardians must specify all independent assessments sought at the time they request the IEE and the parents/guardians shall not add to the list of desired assessments after the IEE request is submitted.

If the parents/guardians request an IEE, the district may request that the parent explain why they object to the district evaluation. However, the district shall not require such an explanation and shall not delay either provide the IEE or initiating a due process hearing to defend the district evaluation.

Any IEE submitted to the district, including an IEE obtained by the parents/guardians at private expense, shall be considered in making decisions requiring special education and related services.

If an Administrative Law Judge orders that an IEE be conducted, the district, in accordance with the decision or Order of the Administrative Law Judge shall obtain the IEE, and the Board of Education shall pay the cost of the IEE in accordance with the provisions of this policy.
Legal References

NJSA 10:5-1 et seq. Law Against Discrimination
18A:46-1 et seq. Classes and Facilities for Handicapped Children
18A:46A-1 et seq. Auxiliary Services

NJAC 5:23-7 Barrier free sub-code of the uniform construction code
6A:7-1.7 Equality in school and classroom practices
6A:8-1.2 Scope
6A:8-1.3 Definitions
6A:8-3.1 Curriculum and instruction
6A:8-4.1 et seq. Implementation of the Statewide Assessment System
6A:8-5.1 et seq. Implementation of Graduation Requirements
6A:9-1.1 et seq. Professional Licensure and Standards
6A:14-1.1 et seq. Special Education
6A:14-2.5 Protection in evaluation procedures
6A:14-2.7 Due process hearings
6A:15-1.4 Bilingual programs for limited English proficient students
6A:23-1.1 et seq. Finance and Business Services
6A:26-6.1 et seq. Planning and Construction Standards for School Facilities
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1 et seq. Student Records
6A:32-8.3 School attendance
6A:32-12.1 Reporting requirements
6A:32-14.1 Review of mandated programs and services

CFR Section 300.502 Independent educational evaluations
20 U.S.C.A. 1400 et seq. - 1990 Individuals With Disabilities Education Act,
P.L. 101-476 (formerly Education for All Handicapped Children Act--Part B)
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
34 CFR 76.1 et seq. - General Administrative Regulation EDGAR
34 CFR 77.1 et seq. - General Administrative Regulation EDGAR
34 CFR 300 - Assistance to States for the Education of Children with Disabilities
(IDEA Regulations)
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 Cedar
 Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education directs the Board Secretary/Business Administrator to oversee and ensure that appropriate steps are taken to maximize its revenue from the Special Education Medicaid Initiative Program (SEMI) by following the policies and procedures as set forth in this policy.

However, the Board of Education also directs that the Board Secretary/Business Administrator may seek, in the prebudget year, a waiver of the requirements of NJAC 6A:23A-5.3 upon demonstration that for the subsequent school year:

- The district projects, based on reliable evidence, that it will have 30 or fewer Medicaid eligible classified students; or
- The district demonstrates that efforts to participate in SEMI would not provide a cost benefit to the district, based on the projection of the district’s available SEMI reimbursement for the budget year as set forth in below.

The waiver request must be submitted to the Executive County Superintendent by the date stipulated by law and the Executive County Superintendent shall promptly review the request and render a decision by the date specified by law. If the waiver is not granted, the district shall submit a SEMI action plan to the Executive County Superintendent as required as part of its annual district budget submission or demonstrate to the Executive County Superintendent that the district has achieved maximum participation in the SEMI program in the prebudget year.

As part of the annual budget information, the New Jersey Department of Education shall provide the district with a projection of available SEMI reimbursement for the budget year, as determined by the New Jersey State Department of Treasury’s third party administrator for SEMI. The projection shall be based on the following:

- Number of Medicaid eligible students;
- Assumption of 20 services per eligible students per year;
- One IEP meeting per eligible student per year; and,
- Applicable SEMI reimbursement rates.

Beginning with the 2009-10 school year, the district shall recognize as revenue in its annual district budget no less than 90 percent of said projection.

The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.

The district shall strive to achieve maximum participation in the SEMI program. For purposes of this section, “maximum participation” means obtaining a 90 percent return rate of parental/legal guardian consent forms for all SEMI eligible students and the district shall enter all students
following their evaluations into the third-party system to identify the district’s universe of eligible students. This can be done without parental/legal guardian consent.

When participating in the SEMI reimbursement program, the district shall comply with program requirements as follows:

- Any service submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following outlines the required documentation for each related service provider:
  A. Nurses – copy of license (DOE certification is not required for SEMI)
  B. Occupational Therapist – copy of license and DOE certification
  C. Physical Therapist - copy of license and DOE certification
  D. Psychologist – copy of DOE certification
  E. Social Worker - copy of DOE certification
  F. Speech Therapist – copy of license, DOE certification, and ASHA certification or Masters Degree in Speech Pathology on or after January 1, 1993.

- Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. These include certified occupational therapist assistants (COTAs), physical therapist assistants (PTAs) and speech correctionists.

- Any direct therapy or other related service shall be prescribed in the related services section of the student’s IEP prior to submitting a claim to Medicaid for reimbursement. Delivery of nursing services and dispensing of medication must be referenced in the IEP and supported by physicians’ orders or prescriptions. These documents must be maintained on file. Supporting documentation to be maintained by the district shall be the cover/signature page, related services section of the IEP, therapy logs, and the evaluations and assessments conducted by the Medicaid-qualified practitioners.

- Entities where the district has placed SEMI eligible students shall take steps to enable districts to maximize participation, including either logging the eligible services provided directly through the vendor or the sending district, as mutually agreed upon with the district, and obtaining SEMI provider qualification certifications. Every out-of-district placement must provide copies of SEMI provider qualifications, certifications and licenses. This rule applies to the following out-of-district placement options:
  A. Approved Private Schools for Students with Disabilities;
  B. Educational services commissions;
  C. Jointure commissions;
  D. Vocational half-time programs;
  E. Department of Education Regional Day Schools; and,
  F. Special Service School Districts.
All supporting documentation for a Medicaid claim shall be maintained on file and available for audit or State review for at least seven years from the date of service. Supporting documentation shall include provider certification (current and historical for each provider), provider service logs, licenses and certifications, physician authorizations for nursing services, parental/legal guardian consent forms, attendance records, and copies of the student IEP.

If the district has less than 90 percent participation of SEMI eligible students in the 2007-2008 school year or has failed to comply with all program requirements set forth above, the district shall demonstrate a good faith effort to achieve maximum participation and to maximize available SEMI revenue during the 2008-2009 school year by submitting a SEMI action plan to the Executive County Superintendent for review and approval by September 1, 2008. In subsequent years, each district that has less than 90 percent participation of SEMI eligible students in the prebudget year or that has failed to comply with all program requirements set forth above shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the district’s proposed budget submission.

The SEMI action plan shall include the following components:

- Procedures for obtaining parental/legal guardian consent forms including the Parental/Legal Guardian Consent Best Practices which are available from the Department.
- Establishment of a benchmark for the 2008-09 school year or for the first year that the district does not have an approved waiver pursuant to the provisions of (b) above, whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year.

The benchmarks for the 2008-09 school year or for the first year that the district does not have an approved waiver, whichever is applicable, for achieving maximum participation shall at a minimum close the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year.

The benchmarks shall be based on the percentage of parental/legal guardian consent forms collected from eligible students. The number of parental/legal guardian consent forms shall reflect one parental/legal guardian consent form for each eligible student. This should include documentation of parental/legal guardian refusal to give consent.

Procedures to ensure that all IEP meetings are documented in the third-party administrator’s system. IEPs are only claimable if a Medicaid qualified practitioner is present.

Procedures to ensure that all SEMI eligible services, including services provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator’s system.
Procedures to ensure that a valid IEP is on file and the IEP date is on file in the third-party administrator’s system for each SEMI eligible student for whom parental/legal guardian consent has been obtained.

Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications documenting SEMI provider qualifications on file in the third-party administrator’s system.

If the district did not achieve 90% participation or achieve its approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their Department approved SEMI action plan required above, the district shall be subject to review for the withholding of State aid by the Commissioner pursuant to NJSA 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

Legal References

- NJSA 18A:55-3 School districts, conditions for receipt of State aid; efficiency standards
- NJAC 6A:23A-5.3 Accountability Regulation
The district does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities based on the requirements outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The definition of an "individual with a disability" is a person who: has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or has a record of such impairment; or is regarded as having such an impairment.

The district will evaluate students, identify student eligibility according to 504 law, and provide accommodations so that those eligible receive a free appropriate education. Parents of all students are entitled to and will receive procedural safeguards, including individual notice and an impartial hearing. No discrimination against any person with a disability will be knowingly permitted in any of the programs and practices of the district.

The Board of Education has established the following grievance procedure to resolve complaints of discrimination as mandated by the family education rights and privacy act (FERPA):

**Procedural Safeguards Under Section 504 of the Rehabilitation Act of 1973**
Section 504 prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Each parent or guardian of a child being served under 504 or ADA or considered for such service are guaranteed all of the FERPA. These rights include, but are not limited to:

- The right to file a grievance over alleged violation of Section 504;
- The right to be represented by counsel in the impartial hearing process;
- To receive information in your native language or primary mode;
- The right to have an evaluation that draws information from a variety of sources;
- The right to be notified of any proposed action related to eligibility or 504 plan;
- The right to periodic reevaluations and an evaluation before any significant change in program or eligibility;
- The right for students to be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.

**504 Appeals / Grievance Procedure**
Appeals of the recommendations of the multi-disciplinary team regarding 504 services will be resolved via mediation wherever possible. The initial level of local mediation will be provided by the Building Principal.
Should an impartial due process hearing be required to resolve the dispute, the appeal will be heard by a Board appointed hearing officer. Hearing request must be made in writing to the District Section 504 Compliance Coordinator.

Definitions
For the purposes of this Policy / Procedure, the following definitions shall apply:

1. A “grievance” is a claim by a student, an employee or representative(s) of the student or an employee based upon an interpretation and/or application that a violation of Section 504 of the Rehabilitation Act of 1973 has occurred. To be considered under this procedure, a “grievance” must be initiated by the student or employee or their representative(s) within thirty (30) days of the time the student or employee knew or should have known of its occurrence.

2. A “grievant” is the person or persons making the claim.

Purpose
The purpose of this procedure is to secure, at the lowest level, equitable solutions to problems that may arise under the provisions of Section 504 of the Rehabilitation Act of 1973.

Procedure

Step 1
A student or employee grievant and/or their representative(s) shall first discuss the alleged grievance with the Principal/immediate supervisor.

Step 2
If, after consultation with the Principal/immediate supervisor, a satisfactory solution has not been reached within seven (7) calendar days, a written, formal grievance, designating the grievance and all parties to the grievance may be filed with the Principal. The grievant shall state the remedy or solution sought in writing.

The grievant will submit any grievance on the form that accompanies this policy/procedure. This form may be secured at any school office as well as the office of the Affirmative Action Officer. If such written formal grievance is not filed within seven (7) calendar days after the initial discussion in Step 1, the grievance shall be considered to be waived.

Step 3
If the grievant is not satisfied with the disposition of his/her written grievance as noted in Step 2, or if no decision has been remedied within seven (7) calendar days after presentation of the written grievance, he/she may file the grievance in writing with the Superintendent of Schools.

The Superintendent of Schools shall render a decision within twenty (20) calendar days.
Step 4
If the grievant is not satisfied with the resolution of the grievance at Step 3, then the grievance shall be submitted in writing to the Board of Education within seven (7) calendar days of receipt of the decision of the Superintendent of Schools and the Board of Education shall render a decision in writing within thirty (30) calendar days after the submission of said grievance.

The grievant can request an appearance before the Board of Education. The Board of Education will decide if an appearance is appropriate on a case-by-case basis. The appearance shall be limited to fifteen (15) minutes. When appearance occurs, the Board of Education shall render a decision within thirty (30) calendar days of the appearance.

Legal References:
29 USCA 794 et seq – Section 504 of the Rehabilitation Act of 1973
Americans With Disabilities Act (ADA)
Oldmans Township School District  
Section 504 – Rehabilitation Act of 1973  
Grievance Procedure Form

Nature of Grievance: ______________________________________________________
________________________________________________________________________
________________________________________________________________________

Remedy or Solution Sought: _______________________________________________
________________________________________________________________________
________________________________________________________________________

Step 1  
Grievance Discussed with Building Principal: _______________________________  
Date

Step 2  
Grievance Reduced to Writing. Three (3) Copies Filed with the Building  
Principal and One (1) Copy Forwarded to the Superintendent of Schools.  
Date

Signed: ________________________________  ________________________________  
Administrator  Grievant

The Administrator shall insert the grievance disposition on three (3) copies of  
the Grievance Form, sign and date same. The Administrator shall return two (2)  
copies to the Grievant and one (1) copy to the Superintendent of Schools immediately.

Building Principal’s Disposition

Granted  □  Remarks: _______________________________________________________  
Rejected  □  Remarks: _______________________________________________________
Withdrawn  □  Remarks: _____________________________________________________  
Adjusted  □  Remarks: _____________________________________________________  
Referred to the Superintendent of Schools  □

Signed: ________________________________  Date: _________________________
Step 3  
Date Filed with the Superintendent of Schools: _________________________

Step 4  
**Disposition of the Superintendent of Schools**

- **Granted**  
  Remarks: _____________________________________________
- **Rejected**  
  Remarks: _____________________________________________
- **Withdrawn**  
  Remarks: _____________________________________________
- **Adjusted**  
  Remarks: _____________________________________________
- **Referred to the Board of Education**  

Signed: _____________________________  
Date: ____________________

Step 5  
Date Filed with the Board Secretary: _________________________

**Disposition of the Board of Education**

- **Granted**  
  Remarks: _____________________________________________
- **Rejected**  
  Remarks: _____________________________________________
- **Withdrawn**  
  Remarks: _____________________________________________
- **Adjusted**  
  Remarks: _____________________________________________
- **Date of Appearance of Grievant (if applicable):**  
  _________________________

Signed: _____________________________  
Date: ____________________
Oldmans Township School District  
Section 504 – Rehabilitation Act of 1973  
Office of Civil Rights Complaint Procedure

If a person believes that any aspect of Section 504 of the Rehabilitation Act of 1973 has been violated, he/she may initiate a complaint to the Office of Civil Rights (OCR). The person or organization filing the complaint need not be the victim of the alleged discrimination; but may issue a complaint on behalf of another person or group. A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause. The complaint should be in the form of a letter, explaining:

- Who was discriminated against? (Name, Address, Phone Number)
- In what way? (On the basis of being a “handicapped person” as defined in Section 504, describe how the major life activity of learning is being impacted by your child’s disabling condition)
- When the discrimination took place. (On what date did the alleged act of discrimination take place?)
- State in full what occurred to lead you to believe that your child was discriminated against. Provide names, dates and other forms of information which are available to you, such as supporting documents. If you do not already have your child’s complete pupil record, this would be an important time to request it of your school district.
- Define the desired outcome(s).
- Who can be contacted for additional information? (List the names, addresses, and phone numbers, if available, of any persons having knowledge of the discriminatory treatment.)
- If you have filed a complaint with any other federal, state or local civil rights agencies, please list these.
- Writer’s name, address and phone number (daytime)

Send Letter To:  
For Technical Assistance  
(Not Enforcement) Contact:  
Officer of Civil Rights, Region II  
US Department of Education  
26 Federal Plaza  
Room 33-130, 02-1010  
New York, NY 10278-0082  
(212) 264-4633  
DT (212) 264-9464  
Charles Masterton  
Equal Opportunity Specialist  
(212) 264-6618
The Board endeavors to provide an educational program adjusted to the needs of the individual child within the financial means of the district. Grouping enables a more efficient use of staff in meeting these needs. Program adaptations provide another means of using staff efficiently and effectively to meet the needs of many children.

When the needs of special individuals or groups cannot be met through adaptation or independent study, the Superintendent of Schools shall investigate and propose to the Board for approval alternative programs and facilities.

Each alternative education program shall fulfill the program criteria that are specified in NJAC 6A:16-9.2 including but not limited to:

A. A maximum student-teacher ratio of 12:1 for high school programs,
B. A maximum student-teacher ratio of 10:1 for middle school programs,
C. An Individualized Program Plan (IPP) shall be developed for each general education student enrolled in the program,
D. For students with disabilities the alternate education program shall be consistent with the student’s Individualized Education Plan (IEP).

Home Schooling
The Board acknowledges the right of parents/guardians to educate their children at home. The Board is not required by law to allow a resident child educated elsewhere than at school to participate in the regular school curriculum or in extracurricular or sports activities. The Board of Education may allow a child educated elsewhere than at school to participate in curricular and extracurricular activities or sports activities and/or loan books or materials to a child educated elsewhere than at school.

In the event the Superintendent of Schools determines there is credible evidence that the parent/guardian is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent of Schools may request a letter of intent from the parent/guardian confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent of Schools may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with NJSA 18A:38-25. The New Jersey Department of Education encourages the parent/guardian of school-aged children to notify the Superintendent of Schools of the intent to educate said school-aged children elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws of this state.
Required Services to Home Schooled Students
When a student of this district is home schooled, the district shall:

- Provide payment for tuition when a student is enrolled in a shared-time vocational school program. Once a resident student is enrolled in a shared-time vocational school program the student becomes a public school student;
- Review any written request for a special education evaluation and if warranted conduct an evaluation as described in Policy 6171.4 Special Education and in accordance with the federal special education law, Individuals with Disabilities Education Act (P.L. 108-446 §612).

If the student is eligible for special education and related services, the district shall make a free, appropriate public education available only if the student enrolls in the district. If the student does not enroll in the district, but the district chooses to provide services, the district will develop a plan for the services to be provided.

Disruptive/Disaffected Children
The Board of Education recognizes that the active engagement of each pupil is a primary requisite for sound teaching and learning to take place. When a child is unable to benefit from the educational program because he/she is either disruptive or disaffected, then the educational goals of the district for that child will not be realized and the efforts of other pupils may be impeded. In an effort to optimize the educational experience for each child, the Superintendent of Schools shall develop procedures to identify and work with disruptive/disaffected pupils.

When it is determined by the Child Study Team that a disruptive/disaffected pupil is not classifiable, the Board shall consider some other program as an alternative to regular classroom attendance. When the district does not have a suitable alternative program available, the Superintendent of Schools shall recommend to the Board placement in a program of another district.

In accordance with state law and Board policy, disruptive pupils whose continuing attendance interrupts the educational program and/or threatens harm to themselves and others may be suspended and considered for expulsion. (See Policy 5114).

Removal for Weapons Offenses or Assault
Any pupil who is convicted or found to be delinquent for the following offenses shall be immediately removed by the Superintendent of Schools from the district’s regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil:

- Possessing a firearm on any school property, on a school bus, or at a school sponsored function; or
- Committing a crime while possessing a firearm.
The Superintendent of Schools shall determine at the end of the year whether the pupil is to return to the district’s regular education program, in accordance with procedures established by the Commissioner of Education.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other district employee with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school’s regular education program and placed in an alternative school or program, pending a hearing before the Board. The Superintendent of Schools shall determine when the child shall return to the regular education program.

Potential Dropouts
While statute requires attendance of each pupil only until 16 years of age, it is in the best interests of both pupils and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a pupil wishes to withdraw, or has been identified as a potential withdrawal, effort should be made to determine the underlying reason and the resources of the district should be used to assist the pupil in reaching his/her career goals. No pupil under the age of 18 will be permitted to withdraw without the written consent of a parent/guardian.

The Superintendent of Schools shall develop procedures for withdrawal from school that:
   A. Make counseling services available to any pupil who wishes to withdraw;
   B. Make every effort to satisfy the pupils’ future educational needs;
   C. Help the pupil define his/her own educational life goals and help plan the realization of those goals;
   D. Inform the pupil of the high school equivalency program.
## Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:11-1 General mandatory powers and duties</th>
<th>18A:37-1 et seq. Discipline of pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:38-1, -25 Attendance at school free of charge ...</td>
<td>18A:54-20 Powers of board (county vocational schools)</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>NJAC</td>
<td>6A:8-5.1 Graduation requirements</td>
<td>6A:8-5.2 High school diplomas</td>
</tr>
<tr>
<td></td>
<td>6A:10A-3.1 et seq School district-led standards-based instruction</td>
<td>6A:10A-4.1 et seq Role of Abbott district board of education</td>
</tr>
<tr>
<td></td>
<td>6A:14-1.1 et seq. Special Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6A:16-5.5 Removal of students from general education for firearms offense</td>
<td>6A:16-5.6 Removal of students from general education for assaults with weapons</td>
</tr>
<tr>
<td></td>
<td>6A:16-9.1 et seq. Alternative Education Programs</td>
<td></td>
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<td>6A:16-10.1 et seq. Home or Out-of-School Instruction for General Education Students</td>
<td></td>
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<td>6A:30-1.4 Evaluation process for the annual review</td>
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<td></td>
<td>6A:32-13.1 et seq. Student Behavior</td>
<td></td>
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State v. Vaughn, 44 N.J. 142, 1965  
State v. Massa, 95 N.J. Super. 382, 1967  
20 USCA Section 8921 Gun Free Schools Act  
New Jersey Quality Single Accountability Continuum (NJQSAC)  

## Possible Cross References  
6142.2, 6142.12, 6164.2, 6164.4, 6171.4, 6173
To provide uninterrupted education for pupils unable to attend their regular classes because of illness, disability, court order or administrative action, the Board of Education shall provide away-from-school instruction when proper application has been made and subject to the following restrictions:

A. The period of absence must be expected to be longer than two weeks except in special circumstances.
B. A parent/guardian or appropriate adult authority must be within calling distance during the period of instruction.
C. In cases of illness or disability, medical certification is required both of the necessity for the pupil's absence and his/her fitness to benefit from the instruction.

Each case must be approved by Board of Education action; all requirements for receipt of state aid must be fulfilled.

The Board of Education shall provide home or out-of-school instructional services no later than five (5) days after the student has left the general education program.

Temporary or Chronic Health Condition
The Board of Education is committed to providing home instruction to students who cannot participate in the regular education program due to temporary or chronic health conditions or treatment needs which preclude participation. The Superintendent of Schools and/or designee shall select the instructors and oversee coordination between the home instructor and the regular classroom teacher in determining the student's instructional program. The home or out-of-school instructional services shall meet the minimum standards that are specified in NJAC 6A:16-10.1(c) including but not limited to:

A. For general education students whose projected confinement will exceed 30 days, the school district shall develop an Individualized Program Plan (IPP) for delivery of instruction. The district shall maintain a record of delivery of instructional services and student progress;
B. For general education students, the instruction shall meet the Core Curriculum Content Standards. Home instruction shall meet the requirements of the Board of Education for promotion at the grade level. When the provision of home instruction will exceed 60 calendar days, the school physician shall refer the student to the child study team for evaluation;
C. For special education students, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate. The home instruction shall meet the Core Curriculum Content Standards. When the provision of home instruction will exceed 30 consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP;
D. Teachers providing home instruction shall be appropriately certified for subject, grade level and special needs of the student;

E. The teacher shall provide one-on-one instruction for no fewer than five hours per week on three separate days of the week. If the student is physically able, the instruction shall also include no fewer than five hours per week of additional guided learning experiences. This may include the use of technology to provide audio and visual connections to the student's classroom.

Reasons Other Than a Temporary or Chronic Health Condition

The district shall provide home or out-of-school instruction for a general education student for reasons other than a temporary or chronic health condition when:

A. The student is mandated by State law and rule for placement in an alternative education program for firearms offenses and/or assault with weapons offenses but placement is not immediately available;

B. The student is placed on long-term suspension;

C. A court order requires that the student receive instructional services in the home or other out-of-school setting.

The Superintendent of Schools and/or designee shall select the instructors and oversee coordination between the home instructor and the regular classroom teacher in determining the student's instructional program. The home or out-of-school instructional services for reasons other than a temporary or chronic health condition shall meet the minimum standards that are specified in NJAC 6A:16-10.2(d) including but not limited to:

A. The school district shall develop an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of delivery of instructional services and student progress (the IPP is not required for students on short-term suspension). The IPP shall be developed in accordance with law;

B. The teacher providing instruction shall be appropriately certified for subject, grade level and special needs of the student;

C. The teacher shall provide one-on-one instruction with no fewer than 10 hours each week on three separate days. The instruction shall also include no fewer than 10 additional hours per week of guided learning experience;

D. The instruction shall meet the Core Curriculum Content Standards and Board of Education requirements for promotion and graduation.

A pupil receiving home instruction is not considered absent.
### Legal References

<table>
<thead>
<tr>
<th>NJAC</th>
<th>6A:14-1.1 et seq. Special education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6A:16-4.3 Reporting, notification and examination procedures for students suspected of being under the influence of alcohol or other drugs</td>
</tr>
<tr>
<td></td>
<td>6A:16-5.5 Removal of students from general education for firearms offenses</td>
</tr>
<tr>
<td></td>
<td>6A:16-5.6 Removal of students from general education for assaults with weapons offenses</td>
</tr>
<tr>
<td></td>
<td>6A:16-10.1 et seq. Home or Out-of-School Instruction</td>
</tr>
<tr>
<td></td>
<td>8:61-1.1 Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)</td>
</tr>
</tbody>
</table>


### Possible Cross References

4112.2, 5113, 5114, 5131, 5131.7, 5134, 5141.2, 6146, 6164.2, 6164.4, 6172
The Board of Education believes that preschool education experiences contribute to later academic success for all children. Therefore, within the limits of the budget and as required by law, the Superintendent of Schools shall recommend to the Board for approval programs designed for district children under the age required for regular admission. Programs shall address the needs of children who have been identified as requiring Special Education, as well as those who have not been so identified.

The Superintendent of Schools shall direct development approved preschool programs. He/she shall ensure adherence to all applicable laws and regulation in pursuing funding at the federal and state levels, as well as from private sources.

Implementing procedures shall address the following:

A. The preschool curriculum shall consist of developmentally appropriate experiences that provide each child with individual opportunities to develop positive self-esteem, social/emotional growth, language skills, motor development and conceptual skill development.

B. All preschool programs sponsored by the Board shall be consistent with the overall philosophy of the school district and aligned with the Preschool Teaching and Learning Standards. They shall be coordinated with other relevant district programs such as Special Education and Title I and articulated with the K-8 curriculum.

C. Each preschool classroom shall be assigned at least one certificated teacher with required training or experience with young children, as described in administrative code. Class sizes shall not exceed the limits defined in the code.

D. Proof of immunizations against communicable diseases and examinations shall be in accord with requirements for kindergarten and first grade admission.

E. Programs shall be designed to include parents/guardians as active participants and provide them with meaningful opportunities to be involved in the educational experiences of their children.

F. Preschool classes may serve as laboratories for training teachers in cooperative agreements with colleges or universities.

G. Opportunities may be provided for high school students to participate in laboratory experiences to enhance their understanding of child development and preschool curricula in the interest of future child rearing and for exploration of careers in early childhood education.
Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:8-2.1 Authority for educational goals and standards
       6A:8-3.4 Requirements for Early Childhood Education

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board directs the Superintendent of Schools to develop and implement a systematic short-range and long-range plan for the continuing assessment of the progress of the educational program toward the goals established by the district. To this end, he/she shall recommend tests and methods indicated by his/her best professional judgment.

The Board reserves the right to review each test and to approve those that serve a legitimate purpose without infringing upon the personal rights’ of the pupils or their parents/guardians. The Superintendent of Schools using district-wide data may release the results of any evaluation. Parents/guardians may obtain an explanation of the results of their child’s test from qualified school personnel.

The Superintendent of Schools shall annually recommend improvements in the program and staff based upon the evaluation of the district’s program.

The Board will cooperate with the commissioner in the conduct of such statewide assessment programs as are required by the state Board of Education and shall use the data gained thereby toward the improvement of the schools of this district.

Legal References
NJSA 18A:7A-10 Evaluation of performance of each school
       18A:7E-2 through -5 School report card program
NJAC 6A:7-1.4 Responsibilities of the district board of education
       6A:8-1.1 et seq. Standards and Assessment
       6A:14-4.1(i) General requirements
       6A:23-8.3 Commissioner to ensure achievement of the Core Curriculum Content Standards
       6A:30-1.1 et seq. Evaluation of the Performance of School Districts
       6A:32-1.2 Definitions

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
1000/1010, 1120, 5120, 6000, 6010, 6011, 6141, 6147, 6171.4
The Board of Education supports its Child Study Team in using the following procedures for determining a “significant discrepancy analysis formula” for classifying district pupils under the criteria of: “Specific Learning Disability.” This is being done to be in compliance with the New Jersey state statute, i.e. Title 6A, Chapter 14, Section 3.5-11, i., ii., iii “Determination of Eligibility for Special Education and Related Services.” This policy is a required part of the current New Jersey Special Education Code, which mandates that each local district adopt these procedures.

Procedures:
Pupils who are being considered as Eligible for Special Education and Related Services under the criteria of “specific learning disability” will have a minimum of two evaluations conducted to assess a pupil’s current cognitive functioning (psychological evaluation) and academic/achievement levels (learning evaluation). Input from a social history, speech/language assessment or any other completed evaluation reports will also be considered.

A computer generated statistical analysis will be conducted prior to the eligibility conference. A learning specialist, psychologist, Director of Special Education or other team member familiar with the aforementioned test findings will interpret the results. The specialists will compare the current achievement scores in reading, math, and written language. Additionally, the learning specialist’s or speech and language pathologists’ report(s) will provide information regarding a student’s current listening, comprehension, and oral expression skills.

In order for a discrepancy to be significant it should be 1.5 standard deviations of difference, e.g. F.S.I.Q. = 100, standard score in reading/math/written language = 78 for pupils in the 3rd through 8th grades. For students in Kindergarten through the 2nd grade, the significant difference will be 1.25 standard deviations or 19 points of difference. This is a simple difference method and is in accordance with current professional standards.

The district also supports the position of using multiple measures of data, i.e. standardized test scores, report card grades, portfolio assessments, and other standardized and achievement test data to determine current academic achievement. Additionally, professional judgment of the evaluators will also be incorporated into the determination regarding eligibility criteria as delineated in NJAC:6A:14-3.5 i,ii,iii.

The Eligibility Team comprised of the Child Study Team members, regular and Special Education teachers, the Superintendent of Schools or the Special Education Director (optional) and the parent(s)/guardian(s) will then review all of the evaluation findings. The team will jointly make the decision regarding determination of Eligibility for Special Education and Related Services under the criteria of “specific learning disability”.
The “specific learning disability” will be characterized by the measured severe discrepancy as defined in this policy between the pupil’s current achievement and intellectual ability in one or more of the following areas:

- Basic Reading Skills
- Reading Comprehension
- Oral Expression
- Listening Comprehension
- Mathematical Computation
- Mathematical Reasoning
- Written Expression

The term “specific learning disability” will not apply to pupils who have learning problems which are primarily the result of visual, hearing, or motor disabilities, general cognitive deficits, emotional disturbance, or environmental, cultural, or economic disadvantage.

Legal Reference:
NJAC: 6A:14-3.5 i,ii,iii.
Oldmans Township Board of Education  
District Policy Manual  

TABLE OF CONTENTS  

Property & Facilities - Series 7000

<table>
<thead>
<tr>
<th>Topic</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals &amp; Objectives in Alterations &amp; New Construction</td>
<td>7010</td>
</tr>
<tr>
<td>Educational Adequacy of Capital Projects</td>
<td>7101</td>
</tr>
<tr>
<td>Site Selection</td>
<td>7102</td>
</tr>
<tr>
<td>Long-Range Facilities Planning</td>
<td>7110</td>
</tr>
<tr>
<td>School Safety &amp; Hygienic Management</td>
<td>7112</td>
</tr>
<tr>
<td>Annual Building Review</td>
<td>7113</td>
</tr>
<tr>
<td>Retirement of Buildings</td>
<td>7113.1</td>
</tr>
<tr>
<td>Alterations, Additions, Repairs &amp; Change of Use</td>
<td>7114.1</td>
</tr>
<tr>
<td>Developing Educational Specifications</td>
<td>7115</td>
</tr>
<tr>
<td>Indoor Air Quality</td>
<td>7116</td>
</tr>
<tr>
<td>Public Participation</td>
<td>7120</td>
</tr>
<tr>
<td>Designing / Architectural / Engineering Services</td>
<td>7200</td>
</tr>
<tr>
<td>Gifts, Grants &amp; Donations</td>
<td>7230</td>
</tr>
<tr>
<td>Disposition of Property</td>
<td>7300</td>
</tr>
<tr>
<td>Bids</td>
<td>7400</td>
</tr>
<tr>
<td>Contracts</td>
<td>7420</td>
</tr>
<tr>
<td>Change Orders</td>
<td>7430</td>
</tr>
<tr>
<td>Protection &amp; Guarantees</td>
<td>7440</td>
</tr>
<tr>
<td>Insurance During Construction</td>
<td>7443</td>
</tr>
<tr>
<td>Security of School Property &amp; Facilities</td>
<td>7445</td>
</tr>
<tr>
<td>Construction Supervision / Clerk of the Works</td>
<td>7450</td>
</tr>
<tr>
<td>Naming of Facilities</td>
<td>7550</td>
</tr>
</tbody>
</table>
The Board of Education recognizes the importance of planning, developing, and maintaining a physical plant appropriate to the personal and educational needs of the pupils and the educational program needs of the district and the school.

It is the Board’s intention to ensure that:

A. Any new school facilities shall be planned, pursuant to law and regulations, and shall be prepared by a registered architect or professional engineer to reflect current research and recommendations on the relationship of school design and size of educational program to a positive learning environment;

B. The school buildings and site shall provide, pursuant to law and regulation, suitable accommodations to carry out the educational program of the school including provision for the handicapped;

C. The school buildings shall be safe, clean, attractive and in good repair.

Educational specifications shall be prepared in writing under the direction of the Superintendent of Schools and approved by the Board of Education.

The submission of schematic through final plans for school facilities shall be to the Department of Education Bureau of Facility Planning Services in accordance with law.

**Legal References**

- NJSA 18A: 18A-15 Specifications generally
- NJSA 18A: 18A-16 Preparation and approval of plans and specifications for public schoolhouses
- NJSA 18A: 18A-20 American goods and products to be used where possible

**Possible Cross References**

3510
Capital projects that affect any of the criteria for educational adequacy must be reviewed and approved by the Division of Facilities and Transportation. The criteria are the number, configuration, size, location or use of educational spaces within a school facility. The review for educational adequacy will take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; change-of-use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; installation of temporary facilities; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A26-5.1(b). The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.

Educational specifications for educational adequacy reviews will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate. The educational specifications will include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included, together with their estimated areas in square feet, as well as an estimate of the total room area required for each space. The educational specifications will also include specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted and a building space program that indicates the number and area in square feet of each instructional, specialized instructional, administrative and support space in each existing or proposed building included in the capital project.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.
A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter indicating project document submission to the County Superintendent and a copy of the transmittal letter indicating the date of plan submission to the local planning board (whenever the building footprint, volume, pedestrian or vehicular access are altered by the project) must be submitted to the Division of Facilities and Transportation.

The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEO questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. ß 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. ß 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. ß 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.

In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C.6A:26-5.4(a). In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b).

The Division of Facilities and Transportation will collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

**Legal References**

- **NJSA** 18A:11-1 General mandatory powers and duties
- **NJAC** 6A:26-5.1 et seq. Review of capital projects for educational adequacy

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
In selecting new sites for district facilities, the Board will consider:

A. Location in relationship to hazards and nuisances.
B. Size and appropriateness for proposed purpose.
C. Fairness of price.
D. A pupil distribution map showing the distribution of residences.
E. Any existing buildings on the property.
F. Statements from architects and engineers that the land to be acquired is suitable for the proposed use including environmental suitability.
G. Recommendations of the County Superintendent of Schools and/or the New Jersey Department of Education - Bureau of Facilities Planning.
H. Recommendations of the local planning board and appropriate state agencies e.g. CAFRA, Pinelands, etc.
I. The local Master Plan, including the voluntary transfer of development rights program.

The Superintendent of Schools, professional architects and engineers shall ensure that sites are developed in such a way as to enhance the educational program most effectively at the least cost.

The Board shall seek and acquire the review by the New Jersey Department of Education prior to acquiring any site for Board of Education purposes.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
NJAC 6A:26-5.1 et seq. Review of capital projects for educational adequacy

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with rules of the State Board of Education, will maintain a five-year long range facilities plan and revise it any time construction plans are sent to the Bureau of Facility Planning Services of the New Jersey Department of Education.

The plan will include a thorough description and analysis of local and regional demographic factors that influence general population growth and public school enrollments. The plan will detail substandard spaces in district facilities and the Board's intent to eliminate their use or to bring such spaces into compliance with rules of the State Board of Education.

In order to apprise the Board of facilities needs, the Superintendent of Schools shall cause the development of the long-range facilities plan, which shall include but not be limited to:

A. Demographic information and enrollment projections
B. Changes to the education program including but not limited to:
   1. Grade organization;
   2. Program revision.
C. A determination of facilities needs based on:
   1. Projected enrollment;
   2. Educational program needs;
   3. Current school capacity;
   4. Physical conditions;
   5. Accessibility of facilities to the disabled;
   6. Compliance with local, state and federal statutes and codes.
D. A facilities program plan including but not limited to:
   1. Description of any new facilities proposed;
   2. Description of any additions to facilities which are proposed;
   3. Description of any renovations or modifications to facilities which are proposed;
   4. Any additional sites or additions to sites to be acquired;
   5. Any improvements to a site;
   6. The construction of structures or special facilities on site including:
      a. Athletic fields,
      b. Stadium,
      c. Playgrounds,
      d. Parking lots,
      e. Any other special facilities.
7. Additions of infrastructure for technology to sites or buildings;
8. Additions to built-in equipment or other furniture and equipment acquired through capital outlay funds;
9. Cost estimates for any item included in the plan;
10. A schedule for any item included in the plan.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site will provide suitable, barrier-free accommodations to carry out the educational program of the school, including provision for the disabled, pursuant to federal and state law and rules of the State Board of Education.

Substandard Facilities
All existing school facilities will be evaluated annually for their suitability to current district needs. Any facilities found to be substandard according to the administrative code shall be corrected as quickly as possible in compliance with law.

All substandard facilities must be initially approved by the County Superintendent of Schools.

<table>
<thead>
<tr>
<th>Legal References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NJSA</strong> 18A:7F-7 Appropriation by school district of undesignated fund balance; amounts allowable</td>
</tr>
<tr>
<td>18A:7F-26 Distribution of state aid for facilities</td>
</tr>
<tr>
<td>18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act</td>
</tr>
<tr>
<td>18A:11-2 Power to sue and be sued; report; census of school children</td>
</tr>
<tr>
<td>18A:33-1 District to furnish suitable facilities; adoption of courses of study</td>
</tr>
<tr>
<td>18A:33-1.1 Substandard facility; approval; inspection; abandonment</td>
</tr>
<tr>
<td><strong>NJAC</strong> 5:23-1.1 et seq. Uniform Construction Code</td>
</tr>
<tr>
<td>5:23-7.1 et seq. Barrier Free Subcode</td>
</tr>
<tr>
<td>6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</td>
</tr>
<tr>
<td>6A:23-8.1 et seq. Annual Budget Development, Review and Approval</td>
</tr>
<tr>
<td>6A:25-1.1 et seq. Qualified Zone Academy Bond Program</td>
</tr>
<tr>
<td>6A:26-1.1 et seq. Educational Facilities</td>
</tr>
<tr>
<td>6A:30-1.4 Evaluation process for the annual review</td>
</tr>
<tr>
<td>6A:32-8.1 et seq. Attendance and Pupil Accounting</td>
</tr>
<tr>
<td>6A: 32-12.1 Reporting requirements</td>
</tr>
<tr>
<td>6A: 32-12.2 School level-planning</td>
</tr>
<tr>
<td>6A: 32-14.1 Review of mandated programs and services</td>
</tr>
<tr>
<td>Manual for the Evaluation of Local School Districts</td>
</tr>
<tr>
<td>New Jersey Quality Single Accountability Continuum (NJQSAC)</td>
</tr>
</tbody>
</table>

Possible Cross References
2240, 2255, 3100, 3260/3270
The Board of Education recognizes that the safety, health and physical well-being of the pupils and staff of the district depend, in large measure, upon the cleanliness and sanitary management of the school facilities.

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

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

Hygienic Management
The Board directs that a program of hygienic management be instituted in the school facilities and explained annually to all staff members. All facilities shall be inspected for cleanliness and sanitation by the County Board of Health not less than once each year.

In consultation with the school medical inspector, the Superintendent of Schools shall prepare procedures to be followed in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures.

The Board recognizes that school employees may, in the performance of their duties, reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them to bloodborne pathogens such as hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all job classifications to tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be
updated annually and as required to include new or revised employees’ positions with occupational exposure. A copy of the plan shall be made accessible to employees.

The Superintendent of Schools shall develop and supervise a program for the cleanliness and sanitary management of the school, school grounds and equipment pursuant statute, rules of the New Jersey State Board of Education and the regulations of the Board of Health.

The day-to-day cleanliness of the school facilities shall be the responsibility of the Superintendent of Schools/designee.

**Indoor Air Quality Standards**
The Board of Education will provide for air quality in the school building that meet the standards established by the New Jersey Department of Labor pursuant to NJAC 12:100-13.

The Board designates that Board Secretary/Business Administrator as the individual who is responsible to ensure compliance with New Jersey Department of Labor standards. The Board Secretary/Business Administrator will ensure that preventative maintenance programs for heating, ventilation, and air-conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or hazardous chemicals or particulate exposure. He/she shall ensure that HVAC systems are working properly when the building temperatures are outside of the range of 68° to 79° Fahrenheit and make sure that buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. He/she will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

Air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The Board Secretary/Business Administrator will notify employees at least 24 hours in advance or promptly in emergency situations of work to be performed in the building that may induce air contaminants into their work areas.

The Board Secretary/Business Administrator will respond to a complaint received by the Department of Labor within 15 working days of the receipt of the complaint.

**Hazardous Substances**
The Board of Education will comply with laws governing hazardous substances in the school district. Employees shall be informed of the hazards associated with the handling of certain substances and trained to work safely with hazardous substances.
For the purposes of this policy, “hazardous substances” means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Hazardous substances shall not include:

A. Any article containing a hazardous substance if the hazardous substance is present in a solid form that does not pose any acute or chronic health hazard to any person exposed to it;
B. Any hazardous substance constituting less than 1% of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container;
C. Any hazardous substance that is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services for that special health hazardous substance when present in a mixture;
D. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended for commercial use;
E. Any fuel in a motor vehicle;
F. Tobacco or tobacco products;
G. Wood or wood products;
H. Foods, drugs or cosmetics;
I. Hazardous substances that are an integral part of a building’s structure or furnishings;
J. Products that are personal property and are intended for personal use; and,
K. Any substance used in the routine maintenance, including the hearing or cooling of the facilities.

No person shall use or allow the use of any hazardous substance in or on the facilities when children are expected to be present.

The Superintendent of Schools may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The Board Secretary/Business Administrator shall conduct periodic audits of hazardous substances in use in the district, ensure that substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The Board Secretary/Business Administrator shall inform the Superintendent of Schools of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent of Schools shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent of Schools shall report periodically to the Board of Education on hazardous substances in district use and the purpose of each.
Legal References

NJSA 2A:53A Negligence and other torts
18A:ll-l General mandatory powers and duties
18A:17-42 through -45 Public School Safety Law
18A:37-3 Parental liability
Existing facilities of the school district shall be evaluated annually for safety and structural soundness as required by law, and for suitability to the goals and objectives of the educational program.

The Superintendent of Schools and Board of Education Facilities Committee shall include in the report to the Board an itemization of all necessary repairs and alterations with their estimated cost, and suggestions for improved utilization of available space.

After the Board has acted on the annual building review report, the Superintendent of Schools shall be responsible for making the necessary additions to the school district’s Master Plan.

**Legal References**

- **NJSA** 18A:11-1 General mandatory powers and duties
  18A:33-1 et seq District to furnish suitable facilities

- **NJAC** 6A:26-12 et seq Operation and maintenance of facilities
The Board recognizes that efficient administration of the district requires the disposition of property no longer necessary for the maintenance of the educational program or the operation of the district. The Board also recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, or other good cause may require that the use of one or more district facilities for educational purposes be retired.

The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.

Real estate property shall be disposed of by sale or otherwise, in accordance with law. To dispose of an operational school building and all or part of the total acreage the Board will submit a written report for approval to the Department of Education, Bureau of Facility Planning Services with a copy to the County Superintendent of Schools who shall make a recommendation to the Bureau.

Ultimately the Board alone is responsible for the organization of the school district and the establishment and retirement of school facilities. Formal action to accomplish those ends shall be taken only by the Board duly convened.

Upon written approval by the Bureau, the Board shall dispose of the school building and/or acreage according to law.

**Legal References**

**NJSA**  
18A:11-1 General mandatory powers and duties  
18A:20-5 Exchanging lands owned by the board  
18A:20-6 Sale at public sale  
18A:20-7. Sale at fixed minimum prices; rejection of bids  
18A:20-36 Commissioner may order alteration or abandonment of buildings  
18A: 33-1. District to furnish suitable facilities; adaptation of courses of study

**NJAC**  
6A:26-7.4 Approval for the disposal of land, including rights or interest therein  
6A:26-7.5 Approval for the closing of a school facility
In considering proposals for alterations, additions or major repairs to the district’s existing facilities, the Board may employ the services of a licensed architect as a consultant to help determine:

1. Necessity for the project;
2. Probable cost;
3. Alternatives.

The Superintendent of Schools shall be consulted on all plans and specifications for any remodeling or additions to the schools and make recommendations concerning repairs and alterations to buildings, grounds and equipment. All changes of use will be applied for via the New Jersey Department of Education.

All requests for change of use will be applied for to the Department of Education, Bureau of Facility Planning Services via the County Superintendent of Schools who shall make a recommendation to the Bureau.

Legal References

NJSA 18A: 11-1 General mandatory powers and duties
18A: 33-1. District to furnish suitable facilities; adaptation of courses of study
The Superintendent of Schools shall develop comprehensive educational specifications for new or renovated facilities to be considered by the Board and a licensed architect before plans are drawn. Educational specifications shall include but not be limited to:

A. Identification of facilities needed
   1. Statement of need;
   2. Enrollment projection by cohort or percent of population method when construction is to accommodate increasing enrollments. Projections must be at least a five-year projection.

B. Identification of solution
   1. Statement of proposed new construction;
   2. Statement of proposed additions;

C. Description of activities, physical and environmental features and spatial relationships
   1. Physical aspects – general
      a. General recommendations,
      b. Special features,
         (1) Educational environment
         (2) Athletic environment
         (3) Structural environment
         (4) Electronic and mechanical environment
         (5) Thermal environment
         (6) Visual environment
         (7) Sonic environment
         (8) Safety and health environment
   2. Physical aspects - specific
      For each administrative, educational and auxiliary space there shall be a specification which includes but is not limited to the:
      a. Number of students housed,
      b. Number of teachers, aides or other staff housed,
      c. Approximate square feet,
      d. Number of similar spaces,
      e. Spatial relationship to other spaces,
      f. Description of instructional activities,
      g. Special features,
(1) Architectural
(2) Electronic/electrical
(3) Mechanical
(4) Specialized equipment

There shall also be a summary chart listing all spaces showing net square feet and a total showing gross square feet.

Legal References
NJSA 18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act
18A:18A-16 Preparation and approval of plans and specifications for public schoolhouses
18A:18A-16.1 Regulations; construction standards for school buildings
18A:18A-17 Facilities for handicapped persons
18A:33-1 District to furnish suitable facilities; adoption of courses of study
18A:46-13 Types of facilities and programs
18A:46-14 Enumeration of facilities and programs
18A:46-15 Facilities and programs; approval by commissioner; special classes for handicapped children; review; improvement

NJAC 5:23-7.1 et seq. Barrier Free Subcode
6A:26-1.1 et seq. Educational Facilities

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
2240, 7100
The Board of Education will provide air quality for school employees in school buildings that meet the standards established by the New Jersey Department of Labor in accordance with the provisions of NJAC 12:100-13.

Definitions
In accordance with the provisions of NJAC 12:100-13, the following definitions may apply to this policy:

- “Air contaminants” refers to substances contained in the vapors from paint, cleaning chemicals, pesticides, solvents, particulates, outdoor air pollutants and other airborne substances which together may cause material impairment to employees working within the enclosed workplace.
- "Building-related illness" describes specific medical conditions of known etiology which can be documented by physical signs and laboratory findings. Such illnesses include sensory irritation when caused by known agents, respiratory allergies, asthma, nosocomial infections, humidifier fever, Legionnaires' disease, and the signs and symptoms characteristic of exposure to chemical or biologic substances such as carbon monoxide, formaldehyde, pesticides, endotoxins, or mycotoxins.
- "Building systems" includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system and all other systems in a facility which may impact indoor air quality.
- "Department" means the Department of Health and Senior Services.
- "Designated person" means a person who has been given the responsibility by the employer to take necessary measures to assure compliance with this subchapter.
- "Employee" and/or employer” means the term as defined in NJAC 12:100-2.1.
- "HVAC system" means the collective components of the heating, ventilation and air-conditioning system including, but not limited to, filters and frames, cooling coil condensate drip pans and drainage piping, outside air dampers and actuators, humidifiers, air distribution ductwork, automatic temperature controls, and cooling towers.
- "HVAC System Commissioning Report" means a document normally prepared by an architect or engineer that provides verification that the HVAC system is operating in conformity with the design intent.
- "Office building" means a building in which administrative, clerical or educational activities are conducted. Examples of facilities and/or operations, which are not office buildings, include repair shops, garages, print shops and warehouses.
"Renovation and remodeling" means building modification involving activities that include but are not limited to: removal or replacement of walls, roofing, ceilings, floors, carpet, and components such as moldings, cabinets, doors, and windows; painting; decorating; demolition; surface refinishing; and removal or cleaning of ventilation ducts.

"Sick Building Syndrome" describes a situation in which a workplace is characterized by a substantial number of building occupants experiencing health and comfort problems that can be related to working indoors. Additionally, the reported symptoms do not fit the pattern of any particular illness, are difficult to trace to any specific source and relief from these symptoms occurs upon leaving the building. It is important to distinguish Sick Building Syndrome from problems of building-related illness. The latter term is reserved for situations in which signs and symptoms of diagnosable illness are identified and can be attributed directly to specific airborne contaminants.

The Board of Education, through the Superintendent of Schools will designate the Maintenance Supervisor as the individual, who is responsible to assure compliance with New Jersey Department of Labor standards. The designated person under the auspicious of the Board of Education, shall ensure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure. The designated person shall check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. The designated person will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

The Board of Education and/or the Superintendent of Schools shall assure that the designated person is familiar with the requirements of this policy. The designated person shall assure that at least the following actions are implemented and documented:

A. Establishing and following a preventive maintenance schedule in accordance with the manufacturer's recommendations or with accepted practice for the HVAC system. Scheduled maintenance of the HVAC system shall include checking and/or changing air filters, checking and/or changing belts, lubrication of equipment parts, checking the functioning of motors and confirming that all equipment is in operating order. Damaged or inoperable components shall be replaced or repaired as appropriate. Additionally, any parts of this system with standing water shall be checked visually for microbial growth;
B. Implementing the use of general or local exhaust ventilation where housekeeping and maintenance activities involve use of equipment or products that could reasonably be expected to result in hazardous chemical or particulate exposures, above the applicable Permissible Exposure Limit (PEL), in accordance with the provisions of NJAC 12:100-4.2, to employees working in other areas of the building or facility;

C. When the carbon dioxide level exceeds 1,000 parts per million (ppm), the employer shall check to make sure the HVAC system is operating as it should. If it is not, the employer shall take necessary steps as outlined above;

D. When temperatures in the buildings of this district are outside of the range of 68 to 79 degrees Fahrenheit, the designated employee shall check to make sure the HVAC system is in proper operating order. If it is not, he/she shall take necessary steps as outlined above;

E. If contamination of the make-up air supply is identified and documented, then the make-up inlets and/or exhaust air outlets shall be relocated or the source of the contamination eliminated. Sources of make-up air contamination may include contaminants from sources such as, but not limited to, cooling towers, vents, and vehicle exhaust;

F. Assuring that building without mechanical ventilation are maintained so that windows, doors, vents, stacks and other portals designed or used for natural ventilation are in operable condition;

G. Promptly investigating all employee complaints of signs or symptoms that may be associated with building-related illness or sick building syndrome;

H. The district shall have a written plan describing how it will achieve compliance with this subchapter, which plan shall list the identity and responsibilities of the designated person and which shall include procedures which, at a minimum, address the following issues:

- Employees' Occupational Safety and Health Act, (NJSA 34:6A-25 et seq.);
- Notifying employees of work that may introduce air contaminants; vii.
- Controlling microbial contamination;
- Controlling air contaminants;
- Responding to temperature and/or carbon dioxide exceedances;
- Maintaining air quality during renovations and remodeling;
- Obtaining permits and performing work as required by the New Jersey Uniform Construction Code, NJAC 5:23; and,
- Maintaining natural ventilation in buildings without mechanical ventilation.

The Board of Education and/or the Superintendent of Schools shall review and update the written compliance plan referred at least annually, and whenever necessary to reflect new or modified tasks and procedures and to reflect new or revised employee positions.
• Regarding other indoor air contaminants, when general ventilation is inadequate to control air contaminants emitted from point sources within work spaces to below the applicable PEL, and in accordance with the provisions of NJAC 12:100-4.2, the employer shall implement other control measures such as local source capture exhaust ventilation or substitution.

• The Board of Education, through the Superintendent of Schools shall control microbial contamination in the building by promptly repairing water intrusion that can promote growth of biologic agents.

• The Board of Education through the Superintendent of Schools shall remediate damp or wet materials by drying, replacing, removing or cleaning same within 48 (forty-eight) hours of discovery and shall continue such remediation until the water intrusion is eliminated.

• The Board of Education or the Superintendent of Schools shall take measures to remove visible microbial contamination in areas such as ductwork, humidifiers, dehumidifiers, condensate drip pans, heat exchange components, other HVAC and building system components, or on building surfaces, such as carpeting and ceiling tiles, when found during regular or emergency maintenance activities or during visual inspection.

Air Quality During Renovation & Remodeling

• Renovation work and/or new construction that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health shall be safeguarded by means of local ventilation or other protective devices to ensure the safety of employees. Renovation and/or new construction work in occupied buildings shall be isolated and air contaminants, dust and debris shall be confined to the renovation or construction area by use of measures such as, but not limited to, physical barriers, pressure differentials, and/or performing the work during periods of minimal occupancy.

• Before re-occupancy, work areas shall be cleaned and aired out as necessary.

• Hazard information shall be used to select products and to determine necessary measures to be taken to comply with this policy.

• Before selection and use of paints, adhesives, sealants, solvents, or installation of insulation, particle board, plywood, floor coverings, carpet, textiles, or other materials in the course of renovation or construction, the employer shall check product labels and Material Safety Data Sheets or seek and obtain information from the manufacturers of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use.
• The Board of Education, through the Superintendent of Schools shall notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area.

Recordkeeping
The maintenance schedule shall be updated to show all maintenance performed on the building systems. The schedule shall include the date that such maintenance was performed and the name of the person or company performing the work.

These records required to be maintained by this section shall be retained for at least 3 (three) years. The records required to be maintained shall be available on request to Department representatives for examination and copying.

The records required to be maintained shall be made available to employees and employee representatives for examination and copying upon written request as soon as possible after receipt by the employer of the written request, but no later than 10 (ten) working days from the date upon which the employer has received the request.

District Response to a Signed PEOSH Complaint
Within 15 (fifteen) working days of receipt by the employer of notification from the Department that a complaint has been filed against the employer under the Public Employees' Occupational Safety and Health Act, NJSA 34:6A-25 et seq., the Board of Education and/or Superintendent of Schools shall respond in writing to the Department. The response may include any combination of the following:

• A statement that the complaint is unfounded;
• A description of any remedial action already taken;
• An outline of any remedial measures planned but not yet taken with a timetable for completion; and/or
• A statement that a study of the problem, with a timetable for completion of the study, has been initiated.

Where remedial measures are planned or a study initiated, they shall be completed as soon as feasible. The Board of Education and/or the Superintendent of Schools shall submit, to the Department, a written report describing the remedial measures implemented and/or a copy of a study's report within 15 (fifteen) working days of completion.
Permits for remedial work shall be obtained as required and in accordance with the provisions of NJAC 5:23 (the New Jersey Uniform Construction Code). All work requiring a permit shall be performed in compliance and in accordance with the provisions of NJAC 5:23 23 (the New Jersey Uniform Construction Code).

**Indoor Air Quality (IAQ) Compliance Documents**

In response to an employee complaint to the Department, the employer shall provide any of the following documents, if available, and requested by the Department:

- As-built construction documents;
- HVAC system commissioning reports;
- HVAC systems testing, adjusting and balancing reports;
- Operations and maintenance manuals;
- Water treatment logs; and
- Operator training materials.

**Legal References**

NJS 18A:6-2 Instruction in accident and fire prevention
18A:11-1 General mandatory powers and duties
18A:17-42 et seq. Public School Safety Law
18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases
18A:41-1 et seq. Fire Drills and Fire Protection
34:5A-1 et seq. Worker and Community Right to Know Act
34:6A-25 et seq. Public Employee’s Occupational Safety and Health Act

NJAC 5:23 The uniform construction code
6A:16-1.4 District policies and procedures
6A:19-10.1 et seq. Safety and Health Standards
6A:26-1.1 et seq. Educational Facilities
12:100-13.0 et seq. Indoor Air Quality

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education wishes to have input from all parties interested in planning and construction of new facilities and major alterations. Therefore, the Superintendent of Schools shall develop procedures for encouraging parents, staff and community members to participate in all four stages of school construction:

1. Identifying school building needs;
2. Planning the school plant;
3. Constructing the buildings;
4. Accepting and using the plant.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:26 Educational facilities

Possible Cross References

7115
The Board of Education’s criteria for the selection of architects and engineers shall be such as to ensure a high degree of competency. Selection of architects for each project will be made from a Board of Education approved, limited listing developed by applying the criteria referred to below.

The Superintendent of Schools shall, through appropriate delegation, be responsible for:

1. Developing criteria applicable to the selection of architects and similar professionals for the Board of Education approval;
2. Recommending a limited list of architects and similar professionals to be approved by the Board of Education;
3. Providing the information necessary to facilitate review and reappraisal of the limited list of architects and similar professionals;
4. Recommending specific firms from the approved list for each project.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
   18A:18A-5. Exceptions to requirement for advertising
NJAC 6A:26 Educational facilities
The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent of Schools may accept on behalf of the Board any such gift less than $1,000.00 in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will make every effort to honor the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the pupils and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent of Schools shall:
1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with him/her or before appropriating funds to that end;
3. Report to the Board all gifts that have been accepted on behalf of the Board;
4. Acknowledge the receipt of any gift accepted by the Board; and
5. Prepare fitting means for recognizing or memorializing gifts to the school district.
Legal References
NJSA 18A:6-33.1 through -33.12 Incentive Grants
   18A:18A-15.1 Payment for goods or services; funds received from a bequest, legacy or gift
   18A:20-4 Acceptance and use of gifts
   18A:20-11 through -16 Property devised in trust
   18A:29A-1 through -7 Governor's Annual Teacher Recognition Act
   18A:71B-1 et seq. Student Financial Aid
   18A:71C-1 et seq. Student Loans

NJAC 6A:26-7.4 Approval of land acquisition

Possible Cross References
1230, 3200, 3220/3230, 3453, 5126, 6163.1
The Board of Education believes that the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district.

Real estate property shall be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5. The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

Personal property may be sold to the United States, the State of New Jersey or to any body politic in the State of New Jersey, or to any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent of Schools shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest.

Legal References

NJS A 18A:11-1 General mandatory powers and duties
18A:18A-45 Manner and method of sale
18A:20-6 et seq Sale at public sale

NJAC 6A:26-7.4 Approval for the disposal of land, including rights or interest therein
The Business Administrator/Board Secretary shall be responsible for performing or supervising all the steps of the bid solicitation process in accordance with the law. The steps include:

1. Advertisement and solicitation;
2. Provision of plans and specifications;
3. Notification of time for preparation of bids;
4. Receiving deposits from bidders when required;
5. Determining qualifications of bidders;
6. Receiving and opening bids;

The Board reserves the right to refuse all bids.

Legal References

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<th>NJSA</th>
<th>10:5-1 et seq. Law Against Discrimination</th>
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<td>18A:18A-1 et seq. Public Schools Contracts Law</td>
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<td>18A:18A-21 et seq Bids</td>
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The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive five-year maintenance plan.

The Superintendent of Schools shall develop and implement a maintenance program that includes the annual inspection of buildings to ensure adherence to health and safety laws, a regular summer program of facilities repair and conditioning, the maintenance of a critical spare parts inventory, an equipment replacement program, and a long-range program of building modernization. Any substandard classrooms will be upgraded in accordance with law and rules of the State Board of Education, or eliminated.

The maintenance program shall provide for the continuing upkeep of the physical plant and for the expeditious repair of those conditions that threaten the safety of the occupants or the integrity of the plant. Wherever possible and feasible, maintenance will be preventive. The Superintendent of Schools will establish priorities among the requests for repairs received from personnel.

The Board shall review all plans for special summer maintenance programs and approve and make available funds for their execution.

Legal References

| NJSA | 18A: 11-1 General mandatory powers and duties |
|      | 18A: 33-1. District to furnish suitable facilities; adaptation of courses of study |
The Solicitor shall be responsible for reviewing all construction contracts to be entered into by the Board. In general, all contracts or agreements, which require public advertisement for bids, shall be awarded to the lowest responsible bidder. However, the Board of Education reserves the right to reject all bids.

Only the Board can approve such contracts.

Legal References

NJSA 18A:18A-1 et seq. Public Schools Contracts Law
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims

NJAC 6A:23-7.1 et seq. Management of Public School Contracts
6A:23A-6.10 Financial system and payment approval process
After the contract has been signed, only the Board of Education can issue a change order. This holds true whether or not the change would add to the cost of the project.

Contract change orders may be approved by the Board of Education in an amount up to and including 20 percent of the award amount, which includes the amount encumbered pursuant to NJAC 6A:26-4.8(c), but for no more than the approved referendum amount for a capital project funded in whole or in part by bond proceeds, when necessitated by one of the following:

A. Emergencies consistent with NJSA 18A:18A-7;

B. Unforeseeable physical conditions; or

C. Minor modifications to the scope of the project that achieve cost savings, improve service or resolve construction conditions.

All other change orders shall be approved by the NJ Department of Community Affairs, Division of Codes and Standards in accordance with NJAC 6A:26-4.9.

In cases of emergency or when deemed necessary for the timely and orderly completion of a project, in which delays caused by obtaining Board approval, Board Members may be polled for their approval. At a minimum, the Board President, Vice President and members of the Buildings and Grounds Committee will be polled for their approval of emergency change orders. In all cases, the full Board will approve change orders at the next regular Board meeting, including those approved by polling the Board.

The Board directs the Superintendent of Schools to report any significant changes in the scope of the project to the public. The Superintendent of Schools may elect to make such reports at a regularly scheduled meeting of the Board of Education or by other appropriate means.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
   18A:18A-7 Emergency contracts

NJAC 6A:23-7.1 et seq. Management of Public School Contracts
   6A:26-4.9 Submission of change orders
Included in the contract shall be provisions to protect the district from monetary loss or from loss due to the project not being completed according to the terms of the contract. Such provisions should include:

A. Surety bonds;
B. Guarantee of safe working conditions during construction;
C. Contractor’s insurance during construction;
D. Guarantees for adjustments and corrections after completion;
E. Guaranteed completion date.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:18A-40 et seq Form and execution of contracts and bonds

NJAC 6A:23-7.2 Acceptance of bonds under the Public School Contracts Law
6A:27-9.5 Bidder’s guarantee
6A:27-9.6 Performance surety bond
Contractors who submit a quote or bid to the Board of Education must also submit a copy of their Certificate of Insurance with the bid or quote.

The successful bidder’s Certificate of Insurance will be filed in the Board Secretary/Business Administrator’s Office for a period of one year following the completion of the work.

The minimum accepted Certificate of Insurance will be $1,000,000 - $3,000,000 Bodily Injury and $500,000 Property Damage.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
18A:18A-40 et seq Form and execution of contracts and bonds

NJAC A:23-7.2 Acceptance of bonds under the Public School Contracts Law
6A:27-9.5 Bidder’s guarantee
6A:27-9.6 Performance surety bond
The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff’s office, and insurance company inspectors.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices, including those designated for electronic devices, designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

Legal References

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<tr>
<th>NJSA</th>
<th>2A:53A Negligence and other torts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:ll-l General mandatory powers and duties</td>
</tr>
<tr>
<td></td>
<td>18A:17-42 through -45 Public School Safety Law</td>
</tr>
<tr>
<td></td>
<td>18A:37-3 Parental liability</td>
</tr>
</tbody>
</table>
The Board of Education may, at its discretion name a Project Manager, Construction Management Firm or Clerk of the Works to oversee construction or renovation projects within the district.

When the need for a Clerk of the Works is indicated and advisable, the Board will seek and hire a qualified individual who will:

A. Oversee all aspects of construction or renovation;
B. Ensure that the goals and interests of the Board are satisfied;
C. Enforce the policies and regulations pertaining to construction and renovation projects are complied with;
D. Verify that all aspects of the construction contract and bid specifications are fully met by the contractor(s) involved, including, but not limited to time lines, materials specified, and quality of construction;
E. Report to the Business Superintendent of Schools and/or the Administrator/Board Secretary regarding any suggested change orders;
F. Be responsible for timely and accurate reports to the Board of Education regarding the completion of the project; and
G. Ensure that all laws pertaining to construction and renovation projects are followed by the contractor(s) involved.

The Board of Education directs the Superintendent of Schools and/or the Business Administrator/Board Secretary to establish guidelines for the responsibilities and the review of the performance of the Clerk of the Works.

No employee of the Board or Board Member shall be considered to fill the role of Clerk of the Works. No Board Member shall be empowered to take unilateral control of any such project.

While the Clerk of the Works may oversee the construction or renovation project, under normal circumstances, he/she shall not be empowered to approve change orders without approval of the Board of Education. However, in cases of emergency or when deemed necessary for the timely and orderly completion of a project, in which delays caused by obtaining Board approval, Board Members may be polled for their approval. At a minimum, the Board President, Vice President and members of the Buildings and Grounds Committee will be polled for their approval of emergency change orders. In all cases, the full Board will approve change orders at the next regular Board meeting, including those approved by polling the Board.

The Board of Education shall not delegate any of its legal authority to the Clerk of the Works or any other individual without the provision of appropriate reporting to the Board when the delegated authority is exercised.
Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:18A-7 Emergency contracts
18A:18A-15 Specifications

NJAC 6A:23-7.1 et seq. Management of Public School Contracts
6A:26-4.9 Submission of change orders
6A:26.12 Operation and maintenance of facilities

Possible Cross References
7120, 7200, 7400, 7420, 7430, 7443
The right to name schools, rooms, facilities, offices, athletic fields, special purpose areas and/or other district property rests with the Board of Education. Buildings, rooms, facilities and/or other district property may or may not be named at the Board’s sole discretion.

Names proposed shall be free from biases, prejudices and political and religious connotations. In selecting a name, the Board shall not discriminate because of gender, race, sexual orientation, creed or national origin.

If named for a person, that person should have been a former school district educator or administrator, local resident, Board Member, county resident, or an employee of the school district who has had significant beneficial effect on the school system and its students. However, names of inspiring national or international persons are also allowable.

Names may be submitted by individuals, organizations, committees or the Board itself. For the purposes of this policy, these individuals or groups shall be referred to as the “sponsor.” In order to be considered, the sponsor must identify the importance and relevancy of the name submitted for consideration.

Sponsors shall present their proposal to the Superintendent of Schools, who in turn will present it to the Board of Education for consideration. The Board will consider all names submitted. By majority vote of the full Board of Education at a regularly scheduled meeting, the Board may accept or reject the proposed name.

Once the Board has approved a name submitted for a school, room, facility, office, athletic field, special purpose areas and/or other district property, the Board will determine the advisability of conducting an appropriate public ceremony and/or if a plaque, monument, painting, sign, or engraving of the name selected should be placed on the facility.

The expenses incurred for any plaque, monument, painting, sign, or engraving of the name selected and/or its installation may be borne by the Board of Education or the sponsor, at the sole discretion of the Board.

Legal References
NJSA 18A:11-1 General mandatory powers and duties
Oldmans Township
Board of Education

District Policy Manual

Job Descriptions
Series 8000
# Oldmans Township Board of Education
## District Policy Manual

**TABLE OF CONTENTS**

### Job Descriptions - Series 8000

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Schools / Chief School Administrator</td>
<td>8000</td>
</tr>
<tr>
<td>Combination Chief School Administrator / Principal</td>
<td>8000.2</td>
</tr>
<tr>
<td>Principal</td>
<td>8000.3</td>
</tr>
<tr>
<td>Supervisor of Curriculum &amp; Instruction</td>
<td>8000.5</td>
</tr>
<tr>
<td>Teacher</td>
<td>8001</td>
</tr>
<tr>
<td>School Nurse</td>
<td>8002</td>
</tr>
<tr>
<td>Speech Correctionist</td>
<td>8003</td>
</tr>
<tr>
<td>School Counselor</td>
<td>8004</td>
</tr>
<tr>
<td>Extra Service Contracts</td>
<td>8005</td>
</tr>
<tr>
<td>Eighth Grade Advisor</td>
<td>8006</td>
</tr>
<tr>
<td>Gifted &amp; Talented Advisor</td>
<td>8007</td>
</tr>
<tr>
<td>Family Connections Advisor</td>
<td>8008</td>
</tr>
<tr>
<td>Yearbook Advisor</td>
<td>8009</td>
</tr>
<tr>
<td>Newspaper Advisor</td>
<td>8010</td>
</tr>
<tr>
<td>Student Council Advisor</td>
<td>8011</td>
</tr>
<tr>
<td>Band / Chorus Director</td>
<td>8012</td>
</tr>
<tr>
<td>Club Advisor</td>
<td>8013</td>
</tr>
<tr>
<td>Intervention &amp; Referral Services Team Member</td>
<td>8014</td>
</tr>
<tr>
<td>Teacher in Charge</td>
<td>8015</td>
</tr>
<tr>
<td>Boys / Girls Head Basketball Coach</td>
<td>8016</td>
</tr>
<tr>
<td>Assistant Boys / Girls Basketball Coach</td>
<td>8017</td>
</tr>
<tr>
<td>Activities Coordinator</td>
<td>8018</td>
</tr>
<tr>
<td>Boys / Girls Intramural Basketball Coach</td>
<td>8019</td>
</tr>
<tr>
<td>National Junior Honor Society Advisor</td>
<td>8020</td>
</tr>
<tr>
<td>Safety Patrol Advisor</td>
<td>8021</td>
</tr>
<tr>
<td>Playground / Bus Platform Monitor</td>
<td>8101</td>
</tr>
<tr>
<td>School Bus Monitor</td>
<td>8102</td>
</tr>
<tr>
<td>Cafeteria Monitor</td>
<td>8103</td>
</tr>
<tr>
<td>Classroom Aide</td>
<td>8104</td>
</tr>
<tr>
<td>Library Clerk</td>
<td>8105</td>
</tr>
<tr>
<td>Computer Technician</td>
<td>8106</td>
</tr>
<tr>
<td>Position</td>
<td>Code</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Board Secretary / Business Administrator</td>
<td>8201</td>
</tr>
<tr>
<td>Administrative Secretary</td>
<td>8300</td>
</tr>
<tr>
<td>Building Secretary</td>
<td>8301</td>
</tr>
<tr>
<td>Secretary to the School Business Administrator</td>
<td>8302</td>
</tr>
<tr>
<td>Business Office Accounting Clerk</td>
<td>8303</td>
</tr>
<tr>
<td>Clerk of the Works</td>
<td>8400</td>
</tr>
<tr>
<td>Cafeteria Manager / Head Cook</td>
<td>8501</td>
</tr>
<tr>
<td>Cafeteria Worker</td>
<td>8502</td>
</tr>
<tr>
<td>Chief Custodian &amp; Supervisor of Buildings &amp; Grounds</td>
<td>8600</td>
</tr>
<tr>
<td>Custodian / Substitute Bus Driver</td>
<td>8601</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>8700</td>
</tr>
<tr>
<td>Payroll Procedure Addendum</td>
<td>8000-4240P</td>
</tr>
<tr>
<td>Support Staff Salary Schedule Addendum</td>
<td>8000-4240S</td>
</tr>
<tr>
<td>Benefits Schedule Summary Addendum</td>
<td>8000-4240.1B</td>
</tr>
</tbody>
</table>
Qualifications:
1. Valid New Jersey School Administrator Certificate or eligibility
2. Minimum of a Master’s Degree in Educational Administration, Special Education or related field
3. Central office, school administration and teaching experience as determined by the Board of Education
4. Demonstrated success with curriculum, personnel management, school finance and strategic planning
5. Strong leadership and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To:
Board of Education

Supervises:
All district employees

Job Goal:
To inspire, lead, guide and direct every member of the administrative, instructional and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education

Scope of Responsibility:
Leadership and management responsibilities of the Superintendent of Schools shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board of Education. The Superintendent of Schools may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.
Instructional Leadership:
1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including, but not limited to school report cards, pupil performance objectives, and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a Board of Education adopted evaluation schedule.
5. Recommends, for Board of Education adoption, curricula, courses, textbooks, and time schedules.
6. Ensures implementation and evaluation of all Board-approved written curricula for all subjects and inclusion of mandated programs and state core curriculum content standards.
7. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts.
8. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
9. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
10. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
11. Seeks out available sources for grant funding to support programs and projects.
12. Keeps professionally current and informed on research-based educational practices.

Personnel Administration:
1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure highly-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the Board of Education.
4. Ensures that all staff are observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.

5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.

6. Recommends and implements the district’s professional development plan.

7. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state and federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

Financial Management:
1. Ensures that the budget implements the district’s goals.
2. Ensures implementation of Board of Education financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for Board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.
6. Continually assesses business management practices to achieve efficiency.
7. Ensures funds are spent prudently by providing adequate control and accounting of the district’s financial and physical resources.

Student Services:
1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district’s intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of nursing services to be adopted by the Board of Education.
4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the County Superintendent.

5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.

6. Implements a Board-approved program of guidance and counseling services.

7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

School / Community Relations:
1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.

2. Presents the district’s required reports annually to the community at a regular Board of Education meeting by the date(s) specified by law and submits any required copies to the Executive County Superintendent as required by law.

3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.

4. Develops strategies to promote parental involvement in their children’s education and provides opportunities for parent-teacher interaction.

5. Maintains contact and good relations with local media.

6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.

7. Represents the school system to its interests in community organizations, activities and projects.

Superintendent / Board Responsibilities:
1. Provides leadership in the implementation of the district’s vision, mission, and goals.

2. Prepares and recommends short- and long-range plans for Board of Education approval and implements those plans when approved.

3. Attends all regular and special meetings of the Board of Education and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.

4. Knows Board policy and respects the policymaking authority and responsibility of the Board.

5. Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring the implementation of Board policies.
6. Collects adequate and reliable information before making recommendations and decisions.

7. Prepares, in conjunction with the Board President, agenda recommendations relative to all matters requiring Board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board on matters before it.

8. Provides a communication system to keep the Board informed of district issues and critical information needed for decision-making.

9. Anticipates potential problems. Recommends policies or courses of staff action.

10. Keeps the Board informed regarding developments in other districts or at state and national levels that would be helpful to the district.

11. Ensures that all local, state and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

12. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.

13. Advises the Board of its responsibilities under the School Code of Ethics Act. Ensures the adoption of policies and procedures regarding required training for Board Members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

Policy Development:
1. Carries out the policies of the Board.
2. Advises the Board of the need for new, revised or deleted policies and obtains policy drafts for Board approval.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations and Board Policies.
4. Makes such rules, procedures/guidelines and forms and gives such instructions to school employees and students as may be necessary to implement Board policy.
5. Supervises the efficient maintenance and dissemination of all Board policy documents.
6. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports action to the Board as soon as practicable.

Terms of Employment:
1. Twelve months
2. Appointed for a period of 3 to 5 years
3. Serves in accordance with the terms of the contract between the Board of Education and the Superintendent of Schools

4. Salary to be determined by the Board of Education and approved by the County Executive Superintendent consistent with New Jersey Department of Education regulations.

Evaluation:
Performance of this job will be evaluated annually by July 1\textsuperscript{st} in accordance with state law, administrative code and the Board of Education’s procedures for the evaluation of the Superintendent of Schools.
Legal References

NJSA 18A:4-15 General rule-making power
18A:6-10 through -17 Dismissal and reduction in compensation of persons under tenure in public school system
18A:6-7.1-7.5 Criminal history record
18A:7A-10 Evaluation of performance of each school
18A:7A-11 Annual report of local school district
18A:7A-14.3-14.5 Alternate program of evaluation and monitoring
18A:7E School report card
18A:7F Comprehensive Educational Improvement and Financing Act
18A:12-21 et seq. School Ethics Act
18A:12-24 School Officials prohibited conduct
18A:16-1 Officers and employees in general
18A:16-1.3 Notification of dismissal for cause of non-tenured certificated employee
18A:16-2 Physical examination requirements
18A:17-15 through -21 Appointment of superintendents; terms
18A:17-20 Tenured and non-tenured superintendents; general powers and duties
18A:17-24 Clerks in superintendent's office
18A:17-24.1 Shared Administrators, Superintendents
18A:17-46 Act of violence report by school employee, notice of action taken, annual report
18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions
18A:28-3 through -6.1 No tenure for noncitizens
18A:29-14 Withholding increments; causes; notice of appeals
18A:36-24 et seq Missing and abused children
18A:37 Discipline of pupils
34:5A NJ Worker and Community Right to Know Act
40:8A-1 et seq. Interlocal Services Act
52:17B-9, 8a-9/8c et al Missing children

NJAC 6A:5 Regulatory equivalency and waiver
6A:7 Managing for equality and equity in education
6A:8 Standards and assessment
6A:9 Professional license and standards
6A:9-12 Requirements for Administrative Certification
6A:9-16 Required professional development for teachers
6A:9-17.4 District reporting responsibility
6A:14 Special Education
6A:15 Bilingual education
6A:16 Student development
6A:17 Students at risk
6A:23 Finance and business services
6A:26 Educational facilities
6A:27 Transportation
6A:28-1.1 et seq. School Ethics Commission
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-4.1 et seq. Employment and Supervision of Teaching Staff
6A:32-4.3 Evaluation of tenured and nontenured superintendent
6A:32-4.4 Evaluation of tenured teaching staff members
6A:32-4.5 Evaluation of nontenured teaching staff members
8 U.S.C. 1101 et seq. - Immigration and Nationality Act

New Jersey Quality Single Accountability Continuum (NJQSAC)
Qualifications:
1. Valid New Jersey School Administrator Certificate or eligibility
2. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement; central office, school administration and teaching experience as determined by the Board of Education
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To:
Board of Education

Supervises:
Every district employee

Job Goal:
To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence. To provide leadership and managerial oversight to the instructional program and school operations, so that each student enrolled in the district may be provided with an appropriate and effective education.

Scope of Responsibility:
Leadership and management responsibilities of the Chief School Administrator/Principal shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board of Education. Due to the combined functions of this position, the Chief School Administrator/Principal may, with Board of Education approval, delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

*Chief School Administrator and School Principal are two distinct positions. Combining the two positions into one job description should not, however, mislead the public or Board of Education Members about the fact that two separate jobs are being done by one person.
Performance Responsibilities:

**Instructional Leadership:**

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a Board of Education adopted evaluation schedule. Recommends, for Board of Education adoption, curricula, courses, textbooks and time schedules.
5. Ensures implementation and evaluation of all Board of Education-approved written curriculum for all subjects and inclusion of mandated programs and state core curriculum content standards.
6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
7. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Assumes responsibility for the management of the school in accordance with law, administrative code and Board of Education policies and regulations.
12. Exercises leadership in school-level planning for improvement of instruction.
13. Establishes and maintains an effective learning climate in the school.
14. Keeps professionally current and informed on research-based educational practices.
15. Plans, organizes and supervises all curricular and extracurricular activities.
16. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
17. Prepares and submits the school's budget requests and monitors the expenditure of funds.
18. Establishes and maintains an efficient office system to support the administrative functions of the school.
19. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
20. Approves the master teaching schedule and classroom assignments.
21. Conducts staff meetings as necessary for the proper functioning of the school.
22. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.

Personnel Administration:
1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the Board of Education.
4. Ensures that all staff is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
6. Recommends and implements the district's professional development plan.
7. Ensures that all teaching staff members fulfill continuing professional development and receive inservice training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

Financial Management:
1. Ensures that the budget implements the district’s goals.
2. Ensures implementation of Board of Education financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for Board of Education approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
6. Ensures annual inspections of each school building for adherence to health and safety codes.
7. Continually assesses business management practices to achieve efficiency.
8. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

**Student Services:**
1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the Board of Education.
4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the Executive County Superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a Board of Education-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.
8. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board of Education policy and the students' rights to due process.
9. Notifies immediately the parent or guardian and the appropriate personnel to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
10. Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
11. Plans and supervises fire and other emergency drills as required by law and Board of Education policy.
12. Develops and maintains a master schedule for the academic and extracurricular programs; works cooperatively with the business administrator to schedule community use of the school building and grounds.
13. Attends special events held to recognize student achievement, and other school-sponsored activities and functions.
14. Ensures the proper collection, safekeeping, and accounting of school activity funds.
School/Community Relations:
1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's quality assurance report annually to the community at a regular Board of Education meeting by October 30th and submits a copy to the Executive County Superintendent by November 15th.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.

Chief School Administrator-Board Responsibilities:
1. Prepares and recommends short- and long-range plans for Board of Education approval and implements those plans when approved.
2. Attends all regular and special meetings of the Board of Education, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
3. Knows Board of Education policy and respects the policymaking authority and responsibility of the Board of Education.
4. Recommends drafts of new policies or changes to the Board of Education. Establishes guidelines and processes for monitoring implementation of Board of Education policies.
5. Collects adequate and reliable information before making recommendations and decisions.
6. Prepares, in conjunction with the Board of Education President, agenda recommendations relative to all matters requiring Board of Education action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the Board of Education on matters before it.
7. Provides a communication system to keep the Board of Education informed of district issues and critical information needed for decision-making.
8. Anticipates potential problems. Recommends policies or courses of staff action.
9. Keeps the Board of Education informed regarding developments in other districts or at state and national levels that would be helpful to the district.
10. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

11. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.

12. Advises the Board of Education of its responsibilities under the School Code of Ethics Act;

13. Ensures the adoption of policies and procedures regarding required training for Board of Education Members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

Terms of Employment:
1. Twelve months.
2. Appointed for a period of 3-5 years; Serves in accordance with the terms of the contract between the Board of Education and the Chief School Administrator/Principal;
3. Salary to be determined by the Board of Education.

Evaluation:
Performance of this job will be evaluated annually by April 30th in accordance with state law, administrative code, and the Board of Education's policy on evaluation of the Chief School Administrator.
Legal References
NJSA
7F Comprehensive Educational Improvement and Financing Act
13:1F-19 et seq School integrated pest management
18A:4-15 General rule-making power
18A:6-10 through 17 Dismissal and reduction in compensation of persons under tenure in public school system
18A:6-1 Corporal punishment of pupils
18A:6-7.1-7.5 Criminal history record
18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
18A:7A-10 Evaluation of performance of each school
18A:7A-11 Annual report of local school district
18A:7A-14.3-14.5 Alternate program of evaluation and monitoring
18A:7E School report card
18A:7F Comprehensive Educational Improvement and Financing Act
18A:12-21 et seq School Ethics Act
18A:12-24 School Officials prohibited conduct
18A:16-1 Officers and employees in general
18A:16-1.3 Notification of dismissal for cause of non-tenured certificated employee
18A:16-2 Physical examination requirements
18A:17-15 through 21 Appointment of superintendents; terms
18A:17-20 Tenured and non-tenured superintendents; general powers and duties
18A:17-24 Clerks in superintendent's office
18A:17-24.1 Shared Administrators, Superintendents
18A:17-46 Act of violence report by school employee, notice of action taken, annual report
18A:25-2 Authority over pupils
18A:25-4 School register; keeping
18A:25-5 Annual report
18A:25-6 Suspension of assistant superintendents, principals and teachers
18A:26-1 Citizenship of teachers, etc.
18A:26-1.1 Residence requirement prohibited
18A:26-2 Certificates required; exception
18A:26-10 Suspension of certificate for wrongful cessation of performance of duties
18A:27 Employment and contracts
18A:27-4.1 Appointment, transfer, removal or renewal of officers and employees; exceptions
18A:28-3 through 6.1 No tenure for noncitizens
18A:28-5 Tenure of teaching staff members
18A:28-8 Notice of intention to resign required
18A:29-14 Withholding increments; causes; notice of appeals
18A:36-24 et seq Missing and abused children
18A:37 Discipline of pupils
18A:40A Substance Abuse
18A:41-1 et seq Fire drills and fire protection
18A:46-5.1 Basic child study team services;
34:5A NJ Worker and Community Right to Know Act
40:8A-1 et seq Interlocal Services Act
52:17B-9, 8a-9/8c et al Missing children
Legal References (continued)

NJAC
6A:5 Regulatory equivalency and waiver
6A:7 Managing for equality and equity in education
6A:8 Standards and assessment
6A:9 Professional license and standards
6A:9-12 Requirements for Administrative Certification
6A:9-12.3 Authorization Required professional development for teachers
6A:9-14 Acting administrator
6A:9-15 Required professional development for teachers
6A:9-15 Required professional development for teachers
6A:9-16 Required professional development for school leaders
6A:16 Programs to support student development
6A:17 Students at risk
6A:9-17.4 District reporting responsibility
6A:14 Special Education
6A:15 Bilingual education
6A:16 Student development
6A:17 Students at risk
6A:23 Finance and business services
6A:24-4.1 et seq Implementation of whole school reform model
6A:24-4.4 School-based budgets
6A:24-5. Supplemental programs and services
6A:26 Educational facilities
6A:27 Transportation
6A:28-1.1 et seq School Ethics Commission
6A:30-1.1 et seq Evaluation of the Performance of School Districts
6A:32-4.1 et seq Employment and Supervision of Teaching Staff
6A:32-4.3 Evaluation of tenured and nontenured superintendent
6A:32-4.4 Evaluation of tenured teaching staff members
6A:32-4.5 Evaluation of nontenured teaching staff members
6A:32-5.1 Standards for determining seniority
6A:32-6 et seq School employee physical examinations
6A:32-7 et seq Student records
6A:32-8 et seq Student attendance and accounting

8 U.S.C. 1101 et seq. - Immigration and Nationality Act
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Oldmans Township Board of Education  
District Policy Manual  

Job Descriptions  
Principal  

Series 8000  
Policy 8000.3  

Date Adopted: May 10, 2016  
Date Revised:  

Page 1 of 4  

Qualifications  
1. Valid New Jersey School Administrator and Principal certificates and New Jersey Teacher Certification  
2. Minimum experience as determined by the Board of Education  
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum  
4. Strong leadership and communication skills  
5. Ability to plan, organize and administer a district-level professional development program  
6. Demonstrated knowledge of subject specialty and effective teaching methods  
7. Ability to maintain a positive learning environment  
8. Required criminal history background check and proof of U.S. citizenship  

Reports To  
The Superintendent of Schools  

Supervises  
Teacher aides, student teachers, volunteers and other staff as assigned  

Job Goals  
1. To provide an approved education program and establish a school environment that fosters learning and personal growth  
2. To help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education  
3. To develop and maintain good relationships with parents and other staff members  
4. To evaluate, guide and support teaching and learning at all grade levels  
5. To provide leadership in the development, implementation and coordination of the district’s curriculum  
6. To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student  

Performance Responsibilities  
1. Assumes responsibility for the management of the school in accordance with law, administrative code and Board of Education policies and regulations  
2. Exercises leadership in school-level planning for improvement of instruction  
3. Establishes and maintains an effective learning climate in the school  
4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program  
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs
6. Provides leadership in the development of the instructional program and achievement of the New Jersey Core Curriculum Content Standards, the Common Core Standards and the College and Career Readiness Standards and our district goals and objectives.

7. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.

8. Conducts periodic observations of teaching staff members; prepares written reports; and offers constructive suggestions for improvement when appropriate.

9. Prepares and submits the school’s budget requests and monitors the expenditure of funds, along with the Superintendent and Business Administrator.

10. Establishes and maintains an efficient office system to support the administrative functions of the school.

11. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.

12. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board of Education policy and the students’ rights to due process.

13. Notifies immediately the parent(s)/guardian(s) and the Superintendent of Schools to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

14. Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.

15. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.

16. Plans and supervises fire and other emergency drills as required by law and Board of Education policy.

17. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school’s administration.

18. Conducts staff meetings as necessary for the proper functioning of the school.

19. Plans and supervises regularly scheduled parent/teacher conferences and makes arrangements for special conferences as necessary.

20. Acts as a liaison between the school, home and community, interprets policies, programs and activities and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.

21. Keeps the Superintendent of Schools informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

22. Assumes responsibility for his/her continuing professional growth through attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
23. Develops and maintains a master teaching schedule and classroom assignments, extracurricular programs and works cooperatively with the school and Board Secretary/Business Administrator to schedule community use of the school building and grounds.

24. Assists in the implementation of the district’s in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.

25. Participates in state and national curriculum study organizations and groups.

26. Review and monitors student achievement and initiates program changes as necessary.

27. Recommends to the Superintendent of Schools the addition of new courses, grade placement, credit allowance and graduation requirements.

28. Produces curriculum bulletins, guides or directories to be distributed to the staff as needed.

29. Ensures proper articulation between the district and the Penns Grove – Carneys Point Regional School District and the Woodstown-Pilesgrove Regional School District (High School programs).

30. Coordinates the selection of textbooks and instructional materials throughout the district, through the use of faculty committees and recommends those selected to the Superintendent of Schools for adoption by the Board of Education.

31. Monitors the operation and effective use of technology in support of instruction.

32. Keeps abreast of and interprets to the staff, the current research in the areas of curriculum development, teaching and learning.

33. Assists the Superintendent of Schools and other key district employees in planning the instructional program and support services, for special education and other students with special needs.

34. Meets on a regular basis with the Superintendent of Schools and other key district employees for the purpose of maintaining ongoing supervision and coordination of the implementation of the district curriculum.

35. Reviews teacher’s lesson plans and makes recommendations for improvement.

36. Assists in the recruitment, screening, hiring training and assigning of instructional personnel.

37. Assumes responsibility for review and evaluating results of district-wide testing programs and for other evaluative measures used by the district.

38. Attends special events held to recognize student achievement and other school-sponsored activities and functions.

39. Approves and ensures the proper use of school activity funds.

40. Performs other duties that may be assigned or required by the Superintendent of Schools, law, code, regulation and Board of Education policy.

Evaluation

Performance of this job will be evaluated annually in accordance with state law, administrative code and the Board of Education’s procedures for the evaluation of certified personnel.
Legal References
NJSA
7F Comprehensive Educational Improvement and Financing Act
13:1F-19 et seq. School integrated pest management
18A:6-1 Corporal punishment of pupils
18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
18A:16-2 Physical examinations; requirement
18A:25-2 Authority over pupils
18A:25-4 School register; keeping
18A:25-5 Annual report
18A:25-6 Suspension of assistant superintendents, principals and teachers
18A:26-1 Citizenship of teachers, etc.
18A:26-1.1 Residence requirement prohibited
18A:26-2 Certificates required; exception
18A:26-10 Suspension of certificate for wrongful cessation of performance of duties
18A:27 Employment and contracts
18A:28-3 No tenure for noncitizens
18A:28-5 Tenure of teaching staff members
18A:28-8 Notice of intention to resign required
18A:37 Discipline of pupils
18A:40A Substance Abuse
18A:41-1 et seq. Fire drills and fire protection
18A::46-5.1 Basic child study team services;

NJAC
6A:7 Managing for equality and education in education
6A:8 Standards and assessment
6A:9 Professional licensure and standards
6A:9-3.3 Professional standards for teachers
6A:9-5 General certification policies
6A:9-8 Requirements for instructional certificate
6A:9-9 Instructional certificates
6A:9-12.3 Authorization Required professional development for teachers
6A:9-12.5 Principal
6A:9-14 Acting administrator
6A:9-15 Required professional development for teachers
6A:9-16 Required professional development for school leaders
6A:16 Programs to support student development
6A:17 Students at risk
6A:23 Finance and business services
6A24-4.1 et seq. Implementation of whole school reform model
6A:24-4.4 School-based budgets
6A:24-5. Supplemental programs and services
6A:32-4 et seq. Employment and supervision of teaching staff
6A:32-5.1 Standards for determining seniority
6A:32-6 et seq. School employee physical examinations
6A:32-7 et seq. Student records
6A:32-8 et seq. Student attendance and accounting

8 U.S.C. 1101 et seq. - Immigration and Nationality Act
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Oldmans Township Board of Education
District Policy Manual

Job Descriptions

Series 8000
Supervisor of Curriculum & Instruction
Policy 8000.5

Date Adopted: January 10, 2012 | Date Revised: May 6, 2014, January 2, 2018 | Page 1 of 3

Qualifications:
1. Valid New Jersey School Supervisor certificate and New Jersey Teacher Certification
2. Minimum experience as determined by the Board of Education
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Strong leadership and communication skills
5. Ability to plan, organize and administer a district-level professional development program
6. Demonstrated knowledge of subject specialty and effective teaching methods
7. Ability to maintain a positive learning environment
8. Required criminal history background check and proof of U.S. citizenship

Reports To: The Superintendent of Schools

Supervises: Instructional teachers, teacher aides, student teachers, volunteers and other staff as assigned

Supervisor of Curriculum & Instruction - Job Goals
1. To provide leadership in the development, implementation and coordination of the district’s curriculum
2. To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student

Supervisor of Curriculum & Instruction - Performance Responsibilities
A. Works with district administration and staff to develop the school curriculum and assists in the formulation of goals and objectives for the instructional plan.
B. Studies, evaluates and recommends to the Superintendent of Schools the adoption of new instructional materials, methods and programs
C. Ensures that the curriculum is updated and aligned with the New Jersey Core Curriculum Content Standards, the Common Core Standards and the College and Career Readiness Standards
D. Provides leadership in the development of the instructional program and achievement of the New Jersey Core Curriculum Content Standards, the Common Core Standards and the College and Career Readiness Standards and our district goals and objectives
E. Monitors implementation of Board of Education-approved curriculum
F. May assist the Superintendent with preparing grant applications and reports
G. Assists in the implementation of the district’s in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities
H. Participates in state and national curriculum study organizations and groups
I. Reviews and monitors student achievement and initiates program changes as necessary.
J. Recommends to the Superintendent of Schools the addition of new courses, grade placement, credit allowance and graduation requirements
K. Produces curriculum bulletins, guides or directories to be distributed to the staff as needed
L. Schedules and organizes staff meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools
M. Ensures proper articulation between the district and the Penns Grove – Carneys Point Regional School District and the Woodstown – Piles Grove Regional School District (High School programs)
N. Performs other duties that may be assigned or required by the Superintendent of Schools, law, code, regulation and Board of Education policy

Terms of Employment
Salary and work year to be determined by the Board of Education and applicable negotiated agreements. This position includes and incorporates a wide array of responsibilities including state testing coordinator, submission program data, chairperson of the Local Professional Development Committee. In addition, the Supervisor of Curriculum and Instruction coordinates the following stipended position:
1. Choice School Program Coordinator - $3000

Evaluation
Performance of this job will be evaluated annually in accordance with state law, administrative code and the Board of Education’s procedures for the evaluation of certified personnel.
### Legal References

**NJSA**

- 7F Comprehensive Educational Improvement and Financing Act
- 13:1F-19 et seq School integrated pest management
- 18A:6-1 Corporal punishment of pupils
- 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- 18A:16-2 Physical examinations; requirement
- 18A:25-2 Authority over pupils
- 18A:25-4 School register; keeping
- 18A:25-5 Annual report
- 18A:25-6 Suspension of assistant superintendents, principals and teachers
- 18A:26-1 Citizenship of teachers, etc.
- 18A:26-1.1 Residence requirement prohibited
- 18A:26-2 Certificates required; exception
- 18A:26-10 Suspension of certificate for wrongful cessation of performance of duties
- 18A:27 Employment and contracts
- 18A:28-3 No tenure for noncitizens
- 18A:28-5 Tenure of teaching staff members
- 18A:28-8 Notice of intention to resign required
- 18A:37 Discipline of pupils
- 18A:41-1 et seq Fire drills and fire protection
- 18A:46-5.1 Basic child study team services;

**NJAC**

- 6A:7 Managing for equality and education in education
- 6A:8 Standards and assessment
- 6A:9 Professional licensure and standards See particularly:
  - 6A:9-3.3 Professional standards for teachers
  - 6A:9-5 General certification policies
  - 6A:9-8 Requirements for instructional certificate
  - 6A:9-9 Instructional certificates
  - 6A:9-12.3 Authorization Required professional development for teachers
  - 6A:9-12.5 Principal
  - 6A:9-14 Acting administrator
  - 6A:9-15 Required professional development for teachers
  - 6A:9-16 Required professional development for school leaders
  - 6A:16 Programs to support student development
  - 6A:17 Students at risk
  - 6A:23 Finance and business services
  - 6A:24-4.1 et seq Implementation of whole school reform model
  - 6A:24-4.4 School-based budgets
  - 6A:24-5. Supplemental programs and services
  - 6A:32-4 et seq Employment and supervision of teaching staff
  - 6A:32-5.1 Standards for determining seniority
  - 6A:32-6 et seq School employee physical examinations
  - 6A:32-7 et seq Student records
  - 6A:32-8 et seq Student attendance and accounting

Americans with Disabilities Act (ADA) 42 USC 12101 et seq
Immigration Reform and Control Act of 1986 8 USCA 1100 et seq
Oldmans Township Board of Education
District Policy Manual

Policy 8001

Date Adopted: July 1997
Date Revised: April 23, 2008, September 13, 2016

Qualifications
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To
Principal/Designated Administrator

Supervises
Pupils, and when assigned, student teachers and classroom aides

Job Goal
To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

Performance Responsibilities
1. Develops lesson plans and classroom learning activities
2. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using Board-adopted curriculum, Board-adopted curricula and textbooks, and other appropriate learning activities.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
6. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
7. Maintains records of pupil's educational progress in class record books and/or Board-approved forms and summarizes these marks for reporting purposes.
8. Identifies pupil needs and provides instruction appropriate to those needs.
9. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
10. Budgets class time effectively.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises pupils in out-of-classroom activities as assigned.
13. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
14. Makes effective use of community resources to enhance the instructional program.
15. Cooperates with other professional staff members in assessing and resolving learning problems.
16. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
17. Participates in school-level planning, faculty meetings/committees and other school system groups.
18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and certification as may be assigned.

Terms of Employment
Work year and salary to be determined by the Board.

Annual Evaluation
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board’s policy on evaluations.
Title:
School Nurse

Qualifications:
1. Valid New Jersey State License to practice as a Registered Nurse
3. A Bachelor's Degree. Title 6:11-12,9

Reports To:
Administrator and School Physician

Job Goal
To provide the fullest possible education opportunity for each District student by minimizing absence due to illness and creating a climate of health and well-being in the District Schools.

Performance Responsibilities:
1. Conducts school Health service, including physical examination, immunizations, and tests for hearing and vision.
2. Assumes responsibility for selection and referral of students in need of medical and dental care.
3. Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Maintains up-to-date accumulative health records on all students.
5. Observes students on a regular basis to detect health needs in physical, mental, social and emotional areas.
6. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness. Administers Emergency Care in accordance with established First Aid Procedures.
7. Participates with school staff in developing and implementing total school Health Program.
8. Contacts homes of children referred by Administrator and serves as home-school liaison person.
9. Advised on modification of educational program to meet Health needs of individual students.
10. Prepares and submits reports for the Superintendent and the State Board of Health and State Board of Education.
11. Implements policy on exclusion and readmission of students in connection with infectious and contagious diseases.
12. Advises teachers of Health matters, particularly regarding screening for students health defects.
13. Assists school personnel in establishing sanitary conditions in schools.
15. Participants in in-service training programs.
16. Uphold and enforces school rules, administrative regulations and Board Policy.
17. Maintains familiarity with current trends and practices in the field of school health and continuously improves professional competence through in-service programs, performance evaluations, and his/her individual professional improvement plan.
18. Utilizes community resources for referral and follow-up care.
19. Assists with Migrant Program as assigned by the Administrator.
20. Assists with Health duties as assigned with LEA agency responsibilities of the District.
21. Maintains flexible hours at Board discretion to meet student and District needs; i.e., lunches other than at student lunch time and daily hours at 9:00 a.m. to 4:00 p.m.
22. Such other duties as may be assigned from time to time.
23. Uses their private vehicle as a transportation agent for specific reasons: clinic, emergencies, consultation, etc.

Terms of Employment:
Ten months, Salary and work year as specified in Board Policy or the negotiated contract.

Evaluations:
Performance of this job will be evaluated annually in accordance with State Statute and Board Policy on Professional Personnel.
Title:
Speech Correctionist

Qualifications:
1. Appropriate N.J. Certification for position
2. Bachelor's Degree

Reports To:
The Administrator

Supervises:
Students, Aides and Volunteers assigned

Primary Function:
To assist participating students to overcome or modify speech disorders.

Performance Responsibilities:
1. Identifies speech and/or Language defective children.
2. Designs and implements an individual therapy plan for each child identified.
3. Provides group and/or individual therapy sessions based on the individual therapy plan.
4. Maintains accurate records on each child identified, as well as each child tested.
5. Counsels with colleagues, students, and/or parents on a regular basis.
6. Serves as a member of the Child Study Team in accordance with N.J.A.C. 6-28.
7. Initiates and maintains contacts with outside services when appropriate.
8. Recommends to building Administrator modifications or adaptations to the Speech therapy program to meet the needs of each school and the district.
9. Plans and supervises assignments for aide(s) and/or volunteer(s) and assists in the evaluation of their job performance(s).
10. Attends staff meetings and serves on staff committees.
11. Other applicable responsibilities as listed under Teacher Job Description

Terms of Employment:
Ten or twelve month year. Salary and work year to be according to the current schedule.

Evaluation
Performance of this job will be evaluated annually in accordance with provisions of the Board's policies on Evaluation of staff members and State Statutes.

Job Description of Duties
Responsibilities & Relationships (supplemental to negotiated contract)

A. The Speech Correctionist is responsible, as approved by the local Administrator and Board, for the establishment, coordination and operation of a supportive therapeutic speech rendition program involving screening, diagnostic assessment, notification of administration, treatment planning, parent consent, parent counseling, student placement in a therapeutic setting, and providing supportive consultative services to the Administrator, classroom and special teachers, school nurse and students.

B. He shall provide the most efficient, therapeutic service for each student, after consultation with the Administrator, classroom teacher, nurse and parent, by limiting total case load, group size and therapy time, based on local need priorities and Board Policy, to provide effective programming.

C. The School Administrator is ultimately responsible for the assessment, treatment plan and therapeutic remediation of all speech disorders; consequently, all parental contacts and scheduling of students must be approved by the Administrator before proceeding.

D. All referrals or classifications must be discussed with school nurse to screen out medically related aspects or familial aspects affecting school relations with child family.

E. State and local Professional & In-service Programs may be attended as other employees of District with Board and Administration approval.

Group Sizes

A. Maximum of 3 individuals, other than choral speaking sessions, for specific pupils.

B. Maximum of 20 individual on one day of six hours.

C. A minimum of 10, 25 minute sessions shall be scheduled or a rationale to deviate discussed with the Administrator (1x6 Choral, 2x3 pupils, 2x2 pupils, 5x1 pupils).

Daily Duties and Workload:

A. Student therapy sessions shall be conducted year around - September 1 thru June 30th.

B. Student I.E.P. and report shall be developed and Parent Conferences scheduled a maximum of 1 1/2 hours per day or after school hours. Four (4) hours shall be reserved exclusively for student contact. An alternative may be to schedule one (1) day per month for the above, only thru the Christmas Vacation.

C. Lunch break shall be similar to teaching staff member 11:30-12:00.

D. The school secretary may assist with typed reports and I.E.P.’s when available and approved by Administrator.

Child Study Team

A. Up to date I.E.P.'S and final reports shall be maintained in accordance with County and C.S.T. practices and recommendations.

B. Pupils classified as C.H. shall be reported to C.S.T. with copy provided to Administrative Administrator.

C. Speech Correctionist shall participate in C.S.T. staffing in cases of students in speech program or with C.H. classifications.
Screening Program

A. All Kindergarten students will be routinely given an informal speech evaluation and screening at the beginning of each school year.

B. All new or regular students as routinely referred by the classroom teacher shall be informally screened or formally evaluated as needed.
Qualifications
1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the Board; knowledge of computerized master schedule development desirable
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques as well as elementary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents/guardians, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

Reports To:
Principal and/or Superintendent of Schools

Job Goal
To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

Performance Responsibilities
1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data.
2. Works with students in evolving educational and career plans in terms of such evaluation.
3. Provides information and prepares students for admission to high schools, as well as to potential employers and other agencies.
4. Maintains a close relationship with the Child Study Team following directives and recommendations as needed.
5. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
6. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
7. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents/guardians.
8. Assists in the organization and administration of standardized test programs.
9. Provides timely notice and information to students and parents/guardians of required examinations.
10. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.

11. Maintains a professional office environment.

12. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents/guardians with urgent needs.

13. Maintains student records and ensures their confidentiality.

14. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.

15. Deals with confusion and emergencies in a friendly, supportive, calm manner.

16. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.

17. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.

18. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.

19. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.

20. Performs other duties within the scope of his/her employment and certification as may be assigned.

Performance Responsibilities: Student Counseling

1. Aids students in course and subject selection
2. Obtains and disseminates occupation information.
3. Assists students in evaluating their aptitudes, interests, educational needs and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving educational and occupational plans in terms of such evaluation.
4. Works to discover and develop special abilities of students.
5. Works to resolve students' education handicaps.
6. Develops rapport with students and communicates well with them.
7. Demonstrates tact and respect when dealing with others.
8. Counsel individually with students to have a better understanding of the pupil's needs.
9. Conduct group counseling sessions where applicable.
10. Assist students in resolution of social, academic, or emotional problems.
11. Helps students evaluate career interests and choices.
12. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
13. Guides students in their participation in school and community activities.
14. Works with students on an individual basis in the solution of personal and social problems related to such problems as home and family relations, health and emotional adjustment.
16. Devise a follow-up system regarding those students who have participated in individual or group counseling sessions.
17. Keeps a folder on all students with update information concerning school activities such as extra-curriculum, discipline reports, commendations, disaffected, disruptive, truant or potential dropouts.
18. Arranges for tutors and summer school work.
19. Maintains student records and protects their confidentiality.

Terms of Employment
Salary and work year to be determined by the Board.

Annual Evaluation
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board’s policy on evaluations.
### Oldmans Township Board of Education
### District Policy Manual

#### Job Descriptions

<table>
<thead>
<tr>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Girls Basketball Coach</td>
<td>$900</td>
</tr>
<tr>
<td>Assistant Girls Basketball Coach</td>
<td>$600</td>
</tr>
<tr>
<td>Head Boys Basketball Coach</td>
<td>$900</td>
</tr>
<tr>
<td>Assistant Boys Basketball Coach</td>
<td>$600</td>
</tr>
<tr>
<td>FBLA Advisor</td>
<td>$550</td>
</tr>
<tr>
<td>Academic League Coach</td>
<td>$450</td>
</tr>
<tr>
<td>Family Connections Advisor</td>
<td>$550</td>
</tr>
<tr>
<td>Band / Chorus Advisor</td>
<td>$1,000</td>
</tr>
<tr>
<td>Yearbook Advisor</td>
<td>$550</td>
</tr>
<tr>
<td>Gifted / Talented Advisor - Elementary</td>
<td>$550</td>
</tr>
<tr>
<td>Gifted / Talented Advisor – Middle School</td>
<td>$550</td>
</tr>
<tr>
<td>Eighth Grade Class Advisor</td>
<td>$850</td>
</tr>
<tr>
<td>School Newspaper Advisor (Club)</td>
<td>$450</td>
</tr>
<tr>
<td>Student Council Advisor</td>
<td>$450</td>
</tr>
<tr>
<td>Teacher in Charge / Instructional Supervisor</td>
<td>$2,500</td>
</tr>
<tr>
<td>Safety Patrol Advisor</td>
<td>$550</td>
</tr>
<tr>
<td>Science Club (STEM) Robotics Advisor</td>
<td>$650</td>
</tr>
<tr>
<td>Intervention &amp; Referral Services Team</td>
<td>$550</td>
</tr>
<tr>
<td>(1 Coordinator)</td>
<td>$650</td>
</tr>
<tr>
<td>Supplemental Employment</td>
<td>$25 per hour</td>
</tr>
<tr>
<td>Homebound Instruction</td>
<td>$25 per hour</td>
</tr>
<tr>
<td>5 Week Mini Activities (1 hr. x 5 weeks)</td>
<td>$125</td>
</tr>
<tr>
<td>Detention Supervisor</td>
<td>$25 per hour</td>
</tr>
</tbody>
</table>

#### OLDMANS TOWNSHIP SCHOOL DISTRICT
#### EXTRA SERVICE CONTRACT
#### APPLICATION

I am interested in applying for the following position(s) for the 2018 - 2019 school year:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

_____________________________________________  ________________________________
Signature Date
Title:
Eighth Grade Class Advisor

Qualifications:
NJ Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To:
Administrator

Scheduled Meetings
Two times per month

Job Goals
To enable students of a particular grade to engage in activities which further the purposes of their class and school. To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 *Extra Service Contracts*

Performance Responsibilities:
1. Oversees election of class officers. Class officers will maintain their office according to the academic eligibility standards of the district. The advisor will review the eligibility lists after each marking period to determine affected students.
2. Oversees the social and financial activities of the class.
3. Holds regular class meetings when necessary, coordinates major projects and reviews the projects in advance with the Administrator.
4. Reports any accident or damage immediately to the Administrator.
5. Makes all arrangements, supervises all field trips according to the guidelines provided in Board policy.
6. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.
7. Submits a final activity report utilizing forms provided for each advisor.
8. Plans, coordinates, schedules and makes all arrangements for class sponsored dances, class trip, graduation dance.
9. Assists the Administrator to complete arrangements for graduation.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
Title
Gifted and Talented Advisor

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings:
Once per week

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Develops a procedure to be used to evaluate those students nominated by their parents, guardians or teachers.
2. Prepares all correspondence to staff, parents and students.
3. Plans and implements a program of instruction to meet individual students needs.
4. Organizes enrichment activities for the gifted and talented student.
5. Organizes academic as well as talent competitions for the gifted and talented students.
6. Coordinates a calendar of activities.
7. Establishes a budget for the gifted and talented program.
8. Evaluates the program each year and makes recommendations for improvement.
9. Submits a final activity report utilizing forms provided for each advisor reflecting student activities list and attendance.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
# Oldmans Township Board of Education
## District Policy Manual

### Job Descriptions

#### Family Connections Advisor

<table>
<thead>
<tr>
<th>Series 8000</th>
<th>Policy 8008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Adopted: September 9, 2004</td>
<td>Date Revised: April 23, 2008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
<td>Family Connections Advisor</td>
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</table>

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
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</table>

<table>
<thead>
<tr>
<th>Scheduled Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of a yearly calendar by September 30th.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Goals</th>
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</thead>
<tbody>
<tr>
<td>To enable students to engage in activities which further their own interests and those of the school. To work together in a spirit of cooperation and development of self-worth.</td>
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<table>
<thead>
<tr>
<th>Salary</th>
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<tbody>
<tr>
<td>As stipulated in Board Policy 8005 <em>Extra Service Contracts</em></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recruits families to participate in the Family Connections program.</td>
</tr>
<tr>
<td>2. Plans, arranges and supervises several family activities throughout the school year.</td>
</tr>
<tr>
<td>3. Provides timely notification of all activities to all participating families.</td>
</tr>
<tr>
<td>4. Oversees ordering and distribution of Family Connections materials.</td>
</tr>
<tr>
<td>5. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.</td>
</tr>
<tr>
<td>6. Submits a final activity report reflecting activities completed and attendance.</td>
</tr>
</tbody>
</table>

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and attendance.

Final payment will be received upon receipt of final report.
Title
Yearbook Advisor

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To:
Administrator

Scheduled Meetings
Two times per month

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Recruits students to work on the yearbook staff.
2. Assigns individual students specific jobs to perform.
3. Collects all photos, artwork and text in time to meet established deadlines.
4. Supervises students to arrange layout of the yearbook.
5. Supervises students in soliciting advertisements, patrons and/or boosters.
6. Edits all yearbook content for grammar and usage and appropriateness of topic.
7. Submits a final activity report utilizing forms provided for each advisor.
8. Edits all yearbook content for grammar and usage and appropriateness of topic.
9. Supervises ordering of yearbooks and distribution to students, staff, administration and Board of Education.
10. Reviews students’ eligibility to participate after each marking period to determine affected students.
11. Works with a committee of individuals to proofread before submission.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
Title
Newspaper Advisor

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings
Two times per month

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Recruits students to work on the newspaper staff.
2. Encourages students throughout the building to submit their creative writing, artwork, etc. for publication in the newspaper.
3. Assigns individual students specific jobs to perform.
4. Assists students to search out information and newsworthy events which then must be reported upon.
5. Collects all photos, artwork, and text in time to meet established deadlines.
6. Edits all newspaper content for grammar and usage and appropriateness of topic.
7. Supervises students to type on computer and arrange articles in an appealing layout.
8. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.
9. Submit first draft of newspaper to administration for approval.
10. Supervises distribution of newspaper to students, staff, administration and Board of Education.
11. Maintains copies of each issue for posterity.
12. Reviews students eligibility to participate after each marking period to determine affected students.
An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
Title
Student Council Advisor

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings
Once per week

Job Goals
To enable the elected members of the Council organization to engage in activities which further the purposes of that organization and those of the school. To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy Extra Services Contract

Performance Responsibilities
1. Oversees the social, cultural and financial activities of the Student Council.
2. Reviews students’ eligibility to participate after each marking period to determine affected students.
3. Schedules and supervises regular meetings to coordinate planned activities and to foster cultural and social opportunities to the members of the council.
4. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.
5. Submits a final activity report utilizing forms provided for each advisor.
6. Plans, arranges out-of-school activities and field trips following guidelines provided in Board policy.
7. Follows district eligibility policy. Reviews eligibility lists after each marking period to determine affected students.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
Title
Band/Chorus Director

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings
Two times per week

Job Goals
To enable students to develop a feeling of self-worth and to enjoy a fulfilling experience in vocal and/or instrumental performances.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Recruits students to participate in band and/or chorus.
2. Holds practices on a regular basis utilizing a schedule approved by the Administrator.
3. Supervises all performances of these groups which include school concerts, presentations at civic functions and eighth grade graduation.
4. Conducts a minimum of two performances annually before public audiences, school assemblies, etc.
5. Submits all performance requests to the Administrator for approval by the Board of Education.
6. Follows district eligibility policy. The band/chorus director will review the eligibility lists after each marking period to determine any affected students.
7. Plans, arranges all field trips following guidelines provided in Board policy.
8. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.
9. Submits a final activity report utilizing forms provided for each advisor.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
Title
Club Advisor

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings
Two times per month

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Oversees the educational, cultural, social and financial activities of the club.
2. Reviews students’ eligibility to participate after each marking period to determine affected students.
3. Holds regular club meetings to coordinate major projects in advance with administration.
4. Reports any accident or damage immediately to the Administrator.
5. Makes all arrangements, supervises all field trips according to the guidelines provided in Board policy.
6. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.
7. Submits a final activity report utilizing forms provided for each advisor.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.

Final payment will be received upon receipt of final report.
Title
Intervention and Referral Services Team Member

Qualifications
A teacher or other staff member in the Oldmans Township School District in accordance with Policy 6164.1 - Intervention and Referral Services for General Education Pupils

Reports To
Administrator

Job Goals
The I & RS Committee is a school-based team which will plan, develop and monitor the implementation of strategies for educating non-classified pupils who are referred because they are experiencing difficulties in the classroom and appear at risk of failure or of becoming potential dropouts.

Salary
As stipulated in Board Policy 8005 *Extra Service Contracts*

Performance Responsibilities
1. Coordinates the access to and delivery of school services for referred pupils.
2. Plans and provides for appropriate interventions for referred pupils.
3. Actively involves parents and guardians in the development and implementation of the Intervention Plan.
4. Coordinates the services of community-based social/health provider agencies consistent with administrative review.
5. Provides support and guidance to classroom teachers.
6. Follows-up on effectiveness of intervention strategy and reports back to the I & RS Committee

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration.

Final payment will be received upon receipt of final report.

Procedure
1. Teacher completes and submits Request for Assistance form.
2. Administrator reviews request.
3. Administrator submits request for health information to school nurse. Nurse reviews student health files and supplies relevant medical information.
4. I & RS team coordinator receives case and calls meeting.
5. I & RS committee reviews case and coordinator assigns case monitor.
6. I & RS team case monitor handles notification of parent/guardian and teacher
7. Case Monitor:
8. Observes student
   - Contacts teacher/sets up interview
   - Interviews students
   - Contacts and interviews parent
9. I & RS and referring teacher or other staff member (See Policy 6164.1) meet and develop I & RS Plan.
10. Finalized assistance plan is given/sent to parent and teacher
11. Follow-up meeting schedules - (8 weeks from first meeting).
12. Follow-up meeting to make recommendations (continue/modify intervention, terminate intervention, CST referral).

I & RS Committee Responsibilities

Coordinator
Schedules meetings, notifies personnel, assigns case monitor, maintains timelines, keeps parents informed, keeps records and files in order, liaison for superintendent and CST, attends meetings.

Case Monitor (Assignments Will Be Distributed Among Members)
Gathers data, informs parents(s), interviews teachers, interviews student, observes student, works with all relevant personnel, participates in development of Assistance Plan, completes paperwork for case, evaluates follow-up.

Recorder/Time Keeper
Keeps a written account of meetings, uses a time watch to keep meeting moving and on task.

Committee Member
Initiates ideas, processes, seeks information or opinions, participates in development of Assistance Plan, attends meetings.
Title
Teacher in Charge

Qualifications
A teacher in the Oldmans Township Schools who holds a valid NJ Administrator’s or Supervisor’s Certificate on file with District Office and who can command the respect of both teachers and students.

Reports
Superintendent

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.
To assist in the strengthening of instruction and best practices of the instructional staff.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
When the Superintendent of Schools is out if the District he/she is responsible to:
1. Conduct fire and civil defense drills.
2. Conduct special school activities and teacher meetings as delegated by the Superintendent of Schools.
3. Give a one day students suspension if Policy #5131B criteria are met.
4. Excuse students prior to dismissal time, upon giving or receiving proper parental notification.
5. Transport a student home for sickness or disciplinary reasons, after making arrangements with the parent.

Added duties as Lead Teacher at the school shall include the following:
1. Coordinate Student Disciplinary Code measures at the school.
2. Present program scheduling recommendations to the Superintendent of Schools.
3. Assign responsibilities for student’s arrival and departure and at lunch/recess.
4. Coordinate arrangements for assemblies, announcements, mini-courses and such other duties that involve the total building.
5. Monitor detentions after school hours (for staff members on school business).
6. Coordinate and oversee a regular review of the district’s curricula
7. Call and chair school staff meetings as directed by the Superintendent of Schools
8. Observe, assist and evaluate staff members as directed by the Chief School Administrator
9. He/She shall cooperate in performing such other duties as directed by the Superintendent of Schools
Title
Boys/Girls Head Basketball Coach

Qualifications
NJ Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings
Two times per week

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Recruits students to participate in basketball program.
2. Distributes and collects all required student information forms, i.e. signed permission slips and school rules, completed physical forms.
3. Holds an orientation meeting for parents.
4. Schedules and supervises team tryouts, practices and games.
5. Reports any accident or damage immediately to the Administrator.
6. Attends League meetings as directed by the Administrator.
7. Accompanies players to and from all games.
8. Supervises players while other teams are playing.
9. Supervises the gym and other parts of the building while other teams are playing.
10. Reviews students’ eligibility to participate after each marking period to determine affected students.
11. Assists in distribution and collection of team uniforms.
12. Submission of scheduled practices and games.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include a list of scheduled practices, games, and student attendance.

Final payment will be received upon receipt of final report.
Title
Assistant Boys/Girls Head Basketball Coach

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Head Coach/Administrator

Scheduled Meetings
Two times per week

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 Extra Service Contracts

Performance Responsibilities
1. Assists the Head Coach to distribute and collect all required forms.
2. Assists the coach to supervise students at tryouts, practices and games.
3. Accompanies players to and from all games.
4. Assists the coach to supervise the gym and other parts of the building while other teams are playing.
5. Notifies the coach immediately of any accidents or disciplinary infractions which occur.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include a list of scheduled practices, games and student attendance.

Final payment will be received upon receipt of final report.
Title  
Activities Coordinator

Reports To  
Administrator

Scheduled Meetings  
Two times per week

Job Goals  
To oversee the schedule of extra-curricular activities, including sports and other activities, throughout the school. Keep district facilities and personnel organized and informed with the school activity calendar.

Salary  
As stipulated in Board Policy 8005 *Extra Service Contracts*

Performance Responsibilities  
1. Actively promotes the program and seeks student participation.  
2. Evaluates the organization of programs annually and makes recommendations for improvements as necessary.  
3. Maintains the schedule of extra-curricular activities and programs throughout the school.  
4. Maintains the school calendar in the main office.  
5. Acts as point of contact for individuals, groups and/or teams regarding the scheduling of practices, games, performances, meetings, etc. pertaining to extra-curricular activities.  
6. Performs other duties related to the student activity as assigned.
Title
Boys/Girls Intramural Basketball Coach

Qualifications
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To
Administrator

Scheduled Meetings
Two times per week

Job Goals
To enable students to engage in activities which further their own interests and those of the school.
To work together in a spirit of cooperation and development of self-worth.

Salary
As stipulated in Board Policy 8005 *Extra Service Contracts*

Performance Responsibilities
1. Provides training and practice for those basketball players assigned to the Intramural program.
2. Distributes and collects all required student information forms, i.e. signed permission slips and school rules, completed physical forms.
3. Schedules and supervises team practices and games.
4. Reports any accident or damage immediately to the Administrator.
5. Accompanies players to and from all games when scheduled.
6. Reviews students’ eligibility to participate after each marking period to determine affected students.
7. Assists in distribution and collection of team uniforms.
8. Submission of weekly log of activities.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include a list of scheduled practices, games and student attendance.

Final payment will be received upon receipt of final report.
Title  
Junior National Honor Society Advisor

Qualifications  
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office

Reports To  
Administrator

Scheduled Meetings  
Two times per month beginning in September

Job Goals  
To enable students to engage in activities which further their own interests and those of the school.  
To work together in a spirit of cooperation and development of self-worth.

Salary  
As stipulated in Board Policy *Extra Service Contracts*

Performance Responsibilities  
1. Supervises the process to recruit eligible students and supervises the induction ceremony.  
2. Supervises the direct, day-to-day activities of the chapter.  
3. Acts as a liaison among faculty, administration, students and community.  
4. Maintains files on membership, chapter history, activities and financial transactions.  
5. Prepares and submits the annual report to the national office.  
6. Regularly reviews each member for compliance with Society standards and obligations.  
7. Helps the chapter officers understand and carryout their duties.  
8. Makes all arrangements, supervises all field trips according to the guidelines provided in Board policy.  
9. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.  
10. Submits a final activity report utilizing forms provided for each advisor.

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.  

Final payment will be received upon receipt of final report.
Title  
Safety Patrol Advisor  

Qualifications  
New Jersey Teacher Certification or a valid New Jersey Substitute Certificate on file with District Office  

Reports To  
Administrator  

Scheduled Meetings  
Two times per month beginning in September  

Job Goals  
To enable students to engage in activities which further their own interests and those of the school. To work together in a spirit of cooperation and development of self-worth.  

Salary  
As stipulated in Board Policy 8005 Extra Service Contracts  

Performance Responsibilities  
1. Supervises the process to recruit eligible students.  
2. Supervises the direct, day-to-day activities of the organization.  
3. Holds regular meetings (twice per month) to conduct official business of the organization.  
4. Makes all arrangements, supervises all field trips according to the guidelines provided in Board policy.  
5. Follows approved financial practices of the district including scheduling, vendor approval, and a final financial summary of activity.  
6. Submits a final activity report utilizing forms provided for each advisor.  

An activities report must be submitted quarterly for yearly activities and at the end of the activity for those running for a shorter duration. The report must include agendas, a calendar of meetings, and student attendance.  

Final payment will be received upon receipt of final report.
The basic purpose of the Playground/Bus Platform Monitor shall be to free the classroom teachers for non-instructional tasks; freeing them for more professional relationships inside the school, and increased release time, to render teachers more efficient in the performance of daily professional tasks.

Selection
Those recruiting and selection procedures applicable to certificated personnel, shall also be used in seeking qualified applicants for the position, i.e., application, reference checks, interview, recommendations and selection.

Qualifications
Graduation from Elementary School, supplemented by experience or knowledge contributing to the following: developmental characteristics of children grades 1-8; ability to establish good relationships with children; resourcefulness to conducting activities with children; maintaining discipline; exercising tact and good judgment in relations with children and others; all those other qualities generally felt to be desirable in certificated personnel.

Function to be Performed
In general, assignments given the playground monitor must meet the following conditions:
1. Specific training for, or evidence of, competence for each assignment of the function to be performed.
2. Specific directions as to when and for whom each duty is to be performed.
3. Supervision by the Administrator or designee, who must be available, although not physically present.

Duties:
Report to duty area on time; patrol the play/bus areas designated, in a regular and thorough manner; maintain children in their assigned areas; settle differences that arise among children in the course of play; exercise judgment in the assignment of consequences, delegated by the Administrator, for inappropriate behaviors, as defined by the Administrator, staff and monitor; exercise judgment in the emergency medical treatment of pupils, as defined by the Administrator and School Nurse; make recommendations to the Administrator, under inclement weather conditions, concerning the continuation of outside activities; maintain a record of pupil discipline problems for the attention of the classroom teacher and Administrator; supervise the orderly formation of bus/recess lines; supervise the children as they reenter school; exercise tact and judgment in discussing school yard problems with the community.
Orientation and Training
Orientation and training should fit the needs of the monitor and be a continuous program composed of the following: reading relevant literature; participation in the program provided playground personnel; attendance a county level programs or college sponsored programs; general review by the Administrator of employment conditions, performance standards and handling of special situations.

Supervision
There shall be continuous and constructive supervision through the following: informal and formal conferences with the Administrator; daily briefings by the Administrator, as necessary, of routines, problems and assignments; a formal evaluation by the Administrator of the strengths, areas for improvement, and general rating of the monitor. The monitor is directly responsible to the building Administrator or designee, in his absence.

Work Conditions
The work year shall be the same as that of certificated personnel when pupil personnel are scheduled for attendance.

Tenure is not accrued in this non-certificated position.

The monitor is allowed ten (10) accumulative days for sickness. Any time taken after ten days will be deducted from the salary, on a pro rata basis of 1/180 X per annum salary.

Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.

Compensation
A per annum salary shall be computed, from generally accepted standards of compensation, on an hourly basis, with provisions for annual increments.
The basic purpose of the school bus monitor shall be to free the driver from pupil related distractions; freeing them to drive and attend to road hazards, and increase their efficiency as a driver in the performance of daily tasks.

Selection
Those recruiting and selection procedures applicable to certificated personnel, shall also be used in seeking qualified applicants for the position, i.e., applications, reference checks, interview, recommendations and selection.

Qualifications
Graduation from Elementary School, supplemented by experience or knowledge contributing to the following: developmental characteristics of children Grades 1-8, ability to establish good relationships with children; resourcefulness in conducting activities with children; maintaining discipline; exercising tact and good judgment in relations with children and others; all those other qualities generally felt to be desirable in certificated personnel.

Functions to be Performed
In general, assignments given school bus monitor must meet the following conditions:

1. Specific training for, or evidence of, competence for each assignment or function to be performed.
2. Specific directions as to when and for whom each duty is to be performed.
3. Supervision by the Administrator or designee, who must be available, although not physically present.

Duties:
Report to the duty area and driver on time: supervise the assigned bus students in a regular and thorough manner; maintain children in their assigned seats; settle difference that arise among children in the course of the trips; exercise judgment in the assignment of consequences, delegated by the Administrator, for inappropriate behaviors, as defined by the Administrator, driver and monitor; exercise judgment in the emergency medical treatment of pupils, as defined by the Administrator and School Nurse; make recommendations to the Administrator on adjustments to the behavior management system; assist students with their seat belts as needed; maintain a record of pupil discipline problems for the attention of the driver and Administrator; supervise the orderly unloading and evacuation of the bus; follow directions of the driver; exercise tact and judgment in discussing school bus problems in the community.
Orientation and Training
Orientation and training should fit the needs of the monitor and be a continuous program composed of the following: reading relevant literature; participation in any program provided school monitor personnel; attendance at county level programs or college sponsored programs; general review by the Administrator of employment conditions, performance standards and handling of special situations.

Supervision
There shall be continuous and constructive supervision through the following: informal and formal conference with the driver and Administrator; daily briefings by the driver, as necessary, of routines, problems and assignments; a formal evaluation by the Administrator of the strengths, areas for improvement and general rating of the monitor. The monitor is directly responsible to the Administrator and his designee, the bus driver.

Work Conditions
The work year shall be the same as that of certificated personnel, when pupil personnel are scheduled for attendance.

Tenure is not accrued in this non-certificated position.

The monitor is allowed ten (10) accumulative days for sickness. Any time taken from ten days will be deducted from the salary, on a pro rata basis of 1/180 x per annum salary.

Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.

Compensation
A per annum salary shall be computed, from generally accepted standards of compensation, on an hourly basis, with provisions for annual increments.
The basic purpose of the cafeteria monitor shall be to free the classroom teachers of non-instructional related tasks; freeing them for more professional relationships inside the school, and increased release time to render them more efficient in the performance of daily professional tasks.

Selection
These recruiting and selection procedures applicable to certificated personnel shall also be in seeking qualified applicants for the position, i.e., application, investigation, interview, selection.

Qualifications
Graduation from elementary school supplemented by experience of knowledge contributing to the following: developmental characteristics of children Grades 1-8; ability to establish good relationships with children; resourcefulness in conducting activities with children; maintaining discipline, exercising tact and good judgment in relations with children and others; all those other qualities generally felt to be desirable in certificated personnel.

Functions to be Performed
In general, assignments given the cafeteria monitor must meet the following conditions:
1. specific training for, or evidence of, competence for each assignment or function to be performed
2. specific directions as to when and for whom each function is to be performed
3. supervision by the Administrator or vice Administrator, who must be available, although not physically present

Functions Felt Desirable
Patrol the lunchroom areas in a regular and thorough manner; maintain students in assigned areas; settle minor differences among children; assist students in Grades 1 and 2 to prepare food or container for use; exercise judgment in the assignment of consequences delegated by the Administrator; exercise judgment in emergency medical treatment as delegated by the nurse and Administrator; maintain a record of pupil discipline problems for the attention of the classroom teacher and Administrator; supervise the orderly formation of end of lunch lines; exercise tact and discretion in discussing pupil-personnel problems with the community; maintain appropriate records for any behavior management program instituted; supervise appropriate movement within the cafeteria; maintain an atmosphere of respect and obedience; properly check all tables for conduct and cleanliness; encourage food consumption as directed by the nurse and Administrator; isolate students causing excessive behavior problems; ensure students raise hands for attention to personal requests or problems; carry out all other related tasks assigned by the Administrator.
<table>
<thead>
<tr>
<th>Job Descriptions</th>
<th>Series 8000</th>
</tr>
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<tbody>
<tr>
<td>Cafeteria Monitor</td>
<td>Policy 8103</td>
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Orientation and Training
Orientation and training should fit the needs of the monitor and be a continuous program composed of the following: reading relevant literature; participation in any programs provided monitor personnel; attendance at county level programs or college sponsored programs; general review by the Administrator of employment conditions, performance standards and handling of special situations.

Supervision
There shall be continuous and constructive supervision through the following: informal and formal conferences with the Administrator; daily briefings by the Administrator, as necessary, of routines, problems and assignments; a formal evaluation by the Administrator of the strengths, areas for improvement, and general rating of the monitor. The monitor is directly responsible to the building Administrator or the vice Administrator in his absence.

Work Conditions
The work year shall be as contracted.

Benefits are as provided for in Board policies elsewhere.

Compensation
A per annum salary shall be computed, from generally accepted standards of compensation, on an hourly basis, with provisions for annual increments, per policy.

Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
Qualifications
1. High school diploma; college-level coursework in education or related field*
2. Minimum experience as determined by the Board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal background check and proof of U.S. citizenship or legal resident alien status.

* In programs funded with Federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate’s degree or higher or pass and evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing and math. Those hired before that date have until January 8, 2006 to meet one of the requirements.

Reports To: Superintendent/Classroom Teacher

Supervises: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, Principal or other designated certified personnel

Job Goal: To promote the achievement of students’ educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

Functions to be Performed
1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers and supervises testing and make-up work as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine and toileting activities.
13. Participates in in-service training as assigned.
14. Performs other related duties as assigned.

Benefits
1. Sick Leave: 10 days per year for 10-month employees and unused sick days accumulate from year to year.
2. Personal Leave: 1 day per year for 10-month employees. Unused personal days accumulate as sick days the following year.
3. Bereavement Leave: 4 days for immediate family and 1 day for extended family.
4. Hospitalization Insurance: 100% of the single coverage plan for employees working 30+ hours per week.
5. Prescription Drug Insurance: 100% of the single coverage plan for employees working 30+ hours per week.
6. $375 Board contribution to 125 Plan.
7. Unused Sick Days at retirement with 10 years’ district service to be paid at 20% of last daily rate up to a maximum of 100 days.
8. Tuition Reimbursement: up to $1,500 for college courses related to field of work.
9. Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.

Employment: Salary and work year to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s procedures for the evaluation of noncertified staff.
Title
Library Clerk

General
The basic purpose of the Library Clerk shall be to provide improved instructional services to the student by: reducing clerical and secretarial pressures in ordering, inventory, circulation and maintenance on the classroom teacher; allows centralization of a school library; increasing the use of AV Equipment and materials; centralizing responsibility for administrative matters; allowing a specialist to assist individual pupils or small groups; providing an added resource person to pupils and teacher; assisting with literacy instruction; and performing additional duties as directed by administration.

Selection
Those recruiting and selection procedures applicable to certified personnel shall also be used in seeking qualified applicants for position. The Librarian may also be included in process.

Qualifications
Graduation from high school, supplemented by experiences or knowledge contributing to the following: familiarity with classroom routine; ability to establish good relationships with children; resourcefulness in conducting activities with children; maintaining discipline, exercising tact and good judgment in relations with children and others; desire to pursue further school related career opportunities; and those qualities generally felt to be desirable in certified personnel.

The above to be supplemented by post-High School Library experience and courses related to Library functions.

Reports To
Administration, Librarian/Classroom Teacher

Functions to be Performed
In general, the Library Clerk shall service the needs of the school resource center, which shall include but not limited to the following duties; sign out books to pupils; sign out materials to teachers; recommend library book and audio visual material purchases; individual help to pupils in book selections and research projects; type catalog cards and sign out slips; reports overdue books; coordinates library use by classroom teachers; coordinates county film-library loans and returns; maintain up to date inventories and card catalogs; repairs used books; readies books for shelf; assists small groups to use A-V equipment; provides information and expertise to teacher upon request; assist literacy classes; sets up reference resource books for classrooms; and such other duties as may be assigned by administration.
Employment
Salary and work year to be determined by the Board of Education.

Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.

Evaluation
Performance of this job will be evaluated annually in accordance with the provision of the board’s procedures for evaluation of non-certified staff.
General:
1. Responsible for activities related to the PC support function including PC and printer hardware/software installation, repair and preventative maintenance.
2. Troubleshoots network connectivity issues and see them through to their resolution.
3. Responds to technical support requests in timely fashion.
4. Assists with maintaining parts inventory.
5. Maintains an outstanding customer service approach to PC support.
6. Position requires supporting teachers, students and staff throughout the district, as well as other organizations the district may be responsible for.

Qualifications:
1. High school graduate. College degree, work experience or industry certifications preferred.
2. Valid driver’s license.
3. Ability to pass a criminal background.
4. Ability to lift and carry equipment up to 50 pounds without assistance.
5. Ability to work effectively in a multi-tasking environment.
6. Ability to work effectively under stress and pressure.
7. Ability to work with a team.
8. Must be familiar with common operation systems and networking concepts.
9. Must be familiar with basic computer hardware and software installations and troubleshooting.
10. Good oral and written communication skills.

Reports To:
Superintendent

Responsibilities:
1. Will provide assistance to all district personnel in the utilization of computer hardware and software.
2. Collaborates with Administration to implement new and emerging technologies throughout the districts.
3. Assist teachers in the use of various forms of hardware and software for classroom applications.
4. Assist office personnel in the use of various forms of hardware and software for office applications.
5. Installs and provides for the maintenance of all hardware and schedules routine maintenance.
6. Administers appropriate service contracts.
7. Makes provision for appropriate repair and adjustment of equipment through the use of in-house or suitable outside providers.
8. Makes recommendations for the replacement of outdated and/or unserviceable equipment.
9. Assists with the installation of computer and network system hardware and software.
10. Makes provisions for the appropriate installation and adjustment of equipment through the use of in-house services or suitable outside providers.
11. Evaluate building for infrastructure upgrade to support system hardware.
12. Maintain a comprehensive and efficient system for inventorying technology equipment.
13. Assist teachers in the selection of various forms of hardware and software including those for classroom applications.
14. Assist office personnel in the selection of various forms of hardware and software for office applications.
15. Organizing and maintaining passwords for students and staff.
16. Assist and coordinate in the design of local area networks.
17. Assist in staff development of teachers in various forms of hardware and software for classroom applications.
18. Assist in the development of staff training programs for office personnel in the various uses of hardware and software office applications.
19. Assist in the development of the district’s technology budget.
20. Will keep abreast of changes and development in technology by attending professional meetings and reading professional and technical journals.
21. Maintain and be responsible for network security firewalls and virus protection.
22. Advise to be involved with the installation of surveillance equipment in the district.
23. Assists with development of policy regarding technology as related to implementation, troubleshooting and advancements in technology.
24. Performs other duties as may be assigned by administration.
General Conditions of Employment
This position is a 12-month position. Shall work forty (40) hours per week including thirty (30) minutes per day for lunch. Actual work day is 8:00 AM - 4:00 PM or as scheduled by the Superintendent. This position is for twelve (12) months. No overtime is permitted. A maximum of 8 hrs. per month comp time may be allowed/taken with prior approval of the Superintendent of Schools. Comp time may not accrue beyond 30 days.

Responsibilities, vacations, overtime, personal leave and schedules shall be arranged through the office of the Chief School Administrator.

Evaluation
The Chief School Administrator or certified designee shall evaluate the individual’s job performance at least once a year following the first 12 months of employment.

Grievance Procedure
Any grievance concerning the duties and responsibilities assigned to the Computer Technician or with an evaluation shall first be discussed with the Chief School Administrator. If no resolution is achieved, the Computer Technician may then present his/her grievance in writing and/or verbally to the Board of Education.

Benefits
1. Sick Leave: 12 days per year for 12-month employees. Unused sick days accumulate from year to year.
2. Personal Business Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business. Unused personal days accumulate as sick days the following year.
3. Bereavement Leave: as per negotiated contract with professional staff
4. Vacation: 12-month employees only. Vacation arrangements should be made one month in advance and approved by the Chief School Administrator. Unused vacation days are lost to the employee.
   - After 9 months, but prior to 12 months – 1 week
   - With second contract: 2 weeks
   - With third contract: 2 weeks
   - 4-9 years: 3 weeks
   - 10+ years: 4 weeks

5. Family Hospitalization

6. Family Prescription Drug

7. $650 Board Contribution to 125 Plan

Unused Sick Days at retirement with 10 years district service to be paid at 20% of last daily rate up to a maximum of 100 days.

Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

Work Year
A work year for 12-month employees shall be considered to be 261 working days, with twelve (12) days of paid holidays. Lost time shall be computed at 1/261 of the annual salary.

Holidays
Paid holidays for 12-month employees shall be: Labor Day (1), Veteran’s Day – when school is closed - (1), New Year’s Day (1), Independence Day (1), Thanksgiving (2), Good Friday (1), Christmas (2), Memorial Day (1), Columbus Day (1), Martin Luther King Jr.’s Birthday (1), President’s Day (1).
Snow Days / Weather Events
All 12-month staff are expected to report to work as contracted. All attempts should be made to report to work in a safe and timely manner. Twelve-month staff will be allotted two days off for snow days/weather events (as long as Salem County Municipal Offices are closed). Should an individual choose not to report to work due to a snow day when school is closed for staff and students, (other than on a designated snow day) then a personal or vacation day will be charged for that absence. If a state of emergency has been declared and transportation has been suspended, then no one is to report until the state of emergency has been terminated.

Overtime
In accordance with Federal and State regulations, overtime shall be compensated at time and a half. Overtime shall be construed to mean work done on an unscheduled day, i.e., Saturday or Holidays noted in this policy, and/or work done after 40 hours of work in a workweek.

Termination of Services
Thirty days (30) notice shall be given by either party to terminate employment. However, the employer may give 24-hour notice during the first 30 days.

Contracts
Employee shall be paid per annum salary, where applicable, based on hourly rates according to Board Policy with provisions for annual increments as approved by the Board of Education.

Terms of Employment:
Schedule: 8:00 AM – 4:00 PM, however, at the discretion of the administration, these hours may be altered.
Full-time. 12-Month Position.

Evaluation:
Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board of Education’s procedures.
Qualifications
1. Valid New Jersey School Business Administrator Certificate or eligibility
2. Experience and training in school business operations, including transportation, food services, maintenance, and construction
3. Experience and training in management and supervision of a large organization
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
5. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning
6. Demonstrated organizational, interpersonal and communication skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable

Reports To
Superintendents / Board of Education

Supervises
Assistant Board Secretary, Facilities Manager, Transportation Supervisor, Executive Secretary to the School Business Administrator/Board Secretary, Bookkeepers, Student Data Base Secretary, Food Service Directors

Job Goal
To provide School Business Administrator/Board Secretary services to the Oldmans Township School District

To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources

Performance Responsibilities:
1. Supervises the planning, preparation and implementation of the annual budgets, as well as long-term planning of county resources and fiscal needs
2. In cooperation with administrators and the Board, interprets the budgets and other pertinent areas of school business operations
3. Analyzes costs in the context of providing the districts with the best education for the dollars expended
4. Serves as general accountant for the Board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.

5. Assumes responsibility for the audit of all claims, invoices and demands against the Board, presents them for Board approval and submits them to the Treasurer of School Moneys for payment.

6. Oversees collection of tuition fees due to the Board not payable directly to the Treasurer of School Monies and transmits such funds to the Treasurer.

7. Serves as the official purchasing agent of the Board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and Board policies.

8. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services through the Facilities Manager. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

9. Assists the Superintendents in the development and implementation of a multi-year (3-5 year) comprehensive maintenance plan and the districts’ long-range facilities master plans.

10. Is responsible for the efficient operation of the districts’ food services program; ensures that procedures are in accordance with law and regulations; and supervises the Food Service Director.

11. Administers the districts’ insurance/risk management program.

12. Is responsible for the safe, efficient operation of the student transportation programs; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.

13. Assists the Superintendents in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.

14. Acts as the Agent of the Board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.

15. Oversees the preparation of the districts’ payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of Board approved employee benefit plans.

16. Is responsible for investment of Board funds in accordance with statute and Board policy.

17. Recruits, screens and recommends to the Superintendents for hiring, training, assigning, transferring, evaluation and termination of personnel within the area of school business management in accordance with policies and needs of the district.
18. Evaluates personnel in positions in the offices under his/her jurisdiction
19. Serves as one of the districts’ representatives in all labor negotiations as required. Makes recommendations regarding salary/contract agreements to the Superintendent for approval and recommendation to the Board
20. Interprets the negotiated contracts to members of the staff, as appropriate
21. Assumes responsibility for professional development by participating in staff development activities, keeping current with literature and research and attending appropriate professional meetings
22. Assists the Superintendents and the Board in developing and updating policies for all aspects of the school business operation
23. Safeguards and maintains all records and papers of the Board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the Board may place in the Secretary’s custody
24. Is responsible for the retention and destruction of public documents in accordance with State law and retention schedules and serves as the districts’ records management officer
25. Notifies all Board members of regular and special meetings. Calls special meetings whenever requested by the Board President or by petition signed by a majority of the Board. Attends all Board meetings
26. Oversees recording of all proceedings of Board meetings, preparing the official meeting minutes and handling all correspondence of the Board
27. Presides at the annual reorganization meeting of the Board until such time as a President is elected
28. Administers the Oath of Office to newly appointed Board members
29. Handles filing requirements of the Financial and Personal/Relative Disclosure form for school officials
30. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed School Board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act
31. Works cooperatively with other Administrators/Supervisors on problems of mutual interest and concern
32. Examines his/her effectiveness and continues to seek improvement in knowledge, competencies and techniques as a means of promoting professional improvement
33. Establishes and maintains a consistent pattern of attendance in accordance with Board policy and regulations
34. Keeps informed of all Federal, State and County laws, code and regulations as they pertain to his/her area of responsibility
35. Performs all duties in a manner consistent with law, code and policy
36. Shall hold as confidential information regarding personnel or programs that become known either inadvertently or through direct communication
37. Performs such other duties as may be prescribed by law or assigned by the Superintendents or the Board
Terms of Employment:
Twelve months
Salary to be determined by the Board of Education and approved by the Executive County Superintendent of Schools

Evaluation:
Performance of this job will be evaluated annually in accordance with the provisions of state law, administrative code, and the Board of Education’s procedures for the evaluation of staff
Legal References

NJSA
13:1F-19 et seq School Integrated Pest Management Act
18A:4-14 Uniform system of bookkeeping
18A:6-7.17.5 Criminal history record
18A:7F Comprehensive Educational Improvement and Financing Act
18A:7G Education Facilities Construction and Financing Act Comprehensive
18A:12-21 et seq. School Ethics Act
18A:12-24 School Officials prohibited conduct
18A:16-1 Officers and employees in general
18A:17-1 Removal, etc of secretaries, business administrators
18A:17-2 Tenure of secretaries, clerical employees
18A:7-5 Appointment of secretary; terms, compensation; vacancy
18A:17-6 Bond of secretary
18A:17-7 Secretary to give notices and keep minutes
18A:17-8 Collection of tuition and auditing of accounts
18A:17-9 Report of appropriations, etc.
18A:17-10 Annual report
18A:17-11 Oaths
18A:17-12 Annual financial report to commissioner
18A:17-12.1-12.2 Retirement or pension amount
18A:17-13 Assistant and acting secretaries, appointment, powers and duties
18A:17-14 Clerks
18A:17-14-1 Appointment of school business administrator, may act as secretary
18A:17-14.2 Qualifications
18A:17-14.3 Secretary or Business Administrator – tenure
18A:17-24.1-24.9 Administrators shared by tow or more school districts
18A:18A Contract law
18A:19 Expenditure of funds, audit and payment of claims
18A:21 Capital projects
18A:22 Budget and appropriations
18A:23-4 Preparation and distribution of synopsis or summary
18A:28-3 through -6.1 No tenure for noncitizens
18A:33 Facilities
18A:38 Transportation
19:60 School elections
34:5A NJ Worker and Community Right to Know Act
40:8A-1 et seq. Interlocal Services Act
47:1A Public access to records

NJAC
6A:7 Managing for equality and equity in education
6A:9 Professional license and standards
6A:17 Students at risk
6A:23 Finance and business services
6A:26 Educational facilities
6A:27 Transportation
6A:28-1.1 et seq. School Ethics Commission
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32 District operations
8:59-11.1 NJ Worker and Community Right to Know Act
12:100-4.2 Safety and Health standards 0 bloodborne pathogens
8 U.S.C. 1101 et seq. - Immigration and Nationality Act
New Jersey Quality Single Accountability Continuum (NJQSAC)
Qualifications:
1. High school diploma
2. Typing and computer skills as determined by the Board of Education
3. Required criminal history review background check and proof of US citizenship or legal resident alien status.
4. Such additional qualifications as the Board of Education may deem appropriate

Reports To:
Chief School Administrator

Duties & Responsibilities
1. Prepare and distribute Board of Education agendas
2. Prepare district applications and reports
3. Prepare communications as needed, such as memos, letters, meeting agendas and minutes
4. Process employment applications, maintain employee files
5. Maintain staff data bases
6. Organize special activities such as Student Recognition Dinner, Graduation
7. Process payroll certification for submission to the Business Administrator
8. Prepare and distribute student Interim Reports and Report Cards Honor Roll and Academic Probation lists.
9. Prepare supply requisitions as needed
10. Provide general office support and assist with phones.
11. Process the CSA’s mail and phone calls and schedule appointments as necessary.
12. Prepare and copy all teacher Observation Forms and Annual Performance Reports, as well as evaluation reports for support staff, made by the CSA.
13. Maintain records of staff absences and prepare workshop requests.

Note: The aforementioned duties and responsibilities are not to be construed as all-inclusive. The Administrative Secretary shall also be responsible for any other duties assigned by the CSA as a result of the needs of the operation of the school.
General Conditions of Employment
This position is a 12-month position. Shall work forty (40) hours per week including thirty (30) minutes per day for lunch. Actual workday is 7:30 am – 3:30 pm or as scheduled by the Superintendent. This position is for twelve (12) months. No overtime is permitted. A maximum of 8 hrs per month comp time may be allowed/taken with prior approval of the Business Administrator. Comp time may not accrue beyond 30 days.

Responsibilities, vacations, overtime, personal leave and schedules shall be arranged through the office of the Chief School Administrator.

Evaluation
The Chief School Administrator shall evaluate the individual’s job performance a minimum of three (3) times during the first year: after 3 months, 6 months and again before the completion of 12 months of employment. These evaluations shall be discussed with the employee evaluated. Copies shall be made available to the Board of Education for their review.

The employee’s job performance shall be evaluated at least once a year following the first 12 months of employment.

Grievance Procedure
Any grievance concerning the duties and responsibilities assigned to the secretary or with an evaluation should first be discussed with the Chief School Administrator. If no resolution is achieved, the secretary may then present his/her grievance in writing and/or verbally to the Board of Education.

Benefits
- Sick Leave: 12 days per year for 12-month employees. Unused sick days accumulate from year to year.
- Personal Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
- Bereavement Leave: as per negotiated contract with professional staff
- Vacation: 12-month employees only
  - After 9 months, but prior to 12 months 1 week
  - With second contract 2 weeks
  - With third contract 2 weeks
  - 4-9 years 3 weeks
  - 10+ years 4 weeks
Vacation arrangements should be made one month in advance and approved by the Chief School Administrator. Unused vacation days are lost to the employee.

Hospitalization and Prescription Drug Plan
Reimbursement for unused sick days upon retirement as per
1. Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

Work Year
A work year for 12-month employees shall be considered to be 261 working days, with twelve (12) days of paid holidays. Lost time shall be computed at 1/261 of the annual salary.

Holidays
Paid holidays for 12-month employees shall be: Labor Day (1), Veteran’s Day – when school is closed – (1), New Year’s Day (1), Independence Day (1), Thanksgiving (2), Good Friday (1), Christmas (2), Memorial Day (1), Columbus Day (1), Martin Luther King Jr.’s Birthday (1), President’s Day (1).

Snow Days /Weather Events
All 12-month staff are expected to report to work as contracted. All attempts should be made to report to work in a safe and timely manner. Twelve-month staff will be allotted two days off for snow days/weather events (as long as Salem County Municipal Offices are closed). Should an individual choose not to report to work due to a snow day when school is closed for staff and students, (other than on a designated snow day) then a personal or vacation day will be charged for that absence. If a state of emergency has been declared and transportation has been suspended, then no one is to report until the state of emergency has been terminated.

Overtime
In accordance with Federal and State regulations, overtime shall be compensated at time and a half. Overtime shall be construed to mean work done on an unscheduled day, i.e., Saturday or Holidays noted in this policy, and/or work done after 40 hours of work in a workweek.

Termination of Services
Thirty days (30) notice shall be given by either party to terminate employment. However, the employer may give 24-hour notice during the first 30 days.
Contracts
Secretaries shall be paid per annum salary, where applicable, based on hourly rates according to Board Policy with provisions for annual increments as approved by the Board of Education. Compensation may be on a 10 or 12-month basis.
Oldmans Township Board of Education
District Policy Manual

Job Descriptions

Building Secretary

Series 8000

Policy 8301


Page 1 of 4

Qualifications:
1. High School Diploma
2. Typing and computer skills as determined by the Board of Education
3. Required criminal history review background check and proof of US citizenship or legal resident alien status
4. Such additional qualifications as the Board may deem appropriate

Reports To:
Chief School Administrator

Duties & Responsibilities

School Office / Student Activities
1. Serve as the receptionist for the main office.
2. Develops and distributes weekly breakfast and lunch menus, including school menus and community updates.
3. Distributes mail to staff and administrators.
4. Operates and supervises the phone system and PA.
5. Receives, records and transmits messages from parents/guardians related to all aspects of the school; homework, illness, lateness, early dismissal, lunch, clothing, transportation, etc.
6. Coordinates schedules and records school and community activities.
7. Maintains, tracks and schedules a monthly calendar of school and district activities.
8. Assumes responsibility for the operation of office machines (copier, laminator, etc.) and maintains all necessary office supplies.
9. Provides clerical assistance to activity advisors and teaching staff in general.
10. Copies and distributes articles and material essential for staff development activities.
11. Develops and coordinates various public relations activities/pictures/articles via email to newspapers.
12. Coordinates, types and mails I&RS documents, Municipal Alliance and other documents as needed.
13. Develops, prints and distributes weekly community updates, including breakfast and lunch menus.
14. Maintains the office bulletin board, highlighting student awards, achievement and other special recognition.
15. Assists in developing and coordinating special student activities, awards, programs, contests, etc., as needed and appropriate.
16. Copies and distributes materials, updates of the New Jersey Core Curriculum Content Standards, etc., as may be needed.

Menu – Breakfast & Lunch
1. Prepares and distributes weekly and monthly breakfast and lunch menus.
2. Reports staff lunch counts and late students on a daily basis.
3. Collects money and transfers to business office on a daily basis.

Attendance
1. Maintains daily student attendance and prepares monthly attendance reports.
2. Develops, and reports student attendance, including lateness, leaving early, Latchkey, Knowledge Garden, sports and special activities, on a daily basis.
3. Maintains all student transfer information, including notes and coordinates missing books, fines, etc.
4. Develops, maintains and keeps current all district student management data, throughout the school year and summer.

New Students / Transfers / NJ SMART / Testing
1. Processes new student registrations, enrollments and student transfers.
2. Updates NJ SMART records as required.
3. Maintains and oversees ordering of standardized testing and scoring materials, as needed, for all grades.

Special Stipend Positions

Latchkey
1. Serves as the coordinator for Latchkey.
2. Develops, records, maintains and prepares all financial records for Latchkey, including accounts payable and receivable.
3. Prepares Latchkey list.
4. Develops monthly Latchkey attendance and distributes monthly calendars to parents/guardians.
Knowledge Garden
1. Maintains, records and distributes Knowledge Garden updates on a daily basis.
2. Prepares Knowledge Garden lists and other miscellaneous after school activities.
3. Accounts for student attendance on a daily basis.

Kindergarten / Family Connections
1. Processes Kindergarten registration and schedules K-SEALS testing.
2. Develops and maintains registration for Family Connections.
3. Schedules Family Connections activities and notices as needed.

Parent Conferences
1. Prepares parent conference schedules in the fall and spring as scheduled.
2. Works with Child Study Team to schedules parent-teacher meetings and coordinates IEP reviews.
3. Develops, prepares and distributes parent conference reports.

Substitutes – Staff
1. Receives early AM and PM calls for absences and schedules substitutes appropriately.
2. Arranges substitute coverages, as needed for special meetings and emergency coverage needs.
3. Rearranges daily class and period coverages as needs arise on a daily basis.
4. Maintains and updates substitute lists through the year.

General Conditions of Employment
- This position is a 10-month position.
- This position includes and incorporates a wide array of responsibilities, including the oversight and coordination of Knowledge Garden, Latchkey, Substitute Scheduling, Student Management Systems, NJ SMART and activity Coordinator for the school district. In addition, the following stipend positions:

1. Substitute Caller $1,000
2. Latchkey Coordinator $900

1. Additional responsibilities, overtime, personal leave and schedules shall be arranged through the office of the Chief School Administrator.
Evaluation
The Chief School Administrator shall evaluate the individual’s job performance a minimum of three (3) times during the first year: after 3 months, 6 months and again before the completion of 10 months of employment. These evaluations shall be discussed with the employee evaluated. Copies shall be made available to the Board of Education for their review.

The employee’s job performance shall be evaluated at least once a year following the first year of employment.

Benefits
- Sick Leave: 10 days per year for 10-month employees. Unused sick days accumulate from year to year.
- Personal Business Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
- Bereavement Leave per Job Descriptions Addendum 8000-4240.1B
- Hospitalization and Prescription Drug Plan
- Reimbursement for unused sick days upon retirement
- Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

Work Year
The work year for 10-month employees shall be 186 days. Actual workday is 7:45 am – 3:45 PM or as scheduled by the Chief School Administrator. A maximum of 8 hrs per month comp time may be allowed/taken with prior approval of the Chief School Administrator. Comp time may not accrue beyond 30 days.

Overtime
In accordance with Federal and State regulations, overtime shall be compensated at time and a half. Overtime shall be construed to mean work done on an unscheduled day and/or work done after 40 hours of work in a workweek.

Termination of Services
Thirty days (30) notice shall be given by either party to terminate employment. However, the employer may give 24-hour notice during the first 30 days.

Contracts
Secretaries shall be paid per annum salary, where applicable, based on hourly rates according to Board policy with provisions for annual increments as approved by the Board of Education. Compensation may be on a 10 or 12-month basis.
Basic Function
Shall be the Secretary to the School Business Administrator (SBA) and be concerned with the efficient operation of the Business Office and assist with the District Office when necessary. Shall be under the direction of, and accountable to, the Business Administrator.

Scope
The position shall require a multitude of services as listed herein as responsibilities for the Superintendent, Business Administrator and District Office operations. Must possess skills to (a) have the ability to multi-task, (b) use a computer and applicable software packages (MS Word, MS Excel) and capable to learn/comprehend various district specific software quickly, (b) be familiar with all aspects of accounting for payroll and accounts payable, (c) be proficient in answering the telephone (d) have the ability to compose correspondence and (e) display, handle and maintain confidentiality of records. Will act, as authorized, in the absence of the Business Administrator for transportation and business office functions. Will work cooperatively with all staff of the business office as part of a shared services operation.

Duties & Responsibilities
1. Act as back up to the Main Office Secretary, answer telephones, filter calls to Superintendent, School Business Administrator and other employees.
2. Assist in the daily operations of the Business Office including organizing filing and filing of any daily, monthly or yearly reports as delegated by the Business Administrator.
3. Type and copy forms and letters needed by the Business Administrator.
4. Compile statistics for any reports which may become necessary.
5. Maintain all personnel records relevant to contracts and payroll information.
6. *Post, file and record as necessary all purchase orders, invoices and payments
7. *Type all observations done by the SBA for support staff.
8. *Maintain and create when necessary any files required to keep accurate records for the district regarding building maintenance, equipment purchases and/or maintenance.
9. Back up of payroll and budget computer data files weekly.
10. Type minutes of Board meetings after review with the SBA following the meeting.
11. *Type and copy OTEA-Board Agreement, distribute to all personnel per contract guidelines when necessary.
12. Prepare and process all necessary documents needed for processing payroll including employee files, computer input data, processing/printing checks, posting to agency accounts, completion of any reports after each pay period including federal, state and local tax deductions along with any other payroll deductions.
13. Attend any meetings in the absence of the SBA when necessary.
15. Prepare and file any reports as instructed by the SBA.
16. Understand and be familiar with all employee contracts and insurance coverages and 
procedures in accordance with Board Policies.
17. Keep abreast of current technology uses and applications as appropriate for assigned 
duties 
and makes recommendations to the SBA.
18. Coordinate bus maintenance as necessary with maintenance contractor to be in 
compliance with DOT regulations and all maintain all daily/monthly reports as required.
19. Works closely with the Business Administrator to establish annual bus routes and 
maintain 
the route information as necessary.
20. Schedule bus drivers as needed, including substitutes.
21. Schedule random alcohol/drug screenings for bus drivers in accordance with DOT 
regulations.
22. Assist office staff with special transportation requests and route issues.
23. File monthly cafeteria lunch reimbursements as required generating program funding.
24. Process all free and reduced lunch applications and lunch verification procedures.
25. Assist as needed with/as Lunchroom Cashier Operations

*Note: Secondary responsibilities to be performed only when requested by the SBA

**Compensation**
Shall work forty (40) hours per week, including thirty (30) minutes per day for lunch. Actual 
workday is 8:00am – 4:00 pm or as scheduled by the Business Administrator. This position is for 
twelve (12) months. No overtime is permitted. A maximum of 8 hrs per month comp time may 
be allowed/taken with prior approval of the Business Administrator. Comp time may not accrue 
beyond 30 days.
Vacations
Vacation: 12-month employees only
After 9 months, but prior to 12 months 1 week
With second contract 2 weeks
With third contract 2 weeks
4-9 years 3 weeks
10+ years 4 weeks

Vacation arrangements should be made one month in advance and approved by the School Business Administrator. Unused vacation days are lost to the employee.

Benefits
1. Sick Leave: 12 days per year and unused sick days accumulate from year to year
2. Personal Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
3. Unused personal days accumulate as sick days the following year.
4. Bereavement Leave: 4 days for immediate family and 1 day for extended family
5. Hospitalization Insurance: 100% of the family coverage plan
6. Prescription Drug Insurance: 100% of the family coverage plan
7. $650 Board contribution to 125 Plan
8. Unused Sick Days at retirement with 10 years’ district service to be paid at 20% of last daily rate up to a maximum of 100 days.
9. Tuition Reimbursement: up to $1,500 for college courses related to field of work.

Personal Cell Phone Reimbursement
The Board of Education will reimburse $150 annually to the employee for the use of his/her personal cell phone in lieu of a district-provided cell phone.

Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.
Holidays
Paid holidays for 12-month employees shall be: Labor Day (1), Veteran’s Day – when school is closed - (1), New Year’s Day (1), Independence Day (1), Thanksgiving (2), Good Friday (1), Christmas (2), Memorial Day (1), Columbus Day (1), Martin Luther King Jr.’s Birthday (1), President’s Day (1).

Snow Days / Weather Events
All 12-month staff are expected to report to work as contracted. All attempts should be made to report to work in a safe and timely manner. Twelve-month staff will be allotted two days off for snow days/weather events (as long as Salem County Municipal Offices are closed). Should an individual choose not to report to work due to a snow day when school is closed for staff and students, (other than on a designated snow day) then a personal or vacation day will be charged for that absence. If a state of emergency has been declared and transportation has been suspended, then no one is to report until the state of emergency has been terminated.

Evaluation
Performance of this job will be evaluated by the SBA in accordance with provisions of the Board’s policies for the evaluation of support staff.

NOTE: The aforementioned duties and responsibilities are not to be construed as all-inclusive.
Basic Function
Shall be primarily responsible for all accounting relevant to accounts payable, purchase orders and student activity fund and be concerned with the efficient operation of the Business Office and assist with the District Office when necessary. Shall be under the direction of, and accountable to, the Business Administrator.

Scope
The position shall require a multitude of services as listed herein as responsibilities for the Superintendent, Business Administrator and District Office operations. Must possess skills to (a) have the ability to multi-task, (b) use a computer and applicable software packages (MS Word, MS Excel) and capable to learn/comprehend various district specific software quickly, (b) be familiar with all aspects of accounting for school budget procedures and accounts payable, (c) be proficient in answering the telephone (d) have the ability to compose correspondence and (e) display, handle and maintain confidentiality of records. Will act, as authorized, in the absence of the Business Administrator for business office functions relevant to budget accounting and orders. Will cooperatively work with all staff of the business office as part of a shared services operation.

Duties & Responsibilities
1. Records receipts and expenditures for school district funds.
2. Provides monthly accounting of all income and expenditures.
3. Posts, files and records all purchase orders, invoices and payments.
4. Maintains a continuous internal auditing program for all funds.
5. Prepares reports for distribution as assigned by the Business Administrator.
6. Maintains general, revenue and appropriations ledgers on an encumbrance basis.
7. Assigns correct account numbers and reviews all requisitions authorizing the expenditure of funds.
8. Responsible for all GAAP Regulations and accounting procedures to be stored in the District’s computer system.
9. Assists the Business Administrator in the projection of revenue and expenditures.
10. Assists the Business Administrator in preparing and typing all bids, quotes, public notices agendas and maintenance of a filing system.
11. Greets visitors, answers telephone and relays messages for the Office as necessary.
12. Types all correspondence for the Business Administrator, including minutes, as assigned.
13. Sends and receives all mail and packages related to purchase orders issued.
14. Handles all inquiries concerning accounts payable, including verification of invoices for accuracy, follow up with vendors and back order item status.
15. Prepares and verifies a list of monthly bills for payment by the Board of Education and review by the Business Administrator.
16. Prepares and files appropriate reports in a timely fashion as assigned by the Business Administrator.
17. Handles correspondence as assigned by the Business Administrator.
18. Notifies/consults with the Business Administrator on any errors and/or potential irregularities immediately upon discovery to allow for appropriate corrections and/or actions to be done timely.
19. Handles all matters in a confidential manner.
20. Handles all aspects of the student activity fund.
21. Performs other duties as assigned by the Business Administrator.

Compensation
Shall work 32.5 hours per week, including thirty (30) minutes per day for lunch. Actual work day is 8:30 AM – 3:00 PM or as scheduled by the Business Administrator. This position is for twelve (12) months. No overtime is permitted. A maximum of 8 hrs per month comp time may be allowed/taken with prior approval of the Business Administrator. Comp time may not accrue beyond 30 days.

Vacations
Vacation: 12-month employees only
After 9 months, but prior to 12 months 1 week
With second contract 2 weeks
With third contract 2 weeks
4-9 years 3 weeks
10+ years 4 weeks

Vacation arrangements should be made one month in advance and approved by the School Business Administrator. Unused vacation days are lost to the employee.
Benefits
1. Sick Leave: 12 days per year and unused sick days accumulate from year to year
2. Personal Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
3. Unused personal days accumulate as sick days the following year.
4. Bereavement Leave: 4 days for immediate family and 1 day for extended family
5. Hospitalization Insurance: 100% of the single coverage plan
6. Prescription Drug Insurance: 100% of the single coverage plan
7. $650 Board contribution to 125 Plan
8. Unused Sick Days at retirement with 10 years’ district service to be paid at 20% of last daily rate up to a maximum of 100 days.
9. Tuition Reimbursement: up to $1,500 for college courses related to field of work.

Unused Sick Days at retirement with 10 years district service to be paid at 20% of last daily rate up to a maximum of 100 days.

Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

Snow Days / Weather Events
All 12-month staff are expected to report to work as contracted. All attempts should be made to report to work in a safe and timely manner. Twelve-month staff will be allotted two days off for snow days/weather events (as long as Salem County Municipal Offices are closed). Should an individual choose not to report to work due to a snow day when school is closed for staff and students, (other than on a designated snow day) then a personal or vacation day will be charged for that absence. If a state of emergency has been declared and transportation has been suspended, then no one is to report until the state of emergency has been terminated.

Holidays
Paid holidays for 12-month employees shall be: Labor Day (1), Veteran’s Day – when school is closed - (1), New Year’s Day (1), Independence Day (1), Thanksgiving (2), Good Friday (1), Christmas (2), Memorial Day (1), Columbus Day (1), Martin Luther King Jr.’s Birthday (1), President’s Day (1).

Evaluation
Performance of this job will be evaluated by the SBA in accordance with provisions of the Board’s policies for the evaluation of support staff.

Note: The aforementioned duties and responsibilities are not to be construed as all-inclusive.
Title:
Clerk of the Works

Qualifications:
The Clerk of the Works must be thoroughly familiar with and understand construction technologies, general construction techniques and industry practices. The Clerk of the Works must have a working knowledge in the use and application of blue prints, schematics, and construction specifications. Practical commercial construction experience of at least eight to ten years in expected as a minimum requirement. The Clerk of the Works must have strong functional verbal and written communication skills. These skills will be critically important while working to represent the Board of Education with people of various backgrounds and expertise. The Clerk of the Works must also keep accurate records and logs for all construction activities. An engineering/architectural background would be helpful but is not required.

Reports To:
Superintendent and School Business Administrator. The Clerk of the Works shall confer on a daily basis with the Superintendent of Schools and/or his designees. Communication shall be at intervals and on occasions appropriate to the state of construction.

Job Goal:
To ensure the smooth and efficient operation of the approved building project in accordance with the below duties and responsibilities.

Duties and Responsibilities:
1. Observe and document the progress and quality of work for each state of construction to determine that it is proceeding in accordance with the contract documents.
2. Notify the Superintendent of Schools or his designee and the architect immediately if in the Clerk of the Works opinion the work does not conform to the contract documents or requires special inspection or testing.
3. Monitor the construction schedule and report to the Superintendent of Schools, Business Administrator and architect any conditions that may cause delays in the completion.
4. Review contract documents with the Superintendent of Schools, Business Administrator, architect and contractor’s job Superintendent of Schools.
5. Attend all job meetings on all proceedings related to the job.
6. Observe, monitor and document tests required by the contract document. Record and report to the Superintendent of Schools, Business Administrator and the architect on test procedures and where applicable the results.
7. Verify testing invoices submitted through the architect and authorized for Board of
Education payment by the architect.
8. Maintain records at the construction site in an orderly fashion and manner to include
correspondence, contract documents, change orders as approved by the Board of
Education, construction change authorizations, architect supplemental instructions, reports
of the site conferences, shop drawings, product date, samples, supplemental drawings,
color schedules, photographs and/or video, request for payment and names and addresses
of contractors, subcontractors and principle materials suppliers.
9. Keep a daily dairy and/or log book recording the Clerk of the Works time and activities
related to the project, weather conditions, nature and location of work being performed and
specific observations.
10. Record any occurrence on work that may result in a claim for a change in the contract sum
or contract time. Maintain a list of visitors, their titles, times and purpose of their visit to
the construction site.
11. Assist the architect, Business Administrator, and Superintendent of Schools with a review
of shop drawings, product date and samples. Notify the Superintendent of Schools,
Business Administrator, and architect should any portion of the work requiring shop
drawings, product data or samples be commenced before such submittals have been
approved by the architect.
12. Receive and log samples, which are required to be furnished at the site.
13. Notify the architect when they are ready for examination and record the approval or other
appropriate action.
14. Maintain custody of approved samples.
15. Monitor the contractor’s record of drawings at intervals appropriate to the state of
construction and notify the architect and Board of Education of any apparent failure by the
contractor to maintain up to date records.
16. Review applications for payment submitted by the contractor and forward them to the
architect after a review by the Superintendent of Schools and Business Administrator with
recommendations for disposition.
17. Review the list of items to be completed or corrected, which is submitted by the contractor
with a request for issuance of a Certificate of Substantial Completion. Inspect the work
and if the list is accurate, forward it to the architect after approval by the Superintendent of
Schools and Business Administrator for the final disposition. If not, so advise the
Superintendent of Schools and return the list to the contractor for correction.
18. Review and report to the architect, Business Administrator, and Superintendent of Schools
on conditions for the portions of the project being occupied or utilized by separate
contractors to minimize the possibility of claims for damage.
19. Assist the architect in final inspection of the work with the Superintendent of Schools,
Business Administrator, and or designees.
20. Receive from the contractor and prepare for transmittal to the architect, Business Administrator, and Superintendent of Schools the documentation that the contractor is required to furnish at the completion of the work.

Limitations of Authority:
The Clerk of the Works shall not:
1. Authorize deviations from the contract document.
2. Approve substitute materials or equipment, except as authorized in writing by the architect and approved by the Superintendent of Schools and Business Administrator.
3. Personally conduct or participate in tests or third party inspections, except as authorized by the architect, Superintendent of Schools and Business Administrator.
4. Assume any responsibilities of the architect, contractor’s job superintendent or of subcontractors.
5. Expedite the work of the contractor.
6. Advise on, or issue directions concerning aspects of construction means, methods, techniques, sequences or procedures or safety precautions and programs in connection with the work.
7. Authorize or suggest that the Board of Education occupy the project in whole or in part.
8. Issue a Certificate of Payment or Certificate of Substantial Completion.
9. Prepare or certify to the preparation of record drawings.
10. Reject work or require special inspection or testing except as authorized in writing by the architect and approved by the Superintendent of Schools and Business Administrator.
11. Order the contractor to stop work or any portion thereof without specific authorization from the architect, Superintendent of Schools, and Business Administrator.

Interaction:
Must be able to communicate and work with district staff contractors, suppliers, the architect, the Superintendent of Schools, Business Administrator and designees and the Board of Education.

Evaluation: Performance shall be evaluated by the Superintendent of Schools and the Business Administrator. This evaluation shall be done in accordance with Board of Education policy and regulation and shall minimally include a mid-year assessment and an end of the year evaluation.

Salary Guide:
Temporary Employment (estimated 12 months), no benefits. Compensation will only be paid for days worked when construction is taking place and/or as authorized by the Superintendent of Schools or Business Administrator. Position is considered an exempt position, salary to be determined based upon experience and expertise.
Title
Cafeteria Manager/Head Cook

Reports To
Food Service Director

Qualifications
As determined by the Oldmans Board of Education

Primary Function
To oversee the operation of the kitchen operations and assist with preparation and serving the students attractive and nutritious meals in an atmosphere of efficiency and cleanliness. To ensure the proper use of all equipment and enforcing the school lunch meal pattern requirements.

Performance Responsibilities
1. Perform daily preparation of meals according to a planned menu and recipes and to standards set forth by appropriate State/Federal agency and the Food Service Director.

2. Keep a perpetual inventory of food and supplies and make sure there is an adequate amount of food and supplies for meal service on a daily basis. Informs the FSD of needed food and/or supply products as necessary and submit weekly food and supply orders to the FSD in a timely fashion.

3. Checks menu ahead and takes out frozen foods to defrost in refrigeration. Too early preparation must be avoided. Care and careful planning should be taken to ensure preparation of sufficient amounts needed.

4. Direct and assign duties to the cafeteria workers in a safe, proper and efficient manner and under the direction of the FSD.

5. Maintain the highest standards of safety and cleanliness in the kitchen and follow all Board of Health requirements.

6. Check incoming orders and put stock away in a timely fashion, make sure the date is clearly marked on the outside and rotate food upon arrival. Practice first in/first out of food products. Notify the FSD of any shortages or damaged products immediately.

6. Maintain proper filing of paperwork-production records, milk records and recipes for school location.
7. Maintain absentee records and call substitutes for coverage using the Board’s approved substitute list.

8. Inform the Director of any food spoilage and/or equipment problems

9. Report any injuries or accidents in the kitchen immediately to the local Business Administrator with a follow up to the FSD.

10. Oversee the serving of school breakfast and lunch to make sure it is meeting the requirements and is being served in a proper and courteous manner. Monitor food handling and serving temperatures (below 40 degrees/above 140 degrees) and record as required. Follows FSD instructions in preparing, portioning and serving meals.

11. Making sure that the staff is in proper dress code and practices good hygiene in accordance with Board Policies and Board of Health requirements.

12. Responsible of overseeing of the closing and locking the kitchen each day when all work is complete.

13. Maintains effective communication with the FSD and Cafeteria Staff members.

14. Dismissal of cafeteria workers when work and/or shift is complete.

15. Assist with daily cleaning and organization of refrigerators, freezers and storeroom areas and washing of all pots, pans and trays as needed.


17. Follow all safety and sanitation guidelines closely.

18. Attend monthly Manager’s meetings when scheduled.

19. Any other duties as may be assigned by the FSD not covered above relevant to the position.

Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
General Responsibilities
1. The Cafeteria and Staff will cooperate with rules and regulations established by the State Board and State Lunch Room Program.
2. The Cafeteria Manager will be responsible for general management of the Cafeteria and Staff in accordance with Board rules and regulations, and responsible to the Business Administrator.
3. All Cafeteria Staff employees shall report directly to the Manager. All requests for sick days, sick leave, and any other special matters shall go thru the Manager, then to the Business Administrator for approval.
4. In the event of the absence of the Manager, another cafeteria staff member will be designated by the Manager to assume the Manager duties in her absence. All other Contracted Staff and Substitutes will assume their positions as assigned by the Acting Manager for that day as approved by the Manager.
5. Lunches served are to be in accordance with the requirements of the National School Lunch Program. Ice cream or other foods may be sold subject to the approval of the Board of Education.
6. Cafeteria employees will not be held responsible for providing special attention to the diets of specific pupils without the approval of the School Nurse or School Doctor.
7. All lunches ordered are to be done so thru either the Homeroom Teacher, Cafeteria Manager or the School Office Secretary.
8. Daily hours of employment shall be as determined by the Board of Education when contracts are issued or when adjusted as needed or scheduled.
9. A job performance report checklist will be used periodically to evaluate staff in comparison to their respectively work schedules

Benefits
1. Sick Leave: 12 days per year for 12-month employees or 10 days per year for 10-month employees. Unused sick days accumulate from year to year.
2. Personal Business Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
3. Bereavement Leave per Job Descriptions Addendum 8000-4240.1B
4. Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

Termination of Services
Thirty days (30) notice shall be given by either party to terminate employment. However, the employer may give 24-hour notice during the 30-day probationary period.
Contracts
Cafeteria staff shall be paid per annum salary, where applicable, based on established hourly rates with provisions for annual increments as approved by the Board of Education. Compensation may be on a 10 or 12-month basis.

Disciplinary Action
When Cafeteria Checklist Performance tasks are performed unsatisfactorily, the Cafeteria Manager and/or School Business Administrator will complete a Warning Report to be reviewed by both supervisors before being reviewed with the employee.

First Notice: Written warning report
Second Notice Written warning report and dock for time involved in task
Third Notice Written report and suspension without pay for one day
Fourth Notice Written report and referral to Board of Education

Sanitary Operation
1. All employees of the Cafeteria must keep themselves clean, practice good hygiene, be free of any contagious condition, and obtain appropriate medical exams as required by the nurse or Board.
2. No one is permitted behind the serving counter, unless authorized by the Cafeteria Manager.
3. All refuse cans will be emptied daily, at the conclusion of lunch, and disinfected weekly by the custodial staff.
4. The kitchen and cafeteria floors will be swept and wet mopped on a daily basis by custodial staff.
5. The drinking fountain mouthpiece and surface areas should be cleansed periodically with Clorox.
6. By 9:30 a.m., the custodian should remove excess items from the trash cans that could cause overflow later in the day.
7. Hair nets, hats or hair spray shall be used by employees while on duty.
8. Improper functioning of the dishwasher (below 180°) and unsanitary conditions should be reported to the Administrator at once.
9. Cafeteria staff is responsible for the appropriate and periodic cleaning of all other kitchen and cafeteria equipment tools, utensils, surfaces, furniture and storage areas -- (exception is the food storage room).
<table>
<thead>
<tr>
<th>TIME</th>
<th>GENERAL DUTY SCHEDULE – CAFETERIA MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Report to work, review days’ menu for breakfast and lunch</td>
</tr>
<tr>
<td>7:10 - 7:45</td>
<td>Pull and begin prep of items necessary for the mornings’ breakfast menu.</td>
</tr>
<tr>
<td>7:45 – 7:50 am</td>
<td>Review status with Café Worker “A” and assist if necessary, to assure a smooth transition to complete breakfast prep and serving.</td>
</tr>
<tr>
<td>7:50 – 8:30 am</td>
<td>Begin to pull necessary products from inventory if not done the night before for use in prep of the days’ lunch menu and start preliminary prep.</td>
</tr>
<tr>
<td>8:30 – 8:45 am</td>
<td>Review status with Café Worker “B” upon arrival for duty and assist briefly to assure a smooth transition to begin prep for the days’ lunch menu.</td>
</tr>
<tr>
<td>8:45 – 9:15 am</td>
<td>Review and input student charges for breakfast based on sign in sheet (or ID cards). Receive and review lunch count from the office. Provide final lunch prep numbers to Café Workers, broken down by lunch period with a grand total. Breakdown by type of meals for staff to properly prep (Main meal, alternate meal(s), etc)</td>
</tr>
<tr>
<td>9:30 am</td>
<td>Brief Café Worker “C” on prep assignment upon arrival for duty.</td>
</tr>
<tr>
<td>9:15 – 10:45 am</td>
<td>Receive, check in and put away orders. Use Café Workers when not involved in meal prep for the day.</td>
</tr>
<tr>
<td>10:45 am – 12:30 pm (11:45am)</td>
<td>Assume duty at the computer/register for the purpose of collecting lunch tickets at the start of each lunch period (10:50, 11:20, 12:05). Assist with and/or sell à la carte items during each lunch period. Café Worker “A” leaves unless requested to work extra by Manager.</td>
</tr>
<tr>
<td>(12:30pm)</td>
<td>While collecting lunch tickets at point of service, monitor serving lines and Café Workers to assure that students are getting required meal componeent items and workers are properly serving meals with correct utensils and portion sizes. Make corrections as necessary during the serving process. Scan lunch tickets collected into the computerized lunch accounting system as time allows. All tickets should be scanned by 12:30 pm.</td>
</tr>
<tr>
<td></td>
<td>Supervise/provide guidance to Café Worker “C” for proper storage/disposal of leftover food from days’ meal.</td>
</tr>
<tr>
<td>Time</td>
<td>Task</td>
</tr>
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<td>--------------</td>
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</tr>
<tr>
<td>12:30 – 1:30 pm</td>
<td>Prepare/finish afternoon snack (K, 1, 2), take to the POD and put into the cooler. Delivery to the POD can be assigned to Café Worker “C” if time allows and clean up is continued by the Manager.</td>
</tr>
<tr>
<td>1:30 pm – 3:00 pm</td>
<td>Complete any clean up not finished by Café Worker “C”. Finish daily paperwork, do orders for future deliveries. Receivable and check in orders if necessary. Review next days' breakfast and lunch menu and pull appropriate items from inventory if possible. Do advance prep for next days’ menu if/when appropriate to facilitate more efficient prep time the following day. Prep can be for the main meal and/or baking, etc.</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>End of work day unless asked by the Business Administrator to stay over. No overtime will be paid unless approved by the Business Administrator in advance.</td>
</tr>
<tr>
<td>TIME</td>
<td>GENERAL DUTY SCHEDULE – CAFETERIA WORKER “A”</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7:45 am</td>
<td>Report to work, check with Café Manager for starting assignments</td>
</tr>
<tr>
<td>7:45 – 8:30 am</td>
<td>Unless otherwise assigned, assist/finish breakfast prep and serve to students participating in morning breakfast program</td>
</tr>
<tr>
<td>8:30 – 8:45 am</td>
<td>Clear serving area of all breakfast items and put away unused breakfast items. Give final count and sign in sheet to Café Manager.</td>
</tr>
<tr>
<td>8:45 – 9:30 am</td>
<td>Assist with morning prep of the day’s scheduled menu until Café Worker “C” arrives.</td>
</tr>
<tr>
<td>9:30 – 10:00 am</td>
<td>Unless directed by the Café Manager to continue prep work, run dishwasher to clean any morning dishes, etc and put away.</td>
</tr>
<tr>
<td>10:00 – 10:45 am</td>
<td>Check/fill condiments for the day. Check/fill silverware for the day. Fill milk cooler with milk product(s) available for the days’ lunch. Wipe down all lunch tables.</td>
</tr>
<tr>
<td>10:45 – 11:10 am</td>
<td>Run dishwasher and put away cleaned items. Assist with additional prep if directed by the Café Manager or as needed by fellow workers. Check/fill silverware after 1st lunch to assure a full supply for the 2nd lunch period. Check milk cooler for re-fill</td>
</tr>
<tr>
<td>11:10 – 11:20 am</td>
<td>Wipe down all lunch tables after 1st lunch has been dismissed and prior to 2nd lunch coming in. When students kept for indoor recess, monitor tables and wipe down when table group is done.</td>
</tr>
<tr>
<td>11:20 – 11:45 am</td>
<td>Continue to run dishwasher and put away cleaned items. Check/fill silverware after 2nd lunch to assure a full supply for the 3rd lunch. Check milk cooler for re-fill.</td>
</tr>
<tr>
<td>11:45 am</td>
<td>End of work day unless asked by Café Manager to stay over. No overtime will be paid unless approved by the Manager.</td>
</tr>
</tbody>
</table>

REVISED
08/18/2005
# General Duty Schedule – Cafeteria Worker “B”

<table>
<thead>
<tr>
<th>TIME</th>
<th>GENERAL DUTY SCHEDULE – CAFETERIA WORKER “B”</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>Report to work, check with Café Manager for starting assignments</td>
</tr>
</tbody>
</table>
| 8:30 – 10:30 am | Turn on all needed serving line units based on days' menu.  
                   Work on/prep the days’ daily menu sufficient to serve the number of meals as provided by the Café Manager. Also prepare extras (cookies, pretzels, cheese sticks) as needed.  
                   Follow instructions, if any, provided by the Café Manager.  
                   ALL prep and meals should be completed by 10:30 am.  
                   Set cooked/prep items into line servers when ready. Remaining items to be placed in upright warmer and/or cooler for future lunch periods. |
| 10:30 – 10:45 am | Finish set up of serving line in preparation for the 1st lunch period. Be sure adequate supplies are in the hot/cold servers for the 1st lunch based on lunch count. |
| 10:45 – 10:50 am | Begin to fill plates/trays to assist a quicker flow of serving lunches for the 1st lunch period.                                    |
| 10:50 – 11:10 am | Serve the 1st lunch period. When finished serving, cover food and continue prep if necessary for additional meals. Clean up as time allows, dirt dishes, etc to dishwasher room. Begin prep of afternoon & Latchkey snacks. Fill out paperwork as necessary. |
| 11:10 – 11:20 am | Check serving line to be sure adequate supplies are in hot/cold servers for 2nd lunch based on lunch count.                        |
| 11:20 – 11:40 am | Serve the 2nd lunch period. When finished serving, refill steam table and cover food, check spoons, forks, napkins for refill.    |
| 11:40 – 11:50 am | Check/fill condiments in preparation for 3rd lunch.                                                                               |
| 11:50 – 12:00 pm | Wipe down all lunch tables from 2nd lunch, prior to 3rd lunch arriving.                                                           |
| 12:00-12:05 pm | Re-check serving line to be sure adequate supplies for serving the 3rd lunch based on lunch count.                                 |
| 12:05 – 12:25 pm | Serve the 3rd lunch period. When finished serving, remove all food from serving lines and throw away or combine/put away. Be sure ALL food has been put away/stored properly. Wipe down tables after 3rd lunch has left. Run dishwasher to clean any accumulated dishes as time allows |
| 12:30 pm       | End of work day unless asked by Café Manager to stay over. No overtime will be paid unless approved by the Manager.                |

**REVISED**

08/15/2006
## CAFETERIA WORKER “C”

<table>
<thead>
<tr>
<th>TIME</th>
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</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>Report to work, check with Café Manger for starting assignments</td>
</tr>
<tr>
<td>9:30 – 10:45 am</td>
<td>Work on/prep with Café Worker “B” for the days’ daily menu sufficient to serve the number of meals as provided by the Café Manager. When offered as an alternate, concentrate on doing them (salads, pbj, etc). Follow instructions, if any, provided by the Café Manager. ALL prep and meals should be completed by 10:30 am. Set cooked/prep items into ALL line servers when ready. Remaining items to be placed in upright warmer and/or cooler for future lunch periods.</td>
</tr>
<tr>
<td>10:30 – 10:45 am</td>
<td>Finish set up of serving line in preparation for the 1st lunch period. Be sure adequate supplies are in ALL the hot/cold servers for the 1st lunch based on lunch count. Check/stock ice cream freezer in preparation for serving.</td>
</tr>
<tr>
<td>10:45 – 10:50 am</td>
<td>Begin to fill plates/trays to assist a quicker flow of serving lunches for the 1st lunch period.</td>
</tr>
<tr>
<td>10:50 – 11:10 am</td>
<td>Serve the 1st lunch period. When finished serving, cover food and prepare/serve ala carte items (ice cream, pretzels, cheese sticks, etc.)</td>
</tr>
<tr>
<td>11:10 – 11:20 am</td>
<td>Check serving line to be sure adequate supplies are in hot/cold servers for 2nd lunch based on lunch count. Clean up prep area if/when time allows and check forks, spoons and napkins for refill needs.</td>
</tr>
<tr>
<td>11:20 – 11:40 am</td>
<td>Serve the 2nd lunch period. When finished serving, cover food and prepare/serve ala carte items (ice cream, pretzels, cheese sticks, etc).</td>
</tr>
<tr>
<td>11:40 – 12:00 pm</td>
<td>Check serving lines to be sure adequate supplies are in hot/cold servers for 3rd lunch based on lunch count. Clean up prep area, run dishwasher. Work on afternoon snacks (K, 1, 2) per menu or as directed by the Café Manager.</td>
</tr>
<tr>
<td>12:00-12:05 pm</td>
<td>Re-check serving line to be sure adequate supplies for serving the 3rd lunch based on lunch count. There should be extras.</td>
</tr>
<tr>
<td>12:05 – 12:25 pm</td>
<td>Serve the 3rd lunch period. When finished serving, remove remaining food from your serving line to the back table and prepare/serve ala carte items (ice cream, pretzels, cheese sticks, etc).</td>
</tr>
<tr>
<td>12:25 – 1:30 pm</td>
<td>Finish kitchen clean up including prep area and running dishwasher to get all dishes, trays, utensils cleaned and back to proper storage for next days’ use. Finish and/or assist the Café Manager with afternoon snacks (K, 1, 2) Do any preliminary prep for next days’ menu as directed by the Café Manager.</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>End of work day unless asked by Café Manager to stay over. No overtime will be paid unless approved by the Manager.</td>
</tr>
</tbody>
</table>

REVISED 08/17/2006
### Chief Custodian & Supervisor of Buildings & Grounds

**Series 8000**  
**Policy 8600**  

**Date Adopted:** April 23, 2008  
**Date Revised:** August 12, 2009, May 14, 2013, November 12, 2013, April 8, 2014, June 9, 2015, May 8, 2017  
**Page 1 of 8**

#### A. Qualifications
1. High School graduate, valid New Jersey Drivers License Bus CDL License  
2. Five years of varied custodial experience  
3. Documented supplemental experiences in maintenance and personnel supervision  
4. Such other qualifications as the Board deems appropriate

#### B. Reports To:
Chief School Administrator/Superintendent of Schools, Business Administrator

#### C. Supervises:
Custodian Staff

#### D. Job Functions:
To provide a school plant environment that is safe, clean, attractive, orderly and functions properly.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Clean and sanitize restroom facilities and fixtures, including sinks, urinals and toilets; replenish supplies in restrooms  
- Sweep, vacuum, mop, wax, strip and polish floors, vacuum and shampoo carpets  
- Dust, clean and polish furniture, woodwork, fixtures, counter tops and equipment  
- Wash windows, mirrors and walls  
- Empty, clean and sanitize waste receptacles  
- Set up rooms and equipment for conferences and meetings’ move and arrange furniture’ set up audio-visual equipment  
- Make minor repairs to facilities and equipment  
- Maintain records of maintenance and cleaning activities; maintain inventory of equipment and supplies
Assist groups using facilities as requested; may explain or enforce facility rules
Loading and unloading trucks
Storing and delivering supplies
Snow and ice removal, including shoveling, salting, sanding of walkways and roadways
Stripping and refinishing floors
Move furniture, prepare areas, gymnasium, auditorium, cafeteria
Clean and place furniture, filing cabinets
Trash removal
Clean-up after school activities
Cutting and maintaining lawns
Cleaning windows
Dusting, cleaning chalkboards and erasers
Light maintenance, including changing lights, lawnmower oil, filters, sharpening blades
Assisting in kitchen
Watering flowers
Opening and closing buildings
Responding to emergency situations in order to confine, resolve or prevent hazardous conditions
Reporting equipment malfunctions and facility maintenance needs to immediate supervisor
Performing non-cleaning tasks in general facility maintenance, i.e., changing light bulbs, filling paper and soap dispensers
Functioning independently or as part of a crew depending on nature of task, such as in seasonal facility preparations or other major custodial projects
Performing lead custodian duties when applicable to assigned school, i.e., planning and coordination tasks, training custodians in use and application of chemical supplies (OSHA standards, ordering materials and supplies)
May assume duties and responsibilities of Custodial Crew Leader in event of absence, vacancy or as directed
Ensuring heating and cooling systems are turned on/off. Checks gauges to ensure system is operating

Conferring with school site administrator regarding special and regular custodial needs, performing or assigning work to be completed

Inspecting school plan to assure appropriate maintenance, safety and cleanliness’ reporting health and safety hazards to appropriate personnel

Performing security duties related to buildings and grounds; turn off security alarm system; lock and unlock doors and gates, raise and lower flag

Locating and operating all emergency shut-off valves, switches or controls for electric, gas and water in event of emergency

Planning, reviewing and monitoring the work of assigned custodial personnel; planning, directing and participating in the movement of file cabinets and other miscellaneous furnishings on track-out days

Training substitutes, custodial personnel and youth workers on applicable work procedures

Training assigned custodial personnel in the appropriate use and application of chemicals and cleaning solvents

E. Performance Responsibilities:
1. Assists in the recruitment, employment, assignment, evaluation, promotion, demotion and dismissal of custodial staff.
2. Organizes and implements an orientation and in-service program on proper procedures and standards for custodial staff.
3. Maintains personnel records and other necessary records as required.
4. Assists in scheduling work routines for custodial personnel.
5. Coordinates vacation schedules and overtime.
6. Assists in preparing the budget for maintenance, grounds, security and custodial supplies and equipment.
7. Recommends purchase of equipment and supplies and maintains inventory of the same.
8. Organizes and implements a program of preventative maintenance, as directed.
9. Directs the maintenance of buildings and grounds in their cleanliness, appearance, safety and proper functioning.
10. Supervises HVAC systems and their operation to ensure heating and hot water cooling according to season. Temperature and demand.
11. Monitors all deliveries.
12. Monitors the repair, lubrication and cleaning of HVAC equipment.
13. Prepares playing fields, grounds and other necessary facilities for athletics and other school activities.
14. Receives, stores and issues all maintenance and grounds materials, supplies and equipment.
15. Conducts periodic inspections of school plant and grounds to ensure safety conditions, and reports unfavorable conditions.
16. Assists in and directs snow removal on entrances, stairs, walkways and plowing on school grounds when needed.
17. Establishes and supervises summer cleaning program and schedules.
18. Supervises the floor crew in cleaning and refinishing.
19. Assists Chief School Administrator/Superintendent of Schools and/or the Business Administrator in the division of responsibility for minor in-school repairs and emergency repairs.
20. Monitors fire alarm systems and fire extinguishers for proper repairs.
21. Assists in supervising and inspecting the improvement and renovation work performed by outside contractors, as directed.
22. Visits school building regularly during both day and evening shifts to coordinate custodial, maintenance and security activities when directed.
23. Ensures there is coverage for all evening activities in the district schools, and assists as needed.
25. Perform such other duties or assignments within the scope of his/her job functions, as directed.
26. Maintains cleaning equipment & supplies
27. Performs laundry duties of towels, mops, dust mops, etc.
28. Performs maintenance such as fixing pencil sharpeners, adjusting desks, replacing light bulbs, cooling filters, adjusting doors, etc.
29. Move furniture, equipment or fixtures as requested
30. Sweep outdoor walkways; inspect grounds for safety hazards and reports findings to supervisor
31. Ensure school crossing signs are out at start of school day and removed at end of day
32. Maintain records of work orders and equipment for repair
33. Assist in the annual inventory of all equipment in the school. Change combinations on lockers and maintain log of combinations
34. Assign and maintain list of overtime
35. Set up gym, auditorium or cafeteria for special events, meeting, games or plays
36. Ensures area is clean and restores to original set-up
F. Job Related & Essential Qualifications
   1. **Data Utilization**: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristic are similar to or divergent from prescribed standards, procedures or routines.
   2. **Human Interaction**: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situation. Requires the ability to effectively present information to students, staff and community.
   3. **Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive and advisory data and information.
   4. **Equipment, Machinery, Tools and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of electrically powered custodial equipment and hand-held supplies and cleaning tools.
   5. **Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication and division; may require ability to calculate decimals and percentages.
   6. **Functional Reasoning**: Requires the ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. The ability to apply “common sense” in situations.
   7. **Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

G. ADA Compliance
   1. **Physical and Sensory Requirements**: Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance may be available to perform unusually demanding physical tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, crawling, twisting, balancing, walking, and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion and vision (may be corrected). Hearing must be normal range as measured by a standard audiogram. A normal sense of smell is required to detect the presence of waste or hazardous materials. Finger dexterity, sense of the Verbal Aptitude section, verbal communicative ability is required in dealing with students, staff and community.
2. **Environmental Factors:** Tasks are regularly performed with potential exposure to adverse environmental conditions such as: strong odors, fumes, dust, wetness, humidity, machinery, vibrations, excessive noise levels, temperature extremes, disease, pathogenic substances, waste products, electrical or mechanical hazards, and toxic/poisonous agents. Work involves all types of floor surfaces, a variety of facilities, and will include being exposed to blood and body fluids. Work is performed approximately 80% indoors and approximately 20% outdoors. Rotating shift work may be necessary at times to provide adequate day and night shift coverage.

3. **Psychological Factors:** The physiological demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job; the ability to maintain pleasant working relationships; the ability to perform multiple tasks simultaneously and the ability to work overtime if needed.

**H. Evaluation**

The Business Administrator shall maintain a Custodial Job Performance Checklist to be administered monthly for the first three (3) months of employment, and semiannually thereafter (November, April). The evaluation shall be discussed with the employee evaluated and should include warnings about job performance. Copies shall be made available to the Chief School Administrator and Board of Education for their review.

**I. Grievance Procedure**

Any grievance concerning the duties and responsibilities assigned to the custodian or with an evaluation should first be discussed with the Chief Custodian. If no resolution is achieved, the custodian may then present his grievances in writing or verbally to the School Business Administrator for further consideration. Failing resolution of the grievance at this level, the matter may proceed to the Chief School Administrator, then to the Board of Education.

**J. Tenure**

The position of Custodian is a non-tenured position
K. Benefits
- Sick Leave: 12 days per year for 12-month employees or 10 days per year for 10-month employees. Unused sick days accumulate from year to year.
- Personal Business Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
- Bereavement Leave per Job Descriptions Addendum 8000-4240.1B
- Vacation: 12-month employees only
  - After 9 months, but prior to 12 months: 1 week
  - With second contract: 2 weeks
  - With third contract: 2 weeks
  - 4-9 years: 3 weeks
  - 10+ years: 4 weeks

Vacation arrangements should be made one month in advance and approved by the School Business Administrator. Unused vacation days are lost to the employee.
- Hospitalization and Prescription Drug Plan as per Job Descriptions Addendum 8000-4240.1B
- Reimbursement for unused sick days upon retirement as per Job Descriptions Addendum 8000-4240.1B
- Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

L. Personal Cell Phone Reimbursement
The Board of Education will reimburse $150 annually to the employee for the use of his/her personal cell phone in lieu of a district-provided cell phone.

M. Work Year
A work year for 12-month employees shall be considered to be 261 working days, with twelve (12) days of paid holidays. Lost time shall be computed at 1/261 of the annual salary. For 10-month employees, the work year shall be 181 days.

N. Holidays
Paid holidays for 12-month employees shall be: Labor Day (1), Veteran’s Day – when school is closed (1), New Year’s Day (1), Independence Day (1), Thanksgiving (2), Good Friday (1), Christmas (2), Memorial day (1), Columbus Day (1), Martin Luther King Jr.’s Birthday (1), President’s Day (1).
O. Overtime
In accordance with Federal and State regulations, overtime shall be compensated at time and a half. Overtime shall be construed to mean work done on an unscheduled day, i.e., Saturday or Holidays noted in this policy, and/or work done after 40 hours of work in a workweek.

P. Snow Days / Weather Events
All 12-month staff are expected to report to work as contracted. All attempts should be made to report to work in a safe and timely manner. Twelve-month staff will be allotted two days off for snow days/weather events (as long as Salem County Municipal Offices are closed). Should an individual choose not to report to work due to a snow day when school is closed for staff and students, (other than on a designated snow day) then a personal or vacation day will be charged for that absence. If a state of emergency has been declared and transportation has been suspended, then no one is to report until the state of emergency has been terminated.

Q. Termination of Services
Thirty days (30) notice shall be given by either party to terminate employment. However, the employer may give 24-hour notice during the 9-month probationary period.

R. Contracts
Custodial staff shall be paid per annum salary, where applicable, based on hourly rates according to Job Descriptions Addendum 8000-4240S with provisions for annual increments as approved by the Board of Education. Compensation may be on a 10 or 12-month basis.

S. Disciplinary Action
When Custodial Checklist Performance tasks are performed unsatisfactorily, the Chief Custodian and/or School Business Administrator will complete a Warning Report to be reviewed by both supervisors before being reviewed with the employee.

  First Notice: Written warning report
  Second Notice Written warning report and dock for time involved in task
  Third Notice Written report and suspension without pay for one day
  Fourth Notice Written report and referral to Board of Education
Duties of Daytime Chief School Custodian (7am – 3pm)

7:00  Open Building
Turn on Lights in all hallways, Office area and POD commons area. Turn on computer and check heat/AC systems and check email.
Check Gym for proper set up and cleanliness from night before
Turn on Cafeteria lights and be sure set up and ready for breakfast
Put out traffic cones for morning car line procedure
Put out wet floor signs at entrance doors when needed (rain/snow)

7:15  Clean Library – vacuum, dust as needed

7:30  Clean Staff Dining Room – vacuum, dust as needed, wipe off all tables and countertops daily

7:45  Fill mop bucket with new/clean water/cleaner (Kitchen Closet) and put in Cafeteria for Breakfast and Lunch spills

8:00  Walk through building complex to spot check classrooms and bathrooms to make sure 3-11 shift did their jobs adequately.

8:10-8:30  On duty in Cafeteria for spills and trash while Breakfast is being served. Clean up at end of breakfast and trash out to dumpster. Be sure trash cans and Cafeteria are ready for lunch.

8:45  Report to Business Administrator Office to review any jobs for the day, prior issues or upcoming maintenance or schedule changes. Daily communication between BA and Head Custodian is critical to ensure smooth, daily operation.

9:00-10:30  Work on any repair/maintenance request forms. Respond to “on demand” repair or supply needs as requested by the Office. Check outside trash cans. Follow up on any night shift notes left.
During warm weather days, cut grass, trim around bldg, check grounds for safety or maintenance issues.
Breakdown/dispose of Kitchen recycles emptied by Kitchen staff or from deliveries.
Run to hardware/supply stores as needed.
EVERY WEDS – check fluids in all district buses, start spare buses, report issues to Transp.Coordinator.
Take 15-minute break 9:00 – 9:15

10:30-11:00  Lunch

11:00-1:00  On Duty in Cafeteria, especially first lunch (K-2) for any spills and assistance. Monitor students throwing trash away, keep trash can area clean, take out trash bags when full at end of a lunch period.
Read water meters daily sometime during this period of time
Keep Cafeteria floor free of debris and mop up spills as necessary during or end of each period Assist Kitchen staff with spills, as necessary.

1:00-1:30  Lunch tables up/sweep floor daily with sweeping compound, mop where necessary. Trash from Staff Dining Room and Cafeteria out to dumpsters. Set cans ready for next morning’s breakfast.
1:30-2:00 Sweep and mop Kitchen floor daily with appropriate cleaner(s). Clean floor drains weekly. Kitchen Trash out to dumpsters.

2:00-2:15 Break

2:15-2:45 Work on any repairs/maintenance requests, exterior work as needed, review schedule and any special instructions to be passed on to night shift staff. Clean cafeteria/kitchen trash cans as necessary.

2:45-3:00 Inform night custodians of any activities scheduled for that evening, any special instructions or duties they need to get done, any unusual events that occurred during the day, any upcoming events “in the works”.

3:00 End duty shift

**NOTES:** During the course of the day you will assist with fire drills, emergency drills and other emergencies as the District’s Emergency Response Plan outlines for your position. During winter months, you will need to prioritize care for all sidewalks for snow/ice conditions first thing in the morning and during the day, as needed.

This schedule is intended to be a guide and the individual needs to be flexible in prioritizing work and still covering all critical, daily chores before leaving at the end of the day.
A. Qualifications
   1. High School graduate, valid New Jersey Drivers License Bus CDL
   2. Documentation of varied custodial experience
   3. Documented supplemental experiences in maintenance and personnel supervision
   4. Such other qualifications as the Board deems appropriate

B. Reports To:
   Chief School Administrator/Superintendent of Schools, Business Administrator

C. General Conditions of Employment
   • Custodians are responsible for the care and cleanliness of the school building and grounds, and shall be guided by a list of responsibilities or tasks to be performed established by the School Business Administrator in consultation with the Chief Custodian.
   • Custodians shall be required to obtain and retain a bus license as a condition of employment. Anyone not holding a bus license at the time of employment, must obtain same within three months after employment.
   • Newly hired custodians will receive training and orientation regarding job expectations. New staff members will begin a 9-month probationary period at the commencement of their employment.
   • Responsibilities, vacations, overtime, personal leave and schedules shall be arranged through the office of the School Business Administrator.

D. Job Functions:
   To provide a school plant environment that is safe, clean, attractive, orderly and functions properly.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
| Clean and sanitize restroom facilities and fixtures, including sinks, urinals and toilets; replenish supplies in restrooms |
| Sweeping, vacuuming, mopping, waxing, striping and polishing floors, vacuuming and shampooing carpets |
| Dusting, cleaning and polishing furniture, woodwork, fixtures, countertops and equipment |
| Washing windows, mirrors and walls |
| Emptying, cleaning and sanitizing waste receptacles |
| Setting up rooms and equipment for conferences and meetings, moving and arranging furniture, setting up audio-visual equipment |
| Making minor repairs to facilities and equipment |
| Maintaining records of maintenance and cleaning activities; maintaining inventory of equipment and supplies |
| Assisting groups using facilities as requested; may explain or enforce facility rules |
| Loading and unloading trucks |
| Storing and delivering supplies |
| Snow and ice removal, including shoveling, salting, sanding of walkways and roadways |
| Stripping and refinishing floors |
| Moving furniture, preparing areas, gymnasium, auditorium, cafeteria |
| Cleaning and placing furniture, filing cabinets |
| Trash removal |
| Cleaning up after school activities |
| Cutting and maintaining lawns |
| Cleaning windows |
| Dusting, cleaning chalkboards and erasers |
| Light maintenance, including changing lights, lawnmower oil, filters, sharpening blades |
| Assisting in kitchen |
| Watering flowers |
| Opening and closing buildings |
| Responding to emergency situations in order to confine, resolve or prevent hazardous conditions |
| Reporting equipment malfunctions and facility maintenance needs to immediate supervisor |
Performing non-cleaning tasks in general facility maintenance, i.e., changing light bulbs, filling paper and soap dispensers
- Functioning independently or as part of a crew depending on nature of task, such as in seasonal facility preparations or other major custodial projects
- May assume duties and responsibilities of Custodial Crew Leader in event of absence, vacancy or as directed
- Ensuring heating and cooling systems are turned on/off. Checks gauges to ensure system is operating
- Conferring with school site administrator regarding special and regular custodial needs, performing or assigning work to be completed
- Inspecting school plan to assure appropriate maintenance, safety and cleanliness’ reporting health and safety hazards to appropriate personnel
- Performing security duties related to buildings and grounds; turn off security alarm system; lock and unlock doors and gates, raise and lower flag
- Locating and operating all emergency shut-off valves, switches or controls for electric, gas and water in event of emergency
- Maintains cleaning equipment & supplies
- Performs laundry duties of towels, mops, dust mops, etc.
- Performs maintenance such as fixing pencil sharpeners, adjusting desks, replacing light bulbs, cooling filters, adjusting doors, etc.
- Move furniture, equipment or fixtures as requested
- Sweep outdoor walkways; inspect grounds for safety hazards and reports findings to supervisor
- Maintain records of work orders and equipment for repair
- Set up gym, auditorium or cafeteria for special events, meeting, games or plays
- Ensures area is clean and restores to original set-up

E. ADA Compliance

4. Physical and Sensory Requirements: Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance may be available to perform unusually demanding physical tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, crawling, twisting, balancing, walking, and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion and vision (may be corrected). Hearing must be normal range as measured by a standard audiogram. A normal sense of smell is required to detect the presence of waster or hazardous materials.
Finger dexterity, sense of the Verbal Aptitude section, verbal communicative ability is required in dealing with students, staff and community.

5. **Environmental Factors:** Tasks are regularly performed with potential exposure to adverse environmental conditions such as: strong odors, fumes, dust, wetness, humidity, machinery, vibrations, excessive noise levels, temperature extremes, disease, pathogenic substances, waste products, electrical or mechanical hazards, and toxic/poisonous agents. Work involves all types of floor surfaces, a variety of facilities, and will include being exposed to blood and body fluids. Work is performed approximately 80% indoors and approximately 20% outdoors. Rotating shift work may be necessary at times to provide adequate day and night shift coverage.

6. **Psychological Factors:** The physiological demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job; the ability to maintain pleasant working relationships; the ability to perform multiple tasks simultaneously and the ability to work overtime if needed.

**F. Evaluation**

The Business Administrator shall maintain a Custodial Job Performance Checklist to be administered monthly for the first three (3) months of employment, and semiannually thereafter (November, April). The evaluation shall be discussed with the employee evaluated and should include warnings about job performance. Copies shall be made available to the Chief School Administrator and Board of Education for their review.

**G. Grievance Procedure**

Any grievance concerning the duties and responsibilities assigned to the custodian or with an evaluation should first be discussed with the Chief Custodian. If no resolution is achieved, the custodian may then present his grievances in writing or verbally to the School Business Administrator for further consideration. Failing resolution of the grievance at this level, the matter may proceed to the Chief School Administrator, then to the Board of Education.

**H. Tenure**

The position of Custodian is a non-tenured position.
I. Benefits

- Sick Leave: 12 days per year for 12-month employees or 10 days per year for 10-month employees. Unused sick days accumulate from year to year.
- Personal Business Leave: Ten-month employees shall in this position be granted 2 days for personal business and twelve-month employees in this position shall receive 3 days for personal business.
- Bereavement Leave per Job Descriptions Addendum 8000-4240.1B
- Vacation: 12-month employees only
  - After 9 months, but prior to 12 months: 1 week
  - With second contract: 2 weeks
  - With third contract: 2 weeks
  - 4-9 years: 3 weeks
  - 10+ years: 4 weeks

Vacation arrangements should be made one month in advance and approved by the School Business Administrator. Unused vacation days are lost to the employee.

- Hospitalization and Prescription Drug Plan as per Job Descriptions Addendum 8000-4240.1B
- Reimbursement for unused sick days upon retirement as per Job Descriptions Addendum 8000-4240.1B
- Perfect attendance incentive of $1,000 to be paid for zero absences. Only exception or excused absence is jury duty, vacation time or approved workshops.

J. Personal Cell Phone Reimbursement

The Board of Education will reimburse $150 annually to the employee for the use of his/her personal cell phone in lieu of a district-provided cell phone.

K. Work Year

A work year for 12-month employees shall be considered to be 261 working days, with twelve (12) days of paid holidays. Lost time shall be computed at 1/261 of the annual salary. For 10-month employees, the work year shall be 181 days.

L. Holidays

Paid holidays for 12-month employees shall be: Labor Day (1), Veteran’s Day – when school is closed (1), New Year’s Day (1), Independence Day (1), Thanksgiving (2), Good Friday (1), Christmas (2), Memorial Day (1), Columbus Day (1), Martin Luther King Jr.’s Birthday (1), President’s Day (1).
M. Overtime
In accordance with Federal and State regulations, overtime shall be compensated at time and a half. Overtime shall be construed to mean work done on an unscheduled day, i.e., Saturday or Holidays noted in this policy, and/or work done after 40 hours of work in a workweek.

N. Snow Days / Weather Events
All 12-month staff are expected to report to work as contracted. All attempts should be made to report to work in a safe and timely manner. Twelve-month staff will be allotted two days off for snow days/weather events (as long as Salem County Municipal Offices are closed). Should an individual choose not to report to work due to a snow day when school is closed for staff and students, (other than on a designated snow day) then a personal or vacation day will be charged for that absence. If a state of emergency has been declared and transportation has been suspended, then no one is to report until the state of emergency has been terminated.

O. Termination of Services
Thirty days (30) notice shall be given by either party to terminate employment. However, the employer may give 24-hour notice during the 9 month probationary period.

P. Contracts
Custodial staff shall be paid per annum salary, where applicable, based on hourly rates according to Job Descriptions Addendum 8000-4240S with provisions for annual increments as approved by the Board of Education. Compensation may be on a 10 or 12 month basis.

Q. Disciplinary Action
When Custodial Checklist Performance tasks are performed unsatisfactorily, the Chief Custodian and/or School Business Administrator will complete a Warning Report to be reviewed by both supervisors before being reviewed with the employee.

First Notice: Written warning report
Second Notice: Written warning report and dock for time involved in task
Third Notice: Written report and suspension without pay for one day
Fourth Notice: Written report and referral to Board of Education
CUSTODIAN SCHEDULE  
1973/1983 WINGS

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>Report for work, sign in at main office, check calendar for scheduled activities, report to</td>
</tr>
<tr>
<td></td>
<td>Chief Custodian or School Business Administrator (SBA)</td>
</tr>
<tr>
<td>3:15 PM</td>
<td>Clean round building (73 wing) - Empty waste baskets, wet wipe sinks and chalkboard trays,</td>
</tr>
<tr>
<td></td>
<td>vacuum all rugs, wipe all Library flat surfaces, clean Boys/Girls lavatories, Teachers</td>
</tr>
<tr>
<td></td>
<td>lavatory, wet mop all tile floors, empty waste baskets in the rest of the building and remove</td>
</tr>
<tr>
<td></td>
<td>trash to dumpster. Do a security check of all outside doors. Clean Nurse’s Office and Lavatory,</td>
</tr>
<tr>
<td></td>
<td>vacuum Music Room. Begin to collect trash and recyclables from office area.</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>DINNER</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>Finish cleaning Office areas including bathrooms. Collect trash from balance of rooms in 1983</td>
</tr>
<tr>
<td></td>
<td>wing. Sweep Home Ec floor, wet mop as needed, wet wipe sinks and chalkboard tray. Sweep</td>
</tr>
<tr>
<td></td>
<td>Computer Lab floor, wet mop 2 times/week. Sweep Speech, Guidance and BSI rooms. Clean</td>
</tr>
<tr>
<td></td>
<td>entranceways and mats, sweep rugs daily, clean entrance door glass daily. Do outside security</td>
</tr>
<tr>
<td></td>
<td>check of all doors and grounds.</td>
</tr>
<tr>
<td>9:15 PM</td>
<td>BREAK</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Begin clean up, put equipment away, final security check of all doors.</td>
</tr>
<tr>
<td>10:45 PM</td>
<td></td>
</tr>
<tr>
<td>11:00 PM</td>
<td>End of Workday</td>
</tr>
</tbody>
</table>

The following schedule to be completed jointly along with the second custodian working in the 2001 wing. All areas to be checked if not listed by area specific below.

<table>
<thead>
<tr>
<th>Area</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Buff Hallways and apply wax and/or finish restorer as needed</td>
<td>1. Wet Mop Gym</td>
<td>1. Buff Hallways and apply wax and/or finish restorer as needed</td>
<td>1. Wet Mop Gym</td>
<td>1. Buff Hallways and apply wax and/or finish restorer as needed</td>
</tr>
<tr>
<td></td>
<td>5. Repair chair feet and straighten janitor closets</td>
<td>Sweep Hallways</td>
<td>5. Check all door closers and hinges for loose bolts</td>
<td>Sweep Hallways</td>
<td>Sweep Hallways</td>
</tr>
<tr>
<td></td>
<td>Sweep Hallways</td>
<td>Sweep Hallways</td>
<td>Sweep Hallways</td>
<td>Sweep Hallways</td>
<td>Sweep Hallways</td>
</tr>
<tr>
<td></td>
<td>ONCE A MONTH:</td>
<td>1. Use HOST carpet treatment in Office electric units</td>
<td>and Pod hallway</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Use HOST carpet treatment in Office electric units</td>
<td>and Pod hallway</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: On days when there are special evening functions scheduled in the building, both evening custodians will work together to prepare the spaces being used and to clean up afterward. (i.e. basketball games, PTA meetings, concerts, etc)

Revised: 12/18/03
### Custodian Schedule 2001 Wing

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>Report for work, sign in at main office, check calendar for</td>
</tr>
<tr>
<td></td>
<td>scheduled activities, report to Chief Custodian or School Business</td>
</tr>
<tr>
<td></td>
<td>Administrator (SBA)</td>
</tr>
<tr>
<td>3:15 PM</td>
<td>Collect trash and recyclables from all classrooms daily and</td>
</tr>
<tr>
<td></td>
<td>dispose of to the proper locations or dumpsters. Begin in the East</td>
</tr>
<tr>
<td></td>
<td>(front) hallway and follow around to West (back) hallway. Vacuum</td>
</tr>
<tr>
<td></td>
<td>all classroom rugs, sweep tile areas out into hallway, wet mop all</td>
</tr>
<tr>
<td></td>
<td>tile areas, wet wipe all sinks and chalkboard trays. Dust all</td>
</tr>
<tr>
<td></td>
<td>horizontal surfaces and clean door window glass as needed. Check</td>
</tr>
<tr>
<td></td>
<td>Cafeteria for any trash from Latch Key Program and sweep as</td>
</tr>
<tr>
<td></td>
<td>necessary. Remove all trash to dumpster. Lock each classroom door</td>
</tr>
<tr>
<td></td>
<td>as room is completed. Security check of all outside doors.</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>DINNER</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>Clean two (2) staff bathrooms and Boys’ and Girls’ bathroom. Sweep</td>
</tr>
<tr>
<td></td>
<td>two (2) small group rooms. Sweep Staff Workroom. Clean entranceways</td>
</tr>
<tr>
<td></td>
<td>and mats, sweep rugs daily, clean entrance door glass daily. Do</td>
</tr>
<tr>
<td></td>
<td>outside security check of all doors and grounds.</td>
</tr>
<tr>
<td>9:15 PM</td>
<td>BREAK</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Begin clean up, put equipment away, final security check of all</td>
</tr>
<tr>
<td></td>
<td>doors.</td>
</tr>
<tr>
<td>10:45 PM</td>
<td></td>
</tr>
<tr>
<td>11:00 PM</td>
<td>End of Workday</td>
</tr>
</tbody>
</table>

**NOTE:** On days when there are special evening functions scheduled in the building, both evening custodians will work together to prepare the spaces being used and to clean up afterward. (i.e. basketball games, PTA meetings, concerts, etc) Adopted 12/18/03

The following schedule to be completed jointly along with the second custodian working in the 1973/1983 wing. All areas to be checked if not listed by area specific below.

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>1. Buff Hallways and apply wax and/or finish restorer as needed</td>
</tr>
<tr>
<td></td>
<td>2. Wipe <strong>ALL</strong> window ledges</td>
</tr>
<tr>
<td></td>
<td>3. Wet mop Home Ec Floor</td>
</tr>
<tr>
<td></td>
<td>4. Clean inside and outside of all entrances</td>
</tr>
<tr>
<td></td>
<td>Sweep Hallways</td>
</tr>
<tr>
<td>Tue</td>
<td>1. Wet Mop Gym</td>
</tr>
<tr>
<td></td>
<td>2. Wipe <strong>ALL</strong> window ledges</td>
</tr>
<tr>
<td></td>
<td>3. Buff Home Ec Floor</td>
</tr>
<tr>
<td></td>
<td>4. Clean inside and outside of all entrances</td>
</tr>
<tr>
<td></td>
<td>5 Repair chair feet and straighten janitor closets</td>
</tr>
<tr>
<td></td>
<td>Sweep Hallways</td>
</tr>
<tr>
<td>Wed</td>
<td>sweeps all</td>
</tr>
<tr>
<td></td>
<td>1. Buff Hallways and apply wax and/or finish restorer as needed</td>
</tr>
<tr>
<td></td>
<td>2. Wipe <strong>ALL</strong> window ledges</td>
</tr>
<tr>
<td></td>
<td>3. Wet mop Home Ec Floor</td>
</tr>
<tr>
<td></td>
<td>4. Clean inside and outside of all entrances</td>
</tr>
<tr>
<td></td>
<td>5 Repair chair feet and straighten janitor closets</td>
</tr>
<tr>
<td></td>
<td>Sweep Hallways</td>
</tr>
<tr>
<td>Thu</td>
<td>1. Wet Mop Gym</td>
</tr>
<tr>
<td></td>
<td>2. Wipe <strong>ALL</strong> window ledges</td>
</tr>
<tr>
<td></td>
<td>3. Buff Home Ec Floor</td>
</tr>
<tr>
<td></td>
<td>4. Clean all glass surfaces including windows &amp; doors</td>
</tr>
<tr>
<td></td>
<td>5. Check all door closers and hinges for loose bolts</td>
</tr>
<tr>
<td></td>
<td>Sweep Hallways</td>
</tr>
<tr>
<td>Fri</td>
<td>1. Buff Hallways and apply wax and/or finish restorer as needed</td>
</tr>
<tr>
<td></td>
<td>2. Wipe <strong>ALL</strong> window ledges</td>
</tr>
<tr>
<td></td>
<td>3. Wet mop Home Ec Floor</td>
</tr>
<tr>
<td></td>
<td>4. Clean inside and outside of all entrances</td>
</tr>
<tr>
<td></td>
<td>5 Check all areas for bad bulbs</td>
</tr>
<tr>
<td></td>
<td>Sweep Hallways</td>
</tr>
</tbody>
</table>

**ONCE A MONTH:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>1. Use HOST carpet treatment in rooms designated by Head rooms</td>
</tr>
<tr>
<td></td>
<td>2. Vacuum/sweep all</td>
</tr>
<tr>
<td>Tue</td>
<td>3. Use HOST carpet treatment in rooms designated by Head rooms</td>
</tr>
<tr>
<td>Wed</td>
<td>4. Vacuum/sweep all</td>
</tr>
<tr>
<td>Thu</td>
<td>5. Use HOST carpet treatment in rooms designated by Head rooms</td>
</tr>
<tr>
<td>Fri</td>
<td>6. Vacuum/sweep all</td>
</tr>
</tbody>
</table>
REGULAR DRIVERS

1. Annual salaries for district drivers and contracted buses are established in the spring of the year with a contract from the Board of Education. The contract takes priority over Field Trip opportunities. Salary and Rates shall be determined by the Board of Education.
2. Per Diem deductions from the salary of bus drivers will be computed by dividing the annual salary by 180 days.
3. Regular and substitute drivers shall receive a minimum of one (1) hour for any run.
4. A list of drivers, based on seniority, will be maintained by the CSA. The list will be comprised of regular drivers and substitutes. Regular drivers will be senior to substitutes and former employees senior to substitutes never employed full time, and district-trained unemployed available substitutes senior to any currently employed elsewhere.
5. The Board of Education will reimburse $150 annually to the employee for the use of his/her personal cell phone in lieu of a district-provided cell phone.

Extra Time

1. Drivers of district owned buses are to notify the CSA when it becomes necessary to work beyond one hour of their normal driving schedule. These drivers are to receive their normal hourly rate for overtime pay.
2. Each driver is required to clean (sweep) out his/her bus a minimum of once a week.
3. Drivers are to be paid their normal hourly rate for field trips. Substitutes will be paid the hourly rate on the salary scale as placed by the CSA.
4. All field trips will be offered all drivers on the seniority list on a rotating basis, starting with the most senior. Drivers employed elsewhere will be called after regular and unemployed available substitutes are offered the trip.
5. Regular route drivers with annual contracts should ensure that their bus is washed ten (10) times a year. Plans for and costs involved in washing to be approved by the CSA or designee.
6. Drivers taking buses to or from garages for repair shall receive one (1) hour salary for each trip.
7. Drivers are required to take their bus thru inspection when it is scheduled by the Division of Motor Vehicles. Compensation will be paid at their normal hourly rate.
SUBSTITUTES

1. All substitutes drivers to be paid by the Board of Education when such substitution is made for reasons of illness or acceptable personal leave reasons.
2. Substitute drivers are to be paid hourly rates at the rate on the salary scale as placed by the CSA.
3. Substitutes should leave the school bus with full tank of gas, clean and substantially as they received the bus. Such time involved should be reported along with hours of actual driving time.

Disciplinary Action
When the performance of the bus driver is found to be unsatisfactory by the Chief School Administrator and/or School Business Administrator, the incident will be discussed with the driver. The following actions will be taken:

First incident: Written reprimand
Second incident: One (1) – five (5) day suspension without pay depending on the severity the circumstances
Third incident: Suspension and hearing before Board of Education

If the CSA deems the incident to be serious enough, there will be immediate suspension and a hearing before the Board of Education.
1. All employees of the Board of Education are employed on a ten or twelve month basis by written contract.

2. The payroll will be closed out on the 15th and 30th day of each month. All time sheets and overtime must be turned into the Business Office by 9:00 am on these days to be included in the following respective pay check.

3. Employees are to be paid on the 15th and 30th of each month. When the payday falls on a holiday or weekend, the payday will be the last working day. Overtime will be paid as submitted in accordance with #2 above.

4. Employees on a ten-month basis will be paid on their last working day in June unless that date is beyond the 15th, in which case two checks will be issued, one on the 15th and the final on the last working day. Overtime will be paid in accordance with #2 above.

Legal Reference:
NJSA 18A:11-1
## SUPPORT STAFF

### SALARY SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>HEAD COOK</th>
<th>CAFE WKR</th>
<th>TRANSPORTATION</th>
<th>AIDES*</th>
<th>CUSTODIAN</th>
<th>LIB/CLRK</th>
<th>DISTRICT SEC'Y</th>
<th>OFFICE SEC'Y</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB/STARTING</td>
<td>11.10</td>
<td>9.50</td>
<td>14.60</td>
<td>12.90</td>
<td>12.40</td>
<td>11.70</td>
<td>13.60</td>
<td>13.60</td>
<td>19,711</td>
</tr>
<tr>
<td>HOURS DAILY</td>
<td>6.0</td>
<td>A-4.0 JB</td>
<td>AT - 4.75</td>
<td>MP*- 7.5</td>
<td>WB - 8.0</td>
<td>- 7.0</td>
<td>LO- 8.0</td>
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<td>B-4.0 BZ</td>
<td>DS - 4.0</td>
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</tr>
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<td>RS-1338/16.70</td>
</tr>
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<td>16.20</td>
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<td>7:30-1:30</td>
<td>A-9:00- 1:00</td>
<td>8:00-3:30</td>
<td>CC@+.55/hr</td>
<td>248 DAYS</td>
<td>248 DAYS</td>
<td>[ P L U S (13) H O L I D A Y S ]</td>
<td>25+YRS</td>
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<td>180</td>
<td>181</td>
<td>261 FULLTIME</td>
<td>-181</td>
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<tr>
<td></td>
<td>B-176</td>
<td>(less 7x2.75½ days)</td>
<td>181 PARTTIME</td>
<td>JH-186</td>
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*COLLEGE CREDTS REQ 30 CR. 60 CR. 90 CR. 120 CR. * DEDUCTIONS FOR LOST TIME = *

<table>
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<tr>
<th>YEARS</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tr>
<td>YEARS</td>
<td>14.75</td>
<td>15.30</td>
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<td></td>
<td>16.70</td>
<td>17.80</td>
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</table>

* SALARY : DAYS/YEAR *

**LONGEVITY=1.10/HR - 25+YRS *

#8000-4240S

REVISED: 05/05/15

Oldmans Township
Board of Education

District Policy Manual

Bylaws of the
Board of Education

Series 9000
# Oldmans Township Board of Education

## District Policy Manual

**TABLE OF CONTENTS**

**Bylaws of the Board of Education - Series 9000**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role of the Board of Education</td>
<td>9000</td>
</tr>
<tr>
<td>Role of the Board of Education Member</td>
<td>9010</td>
</tr>
<tr>
<td>Limits of Authority</td>
<td>9011</td>
</tr>
<tr>
<td>Public Statements by Board of Education Members</td>
<td>9020</td>
</tr>
<tr>
<td>Organization of the Board of Education</td>
<td>9100</td>
</tr>
<tr>
<td>Membership &amp; Terms of Office</td>
<td>9110</td>
</tr>
<tr>
<td>Qualifications of Board of Education Members</td>
<td>9111</td>
</tr>
<tr>
<td>Elections</td>
<td>9112</td>
</tr>
<tr>
<td>Filling Vacancies</td>
<td>9113</td>
</tr>
<tr>
<td>Resignation From Office</td>
<td>9114</td>
</tr>
<tr>
<td>Removal From Office</td>
<td>9114.5</td>
</tr>
<tr>
<td>Oath of Office</td>
<td>9115</td>
</tr>
<tr>
<td>Election &amp; Appointment of Officers</td>
<td>9120</td>
</tr>
<tr>
<td>President</td>
<td>9121</td>
</tr>
<tr>
<td>Vice-President</td>
<td>9122</td>
</tr>
<tr>
<td>Board Secretary</td>
<td>9123</td>
</tr>
<tr>
<td>Treasurer of School Moneys</td>
<td>9125</td>
</tr>
<tr>
<td>Attorney – Legal Services</td>
<td>9126</td>
</tr>
<tr>
<td>Auditor</td>
<td>9127</td>
</tr>
<tr>
<td>Committees</td>
<td>9130</td>
</tr>
<tr>
<td>Board Representatives (Pupils, PTA)</td>
<td>9140</td>
</tr>
<tr>
<td>Consultants to the Board of Education</td>
<td>9150</td>
</tr>
<tr>
<td>Negotiations / Consultation</td>
<td>9150.1</td>
</tr>
<tr>
<td>Public Relations Initiatives &amp; Services</td>
<td>9160</td>
</tr>
<tr>
<td>Orientation &amp; Training of Board Members</td>
<td>9200</td>
</tr>
<tr>
<td>Expenses</td>
<td>9250</td>
</tr>
<tr>
<td>Reservation Commitments</td>
<td>9250.1</td>
</tr>
<tr>
<td>Protection</td>
<td>9260</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>9270</td>
</tr>
<tr>
<td>Code of Ethics for Board of Education Members</td>
<td>9271</td>
</tr>
<tr>
<td>Prohibition of “Pay-to-Play”</td>
<td>9272</td>
</tr>
<tr>
<td>Governance</td>
<td>9300</td>
</tr>
<tr>
<td>Development, Distribution &amp; Maintenance of Policy Manual</td>
<td>9310</td>
</tr>
<tr>
<td>Formulation, Adoption, Amendment of Policies</td>
<td>9311</td>
</tr>
<tr>
<td>Topic</td>
<td>Code</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Formulation, Adoption, Amendment of Bylaws</td>
<td>9312</td>
</tr>
<tr>
<td>Formulation, Adoption, Amendment of Administrative Regulations (Rules)</td>
<td>9313</td>
</tr>
<tr>
<td>Adoption &amp; Amendment of Administrative Regulations</td>
<td>9313.1</td>
</tr>
<tr>
<td>Suspension of Policies, Bylaws, &amp; Regulations</td>
<td>9314</td>
</tr>
<tr>
<td>Meetings</td>
<td>9320</td>
</tr>
<tr>
<td>Time, Place, Notification of Meetings</td>
<td>9321</td>
</tr>
<tr>
<td>Public &amp; Executive Sessions</td>
<td>9322</td>
</tr>
<tr>
<td>Electronic Communications Among Board Members</td>
<td>9322.1</td>
</tr>
<tr>
<td>Organizational Meeting</td>
<td>9322.3</td>
</tr>
<tr>
<td>Agenda Preparation / Advance Delivery of Meeting Materials</td>
<td>9323/9324</td>
</tr>
<tr>
<td>Advance Notification &amp; Agenda Requests / Fees</td>
<td>9324.1</td>
</tr>
<tr>
<td>Meeting Conduct</td>
<td>9325</td>
</tr>
<tr>
<td>Quorum</td>
<td>9325.1</td>
</tr>
<tr>
<td>Regular Meeting / Order of Business</td>
<td>9325.2</td>
</tr>
<tr>
<td>Parliamentary Procedure</td>
<td>9325.3</td>
</tr>
<tr>
<td>Voting Methods</td>
<td>9325.4</td>
</tr>
<tr>
<td>Persons Addressing the Board of Education</td>
<td>9325.5</td>
</tr>
<tr>
<td>Adjournment</td>
<td>9325.6</td>
</tr>
<tr>
<td>Minutes</td>
<td>9326</td>
</tr>
<tr>
<td>Public Access to Minutes</td>
<td>9326.1</td>
</tr>
<tr>
<td>Taping of Meetings</td>
<td>9326.2</td>
</tr>
<tr>
<td>Chain of Command</td>
<td>9326.3</td>
</tr>
<tr>
<td>Staff Members Addressing the Board of Education</td>
<td>9326.4</td>
</tr>
<tr>
<td>Public Statements at Board of Education Meetings</td>
<td>9326.5</td>
</tr>
<tr>
<td>Challenge</td>
<td>9327</td>
</tr>
<tr>
<td>Public Access to Board of Education Records</td>
<td>9330</td>
</tr>
<tr>
<td>Membership in Organizations</td>
<td>9340</td>
</tr>
<tr>
<td>Legislative Program</td>
<td>9360</td>
</tr>
<tr>
<td>Monitoring Products &amp; Processes of School District</td>
<td>9370</td>
</tr>
<tr>
<td>Board of Education Self-Evaluation</td>
<td>9400</td>
</tr>
<tr>
<td>Evaluation &amp; Public Announcement of District Accomplishments</td>
<td>9410</td>
</tr>
<tr>
<td>Recognition of Retired Employees &amp; Board of Education Members</td>
<td>9420</td>
</tr>
<tr>
<td>Evaluation of District Accomplishments</td>
<td>9430</td>
</tr>
</tbody>
</table>
Philosophy
The Board of Education believes that the public schools of Oldmans Township shall provide elementary education for all children in conformity to the laws of the State of New Jersey and in accordance with the character of this Township. Its goal is to help children become responsible citizens with the knowledge, skills, and values which will enable them to make willing, worthwhile contributions to any society in which they may live.

The Board believes that with an adequate curriculum and a flexible program we can achieve this goal.

The Board believes that all children should be given an opportunity to develop and adjust mentally, physically, socially, and emotionally to the extent of their abilities.

The Constitution requires the Legislature to “provide for the maintenance and support of a thorough and efficient system of free public schools”. The Legislature, therefore, has sought to maintain in the management of schools an appropriate balance between local authority and initiative on the one hand, and State control and supervision on the other hand.

The State Department of Education, consisting of the State Board of Education and the Commissioner of Education, with his/her staff, has been created by the Legislature to exercise general control and supervision of public education. The school district has similarly been created as a unit for the exercise of local authority and initiative as defined in Title 18A of New Jersey statutes. Other sections of the statutes state or imply that a local Board of Education or school district have full power to operate the public school program in its charge as it deems fit in compliance with state and federal mandates and pertinent laws of the governing entity.

The Board of Education shall be a body corporate and shall be known as the Board of Education.

The Board of Education shall organize and operate in the manner provided by law and shall have all the powers as are now or may hereafter be provided by law.

In the interpretation of the powers and duties of the Board, it is understood that the Board shall act as a governing body in the determination of general policies for the control, operation, maintenance and expansion of the school district. The details of the administration of these policies shall be the responsibility of the Superintendent of Schools and his/her administrative staff. The Board functions only when it is in session.
The Board of Education sees these as its required functions:

A. **Legislative or policy-making**
   The Board is responsible for the development of policy and for the employment of a Superintendent of Schools who shall carry out its policies through the development and implementation of regulations/procedures.

B. **Appraisal**
   The Board is responsible for evaluating the effectiveness of its policies and their implementation.

C. **Educational Planning**
   The Board is responsible for requiring and acquiring reliable information from responsible sources that will enable it and the staff to work toward the continuing improvement of the educational program.

D. **Provision of financial resources**
   The Board has major responsibilities for the adoption of a budget that will provide the wherewithal in terms of buildings, staff, materials, and equipment to enable the school system to carry out its functions.

E. **Interpretation**
   The Board is responsible for providing adequate and direct means for keeping the local community informed about the school and for keeping itself and the school staff informed about the concerns and opinions of the public.

The Board believes that, by diligently exercising these functions, it will be able to provide, within the financial limitations set by the community, the best educational opportunities available for our children.

The Board shall exercise its powers through the legislation of bylaws and policies for the organization and operation of the school district.

The Board shall be responsible for the operation of the school but shall delegate the administration to the Superintendent of Schools, who shall be appointed by a recorded roll call majority vote of the full Board.

The Board may hear appeals and complaints in grievance and disciplinary actions as defined in their policies and by the law.
<table>
<thead>
<tr>
<th>Legal References</th>
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</thead>
<tbody>
<tr>
<td><strong>NJSA</strong></td>
<td><strong>NJAC</strong></td>
</tr>
<tr>
<td>18A:10-1</td>
<td>6A:4-1.1 et seq.</td>
</tr>
<tr>
<td>Constitution of Boards of Education</td>
<td>Appeals</td>
</tr>
<tr>
<td>18A:11-1</td>
<td>6A:8-1.1 et seq.</td>
</tr>
<tr>
<td>General mandatory powers and duties</td>
<td>Standards and Assessments</td>
</tr>
<tr>
<td>18A:12-21 et seq.</td>
<td>6A:28-1.1 et seq.</td>
</tr>
<tr>
<td>School Ethics Act</td>
<td>School Ethics Commission</td>
</tr>
<tr>
<td>18A:17-15</td>
<td>6A:30-1.1 et seq.</td>
</tr>
<tr>
<td>Appointment of superintendents; terms</td>
<td>Evaluation of the Performance of School Districts</td>
</tr>
<tr>
<td>18A:33-1</td>
<td>6A:32-1.1 et seq.</td>
</tr>
<tr>
<td>District to furnish suitable facilities; adoption of courses</td>
<td>School District Operations</td>
</tr>
<tr>
<td>18A:34-1</td>
<td>6A:32-3.2</td>
</tr>
<tr>
<td>Textbooks; selection; furnished free with supplies</td>
<td>Requirements for the Code of Ethics for school board members</td>
</tr>
<tr>
<td>18A:36-2</td>
<td>and charter school board of trustees members</td>
</tr>
</tbody>
</table>
It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board Member except when such statement or action is in pursuance of specific instructions from the Board.

No Board Member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the daily operation of the school or school district or command the services of any school employee.

Board Members visiting the schools for any reason shall observe district regulations for all visitors.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:11-1</th>
<th>General mandatory powers and duties</th>
</tr>
</thead>
<tbody>
<tr>
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<td>18A:12-21 et seq.</td>
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<tr>
<td>NJAC</td>
<td>6A:28-1.1 et seq.</td>
<td>School Ethics Commission</td>
</tr>
</tbody>
</table>

Possible Cross References

1250, 9020, 9271
All powers of the Board of Education lie in its actions as a duly constituted quorum acting at a legal meeting of the Board. Individual Board Members lack authority over district affairs.

The Board shall make its members, the district staff, and the public aware that only the Board, acting as a duly constituted quorum at a legal meeting, has authority to take official actions. All other actions, whether individual or collective, have no legal basis.

The Board shall be responsible for the operation of the schools but shall delegate the administrative function to the Superintendent of Schools, who shall be appointed by a recorded roll call majority vote of the whole number of members of the Board. All policies of the Board will be enforced by the Superintendent of Schools who will be accountable to the Board of Education.

No Board Member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the daily operation of the school or school district or command the services of any school employee.

Board Members visiting the schools for any reason shall observe district regulations for all visitors.

The Board may hear appeals in complaints, grievance and disciplinary actions as defined in these policies and in the statutes.

**Legal References**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1</td>
<td>General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:12-21</td>
<td>School Ethics Act</td>
</tr>
<tr>
<td>NJAC 6A:28-1.1</td>
<td>School Ethics Commission</td>
</tr>
</tbody>
</table>

**Possible Cross References**

1250, 9020, 9271
The Board of Education recognizes that arbitrary or independent actions of Board Members can produce serious consequences for the effectiveness of school operations. An essential quality of a good Board Member is a deep sense of loyalty to associates and to group decisions cooperatively reached.

All public statements in the name of the Board of Education shall be issued by the Board President, or if appropriate, by the Superintendent of Schools at the direction of the Board President. No individual Board Member shall make public statements in the name of the Board.

No Board Member shall make public statements that contradict the policies and actions of the Board, or that may jeopardize the ability of the Board to act effectively.

Board Members should emphasize to the media, public officials or individual citizens that Board Members may only speak as private citizens unless empowered by the Board to speak for it.

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<tr>
<th>Legal References</th>
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</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1</td>
</tr>
<tr>
<td>18A:42-4</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Possible Cross References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100, 1110, 9010, 9271, 9326.5</td>
</tr>
</tbody>
</table>
The organization meeting of the Board of Education shall be held during the first week of January following the November election, and no later than 8:00 p.m. but if no quorum is present at the time the meeting is called, the meeting may be recessed until 9:00 p.m. If a quorum is not present by 9:00 p.m., the members present may adjourn the meeting to reconvene no later than 8:00 p.m. of another day, but not later than 3 days after the originally scheduled meeting.

**Legal References**

- NJSA 18A:7A-10 First regular meeting of the Board
- 18A:10-3(c) Organization deadline
- 10A:10-5 Organization meeting as business meeting
The Board of Education shall be comprised of nine (9) members who are qualified voters and residents of the school district, and who are elected by the voters of the district, at the annual School Board election.

The term of a Board Member shall be three years, except that a member appointed to fill a vacancy shall serve until the organization meeting following the next annual election, unless he/she has been appointed to fill a vacancy occurring within 60 days immediately preceding such election to fill a term extending beyond such election, in which case he/she shall serve until the organization meeting following the second annual election next succeeding the occurrence of the vacancy. All members shall serve after the expiration of their respective terms until the appointment and qualification of their successors.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>18A:11-1</th>
<th>General mandatory powers and duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:12-11</td>
<td>Election and Number of Board Members; terms</td>
</tr>
</tbody>
</table>
A member of the Board of Education must possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

A Board Member:
- Must be a citizen of the United States of America and have been so for at least one year immediately preceding his/her election or appointment;
- Reside within the confines of this district and have been such for at least one year immediately preceding his/her election or appointment;
- Must be at least 18 years of age;
- Shall not have any legal claim against the Board of Education;
- May not have been convicted of a felony;
- Must be able to read and write;
- Must be registered to vote in this district and must not be disqualified from voting pursuant to the provisions of NJSA 19:4-1; and,
- Cannot concurrently hold office as Mayor or a member of the governing body of Oldmans Township.

Criminal Background Check
Within 30 days of his/her election or appointment to the Board of Education, each Board Members shall undergo a criminal background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to NJSA 18A:12-1. Individuals who do not complete the process or whose background checks reveal conviction(s) for any of the offenses listed in the statute are ineligible to serve.

Any newly elected/appointed Board Member who can truthfully swear or affirm that he/she possesses the qualifications of membership prescribed by law, including a specific declaration that he/she is not disqualified as a voter pursuant to R.S.19:4-1 and a specific declaration that he/she is not disqualified due to a conviction of a crime or offense listed in NJSA 18A:12-1, may take the oath of office notwithstanding that results of the criminal history background investigation required by NJSA 18A:12-1.2 are not yet available.

Board Members who have not submitted fingerprints to the Commissioner should be reminded of their statutory obligation to do so.
The Board of Education may, at its sole discretion, reimburse the member for the cost of the criminal history check, including all costs for administering and processing it.

**Legal References**

<table>
<thead>
<tr>
<th>NJSA</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18A:11-1</td>
<td>General mandatory powers and duties</td>
<td></td>
</tr>
<tr>
<td>18A:12-1</td>
<td>Qualifying Oaths of Board Members</td>
<td></td>
</tr>
<tr>
<td>18A:21 et seq</td>
<td>School Ethics Act</td>
<td></td>
</tr>
<tr>
<td>19:4-1</td>
<td>Qualifications</td>
<td></td>
</tr>
</tbody>
</table>

**Possible Cross References**

9270
Elections of Board Members shall be in accordance with law. Three members of the Board shall be duly chosen each for a full term. Other members, as may be necessary to replace members who will vacate un-expired terms, shall be duly chosen at an annual election on the date prescribed by law.

<table>
<thead>
<tr>
<th>Legal References</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NJSA 18A:11-1</td>
<td>General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:12-11</td>
<td>Election and Number of Board Members; terms</td>
</tr>
</tbody>
</table>
The Board shall fill vacancies created by the resignation, removal by the Board for cause or death of a serving member, or when a member ceases to be a bona fide and qualified resident of the district. The vacancy shall be filled within 65 days prescribed by law.

Procedures by which to select the persons to fill such vacancies may include advertisement of the vacancy in suitable local media, and interviews with interested parties conducted in public by the Board acting as a committee of the whole.

If a vacancy occurs on the Board due to the recall of a Board Member, all procedures of the law shall be followed to fill that vacancy.

The person appointed shall serve until the next organizational meeting of the Board of Education, following the next annual School Board Election unless he/she is appointed to fill a vacancy occurring within 60 days immediately preceding such election to fill a term extending beyond such election, in which case he/she shall serve until the organizational meeting following the second School Board Election as outlined in NJSA 18A:12-15.

The County Superintendent of Schools is empowered to fill any vacancies that the Board fails to fill within 65 days, and those caused by the voters’ failure to elect a member, or by the removal of a member because of lack of qualification, some flaw in the election, or when a recount or contested election fails to elect a member. The County Superintendent of Schools may also appoint enough members to make up a quorum.

Vacancies filled by special election or the Commissioner of Education are covered under NJSA 18A:12-15.

In case the office of President or Vice President shall become vacant, the Board shall, within 30 days thereafter, fill the vacancy for the un-expired term. If the Board fails to fill such vacancy within said time, the County Superintendent of Schools shall fill the vacancy for the un-expired term.

Legal References

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<tr>
<th>NJSA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18A:6-56</td>
<td>Election of members of representative assembly</td>
</tr>
<tr>
<td>18A:11-1</td>
<td>General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:12-1</td>
<td>Qualifications of Board Members</td>
</tr>
<tr>
<td>18A:12-3</td>
<td>Removal of members</td>
</tr>
<tr>
<td>18A:12-7</td>
<td>Type I District</td>
</tr>
<tr>
<td>18A:12-15</td>
<td>Vacancies Type II District</td>
</tr>
<tr>
<td>18A:13-11</td>
<td>Vacancies of Board – Filling</td>
</tr>
<tr>
<td>18A:38-8.1</td>
<td>Additional member of Board in each sending district</td>
</tr>
<tr>
<td>19:27A-1 et seq</td>
<td>Uniform Recall Election Law</td>
</tr>
</tbody>
</table>

Possible Cross References

9111, 9114
The resignation of a member of the Board shall become effective upon official Board motion and the affirmative vote of a plurality of the Board at a legally convened meeting. The resignation of an officer of the Board from his/her office shall become effective by official Board motion and the affirmative vote of a majority of the total Board Membership at a legally convened meeting.

If the Board fails to fill the office of President or Vice President within 30 days thereafter, the County Superintendent of Schools shall fill the vacancy for the un-expired term.
A President or Vice President who shall refuse to perform a duty imposed upon him/her by this title may be removed by the majority vote of all the members of the Board. This action requires a recorded roll-call majority vote of the full membership of the Board of Education.

The Board may remove a fellow member who shall fail to attend three consecutive regular meetings, without good cause by the affirmative vote of a majority of the full Board provided that such action shall have been proposed at the preceding meeting of the Board and provided that notice of such action has been given to the absent member in advance of the meeting for which such action has been proposed. This action requires a recorded roll-call majority vote of the full membership of the Board of Education.

Legal References

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<th>Description</th>
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<tbody>
<tr>
<td>18A:11-1</td>
<td>General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:12-3</td>
<td>Removal of members</td>
</tr>
<tr>
<td>18A:15</td>
<td>Vacancies</td>
</tr>
</tbody>
</table>

Possible Cross References

9114
Before entering the duties of his/her office the Board Member shall take and subscribe the oaths prescribed by the statute and file the same with the Board Secretary.

Legal References

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<th>Description</th>
</tr>
</thead>
<tbody>
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<td>General mandatory powers and duties</td>
</tr>
<tr>
<td>18A:12-1</td>
<td>Qualifying Oaths of Board Members</td>
</tr>
</tbody>
</table>
Election of officers shall be by plurality vote of the Board. Officers shall serve for one year and until their respective successors are elected and shall qualify. Appointees may be appointed at the organization meeting, but if the Board shall fail to hold said election as prescribed by law, the County Superintendent of Schools shall appoint from among the members of the Board a President and Vice President.

Officers shall serve for one year and/or until their respective successors are elected and may be removed by a majority vote of the full membership of the Board, should either officer refuse to perform the duties of his/her office. This action requires a recorded roll-call majority vote of the full membership of the Board of Education.

In case the office of President or Vice President shall become vacant, the Board shall, within 30 days thereafter, fill the vacancy for the un-expired term. If the Board fails to fill such vacancy within said time, the County Superintendent of Schools shall fill the vacancy for the un-expired term.

If the Board President or Vice President resigns his/her seat as a member of the Board of Education, the newly appointed Board Member shall not assume the role of the President or Vice President, unless elected to do so by the Board. In all cases, upon the resignation or removal of the President or Vice President, an election will be held at the next regularly scheduled meeting of the Board of Education to elect a President or Vice President.

Legal References

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<tr>
<th>NJSA</th>
<th>18A:11-1</th>
<th>18A:15-1</th>
<th>General mandatory powers and duties</th>
<th>President and Vice President election</th>
</tr>
</thead>
</table>

Possible Cross References

9121, 9122
A President shall be elected by a roll call majority vote of the full Board at the annual organization meeting.

The President shall preside at all meetings of the Board and shall perform other duties as directed by statute, State Department of Education regulations, and the Board of Education. In carrying out these responsibilities, the President shall:

- Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board of Education;
- Consult with the Superintendent of Schools on the Boards’ agendas;
- Appoint Board committees and chairpersons;
- Call such meetings of the Board as he/she may deem necessary upon at least two day’s notice (in accordance with law - NJAC 6:3-1.2);
- Be an ex officio member of all Board committees;
- Confer with the Superintendent of Schools on crucial matters that may occur between Board meetings;
- Approve all bills for expenses or charges incurred with the authority of the Board including expenses of individual Board Members;

As presiding officer at all meetings of the Board the President shall:

- Call the meeting to order at the appointed time;
- Be responsible for the orderly conduct of all Board meetings;
- Announce the business to come before the Board in its proper order;
- Enforce the Board’s policies relating to the order of business and the conduct of meetings;
- Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference;
- Explain what the effect of a motion would be if it is not clear to every member;
- Restrict discussion to the question when a motion is before the Board;
- Answer all parliamentary inquiries, referring questions of law to the Board Attorney.

The President shall have the right, as other Board Members have, to offer resolutions, discuss questions and vote.

### Legal References

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<tr>
<th>NJSA</th>
<th>18A:6-20</th>
<th>Right to testify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:6-54</td>
<td>Representative assembly; organization</td>
</tr>
<tr>
<td></td>
<td>18A:13-12</td>
<td>Organization of Board</td>
</tr>
<tr>
<td></td>
<td>18A:15-1</td>
<td>President and Vice President - election</td>
</tr>
<tr>
<td></td>
<td>18A:19-9</td>
<td>Compensation of teachers</td>
</tr>
<tr>
<td>NJAC</td>
<td>6A:32-3.1</td>
<td>Special meetings of the Board</td>
</tr>
</tbody>
</table>

Possible Cross References

1120, 9020, 9130, 9322
A Vice-President shall be elected by a roll call majority vote of the full Board at the organizational meeting.

In case of the absence or disability of the President, the Vice President shall perform the duties of the President. In case of absence or disability of both the President and Vice President, the Board shall choose a President pro-tempore, who shall perform all the duties of the President.

In case of the resignation or removal of the President, the Vice President shall perform the duties of the President until such time as the Board conducts a special election to name a new President. This election should take place at the next regularly scheduled meeting of the Board.

**Legal References**

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<th>18A:6-20 Right to testify</th>
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</tr>
<tr>
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<td>Organization of Board</td>
</tr>
<tr>
<td>18A:15-1</td>
<td>President and Vice President - election</td>
</tr>
<tr>
<td>18A:19-9</td>
<td>Compensation of teachers</td>
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| NJAC | 6A:32-3.1 Special meetings of the Board |

**Possible Cross References**

1120, 9020, 9130, 9322
A Secretary shall be appointed by a recorded roll call majority vote for a term to expire not later than the following June 30th, except as subject to the tenure laws, but he/she shall continue to serve after the expiration of his/her term until his/her successor is appointed and qualified. The Board Secretary shall:

- Provide adequate notice of all public meetings (including the organization meeting) of the Board to the members and those requesting notice in accordance with law.
- Record the minutes of all proceedings of the Board and the results of annual or special school elections.
- Post and give notice of annual and special elections.
- Post and maintain a schedule of the regular meetings of the Board.
- Be responsible for all duties concerning school Board elections as specified in NJSA 19:60-1 et seq.
- Collect fees and other monies due to the Board and transmit them to the Treasurer.
- Examine and audit all accounts and demands against the Board, present them to the Board at its meetings, indicate the Board’s approval and send them to the Treasurer for payment.
- Keep accounts of the school district’s financial transactions including a correct detailed account of all expenditures.
- Report to the Board at each regular meeting the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account.
- Keep all contracts, records and documents belonging to the Board.
- Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent of Schools.
- Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or of the indebtedness.
- Prepare a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supply copies of the summary to interested persons.
- Under the direction of the Superintendent of Schools and Board President, prepare agendas for all meetings.
- Perform such other duties as may be required by the Board.

Legal References
NJSA 18A:17-5 Appointment of Board Secretary; term. Compensation, vacancy
There must be a Treasurer of School Monies in every school district who shall receive, hold in trust, and disburse all school monies.

The Treasurer of School Monies of each school district shall be the Treasurer of the monies of the municipality unless the Board of Education shall designate the tax collector of the municipality as such Treasurer provided, however, that if both the Treasurer of the municipality and the tax collector of the municipality submit written notifications to the Board that they do not want to serve as Treasurer of school monies, the Board shall appoint any other suitable person except a member or employee of the Board, with a term of office fixed by the Board as such Treasurer.

The municipality has no control over the monies belonging to the school district and in the hands of the Treasurer.

The Board of Education shall provide a surety bond in the amount prescribed in NJAC 6A:23-2.5 for the Treasurer. The auditor shall verify the adequacy of the Treasurer’s surety bond which is required by NJSA 18A:17-32, and shall include appropriate comment, and a recommendation, if needed, in the annual school report.

The Treasurer shall receive from the Board of Education such compensation as the Board shall determine.

The money or funds of the Board in the custody of its Treasurer of School Monies shall be expended by such Treasurer by, and only by, warrants, each made payable to the order of the person entitled to receive the amount thereof and specifying the object for which it is issued, signed by the President and Secretary of the Board, and the Treasurer of School Monies:

1. After audit of the account or demand to be paid, by the secretary after approval by the Board, or
2. In accordance with payrolls duly certified as provided by this title, or
3. For debt service.

Payment of the compensation of teachers and other employees may be made on the basis of payrolls certified by the President and Secretary of the Board, slating the names and amounts to be paid to each, and delivered to the Treasurer of School Monies.

Deposit is made by the Board Secretary into the payroll and agency account.

The Treasurer shall keep records of sums received and paid on books provided for that purpose.
The Treasurer shall render to the Board monthly, and at such other times as shall be requested by
the Board, reports giving a detailed account of all receipts, the amounts of all warrants signed by
him/her since the date of his/her last report and the accounts against which, and the purposes for
which, the warrants were drawn and the balance to the credit of each account, and at the close of
the school year and not later than August 1 of each year he/she shall render an annual report
showing the amounts received and disbursed by him/her for school purposes during said year, a
duplicate whereof shall be filed with the County Superintendent of Schools, and shall also report
to the County Superintendent in the manner and form prescribed by the Commissioner.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>Officers and employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>18A:16-1</td>
<td>Treasurer of School Monies</td>
</tr>
<tr>
<td>18A:17-31 et seq</td>
<td>Expenditure of funds on warrant only</td>
</tr>
</tbody>
</table>

Possible Cross References

9126
The School Board Attorney (Solicitor) shall be selected by the Board of Education and employed at will.

The Attorney should advise the Board as to proper legal and contractual procedures in which the Board must take action and/or make a decision.

The Attorney shall be accessible for consultation by the Superintendent of Schools, Board President and members and Board Secretary concerning legal matters. Legal inquiries of administrative staff shall be directed through the Superintendent of Schools.

The Attorney shall act as counsel for the Board in prosecuting and defending any action or suit in which the Board is involved and perform such other legal services as the Board may from time to time subscribe.

The Attorney or representative shall attend Board meetings upon request.

The Board of Education recognizes that the use of legal services is an integral part of the governance of the school district it serves and that these legal services must be used prudently and ethically.

Procedures and Recordkeeping
The Board of Education hereby establishes procedures and recordkeeping of the use of those legal services. The Superintendent of Schools shall establish and the Board of Education shall approve procedures that shall include:

A. A limited number of contact persons with the authority to request services or advice from contracted legal counsel;
B. The criteria or guidance to prevent the use of legal counsel unnecessarily for management decisions or readily available information contained in district materials such as policies, administrative regulations or guidance available through professional source materials;
C. A provision that requests for legal advice shall be made in writing and shall be maintained on file in the district offices and a process to determine whether the request warrants legal advice if legal advice is necessary.
D. A provision to maintain a log of all legal counsel contact including name of legal counsel contacted, date of contact, issue discussed and length of contact. Legal bills shall be compared to the contract log and any variances shall be investigated and resolved.

Contracts for legal services comply with payment requirements and restrictions pursuant to NJSA 18A:19-1 et seq., and as follows:

A. Advance payments shall be prohibited;
B. Services to be provided shall be described in detail in the contract;
C. Invoices for payment shall itemize the services provided for the billing period; and,
D. Payment shall only be for services actually provided.

Professional services contracts for legal services shall be issued in a deliberative and efficient manner such as through a Request For Proposal (RFP) based on cost and other specified factors or other comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement.

Professional services contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

District employees and Board Members are prohibited from contracting with legal counsel or using in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district employees, administrators and/or Board Members for any claim or cause of action in which the damages to be awarded would benefit an individual rather than the district as a whole.

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<td>NJSA 18A:16-1</td>
<td>Officers and employees</td>
<td></td>
</tr>
<tr>
<td>18A:19-1</td>
<td>Expenditure of funds on warrant only</td>
<td></td>
</tr>
<tr>
<td>NJAC 6A:23A-5.2</td>
<td>Additional Measures To Ensure Effective and Efficient Expenditures Of District Funds</td>
<td></td>
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</table>
The Auditor shall conduct the necessary investigation, accounting and checking of those accounts, bills, revenues, etc., essential to the public statement of the financial status of the Board for the school year as demanded by State Department of Education rules of audit, which audit shall be completed not later than three months after the end of the school fiscal year.

Each annual audit shall include an audit of the books, accounts and monies, and a verification of all cash and bank balances, of the Board and of any officer or employee thereof and of monies derived from athletic events or the activities of any organization of public school pupils conducted under the auspices of the Board, from the date of the last annual audit to the date of the audit in question.

The report of each annual audit shall be filed by the public school accountant making the same, with his/her recommendations to the Board of Education of the district, and such Auditor shall within five days thereafter file two duplicate copies thereof certified under his/her signature in the office of the County Superintendent of Schools.

The Secretary of the Board shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board of Education to take action thereon; a copy of which shall be available for distribution to interested parties at the meeting.

Within 30 days following receipt of the report of the annual audit the Board of Education of the district shall, at a regularly scheduled public meeting, cause the recommendations of the Auditor to be read and to be discussed. The discussion shall be duly noted in the official minutes of said meeting.

In the event of the resignation or dismissal of the Board Secretary/Business Administrator or the Treasurer, or any other individual charged with the responsibility of handling school funds, the Auditor shall be asked to review the appropriate books within a thirty (30) day period.

Legal References
NJSA 18A:23-1 through -9 Annual Audit

Possible Cross References 9123, 9125
The Board shall operate as a committee of the whole. Although the Board does not have standing committees, it may create special committees for special assignments. When so created, such committees shall be appointed by the Board President, subject to Board approval, and shall terminate upon completing their assignments (or they may be terminated by a vote of the Board at any time).

It shall be the responsibility of such committees to make appropriate and effective use of professional expertise and resources within and outside the district. These committees may actively seek input and participation by parents/guardians, staff, community and pupils, as well as consult with other local public boards and agencies.

The Board President shall be an ex officio member of each task force or committee. The Superintendent of Schools or a member of his/her staff may also be named as liaison to each committee when appropriate.

All meetings shall be held in accordance with the provisions of the Open Public Meetings Act.

Legal References

<table>
<thead>
<tr>
<th>NJSA</th>
<th>10:4-6 et seq</th>
<th>Open Public Meetings Act</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18A:10-6</td>
<td>Board Meeting Public; Frequency; etc - Quorum</td>
</tr>
<tr>
<td></td>
<td>18A:11-1</td>
<td>General Mandatory Powers and Duties</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NJAC</th>
<th>6A:28-1.1 et seq</th>
<th>School Ethics Commission</th>
</tr>
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<tr>
<td></td>
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<td>School Ethics Commission Advisory Opinion A01-93</td>
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<td>School Ethics Commission Advisory Opinion A10-93</td>
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<td>School Ethics Commission Advisory Opinion A33-95</td>
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<td>School Ethics Commission Advisory Opinion A02-00</td>
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<td>School Ethics Commission Advisory Opinion A14-00</td>
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Possible Cross References

1220, 9121, 9320
Board Members and the Superintendent of Schools and/or designee are encouraged to participate in meetings of the Parent Teacher Association, meetings of other school organizations and student functions.

Legal References

NJSA 18A:11-1 General Mandatory Powers and Duties
In order to pursue its educational mission and to protect the public’s financial investment in the schools, the Board may, from time to time, engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services that the staff is unable to provide.

The Board will not contract for vague services such as undefined “management studies,” and all proposals will be submitted to the school solicitor for review before a contract for consulting services is signed. The Superintendent of Schools will establish procedures necessary for an efficient working relationship between the consultant and the Board and/or staff members.

The Board shall fix compensation for consultant services.

Professional services contracts shall be issued in a deliberative and efficient manner such as through a Request For Proposal (RFP) based on cost and other specified factors or other comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement.

Professional services contracts shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

District employees and individual Board Members are prohibited from contracting with consultants without the written approval of the Board of Education.

The Board shall fix compensation for consultant services.

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<th>18A:11-1</th>
<th>General Mandatory Powers and Duties</th>
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</table>
The Board of Education recognizes its duty to negotiate in good faith regarding terms and conditions of employment with the majority representatives of its unionized employees. To effectuate this responsibility, the Board shall appoint a Negotiations Committee(s) to represent it in negotiations with employee organizations, but the entire Board retains the authority to review and to accept or reject any tentative agreement(s) reached by its Negotiations Committee(s).

The Board’s Negotiations Committee(s) may include Board Members, administrators, and such outside negotiations experts as designated by the Board; however, the number of Board Members assigned to any such committee shall not constitute a majority of the Board. Whenever possible, the Negotiations Committee(s) shall include Board Members who are in the first and second year of their elected/appointed term. The Board, at its discretion, shall appoint one member of the committee to serve as the Board’s chief spokesperson.

The Board, in consultation with administrators and the Negotiations Committee(s) shall set bargaining goals and parameters for any settlement. The committee(s) shall have the authority to negotiate within the parameters determined by the Board; the committee(s) shall not have the authority to make proposals, or to agree to union proposals that are not in accord with the Board’s parameters.

Members of the committee(s), other Board Members and administrators shall not have the authority to negotiate with any employees or representatives of employees regarding any matters currently the subject of negotiations without the express consent of the committee.

The committee(s) shall regularly report to the Board in executive session, the progress of negotiations and may seek additional direction or advice from the full Board, the administrative staff, or any outside negotiations expert designated by the Board.

The Board shall provide committee members and other interested Board Members with the opportunity to attend labor relations training programs. To keep the full Board informed of the process, members attending such programs will report to the Board at the first Board meeting following the program.

The Board President shall act as spokesperson for contacts with the public and the press regarding negotiations. Board Members and administrators shall refer all inquiries concerning negotiations to the Board President. No Board member or administrator other than the Board President has the authority to discuss any aspect of negotiations without the express consent of the Board.
The Board of Education shall direct the Superintendent of Schools to establish, in consultation with the Board, the administration staff and any labor relations consultants designated by the Board, procedures for administrative involvement in the negotiations process and for the administration of the negotiated agreement(s).

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The Board of Education recognizes that the use of public relations initiatives is an integral part of the governance of the school district it serves and that public relations activities must be used prudently, ethically and only to further the educational program of the district.

The Board of Education shall annually approve a maximum dollar limit to be used for public relations activities of the district as defined in NJAC 23A-9.3(c)14, and each type of professional service, with appropriate notification to the Board of Education if it becomes necessary to exceed the established maximum dollar limit. Upon such notification, the Board of Education may adopt a specified dollar amount of increase to the amount established. Such increase shall be approved by formal action of the Board of Education.

Professional Public Relations Services
Professional services contracts for public relations services shall be issued in a deliberative and efficient manner such as through a Request For Proposal (RFP) based on cost and other specified factors or other comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement.

Professional services contracts for public relations services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

District employees and Board Members are prohibited from contracting with professional public relations firms or using in-house resources for personal gain or promotion.

Publications
District publications shall be produced and distributed in the most cost-efficient manner possible that will enable the district to inform and educate the targeted community. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The Board of Education prohibits the distribution, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within 90 days before any election in which any Board Member is seeking any elective office or any election relating to district operations held in the district.

Any publication(s) distributed by the Board of Education via mass mailings or other means to the district community at large within 60 days before any election in which any Board Member is seeking any elective office or any election relating to district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.
Public relations activities, such as booths at statewide conferences, marketing activities and celebrations for opening schools and community events and TV productions that are not part of the instructional program or do not provide, in a cost-effective way, information about district or Board operations to the public, that are excessive in nature are prohibited.

All activities involving promotional efforts to advance a particular position on school elections or any referendums are prohibited.

Nothing herein shall preclude the Board of Education from accepting donations or volunteer services from community members, local provide education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to:

A. Providing district flyers, newsletters or other materials containing district related information of public concern to local businesses, public meeting places or other local organizations to display or make available for dissemination;

B. Making district related information of public concern available to local newspapers to publish related articles; and,

C. Utilizing volunteered services of local community members, district employees, members of parent organizations or local business with expertise in related areas such as printing, advertising, publishing or journalism.

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<tr>
<td>NJSA 18A:16-1</td>
<td>Officers and employees</td>
</tr>
<tr>
<td>18A:19-1</td>
<td>Expenditure of funds on warrant only</td>
</tr>
<tr>
<td>NJAC 6A:23A-5.2</td>
<td>Additional Measures To Ensure Effective and Efficient Expenditures Of District Funds</td>
</tr>
<tr>
<td>6A:23A-9.3(c)14</td>
<td>Public Relations Expenses</td>
</tr>
</tbody>
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Orientation of Board Members
The Superintendent of Schools, Business Administrator, and Board President shall prepare materials to introduce new Board Members to the operating procedures of the district and the details of the curriculum.

As required and stipulated by law, all newly elected and reelected Board Members shall attend New Jersey School Boards Association (NJSBA) training within the timeframes established by law.

Administrative code defines "newly elected or appointed Board Member" as any Board Member who has never served as a member of either an elected or appointed School Board.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board Member shall complete a training program on harassment, intimidation, and bullying in schools, including the district’s responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). Board Members are required to complete the program only once (N.J.S.A. 18A:12-33).

Sufficient funds shall be allocated to reimburse new Board Members for attending NJSBA training in Superintendent evaluation and an NJSBA New Board Member Orientation within the first year of taking office.

School Ethics Act
Each year at the annual reorganization meeting of the Board of Education, the Business Administrator will provide copies of the School Ethics Act and the School Board Code of Ethics. These documents are to be reviewed and discussed at the reorganization meeting. Afterward, each member and administrator shall sign an affidavit indicating that the two documents were reviewed and discussed and that the individuals had received the documents.

Code of Ethics Training
The Board shall ensure that all Board Members receive and review a copy of the Code of Ethics for School Board Members. Each Board Member shall sign an acknowledgement that he/she has received and read it. Training as required by the administrative code shall be scheduled to familiarize board members with the contents and requirements of the Code of Ethics.
Inservice Development
State, regional and national workshops, conventions, conferences and seminars developed by associations such as the New Jersey School Boards Association, the National School Boards Association, the New Jersey Association of School Administrators, etc., provide unique opportunities for Board Members to broaden their understanding of their responsibilities, learn new tools and techniques for coping with them, and keep up to date on educational trends.

Therefore, the Board recommends that, in addition to sending the mandated delegate to the New Jersey School Boards Association's Delegate Assemblies, the Board send representatives to such educational conferences, workshops, conventions and seminars as it shall decide upon each year.

The same regulations regarding travel arrangements and reimbursement developed for other district-paid attendance at such events shall apply.

District representatives who attend such events, shall prepare reports for the Board and the district as a whole. The report shall be presented at a regular meeting of the Board within a month of the delegation's return.

Legal References

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<th>18A:6-45 through - 50</th>
<th>NJSBA Established</th>
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<tr>
<td>18A:11-1</td>
<td></td>
<td>General Mandatory Powers and Duties</td>
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<td>18A:12-24.1</td>
<td></td>
<td>Code of Ethics for Board Members</td>
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<tr>
<td>18A:12-33</td>
<td></td>
<td>Training Program for Board Members</td>
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<tr>
<td>18A:17-20.3</td>
<td></td>
<td>Evaluation of Superintendents; Board Training</td>
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<th>NJAC</th>
<th>6A:28-1.2</th>
<th>Definitions</th>
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<td>6A:28-1.6</td>
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<td>6A:32-3.2</td>
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<td>Requirements for the Code of Ethics</td>
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Possible Cross References
1500, 2131, 3335, 9250, 9271
Board Members may not receive payment for their services. With Board approval, they may be reimbursed for out-of-pocket expenses incurred on Board business.

Sufficient money will be allocated to reimburse Board Members for expenses incurred attending required orientation sessions.

Such expenses must be approved by a motion of the Board either in advance or at the meeting immediately following the expenditure. Such expenses shall be for the Board Member only, and shall be itemized and documented.

Prior to each trip, the Business Administrator will review reasonable and customary expenses with the Board Members.

The Board shall establish a schedule of allowable expenditures for meals, lodging, mileage, and telephone expenses to the Board annually. Reimbursements shall not exceed these limitations.

**Legal References**

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<th>Power to Effectuate Action</th>
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<tr>
<td></td>
<td>18A:4-23</td>
<td>Supervision of Schools; Enforcement of Rules</td>
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<td>18A:4-24</td>
<td>Determining Efficiency</td>
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<td>18A:11-1</td>
<td>General Mandatory Powers &amp; Duties</td>
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<td>18A:12-4</td>
<td>Compensation of Members</td>
</tr>
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<td>18A:12-21 et seq</td>
<td>School Ethics Act</td>
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<td>Code of Ethics</td>
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<th>6A:23A-5.8</th>
<th>Out of State and High Cost Travel</th>
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<td>6A:23A-7.1 et seq</td>
<td>Travel Reimbursement</td>
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| PL 2005 c.132 | Appropriations Act |
| PL 2007 c.52 A5 | Various Accountability Measures |

Anthony Esgro, Luis Perez, Clifford Meeks and Frank Speziali, Glassboro Board of Educaiton, CO7-97, March 30, 1998

NJ Department of Treasury NJOMB Circular A-87

Possible Cross References

3335, 3571, 9200, 9270
In the event that unusual circumstances make it impossible for a Board Member to attend a Board-related function for which reservations have been obtained or financial commitments made, it shall be the responsibility of that member to notify the appropriate administrative office of the change in plans in order that a refund be obtained or so that a substitute member may have the opportunity to attend the function.

Legal References

NJSA 18A:11-1 General Mandatory Powers and Duties
Indemnification
Whenever a civil or criminal action has been brought against any person for any act or omission arising out of and in the course of the performance of his/her duties as a member of a Board of Education, and in the case of a criminal action such action results in final disposition in favor of such person, the cost of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, shall be borne by the Board of Education.

Legal References

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The Board of Education accepts the responsibility of governing the operation of the district in the best interests of the total community. Individual members shall all subscribe to the philosophy and guidelines for action outlined by Policy #9271 (Code of Ethics for School Board Members). The Board as a body, and the members individually, wish at all times to avoid attitudes and actions that might give rise to public questioning of the integrity of any Board decision.

Therefore:

A. No Board Member shall hold any form of paid employment with the district while he/she is serving, nor for six months after leaving office;

B. No spouse, sibling, parent, child, or grandchild of a serving Board Member shall be considered for any paid employment in the district. Pre-existing employment shall not be affected. Where such pre-employment exists, the Board Member shall take no active part in contract negotiations, nor shall he/she discuss the vote on the resulting contract, or any other agreement entered into between the Board and the relative.

C. When a relative of a Board Member is employed by the Board, that Board Member shall take no active part in contract negotiations, nor any other agreement entered into between the Board and the relative, nor any action concerning that specific employee, unless a majority of the remaining Board Members present requests that he/she vote;

D. No Board Member will accept gratuities or favors for himself/herself or on behalf of relatives that are offered by a vendor or contractor to the district. Should a Board Member learn that such a situation exists between a relative and a vendor or contractor to the district, he shall recognize that the Board deems this to represent the appearance of conflict of interest. The Board Member shall refrain from voting on matters pertaining to that vendor/contractor, and enter the reason for his/her abstention in the minutes;

E. No Board Member shall be a contractor for goods or services to the district during the Board Member’s term or for six months after leaving office.

F. In the event a Board Member is employed by a corporation or business or has secondary interest in a corporation or business which furnishes goods or services to the school district, the Board Member shall declare that interest and refrain from debating or voting upon the question of contracting with the company.

G. Employees of the school district are precluded from serving on the Board by statute which makes it unlawful for a Board member to receive compensation or reward for services to the district.

H. No Board Member having immediate family members employed by the district shall participate in decisions affecting the terms and/or conditions of employment, salary, benefits, appointment, dismissal, etc., of the Superintendent of Schools.
It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board Member is an employee of the firm. The policy is designed to prevent placing a Board Member in a position whereby his/her interest in the public schools and his/her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even when no such conflict may exist.

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<td>18A:6-8</td>
<td>Interest of School Officers in Sale of Supplies</td>
</tr>
<tr>
<td>18A:6-8.4</td>
<td>Right to Hold Elective/Appointive Office</td>
</tr>
<tr>
<td>18A:4-24</td>
<td>Determining Efficiency</td>
</tr>
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<td>18A:12-1.1</td>
<td>Ineligibility for Appointment to Paid Office</td>
</tr>
<tr>
<td>18A:12-2</td>
<td>Inconsistent Interests or Office Prohibited</td>
</tr>
<tr>
<td>18A:12-21 et seq</td>
<td>School Ethics Act</td>
</tr>
<tr>
<td>18A:52:13D-12 et seq</td>
<td>Legislative Findings – Conflict of Interest</td>
</tr>
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<tr>
<td>6A:4-1.1 et seq</td>
<td>Appeals</td>
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<td>6A:28-1.1 et seq</td>
<td>School Ethics Commission</td>
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<td>6A:32-3.2</td>
<td>Requirements for Code of Ethics for Board Members</td>
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<td>6A:23A-1.2 et seq</td>
<td>Fiscal Accountability Definitions</td>
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<td>6A:23A-6.2 et seq</td>
<td>Accountability - Nepotism</td>
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Visoticky v. City Council of Garfield 113 NJ Super 263 App Div 1971
Elms v. Mt Olive Bd of Ed 1977 SLD 713
Scola v. Frinwood Bd of Ed 1978 SLD 413
Salerno v. Old Bridge Twp Bd of Ed 1984 SLD April 23
Scannella v. Scudillo School Ethics Decision Complaint No. C-14-93
School Ethics Commission Advisory Opinion A01-93
School Ethics Commission Advisory Opinion A10-93
School Ethics Commission Advisory Opinion A33-95
School Ethics Commission Advisory Opinion A02-00
School Ethics Commission Advisory Opinion A14-00

Possible Cross References
4112.8, 4212.8, 9271
The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics.

A. I will uphold and enforce all laws, state Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

C. I will confine my Board action to policymaking, planning and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

D. I will behave toward my fellow Board Members with the respect due their office--demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.

E. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow Board Members or others on a personal, social, racial or religious basis.

F. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board Members, to see that they are well run.

G. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.

H. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

I. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board Members, interpret to the staff the aspirations of the community for its schools.

J. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator.

K. I will support and protect school personnel in proper performance of their duties.

L. I will refer all complaints to the chief school administrator and will act on such complaints at public meetings only after failure of an administrative solution.

The Board shall see that all members of the Board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.
## Legal References

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<th>NJSA</th>
<th>18A:11-1</th>
<th>General Mandatory Powers / Duties</th>
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Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

## Possible Cross References

4112.8, 4212.8, 9270
The Board of Education wishes to maintain honest and ethical relations with vendors and to avoid any appearance of impropriety or favoritism in its contracting practices. Therefore the Board of Education prohibits “pay-to-play.”

The Board of Education will not vote upon or otherwise participate in the awarding of any contract in the amount of $17,500 to any individual, firm, partnership, corporation, association or other business entity which has contributed funds including campaign contributions to that member of the Board of Education within the previous one-year period pursuant to P.L. 1973, c.83 (NJSA 19:44A-1 et. seq.).

Contributions to any Board Member from any individual, firm, partnership, association, or other business entity doing business with the school district are prohibited during the term of a contract, pursuant to P.L. 1973, c.83 (NJSA 19:44A-1 et. seq.).

When a business entity referred to above is a natural person, a contribution by that person’s spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or the business entity having an interest therein shall be deemed to be a contribution by the business entity.

The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (NJSA 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.

Contributions that are prohibited include cash contributions, in-kind contributions, pledges to make contributions of any kind to a candidate for or holder of public office, or any other thing of value pursuant to P.L. 1973, c.83 (NJSA 19:44A-1 et. seq.).

Not later than 10 days prior to entering into any contract having an anticipated value in excess of $17,500, except for a contract that is required by law to be publicly advertised for bids, any business entity bidding thereon or negotiating therefore, shall submit along with its bid or price quote, a list of political contributions made by the corporation, its principals and employees, or others on its behalf, along with the date and amount of each contribution and the name of the recipient of each contribution. If the required list of contributions is missing, incomplete or untimely, the contract is void ab initio, as a material defect that invalidates the contract.

In addition, the business entity may be subject to a fine imposed by the New Jersey Election Law Enforcement Commission.
Provisions of this ban on pay-to-play will not apply to a contract when a public emergency requires the immediate delivery of goods or services.

The Board of Education directs the Board Secretary/Business Administrator to file this policy with the N.J. Secretary of State, Office of Secretary of State, Laws & Commission Section, (P.O. Box 300, Trenton, NJ, 08625-0300), to inform vendors of the requirements of this policy, and to keep the Board of Education informed about the implementation of this policy.

This policy shall not apply to a contract when a district emergency requires the immediate delivery of goods or services.

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<tr>
<td><strong>School Ethics Act</strong></td>
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<td></td>
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<td><strong>Political Contributions</strong></td>
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<td><strong>Appeals</strong></td>
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<td><strong>Requirements for Code of Ethics for Board Members</strong></td>
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<td><strong>New Jersey Quality Single Accountability Continuum (NJQSAC)</strong></td>
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Three functional activities are recognized in respect to policies of the Board:

1. **Legislative**
   Planning is basic to all activity. It is that function which makes policies, selects an executive, and delegates to the executive the placing of plans and policies into operation, and provides the financial means for their execution.

2. **Executive**
   The executive function is that which is concerned with the placing into operation the plans and policies, keeping the Board of Education informed, and furnishing creative leadership to the Board of Education and to the profession.

3. **Appraisal** – Appraisal is the function which attempts, through careful examination and study of facts and conditions, to determine the efficiency of operation of the general activities, and the worth and value of results of the activities in relation to the efficiency and value of instruction.

The Board of Education reserves to itself the legislative and appraisal functions, and shall make periodically such appraisal. The executive function shall be completely delegated to the Superintendent of Schools. The Superintendent of Schools shall be completely responsible for devising ways and means for executing efficiently the policies adopted by the Board of Education.

**Legal References**

- NJSA 18A:11-1 General Mandatory Powers / Duties
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)
The Board of Education desires to make this manual of Bylaws and Policies a useful guide to all members of the Board, and the administration of this district; therefore, copies of this manual shall be given to the following people: Board Members, Superintendent of Schools, Principal, Board Secretary, and Board Attorney.

Copies of this manual shall be numbered and a record maintained by the Board Secretary as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made. An additional copy shall be placed in the school library as a reference tool for all staff members.

The manual of bylaws, policies and procedures shall be considered a public record and shall be open for inspection in the Board offices and in each school building during regular office hours, in accordance with the Open Public Records Laws and regulations.

The Superintendent of Schools shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of bylaws and policies for all employees of the school system. In addition, he/she is designated to review existing policies in light of Board actions and in light of revisions to state statutes and procedures, and to recommend such changes as may be desirable to maintain the Board Manual of Bylaws, Policies and Procedures in a current status.

Each holder of a policy manual shall return the same to the Board Secretary upon the termination of his/her service with the district.

The Board Secretary/Business Administrator shall maintain a master policy manual that shall be the official record of the bylaws, policies and procedures adopted by the Board.

No copies of individual policies or sections of the manual will be made by any holder of a copy of the manual without the approval of the Superintendent of Schools and then, in that case, copies will be made in accordance with the provisions of Policy 9330 Public Access to Board of Education Records.

### Legal References

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<td>Open Public Meetings Act</td>
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<td>Board Meetings</td>
</tr>
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Oldmans Township Board of Education
District Policy Manual

Bylaws of the Board of Education
Formulation, Adoption & Amendment of Policies

Series 9000
Policy 9311

Date Adopted: July 1997
Date Revised: September 12, 2007
Page 1 of 2

Introduction
In formulating any policy, the Board of Education has pledged to consider the will and needs of the community within the parameters of New Jersey law. The passage of time and changing circumstances may alter the community’s point of view. Changes in the law may alter what is allowable or what is required.

Except for policy actions to be taken on emergency measures, the adoption of new Board policies shall follow this sequence that will take place at two consecutive regular meetings of the Board.

1. Proposed new policies shall be placed in their entirety on the agenda, and formally introduced at both meetings. It shall be noted on the agenda and in the minutes whether it is the first “reading” or second “reading” of the proposal(s). During the first and second “readings” of any new policies, a copy of these new policies shall be available for reference, but it shall not be necessary for the entire text of the policies to be read.

2. Discussion and final action by the Board on a policy shall occur after the second “reading.”

3. At least two (2) weeks shall elapse between the meeting at which policy proposals are first placed on the agenda and the meeting at which the final vote to adopt or not to adopt occurs.

4. Proposed revised policies shall be placed in their entirety on the agenda, and formally introduced. Revised policies shall be available for reference, but it shall not be necessary for the entire text of the policies to be read.

5. Discussion and final action by the Board on a policy shall occur after the “reading.”

Final Action
1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board Policy Manual.

2. Insofar as possible, each policy statement shall be limited to one subject.

3. Policies and amendments adopted by the Board shall be part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district as soon as possible.

4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedures
On matters of unusual urgency, the Board may waive the two (2) week limitation and take immediate action to adopt new or revised existing policies. When such immediate action is necessary, the Superintendent of Schools shall inform affected groups or individuals of the new or revised policies within three (3) working days after adoption.
In the interest of efficient administration, the Superintendent of Schools shall have the power to decide all matters of detail that may arise for which no specific provision is made in the policies adopted by the Board, but no emergency action shall constitute official Board policy. Whenever possible, the Superintendent of Schools shall consult with the Board President prior to such emergency action. The Superintendent of Schools shall present the matter at the next Board meeting so the Board can consider policy to deal with that situation in the future.

The Board reserves to itself the final determination of what shall be the official policy of the school district.

**Continual Review of Board Policies**
The Board directs the Superintendent of Schools to develop procedures for continuous orderly review of the policies in the Board policy manual during the time provided for “policy” on the agenda of the regular Board meeting. Each policy shall be reviewed at least once every five years. Any necessary revisions shall be made in conformity with Board policy #9311 – Formulation, Adoption and Amendment of Policy.

If the terms of the policy are not affected by the changes in law, and the policy still reflects the intent of the Board in the matter, then the policy shall be officially readopted as of that date.

The Board directs the Superintendent of Schools to review the rules and regulations implementing any revised or altered policy to ensure that they confirm to the intent of the policy as revised or changed.

The Board of Education shall develop and implement a five year review cycle to ensure that all policies and bylaws of the district are current with present practice and statute.

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**Legal References**

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NJ Dept of State – School District Records
Matawan Teachers Assn v Bd of Ed 233 NJ Super 504 App Div 1988

**Possible Cross References**

2210, 9000, 9311, 9314, 9322, 9323/9324
The Board of Education’s bylaws are rules designed to organize and control its internal operations. Some bylaws are set by statute. Others may be formulated and adopted at its option by the Board of Education itself as long as they are in harmony with the intent and specifics of the statutes.

In its deliberations leading to the establishment or amendment of its bylaws, the Board’s central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks.

The Board will formulate and adopt a bylaw safeguarding the right of Board Members to be informed of and to participate fully in the discussion of each proposed new or amended bylaw.

Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted by a majority vote of all members of the Board during the second of two regularly scheduled meetings of the Board.

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Open Public Meetings Act
Board Meetings
General Mandatory Powers / Duties
Superintendents – Powers / Duties

NJ Dept of State – School District Records
Matawan Teachers Assn v Bd of Ed 233 NJ Super 504 App Div 1988
The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. Such rules and detailed arrangements shall constitute the administrative regulations governing the schools.

The administrative regulations must be in every respect consistent with the policies adopted by the Board. The Board itself will formulate and adopt administrative regulations only when specific state laws require Board adoption, and may do so when the Board so desires or when the Superintendent of Schools recommends Board adoption.

These administrative rules and regulations must be consistent with Board contracts and policies, the law rulings of the Commissioner of Education, and rules of the State Board of Education.

In the development of rules, regulations, and procedures for the operation of the school system, the Superintendent of Schools shall include at the planning stage, whenever appropriate, those employees who will be affected by such provisions.

Such rules and regulations shall be binding on all employees unless or until the Board should vote to change or rescind any such rule or regulation following its presentation at a public meeting of the Board. The Board itself will adopt administrative regulations when specific state laws require Board adoption, and may do so when the Superintendent of Schools recommends Board adoption.

The Board reserves the right to review and request revisions of administrative regulations should they, in the Board’s judgment, be inconsistent with the policies adopted by the Board.

Legal References

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Possible Cross References

2210, 9000, 9311, 9314, 9322, 9323/9324
Oldmans Township Board of Education
District Policy Manual

Bylaws of the Board of Education

Adoption & Amendment of Administrative Regulations

Series 9000
Policy 9313.1

Date Adopted: July 1997
Date Revised: September 12, 2007

Page 1 of 1

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent of Schools, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board adopted regulations shall be by the same procedure as that specified for policies in 9311.

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NJ Dept of State – School District Records
Matawan Teachers Assn v Bd of Ed 233 NJ Super 504 App Div 1988

Possible Cross References

2210, 9000, 9311, 9314, 9322, 9323/9324
The Board of Education has developed a careful and deliberate process of formulating and adopting its policies and bylaws. Requests for suspension of any existing policy or bylaw should receive the same careful consideration.

Therefore:

A. Any request for a waiver of policy or bylaw shall be considered in light of the policy or bylaw itself, rather than any particular circumstances of the moment.

B. The Board shall decide whether the policy or bylaw still reflects the considered intent of the Board. If it does, the suspension will be denied and the policy or bylaw reaffirmed in the minutes.

C. If the policy or bylaw does not reflect the intent of the Board, then the policy shall be waived by a majority vote of the members of the Board present and voting and development of a revised policy or bylaw shall become the Board’s prime policy priority.

Development of a new policy shall become the Board’s prime policy priority. In the event of an emergency requiring immediate action, the Superintendent of Schools shall have the authority to waive policy or regulation in the single instance. In such cases, the Superintendent of Schools shall report the instance to the Board President immediately, and request reconsideration of the policy at the next regular meeting.

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NJ Dept of State – School District Records

Matawan Teachers Assn v Bd of Ed 233 NJ Super 504 App Div 1988

**Possible Cross References**

2210, 9000, 9311, 9314, 9322, 9323/9324
The Board of Education shall organize annually at a date and time specified by law at which time newly appointed members shall take office.

During its organization meeting, the Board shall elect one of its members as President and another as Vice President; officially select a depository and Treasurer of school monies; appoint a Secretary to the Board and an auditor; and establish the time and place of Board meetings for the ensuing year.

The Board may conduct such other business as it deems desirable.

**Regular Meetings**
The time and place of the regular business meetings of the Board of Education shall be established at the organization meeting.

The Board of Education shall conduct its business in public in accordance with the provisions of the New Jersey Open Public Meetings Act.

The Board of Education will consider and act upon matters within its authority as prescribed by the statutes, the rules and regulations of the State Board of Education, and its own policies.

**Special Meetings**
Special meetings of the Board shall be held whenever called by the President or upon the signed petition of a majority of the whole number of members of the Board.

Special meetings of the Board of Education shall be held in public in accordance with the provisions of the New Jersey Open Public Meetings Act. The notice and purpose of all special meetings shall be given to all Board Members and the public. Public discussion shall be limited to those items on the agenda.

**Adjourned Meetings**
An adjourned meeting is the continuation of the meeting from which there was an adjournment. At the adjourned meeting the business interrupted by the adjournment motion is the first order of business after the reading of the minutes.

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| NJAC  | 6A:32-3.1 | Special Meetings of the Board |
Regular meetings of the Board of Education shall be held on dates and at times and places determined by the Board at its annual organization meeting. Special meetings shall be called by the Board Secretary at the request of the president or upon a petition signed by a majority of the Board members, and shall commence no later than 8 PM.

**Adequate Notice**

Adequate notice shall be given for all regular meetings and for special meetings whenever possible. Adequate notice generally means written advance notice of at least 48 hours, giving the time, date and location, and, to the extent known, the agenda of the meeting. The notice must state whether formal action may or may not be taken at the meeting. The notice must be:

A. Prominently posted in at least one public place reserved for such announcements;
B. Communicated to at least two newspapers designated by the Board because they have the greatest likelihood of informing the Board's public; and
C. Filed with the clerk of the municipality.

The Board of Education may hold a meeting without providing adequate public notice if:

A. Three-quarters of the members present vote to do so; and
B. The meeting is required to deal with matters of such urgency and importance that delay would be likely to result in substantial harm to the public interest; and
C. The meeting will be limited to discussion of and action on these matters; and
D. Notice of such meeting is provided as soon as possible following the calling of such meeting; and
E. One of the following:
   1. Either the Board could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or
   2. The need could have been foreseen in time but the Board failed to give adequate notice.

**Announcement of Adequate Notice**

At the beginning of every meeting, the presiding officer must announce that adequate notice of the meeting was provided. However, if adequate notice was not provided, the presiding officer must so say, and in addition, must state:

A. The nature of the matter of urgency or importance for which the meeting without adequate notice was called; and
B. The nature of the substantial harm to the public interest likely to result from a delay in holding the meeting; and
C. That the meeting will be limited to discussion of and action on such matters of urgency and importance; and
D. The time, place, and manner in which some notice of the meeting was provided; and
E. Either of the following:
   1. That the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, and why this was so; or
   2. That such need could reasonably have been foreseen in time for adequate notice, but nevertheless such notice was not provided, and the reasons why.

Annual Notice
Annual notice of the year's regular meeting schedule must be posted publicly and sent to at least two newspapers and the municipal clerk within seven days following the annual organization meeting. This notice should contain the location of each meeting to the extent it is known as well as the time and date. If the schedule is revised at all, notice must be given within seven days of the revision.

The annual schedule serves as sufficient notice of any regularly scheduled meeting as long as it contains the proper date and location. If most meetings are on a regularly scheduled basis, whether they are formal sessions or study sessions, the notice requirement can be largely met through the once-a-year schedule.

Both the annual schedule of meetings, any revisions to that schedule, and notices of any additional meetings must be sent to any person upon request and upon prepayment of a sum set by the Board. Requests to be on the mailing list for notices can be made on an annual basis and are renewable each reorganization meeting.

Adjournment
The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

Legal References
NJSA 10:4-6 et seq Open Public Meetings Act
10:4-9.1 Electronic Notice of Meetings
18A:10-3 First Regular Board Meeting
18A:10-4 Secretary to Give Notice
18A:10-5 Organization Meeting as Business Meeting
18A:10-6 Board Meetings

NJAC 6A:32-3.1 Special Meetings of the Board

Possible Cross References
1120, 2240, 9320
The Board of Education shall officially transact all business at a legal meeting of the Board in accordance with New Jersey law.

All meetings of the Board of Education shall be open to the public with the exception of meetings to discuss:

A. Any matter which by the express provision of state or federal law or rule of court shall be rendered confidential;
B. Any matter in which the release of information would impair a right to receive federal funds;
C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all of the individuals) concerned shall request in writing that the same be disclosed publicly. This included information contained in public records, and any reports or recommendations concerning a specific individual (see Policy 1120 for “needless public labeling”);
D. Any collective bargaining agreement or the terms and conditions that are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
G. Any investigation of violations or possible violations of law;
H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could be adversely affected request in writing that the matter be discussed at a public hearing;
J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.
Such sessions shall be closed to the public and press, shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board Members and other persons attending the session are honor-bound not to disclose the topic or details of any discussions during the executive session.

The Board may invite staff members or others to attend executive sessions at its discretion.

When public employees make statements pursuant to their official duties: in the classroom, at Board meetings, and at other meetings related to educational issues affecting the district, the employees are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline.

No official action shall be taken during executive sessions, except such as may be sanctioned by law. To take final action on any matter discussed, the Board shall convene or reconvene in open session.

The minutes of all executive sessions must be approved by a majority vote of the full Board of Education at the following, regularly scheduled meeting of the Board of Education.

Public Participation
Meetings of the Board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time. The Board President has the discretion to limit the time an individual may speak based upon the available time on the agenda. Where possible, notice of time limits will be given at the beginning of the meeting. At least one week prior to the meeting, a member of the public may request time on the agenda. This will be granted at the discretion of the Board President.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it until the next meeting would not be in the public interest.
No member of the public is permitted to present orally or discuss at an open meeting of the Board complaints against individual employees or students of the district.

Grievances or complaints that have not previously been considered through administrative channels shall not be acted upon by the Board.

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<td>NJSA</td>
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<td>2C:33-8</td>
<td>Disrupting Meetings</td>
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<td>Public Records</td>
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<td>6A:32-12.1</td>
<td>Reporting Requirements</td>
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<td>Rice v. Union City Board of Education, 143 NJ Super 64 (1978)</td>
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<td>5 USC Section 552 as amended by Public Law</td>
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<td>No. 104-231, 110 Stat. 3048 Freedom of Information Act</td>
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<td>New Jersey Quality Single Accountability Continuum (NJQSAC)</td>
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**Possible Cross References**

1120, 3570, 6142.10, 9121, 9271, 9323/9324, 9326, 9330
The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board Members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, Internet Web Forums and Internet Chat Rooms. Board Members should understand at all times that these communications represent permanent school district records that can be subject to public disclosure. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of Board-related communication (committee meetings, telephone calls, etc.). Board Members shall adhere to the following guidelines when communicating electronically:

A. Board Members shall not use any electronic messaging service as a substitute for deliberations at Board meetings. The Open Public Meetings Act defines a “meeting” as any gathering attended by, or open to the members of a public body, held with the intent to discuss or act as a unit upon the specific public business of that body.

B. Board Members shall be aware that any attachments received or prepared for use in Board business are likely to be regarded as public records that may be inspected by any person upon request, unless otherwise made confidential by law.

C. Board Members shall avoid reference to confidential information about employees, students or others in communications because of the risk of improper disclosure.

D. Board Members shall adhere to the district “acceptable use” policy in all communications and shall refrain from sending inappropriate, profane, harassing or abusive emails.

E. Board Members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board Member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.
Email Accounts for Board Members
The district shall assign an email account to each Board Member to be used for allowable communications only. This email account shall be used only by the assigned Board Member and only for Board business and communications.

Board Members are urged to review all email communications made to their respective email accounts regularly, in order to be kept fully informed.

Under most instances, Board Members will be excluded from receiving email messages directed to staff members or groups of staff members, unless particular email communications are deemed to be appropriate to be distributed to Board Members by the Superintendent /Principal.

Board Members shall not use their assigned email account to communicate with staff members directly to discuss district business. Conversely, staff members shall not use their assigned email account to communicate with Board Members directly to discuss district business. Board Members or staff members who receive such email communications shall notify the Superintendent /Principal immediately.

Email communications using such email accounts are subject to the provisions of the Open Public Records Act – NJSA 47:2A-1, et. seq.

Social Networking Websites
The Board of Education is aware of the importance of maintaining proper decorum in the on-line, digital world as well as in person. Board Members must conduct themselves in ways that do not distract from or disrupt the educational process, and/or the business of the district. Board Members are cautioned against improper fraternization with students or staff members using social networking websites on the Internet. Members are strongly encouraged to not list current students or staff members as “friends” on social networking sites.
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<td>School Ethics Act</td>
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<td>19:44-1 et seq</td>
<td>Fair &amp; Open Procurement Process</td>
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<td>47:1A-1 et seq</td>
<td>Public Records</td>
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<td>NJAC 6A:28-1.1 et seq</td>
<td>School Ethics Commission</td>
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<tr>
<td>6A:32-3.2</td>
<td>Requirements for Code of Ethics for Board Members</td>
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Possible Cross References
1120, 3570, 6142.10, 9121, 9271, 9323/9324, 9326, 9330
The annual organizational meeting shall be held at a date and time specified by law.

The suggested Order of Business shall be as follows, unless altered by the chairperson or a majority of those present and voting:

A. Call to Order by the Board Secretary
B. Roll call and attendance recorded.
C. Report of Certified Election Results.
D. Oath of Office administered to newly elected members in attendance.
E. Nominations & Balloting for President conducted by the Board Secretary.
F. Nominations & Balloting for Vice President conducted by the President.
G. Motions on the following business;
   1. Establish Regular Meeting dates.
   2. Establish Depository for Funds
   3. Authorize Board Secretary, President, Supt. and Vice President to use safe deposit box
   4. Authorize the Vice President to sign documents in the absence of the President.
   5. Designate news media for all notices in accordance with the Open Public Meeting Act.
   6. Designate locations for posting of meeting notices.
   7. Adopt the current Board Policies of record, until revised.
   8. Adopt the current list of textbooks as provided by the Superintendent, until revised.
   9. Adopt the current list of curriculum and programs as provided by the Superintendent, until revised.
   10. Adopt the curriculum review/revision schedule as provided by the Superintendent.
   11. Approve the Nurses Services Plan as recommended by the Superintendent.
   12. Authorize the following individuals to sign checks on accounts as listed;
       ▪ General Fund
       ▪ Cafeteria Fund
       ▪ Net Payroll
       ▪ Agency Payroll
       ▪ Student Activity
H. Adopt School Calendar for next school year
I. Motions on the following appointments:
   1. Custodian of School Funds
   2. Board Secretary (designee)
   3. Board Attorney
   4. School District Auditor
   5. Medical Inspector
   6. Insurance Broker
   7. Architect of Record
   8. Labor Relations Consultant
   9. AHERA Consultants
10. RTK Consultants
11. Engineering Services
12. Negotiations Services
13. Affirmative Action Officer
14. Title IX Coordinator
15. Section 504 Compliance Officer
16. ADA Coordinator
17. Qualified Purchasing Agent (QPA)
18. Custodian of Records
19. Public Agency Compliance Officer (PACO)

J. Other Representatives;
1. Penns Grove-CP Board Member (if district qualifies for a seat)
2. Delegate to Salem County School Boards Association
3. Delegate to NJ State School Boards Association
4. Penns Grove H.S. Principal's Adv. Committee
5. Woodstown H.S. Advisory Council
6. Oldmans Superintendent’s Advisory Committee

K. Adopt a resolution authorizing the award of non-bid contracts for professional services to be advertised under provisions of N.J.S.A. 40A:11-1 et seq. for the Attorney, Auditor, Medical Inspector, Insurance Broker, Architect, Engineer, Labor Consultant, AHERA Consultant, RTK Consultant, Negotiations Services.

L. Other business of critical nature.
1. Discussion of Code of Ethics and School Ethics Law will be presented by the Supt..
   a. Distribution of State Law Code Of Ethics
   b. Distribution of NJ School Boards Code of Ethics
   c. Distribution of Acknowledgement Form to be signed and returned by each member
2. Completion of Disclosure Statement Forms by new board members.

M. Adjourn Re-organization meeting

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The Superintendent of Schools and the Board President shall prepare the agenda for all meetings of the Board. In doing so, they shall consult the Board Secretary.

Items of business suggested by any Board Member, staff member, or citizen of the district may be included at the discretion of the Superintendent of Schools and Board President. The agenda shall allow time for the remarks of citizens, staff members or pupils who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. At a regularly scheduled meeting, notice of which has been provided in the annual schedule of meetings, items of business not on the agenda may be discussed and acted upon if a majority of the Board present and voting agrees to consider them. However, existing Board policies and bylaws may not be revised or new ones adopted unless the proposals are on the written agenda.

The Board of Education will provide an agenda of the topics called upon for any and all special or emergency meetings. The Board will also make note of any action that will be taken but this action is solely at the discretion of the Board.

The agenda together with supporting materials, shall be distributed to Board Members sufficiently prior to the Board meeting to permit Board Members to give items of business careful consideration. The agenda shall also be made available to the press, representatives of the community, and staff groups, and others upon request.

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<td>18A:12-21 et seq</td>
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</table>
Any person may request that the Board of Education mail to him/her advance written notice giving the time, date, location and to the extent known the agenda of any regular, special or rescheduled meetings upon prepayment by such person of a reasonable sum to cover the costs of providing such notice. All requests for notice shall terminate at midnight on June 30th of each year, but shall be subject to renewal upon a new request to the Board of Education as provided in section 10:4-19 of the Open Public Meetings Act.

Any fees to be charged individuals and organizations requesting notification of Board meetings other than those required by law shall be set by the Board Secretary and approved by the Board.

**Legal References**

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<tr>
<th>NJSA</th>
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<tr>
<td>10:4-6 et seq</td>
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<tr>
<td>18A:12-21 et seq</td>
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<td>School Ethics Act</td>
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All actions of the Board of Education shall be taken only in official Board meetings called, scheduled and conducted according to these bylaws and the New Jersey State statutes.

**Orderly Procedure**
In order to provide for orderly discussion and careful consideration of questions and to expedite business, it is understood that the following procedures will be followed during meetings of the Board:

1. Members wishing to speak will address the President and be recognized.
2. Any person wishing to address the Board shall be given the opportunity provided his/her remarks are relevant to the subject being considered and provided he/she does not become personal or abusive. It shall be the responsibility of the President to place any restriction on the time that may be allotted to a speaker.
3. Members of the Board and the Superintendent of Schools shall address the President and be recognized in their participation in questions being discussed by the Board. The Board, through the President, may call upon other officers of the Board or consultants to participate in the discussion of questions at any time.

**Board Actions**
All actions of the Board of Education shall be taken only during official Board meetings called, scheduled and conducted according to these bylaws and New Jersey statutes.

When a question is submitted to vote, every member present shall vote upon it, unless excused by the Board.

**Public Participation**
In order to insure full dissemination of its official actions, to apprise the public of the schools and the educational program, and to hear the views of the public, the Board of Education shall provide a period of public participation in each of its regular and special meetings, but the Board reserves the right to establish rules for the conduct of such public participation.

**Legal References**

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</table>

**Possible Cross References**

1000/1010, 1100, 1100.1, 1250, 9020, 9271, 9325.4
Five (5) members present shall constitute a quorum of the Board of Education. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 PM of the same day. If a quorum is not then present the members may adjourn the meeting to commence on a later day within seven days.

In the event that any meeting of the Board is rescheduled due to lack of a quorum of the Board or for any other reason, the public will be given appropriate notice of the date, time and location of the rescheduled meeting.

Legal References

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Oldmans Township Board of Education  
District Policy Manual  

Bylaws of the Board of Education Series 9000  
Regular Meeting / Order of Business Policy 9325.2  

Date Adopted: September 12, 2007  |  Date Revised:  
Page 1 of 1

The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting:

1. Call to Order & Roll Call of Members  
2. Executive Session Resolution (if required)  
3. Reconvene from Executive Session (if required)  
4. Pledge of Allegiance  
5. Statement of Adequate Notice  
6. Presentations  
7. Approval of Minutes (Closed Session and Regular Meeting)  
8. Finance  
9. Public Discussion  
10. Personnel  
11. Education  
12. Buildings & Grounds  
13. Policy  
14. Student Relations  
15. Superintendent’s Report  
16. Old Business  
17. New Business  
18. Resolution to Pay Bills  
19. Adjournment

The Board of Education may take action on any subject within the agenda or additional matters that it deems appropriate.

Legal References

| NJSA  | 10:4-6 et seq | Open Public Meetings Act  
| 18A:10-4 | Secretary to Give Notice  
| 18A:10-6 | Board Meetings  
| 18A:11-1 | General Mandatory Powers / Duties

Possible Cross References

1000/1010, 1100, 1100.1, 1250, 9020, 9271, 9325.4
In the conduct of its business, the procedure of the Board will be governed by the educational laws of the State, by principles and rules set forth in the Board of Education Bylaws, or otherwise by *Robert’s Rules of Order*.

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<td>N.J.S.A. 18A:10-6</td>
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<td>18A:11-1</td>
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</table>
Official actions may be taken only at a regular monthly or specially called meeting at which a quorum is present. All motions shall require for adoption a simple majority vote of those present and voting (minimally, a majority of the quorum), except as provided by statute. Abstentions shall not be counted as votes, but shall be recorded and are deemed to count as no vote at all.

A vote can be conducted by voice, show of hands or roll call, provided that the vote of each member is recorded, except where a recorded roll call majority is required by statute. Proxy voting is prohibited. Any member may request that the Board be polled.

It shall be the responsibility of the President to certify the results of every matter voted upon by the Board. He/she may at his/her discretion poll the members of the Board to be certain of the outcome of the vote.

The Board Secretary will record, by name, the individual votes of Board Members anytime a roll call vote is taken. This record will be made a part of the minutes of the meeting.

A member may abstain from voting. An abstention shall be so recorded and shall not be counted as either an affirmative or a negative vote. Abstentions are to be so recorded, regardless of whether a person speaks for or against a motion prior to stating his/her wish to abstain. The silence of a member on any vote shall be recorded as an abstention.

Actions requiring a two-thirds vote of the full membership of the Board of Education:

A. Placement of a contract following failure to receive responsible bids on two occasions. (NJSA 18A:18A-5(c)
B. Adopting a refunding bond ordinance. (NJSA 18A:24-61.4)
C. Selling or exchanging refunding bonds. (NJSA:18A24-61.9)
D. Authorizing to negotiate, award or enter into a contract or agreement after the Board has solicited and received at least three quotations on materials, supplies or equipment for which a state contract has been issued, and the lowest responsible quotation is at least 10% less than the cost charged under the state contract. (NJSA 18A:18A-5(c)
E. Determining the necessity to raise funds for capital project(s) in Type II districts having a Board of School Estimate. (NJSA 18A:22-27)
F. Permitting the private sale of certain bonds if no legally acceptable bid is received by a Type II district. (NJSA 18A:24-45(c)
G. Adopting a resolution endorsing approval of the lease purchase concept of acquiring property for building construction/renovation and authorizing the Superintendent of Schools and/or Board Secretary to advertise and solicit proposals for the selection of a lessor and underwriter and to request the approval of the Commissioner and Local Finance Board in the Department of Community Affairs of a lease purchase agreement in excess of five years. (NJAC 6A:26-7.1, 6A:26-10.1 et seq)
Actions involving holding a meeting, notwithstanding the failure to provide adequate notice shall require an affirmative vote of three-quarters of the members present (NJSA 10:4-9(b).

Actions requiring a recorded roll-call majority vote of the full membership of the Board of Education:

A. Adopting or altering a course of study. (NJSA 18A:33-1)
B. Appointment and fixing of the term of Superintendent of Schools. (NJSA 18A:17-15), Board Secretary (NJSA 18A:17-5), Assistant or Acting Board Secretary. (NJSA 18A:17-13)
C. Appointing or removing an Assistant Superintendent of Schools. (NJSA 18A:17-16)
D. Appointment or transfer of a teaching staff member. (NJSA 18A:25-1; 18A:27-1)
E. Approval of employee salary deductions for governmental bonds. (NJSA 18A:16-8)
F. Disposition or exchange of lands owned by the Board of Education. (NJSA 18A:20-5, 18A:20-8)
G. Selection of textbooks. (NJSA 18A:34-1)
H. Restoration or removal following suspension by the Superintendent of Schools, Assistant Principal, Teacher or Instructional Aid. (NJSA 18A:25-6)
I. Withholding, for inefficiency or other good cause, a prescribed employment or adjustment salary increment. (NJSA 18A:29-14)
J. Admission after October 1st of a pupil who has never attended public or private school. (NJSA 18A:38-6)
K. Appointing a School Business Administrator. (NJSA 18A:17-14.1); appointing or removing and fixing the salary of a Business Manager in a Type I District. (NJSA 18A:17-25)
L. Decision to establish with other school district(s) a county audiovisual educational aids center (NJSA 18A:51-1); application for membership in an already established county audiovisual educational aids center. (NJSA 18A:51-11)
M. Determining sufficiency of charges warranting dismissal or reduction in salary of a tenured employee. (NJSA 18A:6-11)
N. Removal of the President or Vice President of the Board. (NJSA 18A:15-2)
O. Purchase of bonds or other obligations as securities. (NJSA 18A:20-37)
P. Sale of bonds or other obligations purchased as securities. (NJSA 18A:20-39)
Q. Adoption of school budget to be submitted to voters. (NJSA 18A:22-32)
R. Adoption of school budget in Type II districts with a Board of School Estimate. (NJSA 18A:22-26)
S. Approval of capital construction projects. (NJSA 18A:7G-1 et seq,
T. NJAC 6A:26-1 et seq)
U. Authorization of school bonds. (NJSA 18A:24-10)
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<tr>
<th>Additional Legal References</th>
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<tr>
<td><strong>NJSA 18A:11-1</strong></td>
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<tr>
<td>General Mandatory Powers / Duties</td>
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<tr>
<td>Aurentz v Little Egg Harbor Twp Planning Bd 171 NJ Super Law Div 1979</td>
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<tr>
<td>King v. Asbury Park Bd of Ed 1939-49 SLD 20</td>
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<td>Matawan Teachers Assn v Bd of Ed 223 Super 504 App Div 1988</td>
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<tr>
<td>Lincoln Park Bd of Ed v Boonton Bd of Ed 97 NJAR 2d EDU July 24</td>
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<tr>
<td>Little Ferry Bd of Ed v Ridgefield Park Bd of Ed 97 NJAR 2d EDU July 24</td>
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<tr>
<td>Green Twp Bd of Ed v Newton Bd of Ed 97 NJAR 2d EDU August 5</td>
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Prior to addressing the Board, each speaker is requested to state his/her name, address and nature of his/her remarks.

At the discretion of the Board President and if confirmed by a majority vote of the entire Board of Education, public remarks may be limited to a specific amount of time.

Legal References

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<tr>
<th>NJSA</th>
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<tr>
<td>18A:10-6</td>
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The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.

| Legal References | | |
|------------------|------------------|
| NJSA 18A:10-6    | Board Meetings   |
| 18A:11-1         | General Mandatory Powers / Duties |
The minutes of all meetings of the Board shall be sufficiently detailed to serve as documentation of Board compliance with New Jersey statutes and administrative code.

The minutes of the meetings of the Board of Education shall include:
A. The classification (regular, adjourned or special), date, and place of meeting;
B. The call to order stating time, person presiding and his/her office;
C. The record of the roll call of Board Members;
D. A notation of the presence of the Superintendent of Schools, Business Administrator, Board Secretary, administrators and the public;
E. Announcement of notification listing the newspapers by name;
F. A record of any corrections to the minutes of the previous meetings and the action approving them;
G. A record of all communications presented to the Board;
H. A record of each motion placed before the board, the result of the vote, and the vote of each member.

A copy of the minutes of the previous meeting shall be sent to all Board Members along with agenda materials.

The minutes shall be filed permanently for reference purposes.

All reports requiring board action, resolutions, agreements and other written documents shall be placed in the files of the Board Secretary and/or the Superintendent of Schools as a permanent record.

Minutes of Closed Meetings
The minutes of closed meetings must be made available to the public as soon as the reason for confidentiality no longer applies. When a closed meeting deals with more than one privileged matter, the minutes shall be prepared in such a way that each matter can be separated and disclosed in a timely manner.

Public Access to Minutes
Minutes of all regular meetings shall be available to the public for inspection within two weeks of the meeting.

The minutes of the Board's meetings shall be shown to the public upon request in the presence of the Board Secretary or his/her designee. Requests for single copies of minutes as approved by the board at a regular meeting shall be honored at the convenience of the Board Secretary.

Any member of the public wishing to audio or video record a Board of Education meeting shall give notice to the Board Secretary prior to the meeting to be recorded.
Legal References

**NJSA** 18A:10-6 et seq  Open Public Meetings Act  
18A:11-1  General Mandatory Powers / Duties  
18A:17-7  Secretary to Give Notices / Keep Minutes  
47:1A-1 et seq  Examination/Copies of Public Records OPRA

**NJAC** 6A:8-4.3  Accountability  
6A:30-1.4  Evaluation Process for Annual Review  
6A:32-12.1  Reporting Requirements  
6A:23A-1.2 et seq  Fiscal Accountability Definitions

Exec Order No. 9 Sept 30, 1963 modified by Exed Order No. 11 Nov 15, 1974  
Maurice River Bd of Ed v Maurice River Teachers Assn 193 NJ Super 488  App Div 1984  
Matawan Ed Assn v Matawan-Aberdeen Ed Bd 121 NJ Super 328  
Liebeskind v Mayor & Mun Coun of Bayonne 265 NJ Super 389 400-401 App Div 1993  
Atlantic City Convention Cntr Auth v South Jersey Publishin Co Inc 135 NJ 53 1994  
Manual for the Evaluation of Local School Districts  
NJ Dept of State Div Archives & Records Management School District Records Retention Schedule  
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References  
3570, 9123, 9330
The approved minutes of the Board shall be shown to the public upon request in the presence of the Board Secretary or his/her designee. Requests for single copies of minutes shall be honored at the convenience of the Board Secretary. The Board reserves the right to assess a charge to copy the cost of copying the minutes.

A copy of the approved minutes of Board of Education meetings will be made available to the staff members of the district.

Any other persons may request, in writing, copies of minutes of all meetings of the Board of Education to be mailed to them as soon as conveniently possible. The Board reserves the right to assess a charge to cover the cost of copying and mailing meeting minutes.

Board of Education meeting minutes will be made available to the public.

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NJ Dept of State Div Archives & Records Management School District Records Retention Schedule
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3570, 9123, 9330
At its option, the Board of Education may cause any or all of its public meetings to be tape recorded for the purpose of providing clarification, if needed, during the preparation of the official minutes of that meeting. Should tapes be prepared, they shall be treated and maintained in conformity with N.J.S.A. 47:1A-1 et seq., “The Right to Know Law” (Open Public Records Act) and N.J.S.A. 47:3-15 et seq., “The Destruction of Public Records Law”.

Public access to the contents of meeting tapes that are extant in conformity with the previously cited passages of N.J.S.A. 47 shall be provided exclusively through the Board office. Requests for such access shall be made to the Board Secretary in writing, with an appointment to be set by the Board Secretary. The Board reserves the right to assess a reasonable charge for providing copies of said tapes.

The Board also recognizes that there may be occasions when the use of a tape recording device may be a useful tool for a parent/guardian or citizen. At the same time, the Board recognizes that the indiscriminate use of these devices and the uncontrolled disclosure of recordings, has a real potential for abuse, invasion of privacy, a detrimental effect on the educational purpose of the schools. Therefore, no equipment that interferes with the orderly conduct of a meeting of the Board of Education will be permitted.

Anyone wishing to audio or video record a Board of Education meeting shall give notice to the Board Secretary/Business Administrator one day prior to the meeting to be recorded.

**Guidelines**

1. After the citizen session ends, no more than two cameras shall be used at any one time on a first come, first served basis, after the citizen session ends. The Board reserves the right to videotape its proceedings with a third camera.

2. The camera(s) shall be placed in inconspicuous corners of the room towards the rear. The specific location shall be approved by the Board President but shall be in such a place as shall permit unobstructed view of the meeting by the camera(s). The organization conducting the videotaping of the meeting shall take all necessary safety precautions to properly secure the power cable and the actual videotaping equipment to minimize the danger and risk of an accident to the general public and Board Members attending the meeting.

3. Those meetings or portions of meetings that are permitted by law to be closed to the public shall not be videotaped.
**Oldmans Township Board of Education District Policy Manual**

**Bylaws of the Board of Education**

**Series 9000**

**Taping of Meetings**

**Policy 9326.2**

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**Legal References**

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Maurice River Bd of Ed v Maurice River Teachers Assn 193 NJ Super 488  App Div

Atlantic City Convention Cntr Auth v South Jersey Publishin Co Inc 135 NJ 53 1994
The Board of Education recognizes that at times concerns may arise. It is the Board’s intention to attempt to resolve these matters promptly and efficiently. In order to resolve issues in a professional manner, Board Members, employees, parents and/or community members, and are to follow the “chain of command.” The “chain of command” provides for courtesy and respect among all those who are involved in the concern.

Employees
Employees who have a concern about policies, procedures, practices or any issue arising in the school are directed to refer them to their immediate supervisor first for discussion and resolution. The employee is expected to take this step before bringing the matter directly to the next higher line of authority. In the event that the resolution offered by his/her immediate supervisor does not satisfy the employee, the employee may then present his/her case to the next higher line of authority. It is suggested that employee review and follow the Board of Education’s District Organization Chart (Policy 2120) to ensure that the chain of command is followed. Employees who have followed the chain of command are invited to petition the Board of Education in writing. Included in this written petition shall be a brief description of the issue of concern, dates, times (when appropriate) and any resolutions previously sought and/or offered.

Nothing in this policy shall be construed to violate or contradict formal negotiated grievance procedures in place with any bargaining unit employee.

The Board may elect to invite the employee to an executive meeting with the Board to discuss the matter.

Should the employee circumvent the “chain of command” by bringing his/her complaint directly to the Board or an individual Board Member, the Board or the Board Member will refer the employee to the Superintendent of Schools to resolve the issue. In such cases, the Board will not act on the employee’s complaint until after resolution has been attempted between the employee and the Superintendent of Schools.

Failure on the part of the employee to follow this procedure may result in a letter of reprimand being placed in the employee’s personnel file. Employees represented by a bargaining unit who fail to follow the chain of command may be in violation of the grievance procedures contained in the contract between the district and the bargaining unit.

Parents and/or Community Members
Parents and/or community members who have a concern about policies, procedures, practices or any issue arising in the school are directed to refer them to the employee or group of employees who are directly responsible for resolving the matter first. Should the issue not be resolved to the satisfaction of the parents and/or community members, they are to be instructed to follow the chain of command
as diagramed in Policy 2120 – Organization Chart until the matter is resolved. They are expected to take this step before bringing the matter directly to the Board of Education. In the event that the resolution offered by the Superintendent of Schools does not satisfy the parent(s) or community members, the parent(s) or community members may then present the matter directly to the Board of Education. The Board suggests that the matter should be made in writing and that it be presented in a timeframe that will allow the Board to review the matter before acting on it at a regularly scheduled meeting.

The Board may elect to invite the parent(s) and/or community member(s) to an executive meeting of the Board to discuss the matter. Should the parent(s) and/or community member(s) circumvent the “chain of command” by bringing the complaint directly to the Board or to an individual Board, the Board or Board Member will refer the parent(s) and/or community member(s) to attempt to resolve the issue with the Superintendent of Schools. In such cases, the Board will not act on the parent(s) and/or community member(s) complaint until after resolution has been attempted between the parent(s) and/or community member(s) and the Superintendent of Schools.

**Board Members**

Board Members who have a concern or complaint, about policies, procedures, practices or any issue arising in the school are directed to refer them to the Superintendent of Schools for discussion and resolution. In the event that the resolution offered by the Superintendent of Schools does not satisfy the Board Member, the Board Member may then present the matter directly at a regularly scheduled Board meeting. As a professional courtesy, it is suggested that the matter be discussed with the Board President prior to the Board meeting.

**Legal References**

NJSA 18A:11-1 General Mandatory Powers / Duties
In order to provide for an efficient and orderly method of communication between the official bargaining unit(s), the administration of the school and the Board of Education, the following procedures shall be used in connection with the bargaining unit addressing meetings of the Board:

- Employees are expected to attempt to resolve any complaints or concerns with the administration before presenting them at a Board of Education meeting.
- The established grievance procedure of the district shall be followed prior to being made public at Board of Education meetings.
- Areas of concern to any individual employee or the bargaining unit should be discussed informally with the administration in an attempt to resolve matters to the mutual satisfaction of all involved.
- When an individual or the bargaining unit is dissatisfied with the outcome of the procedure above and wishes to present the concern to the Board, that individual or the bargaining unit shall submit the concern or question to the Superintendent of Schools. This submission shall be in writing and be accompanied by any documentation necessary. An indication that it is desired for this submission to be placed on the agenda of an upcoming Board meeting shall be made as a part of the submission.
- Such submission shall be made no later than the close of school on the Monday preceding the next upcoming Board meeting in order that it be available for distribution to the appropriate individuals.
- The individual or a representative of the bargaining unit shall be present at the Board meeting to present the area of concern to the Board if requested.
- In the event of an extremely heavy agenda, the Superintendent of Schools may, after consultation with the President of the Board, defer placing the item on the agenda. The individual and the President of the bargaining unit will be so notified in writing by the Superintendent of Schools if time permits. In any case the individual and the President of the bargaining unit shall be notified by the bargaining unit verbally of this situation and the concern will be addressed at the next Board meeting.

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<tr>
<td>18A:11-1</td>
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It shall be the policy of the Board of Education that a copy of any statement read by a member of the public at a public Board meeting shall be requested of the individual reading such a statement.

Such copy of any statement read shall be filed as a part of the official minutes of the Board meeting and shall so serve as an accurate report of what was, in fact, read.

In the event that a copy of a statement to be read or having been read is not available for any reason, the Board Secretary shall be advised to record simply that the individual, by name, read a prepared statement concerning a particular topic and did not make a copy available to the Board.

In any case where a particular student is discussed, it shall be the procedure that no names or designations that would identify a student or class be used. The Superintendent of Schools is directed to devise methods to protect the identity of the student by using other identification means both in public meetings and in executive sessions of the Board of Education.

Legal References

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<tr>
<th>NJSA</th>
<th>18A:11-1</th>
<th>General mandatory powers and duties</th>
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<tr>
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<td>18A:42-4</td>
<td>Distribution of literature to candidacy, Board Issues or other public question to be submitted at election; prohibited</td>
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Possible Cross References

1100, 1110, 9010, 9020, 9271
When any action of the Board is challenged by any person on the grounds it was taken at a meeting in violation of the Open Public Meetings Act, the Board may cure the alleged defect by action taken at a public meeting to which adequate advance notice has been given or, where circumstances warrant, at a duly convened special meeting. Such action shall not be mere ratification of the prior act; the Board shall consider the matter fully and record its action as if for the first time. Absent a declaration of the Superior Court that the initial action is void, however, the action shall be considered to have been taken at the meeting at which it was first acted upon.

**Legal References**

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<thead>
<tr>
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<td>18A:11-1</td>
<td>General Mandatory Powers / Duties</td>
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In accordance with the provisions of P.L. 2001, c.404, the Board of Education will provide reasonable access, inspection, copying and examination of all public records except those specifically exempted by law.

For the purpose of this policy, Board records shall be defined as, “any paper, written or printed book, document drawing, map, plan, photograph, microfilm, data processed or image processed, stored or maintained electronically or by sound-recording or in a similar device or any copy thereof, that has been made, maintained or kept on file in the course of the Board’s official business and/or that has been received in the course of the Board’s official business.”

Exemptions
Documents, records and/or information that are exempted from public access include:
1. In general, the portion of any document that discloses the social security number, credit card number, unlisted telephone number or driver license number of any person;
2. Personnel or pension records, except that an individual’s name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received are considered government records;
3. Inter-agency or intra-agency advisory consultative or deliberative material;
4. Any record within the attorney-client privilege;
5. Administrative or technical information regarding computer hardware, software or networks that, if disclosed, would jeopardize computer security;
6. Emergency or security information or procedures for any building or facility that, if disclosed, would jeopardize security;
7. Information that, if disclosed would give an advantage to competitors or bidders;
8. Information relating to any sexual harassment complaint;
9. Information relating to any grievance filed by or against an individual in connection with collective negotiations;
10. Information that is a communication between the Board and its insurance carrier, administrative service organization or risk management office; and
11. Information that is to be kept confidential pursuant to a court order.

Custodian of Board Records
The Custodian of Board Records shall be the Board Secretary/Business Administrator.

Responsibility of the Custodian of School Records
The Custodian of Board Records must permit Board records to be inspected, examined, and copied during regular business hours. The district position of Board Secretary/Business Administrator is officially designated by this action custodian of Board records. The Board Secretary/Business Administrator is required to keep and maintain all records and documents belonging to the Board except those required by the Treasurer of School Moneys.
Timely Access
In general, the Custodian of Board Records has a duty to provide access to a Board record immediately. However, there may be instances where the requested record(s) may be archived. In that case, the Custodian of Board Records will attempt to provide the requested record(s) within seven (7) business days after receiving the request. In general, failure to respond within seven (7) business days may be deemed a denial of the request.

Redaction of Records
In general, before providing public access, the Custodian of School Records has a duty to redact any information that discloses the social security number, credit card number, unlisted telephone number, driver license number and/or other exempted information.

Form for Requesting Records
The custodian shall adopt a form for the public to use to make requests for Board records. The form must provide the following:
1. Space for the name, address and telephone of the requestor;
2. Space for a brief description of the record sought;
3. Space for the custodian to indicate which record will be made available, and fees (if any), to be charged;
4. Specific directions and procedures for requesting the record;
5. A statement as to whether prepayment of fees (if any) are required;
6. An indication that, in general, the custodian has seven (7) business days after receiving the request to respond;
7. A statement of the requestor’s right to challenge a decision denying access and the procedure for filing an appeal;
8. Space for the requestor to sign and date the form;
9. Space for the custodian to sign and date the form if the request is fulfilled or denied.

Fees Charged for Copying Records
The Board may assess fees for providing copies of records. If the Custodian of School Records can demonstrate that the actual cost for duplicating a record exceeds these rates, he/she shall charge the actual cost per page. Under certain circumstances, special service fees may also be charged.

Appeal of Denial or Access to Records
A person who is denied access to a Board Record may file suit in Superior Court or may file a complaint with the newly created Government Records Council within the New Jersey Department of Community Affairs.
Legal References

NJSA
10:4-6 et seq. Open Public Meetings Act
18A:4-14 Uniform system of bookkeeping for school districts
18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
18A:11-2 Power to sue and be sued; reports; census of school
18A:17-7 through -12 Secretary to give notices and keep minutes, etc.
18A:17-28(e) Duties of business manager
18A:17-35 Records of receipts and payments
18A:17-36 Accounting; monthly and annual reports
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
47:3-15 et seq. Destruction of Public Records Law

NJAC
2:36-1.1 et seq. Child Nutrition Programs
6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
6A:27-7.9 Vehicle records
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:32-7.1 et. seq. Student Records
6A:32-12.2 School level planning
15:3-2.1 et. seq. Records Retention

Annual Data Collection Plan, New Jersey State Department of Education Records Retention Schedule, New Jersey State Department of Education
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References
3570, 4112.6, 4212.6, 5125
The Board of Education shall be a member of the New Jersey School Boards Association, the County School Boards Association and such other associations as shall be determined by the Board of Education annually.

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<td>18A:6-45</td>
<td>NJSBA Established</td>
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<td>18A:6-50</td>
<td>NJSBA Dues</td>
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To ensure that the Board has the opportunity to make its views known to the elected representatives of the district at the local, state and national level, the Superintendent of Schools is directed to notify the Board of any pending legislation that might affect the district.

Legal References

| NJSA 18A:11-1 | General Mandatory Powers / Duties |
The school district’s written educational plan shall be sequential and specific. The standards and procedures for assessing and evaluating the plan’s long and short-range objectives shall be based on the following major elements:

1. Clear statements of expectations and purposes (i.e. philosophy, goals and objectives) coupled with specifications of how successful achievement will be determined.
2. Provisions for the staff, resources, and support necessary to achieving purposes.
3. Evaluation carefully designed to determine how well expectations and purposes are met, and
4. Revisions and modifications as needed for continued improvement.

Every effort shall be made by the Board, Superintendent of Schools, and staff to fulfill the responsibilities of providing a thorough and efficient education for the pupils of the school district.

Legal References

NJSA 18A:11-1 General Mandatory Powers / Duties
The members of the Board of Education shall conduct an annual self-evaluation each year to determine the degree to which they are meeting their responsibilities as Members of the Board of Education and the needs of their educational community. This self-evaluation shall be positive, frank and honest, and shall be used to establish priorities for action and specific goals and objectives to strengthen the operation of the Board.

The Board shall use a multifaceted self-evaluation instrument as recommended by the New Jersey School Boards Association. This function shall be the responsibility of the Board President.
The Board directs the Superintendent of Schools to employ all appropriate means to provide for continuous and candid reports of accomplishments in the pursuit of district goals and objectives and to establish reliable indicators of accomplishment. The purpose of these accomplishment reports shall be to provide the Board with information needed for making continual policy and planning decisions.

The Board of Education, in compliance with the rules of the State Board of Education, shall provide district citizens with an annual report at a public Board meeting. As required by law, the accomplishment report shall include:

1. The implementation of school-level plans, NJAC 6:8-4.4;
2. The achievement of performance objectives, NJAC 6:8-4.4;
3. Each school report card, including pupil performance results and pupil behavior data, NJAC 6:8-4.4;
4. Professional development activities, NJAC 6:8-4.8;
5. The condition of the school facilities, NJAC 6:8-4.9;
6. The status of mandated program reviews, NJAC 6:8-4.10; and
7. Community support data consisting of:
   a. A review of demographic data,
   b. A Community survey,
   c. Identification of available resources and linkages to social service agencies,
   d. Strategies to overcome any community and environmental conditions that hinder learning,
   e. Methods to eliminate any barriers to community participation,
   f. Planned level of community involvement, and
   g. Strategies for parental involvement, and parent-teacher interaction.

The annual accomplishment report shall be in the form of the Quality Assurance Annual Report (as required by law) and presented in clear and concise language.

Special and/or significant accomplishments of staff, students or the district as a whole shall be announced as they occur at the discretion of the Board.

Legal References

NJSA 18A:11-1 General Mandatory Powers / Duties
Wishing to recognize the loyalty and service of long-time employees and Board Members with a tangible proof of appreciation, the Board directs the Superintendent of Schools to procure appropriate certificates, plaques, or other appropriate symbols of recognition for employees who are retiring from active employment in the district and Board Members who have completed their appointed or elected terms of office. Recognition is to be made on a non-discriminatory basis.

Legal References
NJSA 18A:11-1 General Mandatory Powers / Duties
The Board has directed the annual evaluation of all parts of the district operation. The evaluation of the district as a whole must rest on the results of these individual evaluations. Therefore, the Superintendent of Schools is directed to coordinate the results of the evaluation of:

A. Administration
B. Business and Non-Instructional Operations (including all construction of whatever type)
C. Personnel (as a whole)
D. Instructional Programs (including pupil progress and the State evaluation) into a unified report to the Board on the strengths and weaknesses of the district on or before the October meeting of the Board.

This unified report shall state the indicators of achievement used in each area.

Legal References
NJSA 18A:11-1 General Mandatory Powers / Duties