

APPROVAL OF OFFICE TEAM AGREEMENT

BE IT RESOLVED, that upon the recommendation and approval of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached **Office Team Agreement** for Reception/HR help in Central Office for 1 person at the rate of \$22.88 per hour, without benefits, not to exceed 40 hours per week, for the 2013-2014 school year, effective September 25, 2013.

DATED: September 23, 2013
Attachment

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

GENERAL CONDITIONS OF ASSIGNMENT

Thank you for your confidence in *OfficeTeam*. Our professional is assigned to you under the following General Conditions of Assignment and the enclosed Terms of Payment.

Scope of Background Inquiries	<p>We usually check references by asking specific questions to select past employers with regard to qualifications and work history. These types of checks are generally done the first time we place that individual on an assignment. We do not recheck references after this initial placement process has been completed. There are substantial legal restrictions on the use and communication of various types of personnel-related information. We have not screened for drug use, administered a medical exam, conducted a criminal background check, or engaged in any verification process other than these reference checks. You should conduct such additional or more recent reference inquiries of past employers or verify such other items as you deem appropriate for the position. If you would like to obtain further background information about the professional, we would be glad to refer you to third party agencies who have agreed to perform additional background checks for our clients at a competitive price. If you choose to directly employ one of our professionals, we are willing to provide you with the results of any reference checks that we have performed, to the extent permitted by law.</p>
Client's Responsibility	<p>Supervision of our professional's work is your responsibility. Our professional is only authorized to perform work within the scope of the assignment.</p> <p>It is expressly understood that our professionals are not authorized to sign contracts, statements, or binding agreements on your behalf or on behalf of <i>OfficeTeam</i>.</p> <p>It is understood that you are responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls (including information technology, proprietary information, creative designs and trade secret safeguards) for your company and we shall not be responsible for any losses, liabilities or claims arising from the lack of such controls or procedures.</p> <p>Under no circumstances will you permit our professional to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables. It is understood that you have full responsibility for providing safe working conditions, as required by law, including ensuring that safety plans exist for and safety related training is provided to our professional working on your premises. If this assignment is for work to be performed under a government contract or subcontract, you will notify us immediately (1) of any obligations in the government contract or subcontract relating to wages, and (2) if we are legally required to initiate E-Verify verification procedures for our professional assigned to you.</p> <p>It is understood that we will not authorize our professional to operate machinery (other than office machines) or automotive equipment. It is agreed that you accept full responsibility for, and that we do not maintain insurance to cover any injury, damage, or loss that may result from your failure to comply with the foregoing.</p> <p>It is understood that you are responsible for reporting any claim to us in writing during or within ninety (90) days after the assignment. Under no circumstance will <i>OfficeTeam</i> be responsible for any claim related to work performed unless you have reported such claim in writing to us within ninety (90) days after termination of the assignment.</p>
Confidentiality	<p>Our professional will agree to execute any confidentiality agreement you may require. You are responsible for obtaining our professional's signature.</p> <p>You agree to hold in confidence the social security number and other legally protected personal information of our professional and to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.</p>
Employment Taxes and Withholdings	<p><i>OfficeTeam</i> will handle, to the extent applicable, any workers' compensation insurance, federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance or other payroll charges.</p>
Insurance	<p>In addition to workers' compensation insurance, we also maintain commercial liability insurance and employer's liability insurance.</p>
No Contrary Agreements	<p>These General Conditions of Assignment contain the complete and final agreement on the topics they address, and they supersede any prior agreements or understandings on these topics. Our professionals do not have authority either to verbally modify these General Conditions of Assignment or to assume additional responsibilities other than those set forth in these General Conditions of Assignment.</p>

Job Order: 02712-105511

Date: 09/25/2013

TERMS OF PAYMENT

Thank you for your confidence in *OfficeTeam*. Our professional for the assignment of a Front Desk Coordinator is Lorraine Johnson. The assignment will start on 09/25/2013. As verbally agreed or otherwise communicated, we will invoice your firm at the rate of \$22.88 per hour. Should you wish to use our professional for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call *OfficeTeam* for any changes in the assignment.

Our professional is assigned to you under the following Terms of Payment:

Guarantee	<i>OfficeTeam</i> guarantees your satisfaction with our professional's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the professional assigned to you, <i>OfficeTeam</i> will not charge for the first eight hours worked, provided that <i>OfficeTeam</i> replaces the individual assigned. Unless you contact us before the end of the first eight hours guarantee period, you agree that our professional assigned is satisfactory.
Time Sheet	Our professional will submit either an electronic time record or a time sheet for verification and approval at the end of each week. Your approval thereby indicates your acknowledgement of the General Conditions of Assignment and these Terms of Payment. Our compensation to our assigned professional is on a weekly basis, and you will be billed weekly for the total hours worked, including time spent completing, revising, and/or resubmitting a time sheet or electronic time record, during business hours, and we ask that you respect those guidelines. Because <i>OfficeTeam</i> invoices reflect payroll we have already paid, our invoices are due upon receipt. Applicable sales and service taxes shall be added to these invoices. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may, at our option, charge interest on any overdue amounts at a rate of the lesser of 1 1/2% per month or the highest rate allowed by applicable law from the date the amount first became due.
Overtime	If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires, double time pay, the double time hours will be billed at 2.00 times the normal billing rate.
Hiring the Person Referred to You	<p>After you evaluate the performance and potential of our professional on the job, you may wish to employ this person directly. Our professionals represent our inventory of skilled employees and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional assigned to you, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional assigned to you is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer.</p> <p>The conversion fee calculation is one percent (1%) for each thousand dollars of the aggregate annual compensation (e.g., 20% for \$20,000) multiplied by the aggregate annual compensation, to a maximum of thirty percent (30%). Aggregate annual compensation includes bonuses.</p> <p>The conversion fee, plus an administrative fee, will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.</p>
General Conditions	<p><i>OfficeTeam</i> may increase our rates provided under the Terms of Payment to reflect increases in our own costs of doing business, including costs associated with higher wages for workers and/or related tax, benefit and other costs. We will provide written or verbal notice of the increase in our rates. Any increase in our rates will be prospective, starting as of the effective date <i>OfficeTeam</i> specifies.</p> <p>Our professional is also assigned to you under the General Conditions of Assignment, a copy of which has been provided.</p>

Job Order: 02712-105511

Date: 09/25/2013

**APPROVAL OF TWO ADDITIONAL
PART-TIME SECURITY GUARDS AT FORT LEE HIGH SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves **two (2) additional Part-Time Security Guards from UFS Security Personnel for Fort Lee High School during lunch periods and an evening shift from 7:00p.m. to 11:00 p.m. at a fee of \$14.75 per hour. The total annual cost is not to exceed \$21,000** for the 2013-2014 school year.

DATED: September 23, 2013

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

AGREEMENT WITH ROCKLEIGH COUNTRY CLUB FOR HIGH SCHOOL PROM

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached agreement with the **Rockleigh Country Club for the 2013-2014 school year high school prom on May 9, 2014 as per the attached.**

DATED: September 23, 2013
Attachment

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

Rockleigh Country Club

Agreement made this day May 12, 2013
Between Rockleigh Country Club
and
Fort Lee High School
IHO: Class Of 2014
3000 Lemoine Avenue
Fort Lee, NJ 07024
201-585-4675

Function: PROM
Date: Friday, May 9, 2014
Start Time: 7:00 pm
End Time: 12:00 am
Location: GRAND PAVILION

TERMS OF AGREEMENT:

Approximate Guest Count: 300 persons
(Accurate Number to be given two weeks prior to event date for invoice to be adjusted.)
Price Per Adult: \$110.00
4% Maitre D Fee
7% Sales Tax Or ST-5 Form

Menu Type: Prom Menu
House Linens: Included
Valet Parking: Included

Deposit:

\$ _____ Date: _____ By: _____
check/cash/credit card

Sponsor engages services of Rockleigh Country Club on the above date, subject to the rules and regulations printed on the reverse side and which constitutes part of this contract and which have been read by Sponsor before Sponsor signed this agreement.

Sponsor agrees to make said payment or payments on account when due. Proprietor shall have the right, at its election, in the event Sponsor fails to pay part of the payment on account when due, to cancel without further liability and retain any portion of the payment on account already paid.

Rockni Ghorishi
for the Rockleigh Country Club

Robert Brown

Sponsor's Signature

Co-Sponsor Signature

TERMS & CONDITIONS

1. This agreement may not be orally changed, supplemented, or modified without written consent of the Banquet Department of the Rockleigh Country Club.
2. The undersigned represents that he is fully authorized to sign this Agreement and hereby guarantees the payment of all monies which may become due under this

Rockleigh Country Club • 26 Paris Avenue Rockleigh, NJ 07647
Phone: 201-768-7171 Fax: 201-768-5787

agreement.

3. It is a specific consideration of this contract that the minimum number of persons guaranteed by the sponsor and agreed to by the Rockleigh Country Club to attend the affair, shall form the minimum basis for charges and payment of same, unless otherwise specified.
4. The undersigned sponsor of the banquet affair specifically agrees and, without any other remedy, to make good for any and all damages to the property or appurtenances belonging to the Rockleigh Country Club as a result of the acts of his guests, entertainers, musicians or any persons engaged by him during the course of the affair contracted for.
5. Alcoholic beverages purchased elsewhere and consumed on the premises are in distinct violation of the prevailing regulations of the Alcoholic Beverage Control of the State of New Jersey. Anyone found consuming alcoholic beverages not sold on the premises shall be requested to immediately dispose of same, off the premises, and shall be charged the full price in accordance with our published retail list for the merchandise brought in.
6. This agreement is contingent upon the ability of the management to complete same. This agreement is unenforceable due to reasons beyond management's control, such as fire, strikes, accidents other reasons beyond its control.
7. The number of persons attending the affair and the unpaid balance of this contract must be supplied two (2) weeks before the date of Banquet by cash, certified check or bank check.
8. The undersigned is required to pay 50% of the total due on the agreement six (6) months before the function.
9. Cancellation Policy: In the event that the Patron cancels, repudiates, or otherwise breaches this agreement by any cause or reason whatsoever, the Patron shall forfeit all deposits unless the date of the event is rebooked at an equal value. If the Patron cancels one year prior to the event date, Patron will be liable for 25% of the total amount due, unless the date is rebooked at an equal value. If the Patron cancels six months prior to the event date, Patron will be liable for 50% of the total amount due, unless the date is rebooked at an equal value. If the Patron cancels three months or less prior to the event date, Patron will be liable for 75% of the total amount due, unless the date is rebooked at an equal value.
10. In the event the Patron is entitled to a refund of any monies paid on this agreement, the refund check will be made payable to the party posting the deposit.
11. Credit card charges are accepted for deposits up to \$3000.00. Credit card charges over \$3000.00 are subjected to a service charge.

ACADEMIC AWARDS DINNER CONTRACT

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the contracts with **Fiesta Catering for the Fort Lee High School 2013-2014 Academic Awards Dinner** at a price per person of \$26.94.

DATED: September 23, 2013
Attachment

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

FIESTA Catering

255 State Highway 17 South (POBox 212)
 Wood-Ridge - New Jersey - 07075
 Phone (201) 939-5409 Fax (201) 939-5926
 www.fiestabanquets.com

Catering Contract

Booked Date 5/15/2013
 Revised Date 5/16/2013

Event Date 5/21/2014

Definite

Client/Organization Fort Lee High School	Event Date 5/21/2014 (Wed)	Telephone (201) 585-4687	Fax (201) 585-2296	Event # E06224
City, St Zip 3000 Lemoine Ave., Fort Lee, NJ 07024		Cellular ()	Booking Contact Marcia Leon	Guests 180 (Pln)
Client/Organization Fort Lee High School	Theme Awards	Sales Rep Raf	Category Alacarte	

Directions

Banquet Room	Room Chg	Start	End	Serving	Description
Casa De Rosa		6:00 pm	10:00 pm		Dinner

Food & Beverage				Equipment/Miscellaneous			
	Price	Qty	Tot		Price	Qty	Tot
AlaCarte Dinner	20.95	175	3,666.25	TABLECLOTHS			
Unlimited Soda	1.50	175	262.50	White			
No Bar				NAPKINS			
Tossed Salad				Orange			
Ziti Marinara				Black			
Filet of Sole							
Chicken Frances							
Roast Beef							
Souffle Potato							
Vegetable du Jour							
Peach Melba							
Coffee, Tea Decaf							

Staffing Requirements

Shift Requirements	Start	End	Hours	Tot Hours	Price	Tot

Comments

Will Have Seating.
 Menu is from 2013 #E05654

Subtotal	4,928.75	Tax	0.00	Pay Method	Card Number
Tax (7%)	0.00	Balance	4,714.50	Card Type	
Serv.Chg	785.75			Card Holder	Expires
Tot	4,714.50			Signature	

PAYMENTS

12F

Payment _____ Date _____ Method _____ Card Type _____

STANDARD CHARGES FOR ALL AFFAIRS

All final arrangements must be made three (3) weeks prior to date of affair and at that time the final agreements contract shall be executed and the balance of the contract price shall be paid.

All liquor, beer and wine consumed at this affair must be purchased through Fiesta. The person signing this agreement will be held responsible to pay the corkage fee for any liquor brought onto the premises by the guests according to price stipulated on the final arrangements agreement. 20 % Gratuity will be charged on the total bill, including food, liquor, beer, soft drinks, cakes and flowers. PLUS SALES TAX. Affairs will be conducted according to the standar rules of the house, unless otherwise specified at the time of signing of this agreement. This agreement does not include music. Contracting party shall be responsible for the total number guests as of midnight prior to the affair. All remaining refunds, if any, shall be paid in cash on the date of the affair. Deposit shall be: \$ 2000.00. If contract is cancelled, deposit only refundable if room is rebooked at the same or greater contract price. If room is not rebooked or booked at a lesser contract price, deposit shall be retained by Fiesta. Postponement of contract to a future date will require an additional full deposit and is subject to current prices. Upon receipt of notice of cancellation, which shall be in writing The Fiesta shall have the right to immediately offer the reserved room for hire to others. This agreement is not subject to, except as above with mutual consent of the parties hereto. This agreement is valid only for the countersigned by an officer of Fiesta, or their authorized agent. This contract shall constitute the entire contract for the minimum number of people for the room reserved based upon the dinner selected above and may not be changed except in writing. Not withstanding that the final arrangement agreement is not executed, this agreement shall be enforceable for the minimum established for the reserved room. No alcoholic beverages served to persons under legal drinking age.

Signed Robert Brown Fiesta [Signature]

↑ * please sign and send back ↑

HEALTH-WELFARE & SAFETY COMMITTEE

#1HWS

RESOLUTION NO. 25829

PAYMENT OF HOME INSTRUCTION SERVICES

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **payment of Home Instruction Services**, as outlined below:

Time Period	Provider	# of Hours	Hourly Rate	Total
7/15, 7/18, 7/22, 7/24, 7/29, 7/31/13	Aphrodite Microusticos	8.5	\$45	\$382.50
7/30, 8/1, 8/6, 8/8, 8/13, 8/20, 8/22/13	Lisa Forte	11	\$45	\$495.00
7/16, 7/17, 8/12, 8/20, 8/21, 8/26, 8/27, 8/28/13	Joanne Weck	11	\$45	\$495.00
7/15, 7/22, 7/29, 7/30/13	Stephen Klapach	9	\$45	\$405.00
8/5, 8/12, 8/19, 8/26, 8/27, 8/28/13	Stephen Klapach	12	\$45	\$540.00
TOTAL				2,317.50

DATED: September 23, 2013

Motion by: Mrs. Candace Romba

Seconded by: Mrs. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

ANNUAL ADOPTION AND IMPLEMENTATION OF THE REQUIRED UNIFORM STATE MEMORANDUM OF AGREEMENT FOR THE 2013-2014 SCHOOL YEAR BETWEEN FORT LEE POLICE DEPARTMENT AND FORT LEE PUBLIC SCHOOLS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education adopts and implements the required annual **Uniform State Memorandum of Agreement between the Fort Lee Police Department and Fort Lee Public Schools** for the 2013-2014 school year.

DATED: September 23, 2013
Attachment

Motion by: Mrs. Candace Romba

Seconded by: Mrs. Helen Yoon

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

***ANNUAL MEETING BETWEEN EDUCATION & LAW ENFORCEMENT OFFICIALS
UPDATE TO UNIFORM MEMORANDUM OF AGREEMENT (MOA)
 (to be appended to the MOA – 2011 Revisions)
 2013-2014**

The annual meeting between:

Chief School Administrator Mr. Paul J. Saxton of the
Fort Lee School District and

Chief of Police of the Fort Lee Police Department

was held on September 10, 2013.

As a result of this meeting (*check all that apply*):

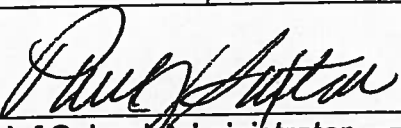
 The Uniform State Memorandum of Agreement – 2011 Revisions, signed by the Chief School Administrator and Law Enforcement Official, remains unchanged, with no additional terms/provisions.

X Procedures have been developed, with contact people identified, to implement specific provisions of the Memorandum of Agreement (*attach a list of those contact people, both school and law enforcement personnel*).

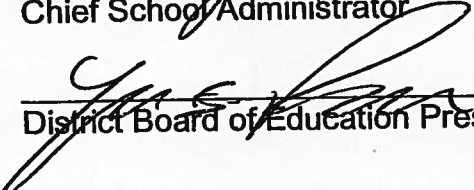
Additional Terms & Provisions (*check of applicable*):

 New terms and provisions referenced below have been added to the Uniform State Memorandum of Agreement – 2011 Revisions.

Article	Page	Sub Article Reference Title & Number	Date Approved


 Chief School Administrator


 Chief of Police


 District Board of Education President

9-23-13
 Board Approval Date

 Executive County Superintendent of Schools

 County Prosecutor

* Annual Review Process pursuant to N.J.A.C. 6A:16-6.2(b) 15

2HWS*

The following titles are referenced in this revised UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS. The names and titles listed below shall be attached hereto and incorporated in said agreement.

LAW ENFORCEMENT

County Prosecutor: Mr. John L. Molinelli

County Prosecutor's Designee: Ms. Denise Coyle-Galda

Appropriate County Prosecutor:

Chief, Police Department Chief Keith M. Bendul

Local Chief Executive Officer of the Law Enforcement Department Having Patrol Jurisdiction:

Chief of the Department Having Patrol Jurisdiction:

Designed Law Enforcement Agency: Fort Lee Police Department

Law Enforcement Agency:

Local Police:

Police Department:

Police Department with Patrol Responsibilities:

Law Enforcement Agency Having Patrol Jurisdiction:

Local Law Enforcement Agency Having Patrol Jurisdiction:

Designed Law Enforcement Official: Chief Keith M. Bendul

Designated Police Liaison:

Designated Law Enforcement Liaison: Lt. Patrick Kissane

EDUCATION

County Superintendent: Mr. Scott E. Rixford

Local Superintendent: Mr. Paul J. Saxton

School Building Principals:

School 1	Ms. Rosemary Giacomelli	Middle School	Mr. Robert Daniello
School 2	Ms. Marianela Martin	High School	Dr. Frank Calabria
School 3	Mr. Jay Berman	Pl. Early Childhood Center	Ms. M. Priscilla Church
School 4	Mr. Peter Emr		

Designated School Official: Mr. Paul J. Saxton

School District: Fort Lee

ATTACHMENT TO UNIFORM STATE MEMORANDUM OF AGREEMENT

September 2013

Attached herewith are the names of the Fort Lee School District and the Fort Lee Police Department contact people who shall assume the responsibilities to implement this Uniform State Memorandum of Agreement.

When this document references:	The designee shall be:
County Prosecutor	Mr. John L. Molinelli
Chief of Fort Lee Police Dept.	Chief Keith M. Bendul
Law Enforcement Agency/Police Dept.	Fort Lee Police Department
County Superintendent	Mr. Scott E. Rixford
Local Superintendent	Mr. Paul J. Saxton
Designated School Officials:	Dr. Sharon Amato
Designated Law Enforcement Official	Lt. Patrick Kissane

PERSONNEL COMMITTEE

RESOLUTION NO. 25831

#1P

APPROVAL - STAFF TRIPS AND CONFERENCES TOTALING \$864.46

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **attendance of staff members at the conferences** listed on the attached summary.

DATED: September 23, 2013
Attachment

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

<u>ROLL CALL</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	<u>ABSTAINED</u>
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 9/23/13**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Alex	Guzman	CO	BCASA Fall Leadership Institute/Ramapo College	Mahwah, NJ	10/3/2013	\$34.32
Susan	Galperin	HS	Bergen County Assistance Coordinators (SAC)	Paramus, NJ	10/1, 12/3/2013	N/A
Susan	Galperin	HS	Care Plus Conference	Paramus, NJ	3/11, 5/6/2014	N/A
Tara	Trovato	S#2	CBVI Workshop - Elementary Braille	West Windsor, NJ	10/3/2013	N/A
Cheryl	Zoll	S#2	CBVI Workshop - Elementary Braille	West Windsor, NJ	10/17/2013	N/A
Andria	Magliozzi	HS	Counselor Luncheon/Ohio State University	Hackensack, NJ	10/17/2013	N/A
Natalie	Villoslada	S#1	International Dyslexia Association Workshop	Somerset, NJ	10/2/2013	N/A
Kristin	Kim	HS	NJ Higher Education Student Assistance Authority Training Institute for School Counselors at BCC	Paramus, NJ	10/18/2013	N/A
Andria	Magliozzi	HS	NJ Higher Education Student Assistance Authority Training Institute for School Counselors at BCC	Paramus, NJ	10/18/2013	N/A
Marianne	Nugent	MS	NJ State Bar Foundation	New Brunswick, NJ	10/11/2013	N/A
Alex	Guzman	CO	NJASA PD Seminar	Monroe Township, NJ	10/1/2013	\$150.56
Sharon	Amato	CO	NJASA/Novice Superintendents' Academy	Trenton, NJ	10/17/2013	\$573.99
Sharon	Amato	CO	NJDOE Working Together to Implement Achieve NJ	Wood-Ridge, NJ	1/23 & 3/11/2014	\$5.59
Priscilla	Church	FLECC	NJDOE/Best Practices for Practical Implementation	Hamilton, NJ	9/24/2013	N/A
Ana	Flores	CO	NJDOE/LEA Accountability for Federal Funds	East Brunswick, NJ	11/14/2013	N/A
Alex	Guzman	CO	NJDOE/LEA Accountability for Federal Funds	East Brunswick, NJ	9/24/2013	N/A
Kristin	Kim	HS	NYU Gallatin School/Individualized Study Program	New York, NY	10/11/2013	N/A
Priscilla	Church	FLECC	Strauss Esmay - HIB Prevention Training	Toms River, NJ	10/23/2013	\$100.00
TOTAL						\$864.46

APPROVAL OF JOB DESCRIPTIONS : PRINCIPAL ON ASSIGNMENT AND SUPERVISOR OF GUIDANCE

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the attached job descriptions for the following positions:

Job Description
PRINCIPAL ON ASSIGNMENT (New)
SUPERVISOR OF GUIDANCE (New)

DATED: September 23, 2013
Attachments

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

TITLE: PRINCIPAL ON ASSIGNMENT

- QUALIFICATIONS:
1. New Jersey Standard Certificate for Teacher and either NJ Standard Certificate for Principal or School Administrator
 2. Masters Degree in related area (e.g., Curriculum and Instruction, Administration and Supervision) from an accredited college/university
 3. Minimum of one year administrative experience
 4. Deep understanding of NJ and Common Core Curriculum Standards
 5. Strong skill set in human relations, communications, problem solving and organization
 6. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Director of Curriculum

JOB GOAL: To provide leadership and coordination of the total educational program (i.e., curriculum, instruction and assessment and all related staff development) and facilitate effective teaching evaluation and professional growth for teachers, Pre-K-8. Curriculum Coordinators collaborate with the Principals, Supervisors, Director of Curriculum and Assistant Superintendent as part of the district leadership team to supervise, create and implement district instructional programs.

- PERFORMANCE RESPONSIBILITIES:
1. Coordination of Instructional Program:
 - a. Coordinate with Director of Curriculum and supervisors in coordination of Pre-K-8 educational program;
 - b. Facilitate two-way communication to and from the school, concerning all aspects of school and district programs, policies, and other issues impacting student achievement;
 - c. With principal and teacher committees, organize and coordinate grade level meetings, PLCs, and other professional development activities in order to affect the horizontal and vertical continuity and articulation of the instructional program throughout the district;
 - d. Facilitate the use of the data team process to improve student achievement;
 - e. Lead and assist staff in ongoing efforts to improve instruction in alignment with the new teacher evaluation instructional model as needed within the school and in the district;
 - f. With building principal, communicate the approved curriculum to school staff to ensure understanding and promotion of the educational objectives of the district;
 - g. Assist guidance and principals in the coordination of assessments and student growth objectives (SGOs); and
 - h. Assist principals in coordination and selection of instructional materials and supplies.
 2. Personnel Administration
 - a. Collaborate and coordinate with principals in evaluation, review of the day-to-day performance, and observation of teachers and other support staff; and
 - b. With the Director of Curriculum, oversee the District's instructional improvement plans.

Board Approval		
Agenda Date:	September 23, 2013	Resolution No.:

3. Assessment and Reporting
 - a. Collaborate with guidance personnel on the development and implementation of a comprehensive Pre K-12 assessment program, the selection of testing instruments, the design of alternative assessments, and the use of testing data to drive instruction; and
 - b. With teachers and building principals, interpret assessment results.
4. Staff Development
 - a. With the Director of Curriculum develop and implement in-service programs and professional/staff development experiences for all professional staff based on district and school priorities for instructional improvement;
 - b. Coordinate and collaborate with curriculum supervisors in the development of professional development experiences for staff; and
 - c. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning.
5. School and Community Relations
 - a. Promote on-going, two-way communications with students, school personnel, parents and others to enhance the educational program and the school district;
 - b. Participate in related administrative and curriculum meetings for administrators, supervisors, and department supervisors; and
 - c. Participate in relevant administrative meetings conducted by the Superintendent and Assistant Superintendent.
6. Professional Development
 - a. Continue own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities;
 - b. Stay up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences; and
 - c. Represent the District at relevant local, Bergen County and NJ State curriculum meetings.
7. Other
 - a. Serve as District HIB Coordinator;
 - b. Oversee daily operations and serve as Principal, when applicable; and
 - c. Perform other related duties as may be assigned by the Superintendent and Assistant Superintendent.

**TERMS OF
EMPLOYMENT:**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with statute and Board policy.

TITLE: SUPERVISOR OF GUIDANCE

- QUALIFICATIONS:**
1. NJ Standard Certificate for Supervisor, Principal, Director of Pupil Personnel Services or Director of School Counseling.
 2. Master's Degree in a related area (e.g., Student Personnel Services, School Counseling)
 3. Minimum of five years successful experience in public school student personnel work
 4. Experience as a Supervisor of Guidance or a guidance counselor strongly preferred
 5. Strong skill set in human relations, communications, problem solving and organization.
 6. Such alternatives to the above that the Board of Education finds to be appropriate and acceptable

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: K-12 Guidance Department

JOB GOAL: To support the District's instructional program by coordinating and supervising school counseling, pupil personnel services and guidance activities which are designed to assist students in their academic, social, and emotional development consistent with the goals set forth by the Board of Education and within the resources provided

- PERFORMANCE RESPONSIBILITIES:**
1. **Coordination of Guidance Activities**
 - a. Coordinate the development, implementation and evaluation of a school counseling program and student community service program that is comprehensive in scope, preventive in design, and developmental in nature;
 - b. Compile, update and disseminate a comprehensive description of the K-12 Guidance Program including policies, procedures and other components;
 - c. Work closely with district principals in the design and implementation of the school master schedules;
 - d. Plan and conduct the scheduling process for students in all grades
 - e. Oversee the K-12 student information system to ensure that relevant, up-to-date information is maintained in accordance with NJ State and Federal law, Board policy, and district procedures;
 - f. Conduct ongoing follow-up studies of dropouts and graduates and communicates data to relevant audiences;
 - g. With building principals, the Director of Curriculum and Instruction, and the Director of Special Services, coordinate elementary, middle and high school programs of study;
 - h. Provide academic and non-academic post-high school opportunity information through mini-college fairs, individual appointments, print documents, audio-visual and online materials to all students;
 - i. Oversee the application process (for post-high school education, armed services, scholarships, etc.) and ensure the timely submission of high quality documents;
 - j. Identify and address the needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected

Board Approval		
Agenda Date:	September 23, 2013	Resolution No.:

- k. students, students making the transition from eighth to ninth grade);
- k. Oversee the implementation of NJ State law and regulation, Board policies and school procedures in the Guidance Department;
- l. Provide for articulation of the School Counseling and Guidance programs by conducting regular meetings for K-12 counselors;
- m. Ensure that appropriate records are maintained by counselors to track student progress, note counseling services provided, and generate necessary NJ State and District reports; and
- n. Maintain communications with offices and agencies that provide specialized help to students and parents.

2. Personnel Administration

- a. Participate in recruiting, screening, interviewing and recommending new counselors for the District; and
- b. Supervise and evaluate guidance counselors and office staff in accordance with NJ State law, Board policy and contractual agreements in accordance with Teach NJ law and regulations.

3. Testing and Assessment

- a. Coordinate with district Principals and Elementary Test Coordinator while overseeing the District testing program, preparing information/data as requested, and interpreting the results of tests for school personnel, the Board of Education, parents and other related audiences;
- b. Collaborate with the Director of Curriculum and Instruction on the development and implementation of a comprehensive K-12 assessment program, the selection of testing instruments, the design of alternative assessments, and the use of testing data to drive instruction in accordance with Teach NJ law, regulations and district policy; and
- c. Work in cooperation with other administrators in the District to coordinate the District's testing/assessment program and coordinate appropriate intervention programs for High School students who do not pass the NJ State graduation test.

4. Staff Development

- a. Facilitate the participation of the guidance staff in professional development experiences to enhance their job-related knowledge and skills; and
- b. Conduct in-service training for district programs as required.

5. School and Community Relations

- a. Promote on-going, two-way communications with students, school personnel, parents and others to enhance the guidance services program and the school district;
- b. Prepare and disseminates guidance-related literature and publications (e.g., School Profile);
- c. Participate in related administrative and curriculum meetings for administrators, supervisors, and department chairs;
- d. Facilitate articulation experiences for guidance and other staff; and
- e. Participate in relevant administrative meetings conducted by the Superintendent and Assistant Superintendent.

6. Counseling

Oversee counseling of students in their academic, personal, and social development consistent with the policies and goals of the Board and within the resources provided by the Board

7. Professional Development

- a. Continue own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities;
- b. Stay up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences; and
- c. Represents the District at relevant local, Bergen County and NJ State guidance meetings.

8. Other

Perform other related duties as may be assigned by the Superintendent and Assistant Superintendent

**TERMS OF
EMPLOYMENT:**

Twelve-month position; salary to be determined by the Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with statute and Board policy.

**RESIGNATION OF EZIO MONTORIO JR. AS
PART-TIME PHYSICAL EDUCATION AIDE AT SCHOOL NO. 1**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education accepts the **resignation of Ezio Montorio, Jr. as Part-Time Physical Education Aide at School No. 1**, effective September 16, 2013.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

RESCINDING THE APPOINTMENT OF KYUNG CHAN CHOI AS MATERNITY LEAVE REPLACEMENT AT LEWIS F. COLE MIDDLE SCHOOL

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **rescinding of the appointment of Kyung Chan Choi as Maternity Leave Replacement** for Math at Lewis F. Cole Middle School, as previously approved on Resolution No. 25785 dated August 26, 2013.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**AMENDED MATERNITY LEAVE FOR CHRISTINA MURPHY
AS MATHEMATICS TEACHER AT LEWIS F. COLE MIDDLE SCHOOL**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves an **amended maternity leave for Christina Murphy as Mathematics Teacher at Lewis F. Cole Middle School**, as follows:

- 1 personal day on June 17, 2013 from the 2012-2013 school year, **with pay**; and
- 10 accumulated sick days from June 18, 2013 through and including June 26, 2013 and September 3 through and including September 9, 2013; and
- 1 personal day on September 10, 2013 from the 2013-2014 school year, **with pay**; and
- Up to 32 work days of Federal Family Leave from September 11, 2013 through and including October 25, 2013, **without pay***, and

with the intention of returning to her teaching responsibilities on October 28, 2013.

* Federal and New Jersey Family Leave is **without pay** but provides for the retainment of health benefits contingent upon receipt of employee's percentage of premium, pursuant to Chapter 78 P.L. 2011, the Pension and Health Reform Law. Furthermore, during said leave, the employee may apply for New Jersey Family Leave Insurance benefits in which eligibility will be determined by the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Interim Superintendent of Schools is hereby directed to forward a copy of this resolution to **Christina Murphy**.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**AMENDED MATERNITY LEAVE FOR STACEY MARGOLIES
AS ELEMENTARY TEACHER AT SCHOOL NO. 2**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves an **amended maternity leave for Stacey Margolies as Elementary Teacher at School No. 2**, as follows:

- 27 accumulated sick days from September 16, 2013 through and including October 23, 2013; and
- 60 work days of Federal Family Leave from October 24, 2013 through and including January 31, 2014, **without pay***; and
- 5 work days of State of New Jersey Family Leave from January 27, 2014 through and including January 31, 2014, **without pay***, and

with the intention of returning to her teaching responsibilities on February 3, 2014.

* Federal and New Jersey Family Leave is **without pay** but provides for the retainment of health benefits contingent upon receipt of employee's percentage of premium, pursuant to Chapter 78 P.L. 2011, the Pension and Health Reform Law. Furthermore, during said leave, the employee may apply for New Jersey Family Leave Insurance benefits in which eligibility will be determined by the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Interim Superintendent of Schools is hereby directed to forward a copy of this resolution to **Stacey Margolies**.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**AMENDED MATERNITY LEAVE FOR JOANNE BAKAS
AS ELEMENTARY TEACHER AT SCHOOL NO. 3**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves an **amended maternity leave for Joanne Bakas as Elementary Teacher at School No. 3**, as follows:

- 51 accumulated sick days from April 15, 2013 through and including June 26, 2013 (dates subject to any revisions to the school calendar for 2012-2013 school year), **with pay**; and
- 1 personal day on April 22, 2013, **with pay**; and
- Up to 60 work days of Federal Family Leave from September 1, 2013 through and including June 30, 2014, **without pay***, which provides for the retainment of health benefits; and

with the intention of returning to her teaching responsibilities on September 1, 2014 for the 2014-2015 school year.

*During said leave, the employee may apply for New Jersey Family Leave Insurance benefits in which eligibility will be determined by the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Interim Superintendent of Schools is hereby directed to forward a copy of this resolution to **Joanne Bakas**.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

APPOINTMENT OF ADDITIONAL CLASSROOM AIDES FOR 2013-2014

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **appointment of the following Classroom Aides for 2013-2014 at the salaries based upon the 2012-2013 Teachers' Guide, pending negotiations:**

CLASSROOM AIDES								
FIRST NAME	LAST NAME	GRADE / SUBJECT	SCHOOL	Step - Class	Salary	Start Date	Replacing	Reason for opening
Siva	Bonatti	Part-Time Classroom Aide Kindergarten Class	1	Step 1, Degreed	\$14,064.00 pending negotiations	9/24/2013	New position for K Class	Class Size
Marie	Guevara	Part-Time Classroom Aide Kindergarten Class	1	Step 1, Non-Degreed	\$11,815.00 pending negotiations	9/24/2013	New position for K Class	Class Size
Cristina	Lamond	Part-time Physical Education Aide	4	Step 1, Degreed	\$12,307.00 Pending Negotiations	9/24/2013	Thomas DeGrazia	Transfer
Maria	Frankeas	Part-Time Physical Education Aide	3	Step 1, Non-Degreed	\$11,815.00	9/24/2013	Kathleen Reinke	Resignation

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon said employees executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: September 23, 2013
Rev. 9/23/13

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**APPOINTMENT OF ADDITIONAL LEAVE REPLACEMENTS
DURING 2013-2014 SCHOOL YEAR**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the appointment of **leave replacements during the 2013-2014 school year**, as outlined below:

LEAVE REPLACEMENTS							
FIRST NAME	LAST NAME	GRADE / SUBJECT	SCHOOL	Salary	Effective Dates	Replacing	Reason for opening
Danielle	Christal	Elementary MLR	2	Sub pay for the first 10 days \$90 per day, day 11-60 \$95 per day, day 60 forward equivalent of a BA, Step 1; No Benefits	Work days: 9/12/2013-2/4/2014	Stacey Margolies	Maternity Leave
Melissa	Balala	Elementary MLR	2	Sub pay for the first 10 days \$90 per day, day 11-60 \$95 per day, day 60 forward equivalent of a BA, Step 1; No Benefits	Work days: 10/3/2013-2/13/2014	Maria Castano	Maternity Leave
Christine	DeLuca	Elementary MLR	1	Sub pay for the first 10 days \$90 per day, day 11-60 \$95 per day, day 60 forward equivalent of a BA, Step 1; No Benefits	Work days: 9/1/2013-10/16/2013 3 NTO: 8/27/13 - 8/29/13	Cory Sohn	Medical Leave
Danielle	DePalma	Elementary MLR	2	Sub pay for the first 10 days \$90 per day, day 11-60 \$95 per day, day 60 forward equivalent of a BA, Step 1; No Benefits	Work days: 9/1/2013-6/30/2013 NTO: 8/27/13 - 8/29/13	Sara Cuomo	Maternity Leave

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

SATURDAY DETENTION MONITORS

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the appointment of the following **Saturday Detention Monitors** for Fort Lee High School for the 2013-2014 school year to be paid at the rate of \$200 per day for a four-hour period:

**Alex Almeyda
Debra Brigida
Matthew Cohn**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the appointment of the following **Saturday Detention Monitors** for Fort Lee High School for the 2013-2014 school year to be paid at the rate of \$100 per day for a two-hour period:

**Stephen Klapach
Sheri Steckler
Katie McArdle
Gene Fusco**

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

APPROVAL OF ADDITIONAL HOURS FOR CURRICULUM WRITERS

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the additional hours for **Curriculum Writers** to be paid a stipend at an hourly rate of \$45.00 per hour, as outlined below:

Teacher Name	# of hours	Hourly Rate	Total
Gene Fusco	1	\$ 45.00	45.00
Dana Ripoli	1	\$ 45.00	45.00
Sandi Klein	9	\$ 45.00	405.00
TOTAL	11		\$ 495.00

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

APPOINTMENT OF CO-CURRICULAR PERSONNEL FOR 2013-2014

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the **appointment of co-curricular personnel for the 2013-2014 school year**, as per the attached list. All co-curricular appointments are subject to completion of all personnel documentation and fingerprinting process, prior to starting of said activities.

DATED: September 23, 2013
Attachment
(As Amended)

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**Fort Lee Public Schools
Co-Curricular Appointments
For 2013-2014 School Year**

2013-2014 Applicant	Co-Curricular Activity	Class	13-14 Stipend (Pending Negotiations)	Agenda Date
Margo Melzer	Academy of Finance Internship Director [split stipend 13-14]	A	\$1,063.00	9/23/2013
Tom Cirone	Art Honor Society	A	\$2,126.00	9/23/2013
Calogero Pagano	Asian Club [split stipend 13-14]	A	\$1,063.00	9/23/2013
Kristin Kim	Asian Club [split stipend 13-14]	A	\$1,063.00	9/23/2013
Harry Welte	Assistant Choral Director-HS	A	\$2,126.00	9/23/2013
Anthony Gioia	Band Wind Instructor-HS	A	\$2,126.00	9/23/2013
Janue Vargas	Bell Choir Director	A	\$2,126.00	9/23/2013
Bo Kyung Park	Brass Instructor	A	\$2,126.00	9/23/2013
Gary Glebas	Computer Club	A	\$2,126.00	9/23/2013
Meng Yang	Drill Technician	A	\$2,126.00	9/23/2013
Tara Trovato	Environmental Advisor - S#2	A	\$2,126.00	9/23/2013
Alycia Adams	Environmental Advisor - S#3	A	\$2,126.00	9/23/2013
April Coniglio	Environmental Advisor - HS [split stipend 13-14]	A	\$1,063.00	9/23/2013
Brianne Baker	Environmental Advisor - HS [split stipend 13-14]	A	\$1,063.00	9/23/2013
April Coniglio	Future Teachers of America	A	\$2,126.00	9/23/2013
Stephen Dominguez	Gay/Straight Alliance (GSA) - HS [split stipend 13-14]	A	\$1,063.00	9/23/2013
Reina Sandouk	Gay/Straight Alliance (GSA) - HS [split stipend 13-14]	A	\$1,063.00	9/23/2013
Klarissa Bruno	Interact Club Advisor	A	\$2,126.00	9/23/2013
Jodi Etra	International Thespian Society	A	\$2,126.00	9/23/2013
Andria Magliozzi	Key Club	A	\$2,126.00	9/23/2013
Harry Welte	Modern Music Masters	A	\$2,126.00	9/23/2013
Nicole Boote	National Honor Society	A	\$2,126.00	9/23/2013
Phillip Murphy	Percussion Instructor	A	\$2,126.00	9/23/2013
Sophie Karabatsos	Pioneer Business Advisor	A	\$2,126.00	9/23/2013
Suzanne Elkhecken	Spanish Club	A	\$2,126.00	9/23/2013
Anthony Gioia	All City Band Director	B	\$3,161.00	9/23/2013
Miriam Lockhart	Band Leader-MS	B	\$3,161.00	9/23/2013
Janue Vargas	Chorus Director-MS	B	\$3,161.00	9/23/2013
Sophie Karabatsos	Fort Lee-der Advisor	B	\$3,161.00	9/23/2013
Nina Anderson	Intermedia (Art)-MS	B	\$3,161.00	9/23/2013
Cean Spahn	Intermedia (Literacy)-MS	B	\$3,161.00	9/23/2013
Doug Walden	Junior Class Advisor	B	\$3,161.00	9/23/2013
Jillian Reicherz	Student Council Advisor-MS	B	\$3,161.00	9/23/2013
Stephen Dominguez	Voice (Literary)	B	\$3,161.00	9/23/2013
Solanlly Ortega	Yearbook Club Advisor-MS	B	\$3,161.00	9/23/2013
Suzanne Elkhecken	Future Business Leaders of America	B-1	\$4,754.00	9/23/2013

**Fort Lee Public Schools
Co-Curricular Appointments
For 2013-2014 School Year**

Sophie Karabatsos	Pioneer Advisor	B-1	\$4,754.00	9/23/2013
Gabriella Bernardo	Senior Class Advisor	B-1	\$4,754.00	9/23/2013
Mary Stephenson	All Borough Orchestra Director	C	\$6,327.00	9/23/2013
Joseph Picone	Assistant Band Director-HS	C	\$6,327.00	9/23/2013
Harry Welte	Band Director	C + \$800	\$7,127.00	9/23/2013
Solanlly Ortega	Cheerleader Advisor	C+ \$1000	\$7,327.00	9/23/2013
Joseph Picone	Chorus Director	C	\$6,327.00	9/23/2013
Trish O'Shea	Color Guard/Winter Guard	C	\$6,327.00	9/23/2013
Jodi Etra	Drama Director	C	\$6,327.00	9/23/2013
Mateusz Pokoj	Student Council Advisor	C	\$6,327.00	9/23/2013
Harry Welte	Marching Band Coordinator	Hourly	\$68.82/hr. not to exceed \$5,787 (approx 84 hrs.)	9/23/2013
Joseph Picone	Chorus Director (Piano Accompanist for Spring Musical)	Hourly	\$55.13/hr. not to exceed 25 hrs.	9/23/2013
Calogero Pagano	Recreation Coordinator	Hourly	\$31.31/hr.	9/23/2013
Cristobal Rodriguez	Recreation Coordinator	Hourly	Note: <u>all</u>	9/23/2013
Christine Lepore	Recreation Coordinator-MS	Hourly	appointments for	9/23/2013
Daniel Cirone	Recreation Coordinator	Hourly	Recreation	9/23/2013
Richard Bello	Recreation Coordinator-MS	Hourly	Coordinator not to	9/23/2013
Charles Salame	Recreation Coordinator	Hourly	exceed \$6,002	9/23/2013
Joseph Picone	Asst. All-Borough Orchestra	Hourly	\$55.13/hr. not to exceed 25 hrs.	9/23/2013
Harry Welte	Orchestra Director [Spring Musical]	Hourly	\$55.13/hr. not to exceed 25 hrs.	9/23/2013
Diego Lombardo	Teen PEP [split stipend]	N/A	\$755.00	9/23/2013
Kevin Oliver	Teen PEP [split stipend]	N/A	\$755.00	9/23/2013
Elizabeth Bartel	Theatre - Set Director/Art Director/Construction Manager	N/A	\$1,250.00	9/23/2013
Mateusz Pokoj	Theatre - Lighting/Sound Technical Elements Director/Construction Manager	N/A	\$1,250.00	9/23/2013
Carol Brooks	Theatre - Costumer	N/A	\$1,250.00	9/23/2013
Stephen Dominguez	Theatre - Producer	N/A	\$1,000.00	9/23/2013
Doug Walden	Chess Club	N/A	\$45.00 per hour not to exceed \$2,000	9/23/2013

**PLACEMENT OF STUDENT TEACHERS
AND PRACTICUM CANDIDATES FOR FALL 2013**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education approves the **placement of the following Student Teachers and Practicum Candidates** during the Fall 2013 semester:

Referring University	Student Name	Type of Placement	Subject Area	# Hours Start-End	Months From-To	School Placed	Cooperating Teacher
NJCU	Mildred Saint-Hilaire	Field Exp.	ESL	20 hrs	9/24/13-12/23/13	MS	L. Vallejos
MSU	Rachel DiGiovanni	Clinical I Exp.	K-5/TSD	120 hrs	9/24/13-12/23/13	S#1	S. Findanis
Felician	Arianna Tierno	Clinical Placement	Schl Nursing I	120 hrs	9/24/13-12/23/13	S#4	D. Kondreck

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**APPOINTMENT OF SUZANNE ELKENCHEN
AS HOME INSTRUCTOR FOR 2013-2014**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the following addition to the list of **Home Instructors for the 2013-2014 school year**:

Staff Member **Rate of Pay**
Suzanne Elkenchen \$45.00/hour (Certificated)

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**JOB TITLE CHANGE FOR PRISCILLA CHURCH
AS PRINCIPAL ON ASSIGNMENT**

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves **the job title change for Priscilla Church as Principal on Assignment for the 2013-2014 school year**, pending County approval of job description.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

APPOINTMENT OF ADDITIONAL SUBSTITUTES FOR 2013-2014

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Fort Lee Board of Education hereby approves the appointment of the following as **Substitutes** for the 2013-2014 school year:

Name	Position
Dawn Ohrnbergen	Substitute Teacher / Aide
Kyung Chan Choi	Substitute Teacher / Aide

BE IT FURTHER RESOLVED, that the above appointments are subject to and conditioned upon proof of compliance with the provisions of N.J.S.A. 18A:6-7.1b, Criminal History Records Checks for Substitutes.

DATED: September 23, 2013

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

POLICY COMMITTEE

RESOLUTION NO. 25847

#1POL

FIRST READING OF POLICIES AND REGULATIONS

BE IT RESOLVED, the Fort Lee Board of Education approves the **first reading of the following policies/regulations listed below and attached hereto**:

Policy No.	Topic
New Policies/Regulations	
P3144.12	Certification of Tenure Charges-Inefficiency (M)
P3144.3	Suspension Upon Certification of Tenure Charge
P3372	Teaching Staff Member Tenure Acquisition
P3373	Tenure Upon Transfer or Promotion
P3374	Tenure Upon Transfer to an Underperforming School
P2363	Pupil Use of Privately-Owned Technology
P3282	Use of Social Networking Sites
P4282	Use of Social Networking Sites
P7522	School District Provided Technology Devices to Staff Members
P7523	School District Provided Technology Devices to Pupils
R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
Revised Policies/Regulations	
P4124	Employment Contract
R5511	Dress Code
P5512	Harassment, Intimidation and Bullying (M)
R5512	Harassment, Intimidation and Bullying (M)
P3216	Dress and Grooming - Staff Members
P4216	Dress and Grooming - Support Staff
P5200	Attendance (M)
P8500	Food Services
P8670	Transportation of Disabled Pupils (M)
P9700	Special Interest Groups

DATED: September 23, 2013
Attachments

*Please note that Mrs. Holly Morell voted NAY to Policy #P5511 and #P5512.

Motion by: Mrs. Esther Han Silver

Seconded by: Mrs. Holly Morell

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO	X			
MRS. HOLLY MORELL		X		
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

Fort Lee Public Schools

Policies/Regulations

1. New Policies

- P3144.12 Certification of Tenure Charges-Inefficiency (M)
- P3144.3 Suspension Upon Certification of Tenure Charge
- P3372 Teaching Staff Member Tenure Acquisition
- P3373 Tenure Upon Transfer or Promotion
- P3374 Tenure Upon Transfer to an Underperforming School
- P2363 Pupil Use of Privately-Owned Technology
- P3282 Use of Social Networking Sites
- P4282 Use of Social Networking Sites
- P7522 School District Provided Technology Devices to Staff Members
- P7523 School District Provided Technology Devices to Pupils
- R2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries

POLICY GUIDE

TEACHING STAFF MEMBERS

3144.12/page 1 of 2

Certification of Tenure Charges - Inefficiency

Aug 13

M

[See POLICY ALERT No. 200]

3144.12 CERTIFICATION OF TENURE CHARGES - INEFFICIENCY

In accordance with the provisions of N.J.S.A. 18A:6-17.3 and notwithstanding the provisions of N.J.S.A. 18A:6-11 or any other section of law to the contrary, in the case of a teacher, Principal, Assistant Principal, and Vice Principal, the Superintendent shall promptly file with the Secretary of the Board of Education a charge of inefficiency whenever the employee is rated ineffective or partially effective in an annual summative evaluation and the following year is rated ineffective in the annual summative evaluation.

If the teacher, Principal, Assistant Principal, or Vice Principal is rated partially effective in two consecutive annual summative evaluations or is rated ineffective in an annual summative evaluation and the following year is rated partially effective in the annual summative evaluation, the Superintendent shall promptly file with the Secretary of the Board of Education a charge of inefficiency, except that the Superintendent upon a written finding of exceptional circumstances may defer the filing of tenure charges until after the next annual summative evaluation. If the employee is not rated effective or highly effective on this next annual summative evaluation, the Superintendent shall promptly file a charge of inefficiency.

Within thirty days of the filing, the Board of Education shall forward a written charge to the Commissioner of Education, unless the Board of Education determines the evaluation process has not been followed.

Notwithstanding the provisions of N.J.S.A. 18A:6-16 or any other section of law to the contrary, upon receipt of a charge pursuant to N.J.S.A. 18A:6-17.3.a, and this Policy, the Commissioner of Education shall examine the charge. The individual against whom the charges are filed shall have ten days to submit a written response to the charges to the Commissioner of Education. The Commissioner of Education shall, within five days immediately following the period provided for a written response to the charges, refer the case to an arbitrator and appoint an arbitrator to hear the case, unless the Commissioner determines the evaluation process has not been followed.



POLICY GUIDE

TEACHING STAFF MEMBERS

3144.12/page 2 of 2

Certification of Tenure Charges - Inefficiency

The only evaluations which may be used for purposes of N.J.S.A. 18A:6-17.3 are those evaluations conducted in accordance with a rubric adopted by the Board of Education and approved by the Commissioner of Education pursuant to P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.

N.J.S.A. 18A:6-11; 18A:6-17.3

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3144.3/page 1 of 1

Suspension Upon Certification of Tenure Charge

Aug 13

[See POLICY ALERT No. 200]

3144.3 SUSPENSION UPON CERTIFICATION OF TENURE CHARGE

Upon certification of any tenure charge to the Commissioner of Education, the Board of Education may suspend the person against whom such charge is made, with or without pay. However, if the determination of the tenure charge by the arbitrator is not made within one hundred twenty calendar days after certification of the tenure charges, excluding all delays which are granted at the request of such person, then the full salary (except for said one hundred and twenty days) of such person shall be paid beginning on the one hundred twenty-first day until such determination is made.

Should the tenure charge be dismissed at any stage of the process, the person shall be reinstated immediately with full pay from the first day of such suspension. Should the tenure charge be dismissed at any stage of the process and the suspension be continued during an appeal, then the full pay or salary of such person shall continue until the determination of the appeal. However, the Board of Education shall deduct from said full pay or salary any sums received by such employee or officers by way of pay or salary from any substituted employment assumed during such period of suspension.

Should the charge be sustained on the original hearing or an appeal, and should such person appeal from the same, then the suspension may be continued unless and until such determination is reversed, in which event the employee or officer shall be reinstated immediately with full pay from the date of such suspension.

N.J.S.A. 18A:6-14

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3372/page 1 of 3

Teaching Staff Member Tenure Acquisition

Aug 13

[See POLICY ALERT No. 200]

3372 TEACHING STAFF MEMBER TENURE ACQUISITION

In accordance with the provisions of N.J.S.A. 18A:28-5.a, teaching staff members employed prior to August 6, 2012 (the effective date of P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.) in the positions of teacher, Principal, other than Administrative Principal, Assistant Principal, Vice Principal, Assistant Superintendent, and all school nurses including school nurse supervisors, head school nurses, chief school nurses, school nurse coordinators, and any other nurse performing school nursing services, school athletic trainer and such other employees as are in positions which require them to hold appropriate certificates issued by the Board of Examiners, serving in any school district or under any Board of Education, except those who are not the holders of proper certificates in full force and effect and School Business Administrators shared by two or more school districts, shall be under tenure during good behavior and efficiency and they shall not be dismissed or reduced in compensation except for inefficiency, incapacity, or conduct unbecoming such a teaching staff member or other just cause and then only in the manner prescribed by Subarticle B of Article 2 of Chapter 6 of N.J.S.A. 18A, after employment in the district or by the Board of Education for:

1. Three consecutive calendar years, or any shorter period which may be fixed by the employing Board for such purpose; or
2. Three consecutive academic years, together with employment at the beginning of the next succeeding academic year; or
3. The equivalent of more than three academic years within a period of any four consecutive academic years.

In accordance with the provisions of N.J.S.A. 18A:28-5.b, teaching staff members employed on or after August 6, 2012 (the effective date of P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.) in the position of teacher, Principal, other than Administrative Principal, Assistant Principal, Vice Principal, Assistant Superintendent, and all school nurses, including school nurse supervisors, head school nurses, chief school nurses, school nurse coordinators, and any other nurse performing school nursing services, school athletic trainer and such other employees as are in positions which require them to hold appropriate certificates



POLICY GUIDE

TEACHING STAFF MEMBERS

3372/page 2 of 3

Teaching Staff Member Tenure Acquisition

issued by the Board of Examiners, serving in any school district or under any Board of Education, excepting those who are not the holders of proper certificates in full force and effect, and School Business Administrators shared by two or more school districts, shall be under tenure during good behavior and efficiency and they shall not be dismissed or reduced in compensation except for inefficiency, incapacity, or conduct unbecoming such a teaching staff member or other just cause and then only in the manner prescribed by Subarticle B of Article 2 of Chapter 6 of N.J.S.A. 18A, after employment in the district or by the Board of Education for:

1. Four consecutive calendar years; or
2. Four consecutive academic years, together with employment at the beginning of the next succeeding academic year; or
3. The equivalent of more than four academic years within a period of any five consecutive academic years.

In order to achieve tenure pursuant to N.J.S.A. 18A:28-5.b, a teacher shall also complete a district mentorship program during the initial year of employment and receive a rating of effective or highly effective in two annual summative evaluations within the first three years of employment after the initial year of employment in which the teacher completes the district mentorship program.

In order to achieve tenure pursuant to N.J.S.A. 18A:28-5.b, a Principal, Assistant Principal, and Vice Principal shall also receive a rating of effective or highly effective in two annual summative evaluations within the first three years of employment with the first effective rating being received on or after the completion of the second year of employment.

"Effective" or "highly effective" means the employee has received an annual summative evaluation rating of "effective" or "highly effective" based on the performance standards for his/her position established through the evaluation rubric adopted by the Board of Education and approved by the Commissioner of Education.



POLICY GUIDE

TEACHING STAFF MEMBERS

3372/page 3 of 3

Teaching Staff Member Tenure Acquisition

Tenure in any of the administrative or supervisory positions enumerated in N.J.S.A. 18A:28-5 et seq. shall accrue only by employment in that administrative or supervisory position. Tenure so accrued shall not extend to any other administrative or supervisory position and nothing in N.J.S.A. 18A:28-5 shall limit or restrict tenure rights which were or may be acquired, pursuant to N.J.S.A. 18A:28-6 – Tenure Upon Transfer or Promotion, in a position in which the individual actually served.

N.J.S.A. 18A:28-5

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS
3373/page 1 of 2
Tenure Upon Transfer or Promotion
Aug 13

[See POLICY ALERT No. 200]

3373 TENURE UPON TRANSFER OR PROMOTION

In accordance with the provisions of N.J.S.A. 18A:28-6.a, any such teaching staff member under tenure or eligible to obtain tenure under N.J.S.A. 18A:28-1 et seq. who is transferred or promoted with his/her consent to another position covered by N.J.S.A. 18A:28-1 et seq. on or after July 1, 1962, shall not obtain tenure in the new position until after:

1. The expiration of a period of employment of two consecutive calendar years in the new position unless a shorter period is fixed by the employing Board of Education for such purpose; or
2. Employment for two academic years in the new position together with employment in the new position at the beginning of the next succeeding academic year; or
3. Employment in the new position within a period of any three consecutive academic years, for the equivalent of more than two academic years;

provided that the period of employment in such new position shall be included in determining the tenure and seniority rights in the former position held by such teaching staff member, and in the event the employment in such new position is terminated before tenure is obtained therein, if he/she then has tenure in the district or under the Board of Education, such teaching staff member shall be returned to his/her former position at the salary which he/she would have received had the transfer or promotion not occurred together with any increase to which he/she would have been entitled during the period of such transfer or promotion.

In accordance with the provisions of N.J.S.A. 18A:28-6.b, any such teaching staff member under tenure or eligible to obtain tenure under N.J.S.A. 18A:28-1 et seq., who is transferred or promoted with his/her consent to another position covered by N.J.S.A. 18A:28-1 et seq. on or after August 6, 2012 (the effective date of P.L.2012, c.26 – N.J.S.A. 18A:6-117 et seq.), shall not obtain tenure in the new position until after:

1. The expiration of a period of employment of two consecutive calendar years in the new position; or



POLICY GUIDE

TEACHING STAFF MEMBERS

3373/page 2 of 2

Tenure Upon Transfer or Promotion

2. Employment for two academic years in the new position together with employment in the new position at the beginning of the next succeeding academic year; or
3. Employment in the new position within a period of any three consecutive academic years, for the equivalent of more than two academic years;

provided that the period of employment in such new position shall be included in determining the tenure and seniority rights in the former position held by such teaching staff member, and in the event the employment in such new position is terminated before tenure is obtained therein, if he/she then has tenure in the district or under the Board of Education, such teaching staff member shall be returned to his/her former position at the salary which he/she would have received had the transfer or promotion not occurred together with any increase to which he/she would have been entitled during the period of such transfer or promotion. In order to receive tenure pursuant to N.J.S.A. 18A:28-6.b, a teacher, Principal, Assistant Principal, and Vice Principal shall be evaluated as effective or highly effective in two annual summative evaluations within the first three years of employment in the new position. For purposes of N.J.S.A. 18A:28-6.b, "effective" or "highly effective" means the employee has received an annual summative evaluation rating of "effective" or "highly effective" based on the performance standards for his/her position established through the evaluation rubric adopted by the Board of Education and approved by the New Jersey Commissioner of Education.

N.J.S.A. 18A:28-6

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3374/page 1 of 1

Tenure Upon Transfer to an Underperforming School

Aug 13

[See POLICY ALERT No. 200]

3374 TENURE UPON TRANSFER TO AN UNDERPERFORMING SCHOOL

The Board of Education may grant tenure to a teaching staff member coming from another New Jersey public school district to the same position in an underperforming school in this school district in accordance with the provisions of N.J.S.A. 18A:28-5.1. As used in this Policy, "underperforming school" means a school in this school district which has been identified by the New Jersey Department of Education as a "focus school" or a "priority school" for any year within a two-year period.

In accordance with the provisions of N.J.S.A. 18A:28-5.1, a tenured teaching staff member who has been rated effective or highly effective on his/her most recent annual summative evaluation in a New Jersey public school district, and who accepts employment in the same position in an underperforming school in another New Jersey public school district, shall be under tenure in that position in the new school district during good behavior and efficiency and shall not be dismissed or reduced in compensation except for inefficiency, incapacity, or conduct unbecoming such a teaching staff member or other just cause and then only in the manner prescribed by Subarticle B of Article 2 of Chapter 6 of N.J.S.A. 18A, after the employee receives a rating of effective or highly effective in at least one of the annual summative evaluations within the first two years of employment in the underperforming school in the new school district.

For purposes of this Policy, "effective" or "highly effective" means the employee has received an annual summative evaluation rating of "effective" or "highly effective" based on the performance standards for his/her position established through the evaluation rubric adopted by the Board of Education and approved by the New Jersey Commissioner of Education.

N.J.S.A. 18A:28-5.1

Adopted:



POLICY GUIDE

PROGRAM

2363/page 1 of 2

Pupil Use of Privately-Owned Technology

Jun 12

[See POLICY ALERT No. 197]

2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. A teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Teaching staff members shall notify their immediate supervisor or Principal that pupils will be using privately-owned technology during instructional time.



POLICY GUIDE

PROGRAM

2363/page 2 of 2

Pupil Use of Privately-Owned Technology

Teaching staff members must get prior approval from their immediate supervisor or Principal before allowing pupils to use privately-owned technology during instructional time.]

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted:



POLICY GUIDE

TEACHING STAFF MEMBERS

3282/page 1 of 3

Use of Social Networking Sites

Jun 12

[See POLICY ALERT No. 197]

3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.



POLICY GUIDE

TEACHING STAFF MEMBERS

3282/page 2 of 3

Use of Social Networking Sites

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;



POLICY GUIDE

TEACHING STAFF MEMBERS

3282/page 3 of 3

Use of Social Networking Sites

8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted:



POLICY GUIDE

SUPPORT STAFF MEMBERS
4282/page 1 of 3
Use of Social Networking Sites
Jun 12

[See POLICY ALERT No. 197]

4282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.



POLICY GUIDE

SUPPORT STAFF MEMBERS 4282/page 2 of 3 Use of Social Networking Sites

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;



POLICY GUIDE

SUPPORT STAFF MEMBERS
4282/page 3 of 3
Use of Social Networking Sites

8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted:



POLICY GUIDE

PROPERTY
7522/page 1 of 4
School District Provided Technology Devices to
Staff Members
Jun 13

[See POLICY ALERT No. 199]

7522 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

The Board of Education may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre-loaded software. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

1. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business;
2. Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;



POLICY GUIDE

PROPERTY

7522/page 2 of 4

School District Provided Technology Devices to Staff Members

3. All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;
4. Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;
5. Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:
 - a. Keep the technology device in a locked and secured environment when not being used;
 - b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - c. Keep food and drinks away from all technology devices and work areas;
 - d. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;
 - e. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
 - f. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.



POLICY GUIDE

PROPERTY
7522/page 3 of 4

School District Provided Technology Devices to Staff Members

6. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:
- a. Immediately report the incident to his/her immediate supervisor;
 - b. File an official police report documenting the theft; and
 - c. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such technology device. A staff member may be financially responsible for the loss or damage of a technology device;

7. A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs and/or required maintenance;
8. The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;
9. Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device;
10. The staff member(s) designated to administer and implement the issuance of technology devices to staff members shall:



POLICY GUIDE

PROPERTY
7522/page 4 of 4

School District Provided Technology Devices to Staff Members

- a. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided technology devices provided to staff members; and
 - b. Ensure compliance with regulatory policies and procedures as applicable.
11. Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.

A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of this Policy.

Adopted:



POLICY GUIDE

PROPERTY

7523/page 1 of 4

School District Provided Technology Devices to Pupils

Jun 13

[See POLICY ALERT No. 199]

7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;



POLICY GUIDE

PROPERTY

7523/page 2 of 4

School District Provided Technology Devices to Pupils

2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;



POLICY GUIDE

PROPERTY
7523/page 3 of 4

School District Provided Technology Devices to Pupils

9. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also 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 pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per



POLICY GUIDE

PROPERTY

7523/page 4 of 4

School District Provided Technology Devices to Pupils

incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Adopted:



R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

M

[See **POLICY ALERT Nos. 194 and 197**]

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic Athletic/Cheerleading Program Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic/Cheerleading Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the pupil begins participation in an interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes and cheerleaders on prevention of concussions.

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

3. All school staff members, student-athletes, cheerleaders, and parents of student-athletes and cheerleaders shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete or cheerleader:
 - a. Appears dazed, stunned, or disoriented;
 - b. Forgets plays, or demonstrates short-term memory difficulty;
 - c. Exhibits difficulties with balance or coordination;
 - d. Answers questions slowly or inaccurately; and/or
 - e. Loses consciousness.
2. Possible symptoms of concussion shall be reported by the student-athlete or cheerleader to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;

- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete or cheerleader who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.
 - a. In the event the school or team physician is available when the student-athlete or cheerleader is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

E. Sustained Concussion or Other Head Injury

1. A student-athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

and shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

2. The student-athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete or cheerleader's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the pupil is able to return to the activity. The release/clearance must indicate:
 - a. The medical examination determined the injury was not a concussion or other head injury, the pupil is asymptomatic at rest, and the pupil may return to the interscholastic athletic or cheerleading activity; or
 - b. The medical examination determined the injury was a concussion or other head injury, the pupil is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete or cheerleader may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. Complete physical, cognitive, emotional, and social rest is advised while the pupil is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete or cheerleader may begin a graduated return to competition

and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall be required to have a re-evaluation by their physician or licensed healthcare provider. The pupil shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 1.

Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete or cheerleader may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 3.

Step 5 - The pupil's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the pupil's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the pupil may participate in normal training activities. The objective of this Step is to restore the pupil's confidence and for the coaching staff to assess the pupil's functional skills. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the pupil does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the pupil's physician, shall determine the pupil's return to competition and practice protocol.

Step 6 - Return to play involving normal exertion or game activity. If the pupil exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.

G. Temporary Accommodations for Student-Athletes and Cheerleaders 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 impact learning. Further, exposing the concussed pupil to the stimulating school environment may delay the resolution of symptoms needed for recovery. 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.
2. 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, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:

- a. Take rest breaks as needed;
- b. Spend fewer hours at school;
- c. Be given more time to take tests or complete assignments (all courses should be considered);
- d. Receive help with schoolwork;
- e. Reduce time spent on the computer, reading, and writing; and/or
- f. Be granted early dismissal from class to avoid crowded hallways.

Adopted:

2. Revised Policies/Regulations

- P4124 Employment Contract
- R5511 Dress Code
- P5512 Harassment, Intimidation and Bullying (M)
- R5512 Harassment, Intimidation and Bullying (M)
- P3216 Dress and Grooming – Staff Members
- P4216 Dress and Grooming – Support Staff
- P5200 Attendance (M)
- P8500 Food Services
- P8670 Transportation of Disabled Pupils (M)
- P9700 Special Interest Groups

POLICY GUIDE

SUPPORT STAFF MEMBERS
4124/page 1 of 1
Employment Contract
Aug 13

4124 EMPLOYMENT CONTRACT

The Board of Education requires ~~that~~ every nontenured **support staff member** ~~employee~~ annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service; the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract ~~will~~ **may** include a provision for a probationary employment period ~~in accordance with Policy No. 4123 and the~~ **with a provision providing the Board the right to terminate the employment of the nontenured support staff member at the completion of the probationary employment period. The contract will include a provision for the termination of the nontenured support staff member's contract on ten days notice duly given by either party following the completion of the probationary period on with a _____** ~~days notice.~~

In the event ~~that~~ the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted:



R 5511 DRESS CODE

The Board of Education understands that dress is a reflection of individual taste, and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment.

Elementary and Middle Schools Dress and Grooming Code

Pupils are expected to be neat and clean in appearance and to dress in good taste. The following guidelines must be followed:

- A. For health and safety, footwear must be worn at all times.
- B. Garments designed to be worn as underwear may not be worn as outerwear.
- C. Under garments may not be visible.
- D. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration).
- E. Heavy chains, spiked collars or bracelets, and choke collars are not permitted.
- F. Bare midriffs, backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.
- G. Skirts, dresses, and shorts should not end higher than mid-thigh.
- H. Bulky and oversize clothing is not permitted.
- I. Clothing should not be worn which interferes with or disrupts the operation of school.
- J. **Flannel lounge wear is not permitted.**



REGULATION

FORT LEE BOARD OF EDUCATION

PUPILS
R 5511/Page 2 of 2
DRESS CODE

No restrictions on pupil freedom of dress and adornment which are contrary to law and which might violate the rights of an individual pupil will be imposed.

High School Dress and Grooming Code

Pupils are expected to be neat and clean in appearance and to dress in good taste. The dress and grooming guidelines in the current Fort Lee High School Handbook must be followed.

Issued: 23 August 2010

Revised:



POLICY GUIDE

PUPILS
5512/page 1 of 29
Harassment, Intimidation, and Bullying
Aug 13
M

5512 HARASSMENT, INTIMIDATION, AND BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Student Pupil Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Off School Grounds
EF.	Harassment, Intimidation, and Bullying Reporting Procedure
FG.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)
GH.	Harassment, Intimidation, and Bullying Investigation
HI.	Range of Responses to an Incident of Harassment, Intimidation, and or Bullying
IJ.	Reprisal or Retaliation Prohibited
JK.	Consequences and Appropriate Remedial Action for False Accusation
KL.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
LM.	Harassment, Intimidation, and Bullying Training and Prevention Programs
MN.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review



POLICY GUIDE

PUPILS

5512/page 2 of 29

Harassment, Intimidation, and Bullying

- NØ. Reports to Board of Education and New Jersey Department of Education
- O. **School and District Grading Requirements**
- P. Reports to Law Enforcement
- Q. Collective Bargaining Agreements and Individual Contracts
- R. **Students Pupils with Disabilities**
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a **student pupil**. A safe and civil environment in school is necessary for **students pupils** to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a **student's pupil's** ability to learn and a school's ability to educate its **students pupils** in a safe and disciplined environment. Since **students 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, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a **student pupil**. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the **student pupil**, as well as the natural or adoptive parent(s) of the **student pupil**, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:



POLICY GUIDE

PUPILS

5512/page 3 of 29

Harassment, Intimidation, and Bullying

1. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic;
2. ~~By any other distinguishing characteristic; and that~~
23. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3; ~~that~~
3. ~~S~~substantially disrupts or interferes with the orderly operation of the school or the rights of other ~~students~~ pupils; and that
 - a4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a ~~student~~ pupil or damaging the ~~student's~~ pupil's property, or placing a ~~student~~ pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b5. Has the effect of insulting or demeaning any ~~student~~ pupil or group of ~~students~~ pupils; or
 - c6. Creates a hostile educational environment for the ~~student~~ pupil by interfering with a ~~student's~~ pupil's education or by severely or pervasively causing physical or emotional harm to the ~~student~~ pupil.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.



POLICY GUIDE

PUPILS

5512/page 4 of 29

Harassment, Intimidation, and Bullying

C. Student Pupil Expectations

The Board expects **students pupils** to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other **students pupils** and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of **Student Pupil Conduct**.

The Board believes that standards for **student pupil** behavior must be set cooperatively through interaction among the **students pupils**, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages **students pupils** to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of **students pupils**, staff, and community members.

Students Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of **Student Pupil Conduct** as opportunities to help **students pupils** learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with **students pupils** shall apply best practices designed to prevent **student pupil** conduct problems and foster **students' pupils'** abilities to grow in self-discipline.

The Board expects that **students pupils** will act in accordance with the **student pupil** behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. **Student Pupil** responsibilities (e.g., requirements for **students pupils** to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. **Student Pupil** rights; and
4. Sanctions and due process for violations of the Code of **Student Pupil Conduct**.



POLICY GUIDE

PUPILS

5512/page 5 of 29

Harassment, Intimidation, and Bullying

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, ~~students pupils~~, instructional staff, ~~student pupil~~ support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for ~~student pupil~~ conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for ~~student pupil~~ conduct will take into consideration the developmental ages of ~~students pupils~~, the severity of the offenses and ~~students' pupils'~~ histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all ~~students pupils~~ in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to ~~students pupils~~ and their parents ~~or guardians~~ the rules of the district regarding ~~student pupil~~ conduct. Provisions shall be made for informing parents ~~or guardians~~ whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. ~~Students Pupils~~ are encouraged to support other ~~students pupils~~ who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to ~~students pupils~~ who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.



POLICY GUIDE

PUPILS

5512/page 6 of 29

Harassment, Intimidation, and Bullying

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for **students pupils** who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of **Student Pupil** Conduct, ~~and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.~~ The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by **students pupils**. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the **student pupil** offenders and **students' pupils'** histories of inappropriate behaviors, per the Code of **Student Pupil** Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. **School culture, climate, and general staff management of the learning environment;**
2. **Social, emotional, and behavioral supports;**
3. **Student-staff relationships and staff behavior toward the student;**
4. **Family, community, and neighborhood situation; and**
5. **Alignment with Board policy and regulations/procedures.**



POLICY GUIDE

PUPILS

5512/page 7 of 29

Harassment, Intimidation, and Bullying

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. ~~Traits;~~
56. Interests;
67. Hobbies;
78. Extra-curricular activities;
89. Classroom participation;
910. Academic performance; and
1011. Relationship to ~~students~~ **pupils** and the school district.

Environmental

1. School culture;
2. School climate;
3. ~~Student- Pupil~~ **staff relationships and staff behavior toward the student pupil;**
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

~~Consequences and appropriate remedial action for a student pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students pupils, as set forth in the Board's approved Code of Student Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student pupil who commits an act of harassment, intimidation, or bullying are those that are shall be varied and graded according to the severity of the offenses nature of the behavior, consider the developmental age of the student offenders pupil~~



POLICY GUIDE

PUPILS

5512/page 8 of 29

Harassment, Intimidation, and Bullying

and the students' histories ~~pupil's history~~ of inappropriate problem behaviors and ~~performance, and must be~~ consistent with the Board's approved Code of Student Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension ~~during the school week or the weekend;~~
7. ~~After school programs;~~
78. Out-of-school suspension (short-term or long-term);
89. Reports to law enforcement or other legal action; or
910. Expulsion; and.
11. ~~Bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.~~

Examples of Remedial Measures — Personal

Personal — Student Exhibiting Bullying Behavior

1. ~~Restitution and restoration;~~
2. ~~Peer support group;~~
3. ~~Recommendations of a pupil behavior or ethics council;~~
4. ~~Corrective instruction or other relevant learning or service experience;~~



POLICY GUIDE

PUPILS

5512/page 9 of 29

Harassment, Intimidation, and Bullying

- ~~5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;~~
- ~~7. Behavioral management plan, with benchmarks that are closely monitored;~~
- ~~8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);~~
- ~~9. Involvement of school disciplinarian;~~
- ~~10. Pupil counseling;~~
- ~~11. Parent conferences;~~
- ~~12. Alternative placements (e.g., alternative education programs);~~
- ~~13. Pupil treatment; or~~
- ~~14. Pupil therapy.~~

- 1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;**
- 2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;**
- 3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;**
- 4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;**
- 5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);**
- 6. Develop a learning plan that includes consequences and skill building;**
- 7. Consider wrap-around support services or after-school programs or services;**
- 8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;**
- 9. Arrange for an apology, preferably written;**
- 10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;**
- 11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;**



POLICY GUIDE

PUPILS
5512/page 10 of 29
Harassment, Intimidation, and Bullying

12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. ~~School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;~~
2. ~~School culture change;~~
3. ~~School climate improvement;~~
4. ~~Adoption of research based, systemic bullying prevention programs;~~
5. ~~School policy and procedures revisions;~~
6. ~~Modifications of schedules;~~



POLICY GUIDE

PUPILS

5512/page 11 of 29

Harassment, Intimidation, and Bullying

- ~~7. Adjustments in hallway traffic;~~
- ~~8. Modifications in pupil routes or patterns traveling to and from school;~~
- ~~9. Supervision of pupil before and after school, including school transportation;~~
- ~~10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);~~
- ~~11. Teacher aides;~~
- ~~12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;~~
- ~~13. General professional development programs for certificated and non-certificated staff;~~
- ~~14. Professional development plans for involved staff;~~
- ~~15. Disciplinary action for school staff who contributed to the problem;~~
- ~~16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~17. Parent conferences;~~
- ~~18. Family counseling;~~
- ~~19. Involvement of parent teacher organizations;~~
- ~~20. Involvement of community based organizations;~~
- ~~21. Development of a general bullying response plan;~~
- ~~22. Recommendations of a pupil behavior or ethics council;~~
- ~~23. Peer support groups;~~
- ~~24. Alternative placements (e.g., alternative education programs);~~
- ~~25. School transfers; and~~
- ~~26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.~~

- 1. Analysis of existing data to identify bullying issues and concerns;**
- 2. Use of findings from school surveys (e.g., school climate surveys);**
- 3. Focus groups;**
- 4. Mailings – postal and email;**
- 5. Cable access television;**
- 6. School culture change;**
- 7. School climate improvement;**



POLICY GUIDE

PUPILS

5512/page 12 of 29

Harassment, Intimidation, and Bullying

8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;



POLICY GUIDE

PUPILS

5512/page 13 of 29

Harassment, Intimidation, and Bullying

28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an **adult person** who commits an act of harassment, intimidation, or bullying of a **student pupil**. The consequences 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.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.



POLICY GUIDE

PUPILS

5512/page 14 of 29

Harassment, Intimidation, and Bullying

Examples of support for student victims of harassment, intimidation, and bullying include:

1. **Teacher aides;**
2. **Hallway and playground monitors;**
3. **Partnering with a school leader;**
4. **Provision of an adult mentor;**
5. **Assignment of an adult "shadow" to help protect the student;**
6. **Seating changes;**
7. **Schedule changes;**
8. **School transfers;**
9. **Before- and after-school supervision;**
10. **School transportation supervision;**
11. **Counseling; and**
12. **Treatment or therapy.**

~~E. Harassment, Intimidation, and Bullying Off School Grounds~~

~~This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:~~

- ~~1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either~~
- ~~2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or~~
- ~~3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or~~
- ~~4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.~~



POLICY GUIDE

PUPILS

5512/page 15 of 29

Harassment, Intimidation, and Bullying

EF. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with **students pupils** are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with **students pupils**, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all **students pupils** involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. **Students Pupils**, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of **Student Pupil** Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.



POLICY GUIDE

PUPILS
5512/page 16 of 29
Harassment, Intimidation, and Bullying

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

FG. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of **students pupils**;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of **students pupils** in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of **students pupils**;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.



POLICY GUIDE

PUPILS

5512/page 17 of 29

Harassment, Intimidation, and Bullying

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. ~~When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.~~ **The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.**

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation 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.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic **operational procedures process and educational practices** in the school, and to address ~~school climate~~ issues such as harassment, intimidation, or bullying **that affect school climate and culture**. Each School Safety Team shall meet, ~~at a minimum, at least~~ two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a ~~student pupil~~ **student** in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.



POLICY GUIDE

PUPILS

5512/page 18 of 29

Harassment, Intimidation, and Bullying

The School Safety Team shall:

- a. Receive records ~~any~~ of all complaints of harassment, intimidation, or bullying of ~~students~~ pupils that have been reported to the Principal;
- b. Receive copies of ~~any~~ all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of ~~students~~ pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of ~~students~~ pupils;
- e. Educate the community, including ~~students~~ pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of ~~students~~ pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. **The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and**
- ~~g. Collaborate with the district Anti-Bullying Coordinator in the collection of district wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and~~
- gh. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.



POLICY GUIDE

PUPILS

5512/page 19 of 29

Harassment, Intimidation, and Bullying

~~The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches.~~ Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student pupil, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

GH. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall



POLICY GUIDE

PUPILS

5512/page 20 of 29

Harassment, Intimidation, and Bullying

ensure the Code of Student Pupil Conduct has been implemented and **may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.**

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report ~~also~~ shall include information on any consequences imposed under the Code of Student Pupil Conduct, **any intervention services provided, counseling ordered, training established, or other action taken or recommended by the Superintendent.**

Parents of **involved student offenders and targets/victims** ~~the pupils who are parties to the investigation~~ shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents ~~or guardians~~ shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, **and** ~~or~~ whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent ~~or guardian~~ may request a hearing before the Board of Education after receiving the information **about the investigation.** ~~When a request for a hearing is granted,~~ The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the ~~students~~ **pupils.** At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the ~~alleged~~ incident, the findings from the investigation of the ~~alleged~~ incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.



POLICY GUIDE

PUPILS

5512/page 21 of 29

Harassment, Intimidation, and Bullying

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty 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," P.L.1945, c.169 (C.10:5-1 et seq.).

III. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and authorizes the Principal of each school, in conjunction with and the Anti-Bullying Specialist shall appropriately apply these responses; to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed; and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) 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 level or by law enforcement officials.

~~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 suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short term Suspensions, N.J.A.C. 6A:16-7.3, Long term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.~~



POLICY GUIDE

PUPILS

5512/page 22 of 29

Harassment, Intimidation, and Bullying

~~In considering whether a response beyond the individual level is appropriate, school officials 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 can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or 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 and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.~~

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. ~~The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow.~~ The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include **consistent and appropriate** 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, law enforcement report, or other legal action~~) **intended to remediate the problem behaviors.**
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (**when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying**), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.



POLICY GUIDE

PUPILS

5512/page 23 of 29

Harassment, Intimidation, and Bullying

3. School responses can include theme days, learning station programs, ~~parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior~~ **“acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.**
4. District-wide responses can ~~comprise of adoption of school-wide programs, including enhancing the school climate, involving the include community involvement in policy review and development, providing professional development programs, adoption of curricula and school wide programs, coordination coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education’s Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2~~ **launching harassment, intimidation, and bullying prevention campaigns.**

~~The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.~~

II. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with ~~students~~ **pupils**, school volunteer, or ~~student pupil~~ from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a



POLICY GUIDE

PUPILS

5512/page 24 of 29

Harassment, Intimidation, and Bullying

person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for ~~students~~ pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with ~~students~~ pupils who ~~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.

JK. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. **Students** ~~Pupils~~ - Consequences and appropriate remedial action for a ~~student~~ pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of **Students** ~~Pupils~~ and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.



POLICY GUIDE

PUPILS

5512/page 25 of 29

Harassment, Intimidation, and Bullying

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with **students pupils** found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, 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.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with **students pupils** or the provision of **student pupil** services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

KL. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with **students pupils**, school volunteers, **students pupils**, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the **student pupil** handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.



POLICY GUIDE

PUPILS

5512/page 26 of 29

Harassment, Intimidation, and Bullying

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify **students pupils** and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

LM. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; **including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance;** contracted service providers; and volunteers who have significant contact with **students pupils; and persons contracted by the district to provide services to students.** The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. ~~The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full time and part time staff members, contracted service providers, and school volunteers who have significant contact with pupils.~~

Each public school teacher **and educational services professional** shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention ~~in~~ **within** each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction ~~for teaching staff members~~ shall include information on the ~~relationship between the~~ risk of suicide and incidents of harassment, intimidation, or bullying **and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide in accordance with the provisions of N.J.S.A. 18A:6-112.**



POLICY GUIDE

PUPILS

5512/page 27 of 29

Harassment, Intimidation, and Bullying

Each newly elected or appointed Board members ~~must shall be required~~ to complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

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.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, ~~students~~ ~~pupils~~, administrators, volunteers, parents ~~or guardians~~, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

MN. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with ~~students~~ ~~pupils~~.



POLICY GUIDE

PUPILS

5512/page 28 of 29

Harassment, Intimidation, and Bullying

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

NØ. Reports to Board of Education and New Jersey Department of Education

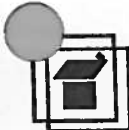
The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of **violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period** in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. ~~The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46.~~ The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.



POLICY GUIDE

PUPILS
5512/page 29 of 29
Harassment, Intimidation, and Bullying

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

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.

R. Students Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a **student pupil** with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the **appropriate** Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: 23 August 2010

Revised: 29 August 2011

Revised: 07 November 2011

Revised:



REGULATION GUIDE

PUPILS
R 5512/page 1 of 3
Harassment, Intimidation, or Bullying
Investigation Procedure
Aug 13
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R 5512 HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION PROCEDURE

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or ~~and~~ bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti-Bullying Specialist, **in coordination with the Principal.**
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).



REGULATION GUIDE

PUPILS
R 5512/page 2 of 3
Harassment, Intimidation, or Bullying
Investigation Procedure

4. 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, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. ~~Parents or legal guardians~~ of **individual student offenders and targets/victims** ~~the pupils who are parties to the investigation~~ shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent ~~or legal guardian~~ may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten **school** days of the request;
 - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the **students** ~~pupils~~; and
 - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.



REGULATION GUIDE

PUPILS
R 5512/page 3 of 3
Harassment, Intimidation, or Bullying
Investigation Procedure

8. At the next **regularly scheduled** Board of Education meeting following its receipt of the **Superintendent's report on the results of each investigation to the Board or following a hearing in executive session**, the Board of ~~Education~~ shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, **student pupil, legal guardian**, or organization may file a complaint with the Division on Civil Rights within one hundred eighty 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," P.L.1945, c.169 (C.10:5-1 et seq.).

Adopted: 23 August 2010
Revised: 29 August 2011
Revised:



3216 DRESS AND GROOMING

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The Board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having as adverse impact on the educational process. All staff members shall, when assigned to district duty:

1. Be physically clean, neat, and well groomed;
2. Dress in a manner reflecting their assignments;
3. Dress in a manner that does not cause damage to district property; and
4. Dress and be groomed in such a way so as not to cause a health or safety hazard.
5. **Blue jeans, denim, stretch pants/leggings in place of slacks are prohibited.**
6. **Male staff are to wear collared button down shirts.**
7. **Physical Education staff are to wear collared polo shirts.**
8. **Sandals such as "flip-flops" are prohibited.**

If a staff member feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the Superintendent.

N.J.S.A. 18A:27-4

Adopted: 23 August 2010

Revised:



4216 DRESS AND GROOMING

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the work being performed, or the occasion.

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. All staff members shall, when assigned to district duty:

1. Be physically clean, neat, and well groomed;
2. Dress in a manner reflecting their assignments;
3. Dress in a manner that does not cause damage to district property; and
4. Dress and be groomed in such a way so as not to cause a health or safety hazard.
5. **Blue jeans, denim, stretch pants/leggings in place of slacks are prohibited.**
6. **Male staff are to wear collared button down shirts.**
7. **Physical Education staff are to wear collared polo shirts.**
8. **Sandals such as "flip-flops" are prohibited.**

Uniforms shall be worn as required.

If a staff member feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the Superintendent.

Adopted: 23 August 2010

Revised:



5200 ATTENDANCE (M)

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In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parent(s) or legal guardian(s) and pupils is required to maintain a high level of school attendance.

The frequent absence of pupils from classroom learning experiences, whether such absences are excused or unexcused, disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for ninety five percent or more of the scheduled school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. High school pupils absences, both excused and unexcused, shall be calculated per period - sixteen per year, eight per semester and four per marking period.

A waiver of these attendance requirements may be granted for good cause (including extended medical absences) by the school Principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the ten percent. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent(s) or legal guardian(s).

Parent(s) or legal guardian(s) are responsible for notifying the school before the start of school when a child will be absent and for informing the school of the reason for the absence.

Excused Absences

An excused absence is one for which there is a valid reason for the absence as defined by district policy. In order for an absence to be excused:

1. The parent(s) or legal guardian(s) must notify the school before the start of school that the pupil will be absent that day. Such notification must take place each day the pupil is absent from school.



2. The parent(s) or legal guardian(s) must provide a written excuse clearly stating the reason for the absence when the pupil returns to school.
3. If a pupil is absent for more than five consecutive days, the parent(s) or legal guardian(s) must provide a written note from a doctor clearly stating the reason for the absence.

The Board considers the following as cause for excused absence:

1. Illness or accident;
2. Required court attendance;
3. Death in the family;
4. Religious observance - In accordance with statute, no pupil absent for religious observance of a day recognized by the Commissioner of Education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence; and
5. Such good cause as may be acceptable to the Principal

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board.

Truancy

A pupil will be considered truant if he/she is absent without a valid reason as defined above in Excused Absences. Such absence will be considered an unexcused absence. The Board will report to appropriate authorities infractions of the law regarding the attendance of pupils below the age of sixteen. The Superintendent shall develop regulations that provide a graduated series of district actions dependent on the number of unexcused absences.

Regular Release of Pupils Before the End of the Normal School Day



There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent(s) or legal guardian(s), which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Medical disability;
3. Family emergency;
4. Court appearance; and
5. Such good cause as may be acceptable to the administration.

No pupil in grades Kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent(s) or legal guardian(s) or a person authorized by the parent(s) or legal guardian(s) to act in his/her behalf. A pupil who suffers from an incapacitating medical disability will be released from school only to his/her parent(s) or legal guardian(s) or other designated adult.

Tardiness not covered by the causes listed shall be cumulative, and may incur penalties.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.8

Adopted: 23 August 2010
Revised:



8500 FOOD SERVICES

The Board of Education recognizes the midday meal as an important part of each pupil's school day. The Superintendent shall ensure a wholesome, nutritious food services program in the district and one which reinforces the concepts of nutrition education as taught in the classrooms of this district.

The Board shall provide food service facilities for the consumption of food on school premises. All pupils not expressly excused by the Principal shall be expected to remain at school for lunch in grades Kindergarten through eight. High school pupils may leave the building during their designated lunch period with parent consent. See Addendum - A below.

The operation and supervision of the food services program shall be the responsibility of the School Business Administrator/Board Secretary.

The district shall participate in the Federal Child Nutrition Program.

In order to ensure that the nutritional needs of district pupils are met, the Board directs the organization of a nutritional advisory committee composed of administrators, food service personnel, teachers, parent(s) or legal guardian(s), and pupils interested in the nutritional program of the district. The committee shall make its recommendations to the Superintendent.

The Food Service Program shall be operated on a nonprofit basis. All moneys derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account. The net cash resources of the food service account may not exceed three months' operating cost. A periodic review of the food service account shall be made by the School Business Administrator/Board Secretary. Any surplus funds shall be used to reduce the cost of the service to pupils or to purchase cafeteria equipment.

The Superintendent shall ensure the maintenance of sanitary, neat premises, free from fire and health hazards, for the preparation and consumption of food and the safekeeping and storage of food and food equipment in strict compliance with regulations of the New Jersey State Department of Health.



ADDENDUM – A

Dear Parent(s)/Guardian(s):

We, the Student Representative body, have been working in conjunction with the administration in order to develop a policy that will reinstate the open campus lunch for Juniors and Seniors at Fort Lee High School. This policy will feature new protocols that address safety issues and other concerns. That said, the open campus policy will be reinstated upon the following conditions:

- Students and parents must sign the consent form and be aware of the new policy, as well as its conditions and consequences.
- Students must adhere to both public safety laws and school rules.
- Students leaving and entering the building must present their school-issued Identification Card.
- Seniors with on campus parking privileges must adhere to speed regulations both on and off campus.
- Students leaving for lunch must return on time for their next period class.
- Students and parents should understand that an open campus lunch is a privilege and not an entitlement.

Violation of any these conditions may result in the suspension or termination of open campus privileges for the student with discretion of the Administration. Violations are considered with regard to progressive disciplinary action. First Offense results in Two Day Suspension of Open Campus privileges, Second Offense results in Two Week Suspension of Open Campus privileges, as Third Offense results in an Indefinite Suspension of Open Campus privileges. It is imperative to obtain your permission in order to ensure the safety of the students.

Students: Upon signature of this document, I acknowledge that I am aware of the conditions that must be met in order to participate in the open campus lunch program at Fort Lee High School.



POLICY

FORT LEE BOARD OF EDUCATION

OPERATIONS
8500/Page 3 of 3
FOOD SERVICES

(Sign and return bottom portion)

Parents: By signing this document, I grant permission for my son/daughter/ward,
_____ **(name) to participate in the open campus lunch**
program at Fort Lee High School, with the understanding that the open campus lunch
privileges may be suspended or terminated if any of the conditions are violated.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

N.J.S.A. 18A:18A-42.1; 18A:33-3 et seq.; 18A:58-7.1
N.J.A.C. 6A:23-2.6 et seq.
N.J.A.C. 8:24-2.1 through 7.5
Adopted: 23 August 2010
Revised:



TRANSPORTATION OF DISABLED PUPILS (M)

8670 TRANSPORTATION OF DISABLED PUPILS (M)

M

The Board of Education shall provide transportation services for pupils with disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for a disabled pupil. Such transportation will conform to the pupil's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of a disabled pupil may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school. When necessary for the pupil's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupil. For pupils with disabilities below the age of five, safety belts or restraint systems will be used. **A parent/guardian, or adult designee must receive student at drop off site.**

The transportation of disabled pupils to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupil's IEP and approved by the Child Study Team. The individual plan for a disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state disabled pupils will be by the most economical and expeditious mode consistent with the pupil's special needs and will be limited to travel at the beginning and the ending of the school year.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; 6A:27-5.1 et seq.

Adopted: 23 August 2010
Revised:



9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes the contributions of persons and organizations outside the school district may take the form of materials, activities, and awards that tend to serve the interests of the contributor as well as benefit the school district and pupils. For the purposes of this Policy, "organizations outside the school district" shall be any organization, group, activity, club, association, agency, or individual that is not approved or sponsored by the Board of Education.

The Board reserves the right to review, approve, or reject proposed contributions from organizations outside the school district. Proposed contributions may be rejected by the Board, including but not limited to, proposed contributions that have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to pupils; make unreasonable demands upon the time and energies of staff and pupils or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an organization outside the school district shall not under any circumstances be construed as an endorsement by this Board of any interest, cause, or organization.

Permission to solicit or raise funds on school premises will be granted only to those persons and organizations whose purposes are consistent with the goals of this district and the interests of the community and are in accordance with the Board's fundraising policy. Solicitation or fundraising may not interfere with the orderly operation of the schools. The Board will not be responsible for the protection of or accounting for such funds and these funds may not be deposited in any district account.

The Board will not permit the distribution of literature to or through pupils in the school district for any organization outside the school district.

However, distribution of literature to or through pupils in the school district may be approved by the Superintendent of Schools or designee if the organization requesting the distribution of literature is a local, State, county or Federal governmental agency or a community, non-profit organization and the information is determined by the Superintendent or designee to be of special interest to school district pupils or the community. **Approval for such, shall be provided in writing following** requests for the distribution of this literature must be submitted to the Superintendent or designee with one copy of the specific literature to be distributed. The approval and method of the distribution of literature will be at the discretion of the Superintendent or designee. Any



POLICY

FORT LEE BOARD OF EDUCATION

COMMUNITY
9700/Page 2 of 2
SPECIAL INTEREST GROUPS

approval for such distribution will be consistent with the governing principles of the First Amendment of the United States Constitution. In no circumstance will the school district release confidential pupil information.

The Board prohibits the distribution of political literature to or through the pupils of this district in school buildings or on school grounds that promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election. No pupil shall be requested or directed by any school official or employee to engage in any activity that tends to promote, favor, or oppose any such candidacy, bond issue, proposal or a public question submitted at any election.

The Board will permit the award of scholarships or prizes to deserving pupils provided that information regarding pupils is released only in accordance with Policy No. 8330 on Pupil Records, the manner of selection of the recipient is approved by the Superintendent or designee and includes consultation with appropriate staff members, and the nature of the prize or award is approved by the Superintendent or designee.

N.J.S.A. 18A:42-4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 23 August 2010

Revised:

