Staff Manual
2022-2023

Our Mission

CREATING CONNECTIONS
TO EMPOWER EVERY STUDENT
TO BE SUCCESSFUL AND FULFILL THEIR DREAMS

The purpose of this handbook is to familiarize staff members with key policies, rules, and procedures for the Cumberland Regional School District. This handbook is only a guide and does not contain full policies, regulations, and procedures. This handbook also does not override existing and emerging federal and state laws. This handbook does not create an employment contract, and items contained within are not binding. Board-approved policies and regulations posted on our website contain the complete versions of items touched on in this handbook. Please review posted versions for additional information. Thank you.

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IMPORTANT DATES & SCHEDULES

REGULAR BELL SCHEDULE

Time	EVENT	Time	EVENT	Time	EVENT
07:15	Staff Sign In	10:30	1st Lunch Begins	12:35	Block 4 Begins
07:25	5-minute Warning	10:50	10-minute Bell	1:50	10-minute Bell
07:27	3-minute Warning	11:00	End first Lunch	2:00	Block 4 Ends
07:30	Block 1 Begins	11:05	Block 3BC Begins	2:05	SERA Begins
08:45	10-minute Bell	11:15	End 3A	2:30	10-minute Bell
08:55	Block 1 Ends	11:17	Start 2nd Lunch	2:40	Student Dismissal
09:00	Block 2 Begins	11:37	10-minute Bell	2:50	STAFF Dismissal
10:15	10-minute Bell	11:47	End 2nd Lunch	3:00	Sec. Dismissal
10:25	Block 2 Ends	11:50	Block 3C Begins		
		11:55	Block 3AB Ends		
		12:00	3rd Lunch Begins		
		12:20	10-minute Bell		
		12:30	Block 3 Ends		

EARLY DISMISSAL BELL SCHEDULE

7:15	Staff Sign In	9:25	10-minute Bell
7:25	5-minute Warning	9:35	Block 2 Ends
7:27	3-minute Warning	9:40	Block 3 Begins
7:30	Block 1 Begins	10:30	10-minute Bell
8:20	10-minute Bell	10:40	Block 3 Ends
8:30	Block 1 Ends	10:45	Block 4 Begins
8:35	Block 2 Begins	11:35	10-minute Bell
		11:45	Student Dismissal

2022-2023 GRADE REPORTING SCHEDULE

REPORT CARD REPORTING SCHEDULE

Marking Period	# Days	Marking Period Ends	Grades Due	Report Cards Mailed
Mid-1st Sem.	45	14-Nov	16-Nov	18-Nov
End-1st Sem.	45*	27-Jan	31- Jan	4-Feb
Mid-2ndSem.	45	14-Apr	18-Apr	20-Apr
End-2nd Sem.	45*	21-Jun	22-Jun	26-Jun
* Includes exam days				

PROGRESS REPORTING SCHEDULE

Marking Period	Progress Report Ends	Grades Due	Progress Reports Mailed
Mid-1st Sem.	6-Oct	11-Oct	12-Oct
End-1st Sem.	19-Dec	21-Dec	22-Dec
Mid-2ndSem.	7-Mar	9-Mar	13-Mar
End-2nd Sem.	17-May	19-May	23-May

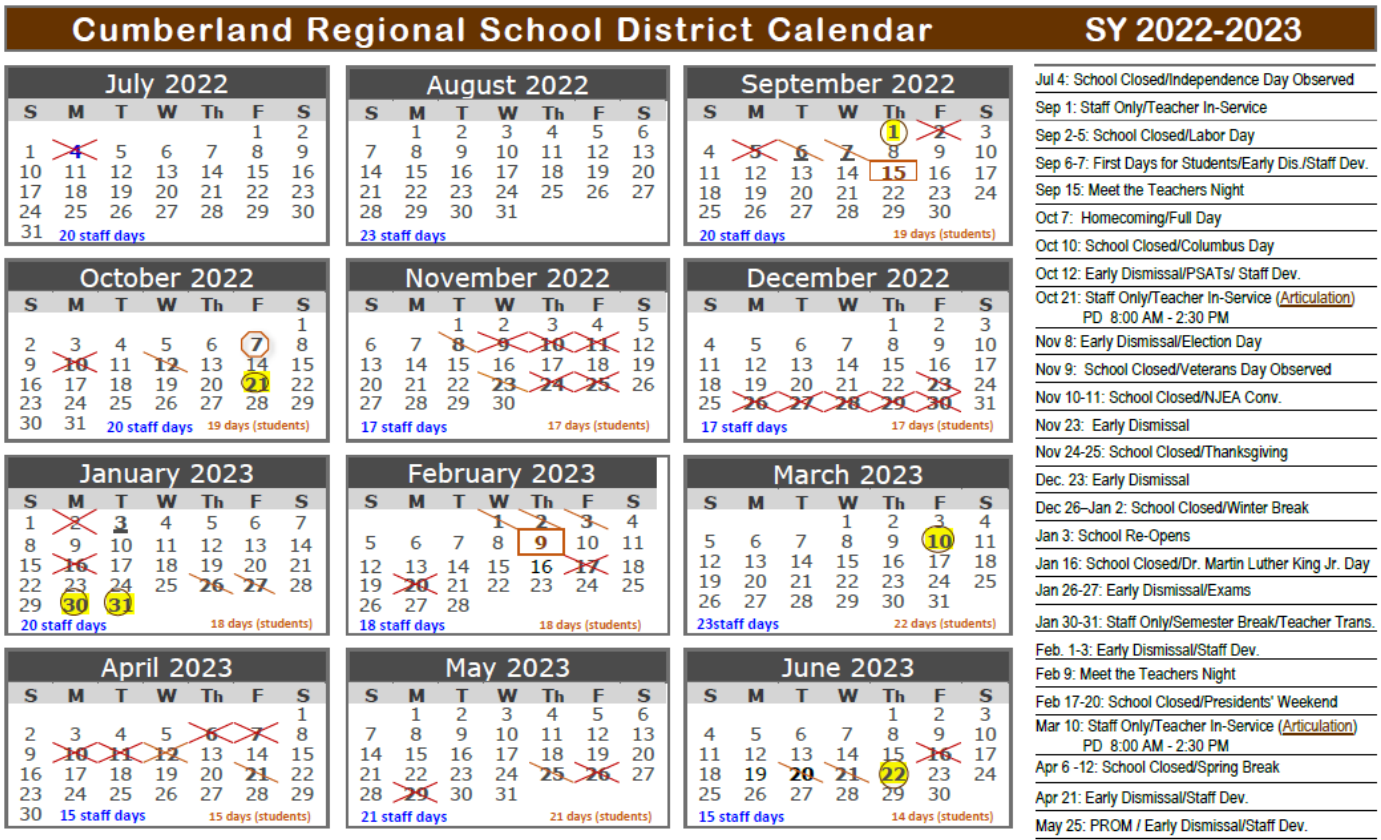
EXAM SCHEDULE

1st Semester		2nd Semester	
Thursday January 26th	Blocks 1, 2	Tuesday June 20th	Blocks 1, 2
Friday January 27th	Blocks 3, 4	Wednesday June 21st	Blocks 3, 4
Senior Exams 2nd Semester			
Thursday June 15th		Blocks 1, 2	
Monday June 19th		Blocks 3,4	

*** Meet the Teacher Night – Thursday, September 16 @ 6:00pm**

* Exam schedule and report card calendar will be adjusted if inclement weather substantially impacts school operation.

SCHOOL CALENDAR



IMPORTANT INFORMATION

1. Teachers must assume responsibility for learning the entire building as soon as possible.
2. Cooperate with building custodians. Try to make their work as light as possible.
3. Lock your room always. Post the fire drill procedures in your room if they are not already posted. Please see Joe Spoltore if you are missing procedures.
4. Check to see that you have a flag in your room.

HARASSMENT, INTIMIDATION, AND BULLYING OR HIB

- All instances of HIB should be reported using the required form located in the public folder or the weekly newsletter.
- HIB incidents maybe reported verbally to Aiello (Ext. 220) or Prater (Ext. 222). A person then has 2 days to enter the report ON THE HIB REPORTING FORM. Please be as specific as possible.
- Once reported the HIB Specialist and District Anti-Bullying Coordinator will review to decide if an investigation should proceed. It must be assumed that the allegations are true.

- If determined it may be a HIB, the Specialist will begin investigation.
- If determined not to be enough for investigation, it will be turned over to the appropriate Assistant Principal for possible Code of Conduct violations.
- To determine if there is an HIB, there must be:
    - Substantial disruption or interference with the orderly operation of school or student's rights.
    - An actual or perceived distinguishing characteristic as the motivating factor; and
- One of the following:
    - Physical or emotional harm to a student or his or her property or fear of harm to student or property.
    - Effect of insulting or demeaning a student or group of students; or
    - Creation of "hostile educational environment," interfering with student's education.
- For specific information please refer to policy 5512 and regulation 5512 which can be found on the District website www.crhsd.org.

CHILD ABUSE AND NEGLECT

Teachers and other school personnel who suspect that a child is being abused or neglected must call DCP&P at 1-877-652-2873 and then report the situation to the Principal or an Assistant Principal if the Principal is not in school. By law, you have this obligation but are immune from prosecution.

CRISIS RESPONSE

Familiarize yourself with the crisis response manual located in the public folder under crisis drills as well as the quick reference sheets in each classroom.

AFFIRMATIVE ACTION

Cumberland Regional High School maintains a State-approved Affirmative Action Plan that covers such areas as curriculum, grievance procedures, students' rights, physical education, athletics, and the American with Disabilities Act (ADA). Anyone seeking additional information or need to file a complaint should contact the District's Affirmative Action Officer, Mrs. Dana Landwher. The affirmative action policy 5750 can be found on the District website.

TITLE IX/NON-DISCRIMINATION POLICY STATEMENT

The Cumberland Regional School District does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.

Inquiries about the application of Title IX or reports of sex discrimination or sexual harassment can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed below at any time:

Title IX Coordinator
Mrs. Dana Landwher
90 Silver Lake Road
Bridgeton, NJ 08302
856-451-9400 Ext. 257
landwherd@crhsd.org

KEYS AND BUILDING SECURITY

Security of a building as large as Cumberland Regional High School can be difficult when people are careless with keys or with the locking of doors. Therefore, keys are to be closely safeguarded for the security of school property. They are not to be loaned to a student or to any other unauthorized person at any time for any reason no matter how convenient it may appear to be at the time. Lost keys compromise the security of the building. Re-keying the lock is an expensive process which can be avoided if you are careful with keys.

Teachers should make sure classroom doors are always locked. If they leave a room the window slider should be closed.

School personnel are responsible for keys issued to them. All keys must be returned at the close of the school year unless other provisions are made. Do not duplicate keys.

Each teacher is provided with one ID card that also acts as a FOB to enter the building. If lost, they should report it immediately to Mr. Spoltore. A replacement ID FOB will be issued. After that, staff will be charged the cost of the card for any additional lost FOBs.

To enhance our security, we have installed a video surveillance system. Teachers should report any vandalism of cameras to the school administration as soon as possible.

BASIC CLASSROOM INFORMATION

FIRST DAY OF SCHOOL CHECK LIST

1. Check your attendance each block and mark absent in Genesis any student who has not reported to any of your classes.
2. Send any student to the guidance office that does not have a schedule. Do not send students to guidance for any other reason.
3. Explain expectations related to students' physical position (seated in their assigned seat) when the bell rings.

CLASS LISTS

Class lists are available in Genesis and will automatically be updated when schedule changes occur. If a student appears in your class but is not shown on your list, send the student to the guidance office. Teachers should in most cases have a 24-hour notification before a student comes into their class.

HALL PASSES

Only one form of student passes will be permitted. Passes should be given/issued sparingly, and only one student should be listed on each pass. All teachers should use the provided white passes. If you need more, please see Mrs. Marguglio.

CLASSROOM COVERAGE

No classroom will be left uncovered by a teacher at any time. Teachers who feel ill and feel they need a replacement should call the Main Office for a substitute. Teachers will be present in the assigned room always when the class is in session.

HOMEWORK

As educators, we realize homework is a vital and necessary part of the educational process to develop the student's mental growth. The following guidelines will prove valuable to each faculty member and serve to emphasize the importance the school district attaches to the role of homework to students, in the learning process:

1. Does the homework serve a valid purpose?
2. Is it well within the capacities of the student?
3. Has the class been thoughtfully motivated for the work?
4. Does the assignment grow out of school experience?
5. Is the work related to students' interest? Is it interesting?
6. Does the assignment extend students' fund of information?
7. Are the students entirely clear about what they are to do?
8. Is the work adapted to individual needs, interest, and capacities?
9. Can the student do the work without the assistance of parent(s) or legal guardian(s) or others?
10. Is the assignment a reasonable one and evenly scheduled in view of the student's home conditions?
11. Does the assignment minimize the temptation merely to copy information?
12. Can the homework be evaluated fairly and/or be used in the daily program?

SCHEDULE CHANGE

Students will not be permitted to make arbitrary schedule changes. Any student having a schedule problem should first contact the guidance office by requesting a pass.

LOCKERS/PHONES

Students should come prepared to class and should not be leaving on a regular basis to go to lockers during class. Use your judgement when issuing a locker pass and issue them sparingly! The occasional important project due today was left in the locker is different than I forgot my textbook or pencil. Please use the white hall pass in every instance. Students should be sent to their house office to use the phone in emergencies.

MAILBOXES, VOICEMAIL, AND EMAIL

Mailboxes are in the staff lounges. Teachers are requested to check their mailboxes at in the morning before 1st block and at least one other time during the day. Very often, passes or messages are placed there in the morning and require attention before dismissal. Voicemail and email are to be checked daily as these methods of communicating will be used regularly for professional communications. <u>At no time will students be allowed to pick up mail for teachers.</u>

SUBSTITUTE PROCEDURES

A file for your substitute will be kept in the Main Office. This file will contain directions for your substitute along with your schedule including additional responsibilities, such as duties SERA coverages, seating charts, class lists, cellphone policy, and three (3) days of emergency plans. It is your responsibility to keep this file up-to-date and to prepare it initially at the beginning each semester. If emergency plans are used during a semester, they must be replaced with new plans. This must be accomplished by the date set by the Principal.

Each substitute will be required to file a report regarding what transpired in each of your classes for your information. This report will include whether plans were available for his/her use. Any issues with a substitute should be reported to Mr. Aiello.

COLLECTION OF FINES BY TEACHERS

Teachers are not to collect fine money from students. These collections will be handled through the Main Office. The Main Office is then required to send the money over to the Board of Education. Please place a fine in Genesis for any lost, damaged, or missing books, calculators, sports equipment etc. If a fine needs to be deleted, please contact the Main Office.

LESSON PLANS

Lesson plans are to be submitted on a weekly basis using the lesson planner. An administrator will be assigned to review department lesson plans. All lesson plans are to use the following template and show connections to the NJSLS and/or CCSS. All the bold-faced items should be completed for every lesson. Instruction should be designed to differentiate process, product, or content based on knowledge of students' readiness, learning style, and/or interest.

Lesson Plan Template* (located in the Genesis lesson planner):

EXPLANATION OF TERMS

1. **Focus Activity:** —Warm-Up or —Do Now Activity
    a. A brief activity that focuses student learning.
    b. The activity should not last more than 15 minutes.

2. **Statement of Objective:** —The learning goal for the day
    a. The objective should identify the content/skills that students should learn because of the lesson.
    b. The learning objective **SHOULD NOT** be a classroom activity.
        - Activity- Students will read Act II of Hamlet
        - Objective- Students will identify characters, plot, and theme in Act II of Hamlet.
    c. Sample learning objectives:
        - The students will read and analyze primary resource documents to determine causes of World War I.
        - Students will demonstrate the skill set necessary for an effective serve in the game of tennis.
        - The students will use narrative and expository texts to compare and evaluate the relationship between past and present literary works.

3. **Developmental Activities:** Presentation of Information, Student Participation, and Guided Practice
    a. Presentation of Information: Should focus on essential information and should be organized in short chunks of time cognizant of student attention spans. Should be presented in the simplest and clearest form and interactively engage the class.
        - Lecture/Notes
        - Teacher/Student Discussions
        - Teacher Modeling
        - Video/Media Presentations
        - Student Presentations which review or present new content
    b. **Student Participation**: Activities should keep students engaged and should be designed to incorporate multiple intelligences.
        - Cooperative Learning Activities
        - Student Presentations
        - Student/Student Discussions

- Peer Tutoring/Editing
- Active Research

c. **Guided Practice:** The teacher should lead students in a guided practice of all new learning. This ensures that students have met the lesson objective and that skills taught will not be practiced incorrectly.
   - Graphic Organizer
   - Paired Work
   - Textbook Problems
   - Reading Assignment
   - Writing Assignment

4. **Independent Practice:** Activities designed to extend student understanding of the new skills/content that was presented in the lesson. This could be a homework or classwork assignment.
   - Worksheet
   - Graphic Organizer
   - Textbook Problems
   - Reading Assignment
   - Writing Assignment
   - Learning Stations

5. **Closure:** Conducted <u>at the end of a practice of new learning.</u> Closure activities may occur more than once in a lesson.
   a. Requires students to reflect on the learning activities.
   b. Allows for quick review.
   c. Allows for teacher diagnosis of new knowledge.
   d. Enables teachers to build to the next lesson.
   e. Examples:
      - Do Three & Check with me
      - Exit slips
      - Dry erase boards
      - 3-2-1- students write 3 key terms, 2 ideas they would like to learn more about, & 1 concept or skill they think they have mastered.
      - Quick Writes

6. **Assessment:** The gathering of information from a variety of sources that provides a basis for making instruction decisions and measures mastery of new learning
   a. Traditional and Performance Based
   b. Examples:
      - Teacher Made Quiz/Test
      - Student Made Quiz/Test
      - Graded Handout
      - Authentic Assessment
      - Student Participation
      - Essay
      - Skit/Presentation
      - Journal Reflections
      - Media Presentations (i.e. PowerPoint, Posters)

AUDIO-VISUAL MATERIALS

The following guidelines should be used in selecting video resources or films as part of your instructional practice:

1. The video or film should be related to the curricular content of the course or assist in understanding concepts taught in the course. Resources should be provided for students to be intellectually engaged in the lesson. When viewing video or using projected resources, at least half of the classroom lights must be left on in the classroom.
2. Video resources purchased with textbook or workbook packages are considered acceptable. Other resources should be previewed prior to use to ensure that the content is acceptable for the age group and school policy.
3. To show an R, NC-17 or unrated film meeting R or NC-17 criteria, the teacher must first receive permission from the Principal. If approved, the teacher must then complete a permission slip and send it home with all students in the class. If a student's parent or guardian does not grant permission, the student must be provided with an alternate assignment and should be sent to an alternate location as determined by the teacher's supervisor. during the showing of the film. Permission slips are available in the public folder.
4. The use of films or videos for emergency plans must be considered carefully. Substitute plans that include videos should meet the same criteria as listed above, and substitutes should be told to leave the **lights on** while showing videos or films.

EXTRA CREDIT

Providing opportunities for and allowing students to earn extra credit can be an important motivational tool during instruction. It is important to note that extra-credit assignments should be related to the curriculum or the teacher's instructional assignments. Extra credit should not be awarded for activities that are not directly related to instruction.

THE TEACHING OF CONTROVERSIAL ISSUES

As per Policy 2240:
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The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the school. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been expressed by responsible and thoughtful persons and are likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to the instructional goals of the course of study and level of maturity of the students. The discussion of controversial issues must not tend to indoctrinate students or persuade them to a point of view. Instead, teachers must encourage fair presentation and open-mindedness and the free exchange of ideas in a spirit of scholarly inquiry, drawing upon information and insights from the widest feasible range of resources.

When the consideration of controversial issues has not been specified in the course guide, the Board will permit the instructional use of only those issues that have been approved in advance by the Principal.

The discussion of controversial issues in the classroom will be conducted in an unprejudiced and dispassionate manner and cannot be allowed to disrupt the educational process. In the discussion of any issue, a teacher may express an opinion, provided the expression is characterized as opinion and does not attempt to persuade students to the teacher's point of view.

The Superintendent shall assist teaching staff members in developing a sensitivity to the occurrence of controversial issues in the context of the curriculum and developing techniques for the management of controversial issues that do not stifle a spirit of free inquiry.

STUDENT ATTENDANCE INFORMATION

ELECTRONIC ATTENDANCE PROCEDURES

Staff is responsible for reporting attendance for each block daily. Each classroom teacher will enter their class attendance into Genesis on their personal laptop during the first 30 minutes of each class block. Staff will be held liable if a student is not marked absent but is missing from class.

CLASS ABSENCES/CUTS

If you cannot find a student on the attendance list and he/she is not in your class, please check turnstile; then if needed, call the Main Office to report him/her missing. If after you call the Main Office the student returns, please notify the Main Office..

It is imperative that every teacher carefully check all athletic lists, field trip lists, etc., to ascertain if any students who are absent from your class were excused by the school administration to attend that function before writing a referral. Teachers must be alert to attendance during every block and must report offenders.

TARDINESS TO SCHOOL

Students must have a pass from the Main Office/front desk to enter class. Please some students will have a late arrival. If they are not in the classroom at the start of 2nd block, they should also have a late pass.

CLASS TARDINESS

Teachers are expected to discourage tardiness from the first day by beginning class promptly and by informing students that they must be on time. Teachers should follow the Code of Conduct on when to write students up for lates.

STUDENT ATTENDANCE POLICY

The student attendance policy (Policy and Regulation 5200) is a comprehensive document. Please become familiar with its contents. Attendance in terms of credit is done by block and not by the day.

ACADEMIC ISSUES

I&RS

Prior to making an I&RS referral, interventions in the general education program should be utilized.

Teachers should:

1. Contact the student's School Counselor.
2. Set up a conference with the student, parent, and teacher through the school counselor or administrator.
3. Look into tutoring.
4. Recommend the use of a planner.
5. Help the student set goals to help him/her be more successful in class.
6. Contact the school counselor to notify the probation officer with any concerns.
7. Contact Colt Connection to set the student up with anger management activities.
8. Meet with student individually.
9. Reach out to the parent (phone, email, conference).
10. Give student modified work on his/her level.
11. Change student's seat.
12. Provide SERA remediation.
13. Give student extra time on assignments.
14. Speak with student's other teachers.

Parents, teachers, and other school professionals, as appropriate, are informed of the procedures regarding interventions in the general education class during teacher in-services, notes and information that are disseminated, and conferences with administrators/parents.

Teachers, parents, students, and advocates will be responsible for the implementation/evaluation of the interventions that are identified via progress reports, grades, behavioral records, and random drug screening, if appropriate. If a referral is warranted, this documentation will be included with the referral to the Child Study Team. The effectiveness of the interventions will be documented by the Administrator and/or counselor and parent and maintained in the Child Study Team file.

CST REFERRALS

Procedures for Referrals

1. Referral forms are available through a guidance counselor. Please note referral will first be done for the Intervention and Referral Team, who will review and make recommendations.
2. Notification of Referral Procedures given to parents.
3. Referral procedures shall be included on the District's website. These procedures and publications shall be updated annually and be distributed to the parent(s) and appropriate social service and welfare agencies not later than October 1 of each year.

Parent-Initiated Referrals

When a parent makes a written request for an evaluation to determine eligibility for services:

1. The written request shall be received and dated by the CST Secretary.
2. The written request shall be immediately forwarded to the Office of Special Services/Special Education.
3. A file will be initiated to include a timeline for processing the referral including the date that initiates the 20-day timeline for conducting the referral/identification meeting and any forms used to open a case.

4. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse, who will transmit the summary to the CST.
5. The Case Manager will convene a referral/identification meeting within 20 calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district.
6. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s).
7. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet; and
8. The referral/identification meeting will be attended by the parent(s), CST, and regular education teacher.

STUDENT DISCIPLINE

On the first day of class, all staff should implement a firm, fair, and consistent standard of discipline within their classroom. Good lesson planning coupled with viable instruction strategies and a firm, fair and **consistent** standard of discipline will reduce the number of problems that may surface in the classroom. However, the Cumberland Regional administration does recognize that situations will surface in which the teacher will need to implement some form of corrective action.

This action may be in the form of a task-oriented verbal directive or may be of a degree that would require an office referral. It is paramount that the degree of a problem situation be determined to ensure the corrective action is consistent with the problem.

Each teacher must first attempt to resolve classroom problems by taking these actions:

1. Individually counseling the student.
2. Calling or emailing the parent.
3. Reaching out to the student's counselor; and
4. Documenting all notes in Genesis.

TECHNIQUES AND STRATEGY

The following strategies or techniques have been recognized as deterrents to discipline problems and/or effective ways to handle problems:

1. Plan lessons that cover the entire duration of the block.
2. Start class promptly and insist on punctuality.
3. Inform the class of the objective(s) of the day's lesson, the instructional strategies, and what they are expected to learn.
4. Vary your instructional technique.
5. Be organized, have materials ready, and return corrected tests promptly.
6. When disruptive situations occur, give yourself and the offender alternatives. Do not give the student a stage to act up on. *Do not use an ultimatum.* Stay calm and continue to use a fair but firm voice.
7. Remember you are in charge but understand that each student responds to a teacher reaction differently.
8. Do not get into a shouting match or argue with students.
9. Making global, absolute statements you cannot implement is the first step toward losing the respect of your class.

10. Never leave your class unattended.
11. Student visits to the water fountain, locker, or restrooms can usually be accomplished at times other than during class; consequently, passes should be limited during class time to those locations. When students do leave, they should do so with a completed pass signed by you. The student should then sign out on the classroom log sheet.
12. The opening weeks of school will set the standard for the remainder of the year — plan them well.
    a. On the very first day in class, explain your rules and regulations very carefully. Familiarization with the rules will make the students aware of your expectations. Briefly review your rules and regulations several times during the first week of school.
    b. Be firm, fair, and **consistent** in the classroom always.
    c. Be sure to have your cell phone policy posted where it can be seen.
    d. Do not back students into a corner, causing them to "lose face" in front of their peers. It is better to give them a graceful way out of an embarrassing situation by saying, for example, "I know you must be experiencing a problem today, but we need to get on with the lesson." Then continue with the lesson.
    e. Always separate the infraction from the person. For example, "I like you, but I do not like your refusal to hand in your completed homework assignment."

SLEEPING IN CLASS

This can be a problem during the year. If a student does fall asleep, here are a few ways it should be addressed first:

1st offense-	Speak with the Student privately-student could be having a bad day or not feeling well.
2nd offense-	Call Home-Student may need to go to bed earlier or work less.
3rd offense-	Reach out to Guidance to meet with the student for possible solutions.
4th offense-	Ask the Nurse to speak with the student to make sure this is not a health concern that can be controlled.
5th offense-	Email an Administrator to speak with the student-warned if it continues a referral will be written.
6th offense-	You have exhausted all resources now this has become insubordination-Write a Referral.

CALLING PARENTS ABOUT A REFERRAL

Please make every effort to maintain close contact with parents: Voicemail and email must be checked daily; the Genesis Parent Portal is being used daily by an increasing number of parents. **The Administration highly advises teachers to refrain from communicating specific student behavior issues to parents via email.** Too often, this method of communication leads to misunderstandings. These concerns are much better communicated through a parent conference or a phone call. All emails written about a student to any staff or parents become part of the student record and maybe subpoenaed or be part of an OPRA request.

WRITING A REFERRAL

If all avenues have been exhausted or if the degree of the behavior is disrupting learning in the class, an office referral should be made either in Genesis, or if not available, by email. If needed, call security to remove the student.

To facilitate disciplinary action, when necessary, a referral must be written as soon as possible. Please be as descriptive as possible on disciplinary referrals (i.e., prior actions), as this empowers the Assistant Principals

with much needed historical information to determine appropriate consequences when communicating with parents. All specific information on the referral should be filled out for the administration to fully support the teacher in administering consequences to the student. Please remember to describe the proactive steps (conferences, teacher detentions, etc.) that were taken prior to writing the referral. If you have written this information in the 'notes' section of Genesis, please indicate so on the referral. Any proactive steps that have taken place should be documented in the 'notes' section in Genesis under that student's name.

1. If a student commits a major infraction, please follow the procedures below:
   - Contact the Main Office for security assistance.
   - Send the student (via security) to the appropriate Assistant Principal's office.
   - Call the appropriate Assistant Principal's secretary and inform her that you have sent the student to the office, and briefly explain why.
   - Write the referral in Genesis as soon as possible.
2. When contacting a parent about a student's behavior, **do so via phone** and only inform them of the specific facts of the incident. If a referral has been written, inform the parent(s). Do not comment on the speculative consequences that will be administered by the assistant Principal. Do not express any opinions.
3. Please be sure to use proper grammar and spelling in your referral. This will become part of the student record and parents will see it when it is mailed home.

CORPORAL PUNISHMENT

New Jersey Statute 18: A 6-1 states:
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No person employed or engaged in a school or educational institution whether public or private, shall inflict or cause to be inflicted corporal punishment upon a student attending such a school or institution, but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

1. to quell a disturbance threatening physical injury to others.
2. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
3. for the purpose of self-defense; and
4. for the protection of persons or property.

and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intendment of this section. Every resolution, bylaw, rule ordinance or other court of authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

Use of reasonable force by teacher to remove a child from classroom does not violate any statute or violate State or Federal constitutional prohibitions relating to cruel and unusual punishment. However, if restraint is used on a classified student, it needs to be reported to the Principal and the staff member, if not already, must be trained in restraint and de-escalation.
==========

REMOVAL OF STUDENT FROM A CLASS

No student may be permanently excluded from a classroom by a member of the instructional staff. However,

a student may be asked to leave or be removed from a classroom for a block or until a resolution of the problem can be reached.

DRUGS AND ALCOHOL

Any student suspected of being under the influence or in possession of drugs or alcohol should be reported in a professional manner to Mr. Johnson, by immediately completing and submitting a behavior observation form located in the public folder under forms. This form may be emailed to Mr. Johnson immediately. Once a referral is made ATOD procedures must be started.

ALCOHOL, TOBACCO, OR OTHER DRUG (ATOD) STEPS AND PROCEDURES

The administration cannot not stress enough the importance of the school personnel working together in maintaining a drug-free school community. Your active participation is not only encouraged, but necessary for this goal to be attained.

The following procedure was developed by the administration and the ATOD Committee to achieve the objective consistently among all personnel that engage students:

ATOD Procedures for Reporting Suspected Students Under the Influence

When a staff member notices that a student is presenting suspicious warning signs, the following should immediately take place:

1. Speak to the student and inquire about the suspicious behavior. For example, "Do you feel OK?", "Is there a reason that your eyes are so red?", "Were you up late last night working?", etc.
2. Document the behavior and conversation with the student. If you feel it is necessary, communicate your concerns with Mr. Johnson, Mrs. Waddington, Mr. Gonzalez, or Ms. Erety Smith our Substance Abuse Coordinator.
3. When you feel that the observable behavior warrants a necessary drug test, complete a "Behavior Observation Sheet" and immediately email/deliver it to Mr. Johnson. Substitute teachers should contact the Main Office to have the form delivered to Mr. Johnson. THERE WILL BE TIMES WHEN A STAFF MEMBER WILL HAVE TO USE HIS/HER PROFESSIONAL JUDGMENT WHEN NOTICING SERIOUS WARNING SIGNS THAT WOULD WARRANT FILLING OUT A "BEHAVIOR OBSERVATION SHEET" IMMEDIATELY.

The purpose of this entire procedure is not to discourage staff members from filling out forms for students to be tested, but rather, to strengthen the reliability and validity of the process for all involved.

SMOKING/VAPING

Smoking or vaping is not permitted at Cumberland Regional High School by anyone, and violations should be reported immediately to the building administration. Board Policy 7434 states: "Students and district employees who violate the provisions of this Policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law."

Students, staff, and visitors are not permitted to smoke or vape at any time in the school building, anywhere on school grounds, on school buses, or when on a school-sponsored trip or activity off school premises. Students are not to carry cigarettes or other smoking materials such as tobacco, pipes, cigarette rolling papers, vape cartridges or vaporizers while on school property.

Possession of lighted tobacco or having a cigarette in one's mouth shall be considered smoking.

It is vital that the teacher reporting a student be positive that the student was smoking or in possession of tobacco or vaping paraphernalia. There can be no doubt. A smoke-filled lavatory or "smoker's breath" is not strong enough evidence to support this determination. The teacher must have seen the student with a lit cigarette or vape pen in hand or mouth, or exhaling cigarette smoke, or in possession of or using the tobacco/vaping product.

GRADE REPORTS AND GRADING

GRADING FORMAT

The following symbols will be used to represent grades:

A	90-100	Superior
B	80-89	Above average
C	70-79	Average
D	60-69	Below average
F	0 - 59	Failing
P	Passing (classified students only)	
WP	Withdraw passing	
WF	Withdraw failing	
I	Incomplete	
M	Medical excuse	
LC	Loss of Credit	

GRADE REPORTING

1. All student grades will be recorded in Genesis at the middle and end of each marking period by the due date indicated on the grade reporting schedule published by the Guidance secretary and approved by the Principal.
2. If a teacher gives an incomplete as a grade, the responsibility for reporting the grade rests with the teacher. The deadline for reporting the incomplete grade is within two (2) weeks of the end of the marking period. No extension will be granted without the consent of the Principal. No final grade of incomplete will be given at the end of the year without the consent of the Principal.

REPORTS TO PARENTS

Of the several means and methods available for communicating with the home, the academic reports are the most important and the most sensitive. Teachers, therefore, are to complete grade reporting responsibilities with the utmost care.

Any grade issued will be based solely on evidence recorded in Genesis. A grade assigned in any manner without supportive data may be interpreted as having been based upon caprice, favoritism, censure, vindictiveness, or malice.

A student's grade in a course will not be used as a disciplinary device or a disciplinary threat.

1. Interim grade reporting: Students will receive these grade reports halfway through each marking period (4.5 weeks). The report will have a grade for each subject, and explanatory comments are expected when a student is not achieving success.
2. Report cards will be issued following each of the four (4) marking periods.
3. A teacher may send other progress reports home during the marking period as they feel is appropriate.

ACADEMIC INTEGRITY

1. Each student is held strictly accountable for his/her actions.
2. When a student cheats or uses similar practices on a test or assignment, he/she will be given a zero for the assignment. This fact will be reported to the Assistant Principal within the online referral system to be documented.
3. Repeated offenses will be subject to further discipline, which may include parent conferences and suspensions.

Classroom teachers can reduce the incidence rate in cheating by:

1. Reminding students at frequent intervals of the desirability of a good individual and class record for integrity.
2. Avoiding the reading of a test to a class unless called for in a special education setting. Tests which are read to the students usually result in requests to repeat the question which in turn creates a situation that encourages talking and whispering.
3. Placing less emphasis on factual recall questions and more on the reasoning type of questions and making greater use of essay-type questions rather than true-false or similar response-type questions.
4. Testing only on the materials covered and avoiding surprise or "tricky" questions.
5. Announcing the test date well in advance so that each student has ample preparation time.
6. Actively supervising and proctoring the test. Being seated in the room is not considered active supervision.
7. Maintaining the security of the test by keeping it under lock and key until administered, keeping track of each copy of the test, and by not giving the same test to all classes.

Classroom teachers will discuss, as it pertains to their subject, the various forms of cheating to include plagiarism, copying, etc.

ELECTRONIC GRADEBOOK

1. Records must account for all grades, attendance, and tardiness. The teachers shall take their class lists with them during all evacuation drills and emergencies.
2. Each graded assignment should be identified by type (e.g., quiz, test, project, etc.).
3. Accuracy in reporting grades and attendance is essential. Be meticulous in entering data in Genesis.
4. No student is to be allowed to enter attendance or grade data in Genesis. Neither is he/she to be informed of or work on the grades of other students.
5. The final grade for each marking period will be automatically calculated by Genesis.
6. Teachers must follow the grading procedure for their department or class in assigning the appropriate numbers of tests, quizzes, etc. See Appendix A.
7. All grades should be entered within two (2) weeks of it being assigned. There should be no blanks in Genesis. Please mark items with no grade as zeros, AB, Ex, etc.

8. Teacher should discuss grades with students as frequently as necessary. However, the explanations will be at a time other than class time neither the grades themselves nor the method of assessment should be kept secret. An explanation of the grading procedure must be maintained by the teacher for examination by administration.

GRADE PLACEMENT

Standards for promotion: To be considered in the following grade levels, the students must have previously earned the indicated number of credits:

Grade 10 – 30 credits
Grade 11 – 60 credits
Grade 12 – 90 credits Graduation – 120 credits

No student will be granted senior status unless they have the potential to graduate that year and will have met all other graduation requirements. Therefore, a senior must have accumulated 90 credits to be given senior status and have met all other requirements to date. Students who can meet the graduation requirements in summer school following the annual graduation are not eligible for senior status.

STUDENT RECORDS, CONFIDENTIAL

Teachers should not give any information concerning students to any insurance company representative, lawyer, reporter, etc. -- see Principal if you receive a request. All such requests must be approved by the Principal.

STUDENT NAMES

1. When programs, rosters and other lists are made which will be released to the public, teachers will make certain that only the full name will be used. Avoid using nicknames or shortened names. Be sure the student has the AUP signed to print their name.
2. Extreme care will be taken to see that names are spelled correctly. If in doubt about the correct spelling, look in Genesis.
3. Lists of names and addresses or telephone numbers will not be released to outside persons or agencies without permission of the Principal.
4. Teachers and staff may only have access to student records that they have an educational reason to review. This would include students in your class, club, or athletic team.
5. All correspondence including emails that contain a student's name will become part of the student's record and may be requested to be reviewed by a parent.

MEDICAL

MEDICATION FOR STUDENTS

No staff member shall administer medication of any type (including such seemingly harmless medicines such as Tylenol, Advil, Pepto Bismol, etc.) to any student under any circumstances. Exceptions to this are EpiPen and Glucagon in emergency situations if they are trained.

Staff members are often called upon by students for the various types of medications as indicated above, and although acting in good faith, may be held liable for the action.

ILLNESS

Any student with symptoms of illness should be sent promptly to the nurses' office. If necessary, another student should accompany the student. Teachers will write out a pass for the student.

Students who are injured between classes should go directly to the nurses' office; otherwise, students must report to class for a pass to the nurse before going there.

ACCIDENTS

During the operating school year, any student or staff member who suffers an accident and needs medical attention will be sent immediately to the nurses' office. Even doubtful cases will be sent. Students will be supplied with a pass by the sending teacher. Staff members will make certain their class is covered before they report to the nurse.

Accidents must be reported immediately to the nurses' office. In case of doubt as to the advisability of moving the patient, call and ask the nurse.

Accidents occurring during the summer break should be reported to the staff member's immediate supervisor or the Main Office. As a last resort, contact the Business Office.

If the injured person is insured under the student insurance plan, the nurse will be responsible for filling out the necessary forms. The nurse will also call an ambulance for anyone requiring it in connection with an injury or illness.

REPORT OF ACCIDENTS

In the event of an illness or accident that causes a student to be sent from the classroom, teachers will make certain that books, coats, etc., which the student has brought into the class with her/him are taken to the nurses' office either by that student or another student. Physical education teachers will check the student's locker to see that the contents thereof accompany the student. If a student is injured outside during PE, the teacher should use the radio to contact the nurses.

STUDENT

Student accident forms are available from and written by the School Nurse. These are to be used to report accidents which happen to students on the way to or from school or on school premises. All staff must be sure that all accidents of this kind are reported.

Any accident or injury regardless of extent may become a basis of litigation; therefore, a written report giving pertinent details should be filed on all accidents and injuries.

VALUABLES

Every precaution should be taken by both staff and students to protect personal items of value such as small equipment, jewelry, money, etc. The best precaution is to avoid bringing valuable items to school. Both staff and students are encouraged to bring only the absolute minimum of valuables with them.

Please discuss this matter in first block with the students. Urge them to keep their lockers locked, both in the gym and in the corridors. Stress that no one can assume responsibility for articles even when the lockers have been locked. The school is not responsible for lost or stolen items.

Lost articles may be reported to the Main Office.

THEFT

Sadly, it is inevitable that some petty thievery will take place in our school. However, if we continually remind the students, if we lock their lockers when we find them open, if we are constantly vigilant in our supervision, then the amount of minor stealing will continually decrease.

To prevent thefts of money and school equipment from desks and classrooms, we need to regularly advise our students of the necessity of using care where small pieces of valuable equipment or money are involved.

Incidents of stolen articles should be reported immediately to the teacher, who will inform the Main Office.

LOST AND FOUND DEPARTMENT

The Lost and Found is in the Media Center on the C/D side. An article of value that has been found by a student or staff member should be brought to the Main Office. When looking for a lost item, check the Lost and Found in the Media Center first. If you are looking for an item of value, please check with the Main Office. Proper identification of the article is required to reclaim.

GENERAL PROCEDURES & INFORMATION

STUDENT INFORMATION HANDBOOK

We have prepared a student handbook which is available on our website under the student tab as well as in the public folder. Please read and familiarize yourself with it as you will be called upon by students for information.

STUDENT ID CARDS

Students will be issued picture ID cards on the first day of school if they were here last year and once school pictures are taken. Students who lose their ID will be charged $5 for a new one. Students should email Mrs. Bullock for a new ID. Student IDs are needed to scan into offices, lunches, and enter stadium events, dances, and other activities. Student IDs should always be carried and are required to be carried on any trip or activity hosted by the school as per State law.

TEXTBOOKS

Textbooks will be serially numbered and stamped with the school's name prior to issue. The books have been stamped twice—once on the inside front cover and once on the inside back cover. Teacher will have students write their name and date of issue in the space provided on the inside front cover.

Each book will be graded on a 1-5 scale as follows:

1 = new
2 = good
3 = average
4 = fair
5 = poor

A text in a student's possession may drop one grade on the scale (e.g., from good to average) without penalty, and this would be considered normal wear and tear. Willful destruction or defacing of the book or loss of the book will cause the student to be fined the actual replacement value of the book. Wear and tear more than one year will result in a fine. If abuse has accelerated the wear and tear on the book, the student will be fined one-fifth of its value for each year of accelerated wear. A student will be charged the replacement price for any lost book.

Teachers will record book numbers for each class taught. They should record the student's name, book number and condition of each book issued. It is recommended to do this in Genesis either in the gradebook or the teacher personal note area. All books are to be covered by the student.

The student must pay for a lost book. A fine should be entered the electronic grade book by the teacher with the student's name, book title and number, and the cost. The money will be collected in the Main Office.

A few days before final examinations, teachers will examine and check all books issued by them for damage and number verification. If damage or loss is found, fines will be placed in Genesis, please include book number. Once the course is over, all returned books should be given to the Main Office to make sure the fine is removed.

Year	Fine
Year 1	100%
Year 2	80%
Year 3	60%
Year 4	40%
Year 5	20%

DISCARDING OF BOOKS, SUPPLIES, AND EQUIPMENT

As the years go by, it is possible that you may have textbooks, reference material, supplies, or, in some cases, equipment that is worn out or obsolete.

In accordance with State statutes which spell out precisely how items paid for with public funds should be disposed of, the following procedure is to be utilized:

BOOKS

Send email to your Supervisor along with what book it is. Any textbook older than 10 years may be thrown out without request.

SUPPLIES AND EQUIPMENT

Describe items to be discarded—indicate why and approximate value. Store in your teaching area and notify Aiello, who will arrange for someone to pick it up.

Please do not give anything to students or any outside group or agency. Only the Board of Education may give things away, order their destruction, or advertise for sale.

If you have any questions concerning the above, please feel free to speak with your supervisor or the Principal.

PUBLIC ADDRESS ANNOUNCEMENTS

Few things can be as disruptive as an announcement while you are conducting a class. For this reason, announcements will generally be restricted to the opening, SERA, and closing announcements.

Teachers will be able to request that announcements be made by emailing Mrs. Moorhouse and Ms. Myers in the Main Office.

LAPTOP COMPUTERS AND LOANING OF SCHOOL EQUIPMENT

Laptop computers will be issued to each teaching staff member. These computers are the property of the school. Staff members must sign an Acceptable Use Policy (AUP) indicating their understanding of and compliance with the specific conditions set forth.

School equipment will not be loaned to staff, students or outside organizations for use off school grounds without permission of the Principal.

SUNDAY ACTIVITIES

Sunday is looked upon by most of the adults in the school community as a day set aside for religious activity and for rest. In view of the above, there will be no school activity involving students of Cumberland Regional High School on a Sunday without permission from the Principal.

FIELD TRIPS

All field trips are governed by BOE Policy 2340 which can be found on the District website. Some key points are:

- Field trips should be related to curriculum or a learning experience.
- All school rules are in affect during the trip.
- Students who cannot afford the trip may still go based on eligibility for free and reduced lunch.

For all overnight field trips, please see Mr. Spoltore for the proper procedures and to arrange for a luggage check.

Please see Regulation 2340 in Appendix C for guidelines and procedures.

MEDIA CENTER & COMPUTER LABS

While the Media Center may be used by any student, care should be exercised in order that all students get a chance to use the media center's resources. Students entering the media center should check in via the turnstile system in Genesis. Once a student has come into the center, he/she should remain there for the entire block unless directed to leave. Students are free to come to the Media Center when open with passes during SERA. Students may use the computers, check out a book, study, or complete work.

Any teacher may reserve time for use in the Media Center through a pre-registration process coordinated with the Media Center staff. Any special equipment, software requests, lessons, etc., needed for a class must be communicated by the teacher to the Media Center staff with as much notice as possible.

Classes may only come to the Media Center if accompanied by a certified CRHS staff member. Substitutes are not permitted to escort classes or issue passes to the Media Center without prior approval.

MEDIA CENTER MATERIALS

The Media Center houses several collections of books including fiction, non-fiction, and reference. Special collections include College & Career, New Jersey, and a Professional collection.

1. Books may be returned at any time during the school day.

2. Books reserved by teachers for certain classes may be read in the Media Center during the school day. They must be checked out at the circulation desk and returned by the end of the block.

MEDIA CENTER COMPUTERS

There are computers located within the Media Center available for student use. They are networked to perform the following functions:

1. Use of the full Office programs that are not available on classroom Chromebooks.
2. Internet Access.
3. Automated catalog of CRHS collection of books/videos/materials.
4. eLibrary - General reference database with thousands of full-text articles, video and sound clips, and maps exploring social, scientific, health, historic, economic, business, political and global issues.
5. EBSCO Host (Full-text articles & abstracts).

The faculty and students may use the computers at any time during the school day. Classes may utilize the Media Center by signing up in the Media Center and giving as much notice as possible. If a teacher needs to send individual students, or a small group with an aide, to the Media Center please contact the Media Center staff BEFORE issuing passes to make sure there is room and supervision to accommodate your students.

The lower section of the Media Center hosts the Teacher Center, where a computer is available for use. There are various programs available on this computer to assist teachers. It is an environment to perform any research or enjoy quiet time.

The Media Center also provides laminating and poster-making services. Please contact the Media Center staff with at least 48 hours' notice to get materials laminated or posters made for your class.

COMPUTER LABS

Computer labs maybe requested for use through the Bookings system. Available are C311 and D412 for the 3D Lab and M101 for desktop computers at certain times and blocks throughout the year. It is expected students will utilize their Chromebook for most assignments.

HEALTH INSURANCE

Full-time employees shall be provided a minimum of employee-only health insurance benefits subject to job classification and bargaining unit contract provisions. Health insurance benefits will be subject to employee benefit contributions based upon the appropriate regulation.

The Open Enrollment Period for group healthcare is in the spring with a July 1 effective date. However, some events may qualify as a Life Changing Event under law allowing you to make certain changes to your group healthcare benefits at other times. Life Changing Events include having a baby, getting married, getting divorced, losing coverage under your spouses' plan, etc. If you experience a Life Changing Event, contact Jackie Jackson at the Business Office to determine what options are available to you. Please note that in most cases, these changes must be submitted using the appropriate form within 60 days of the event or will have to wait until the next Open Enrollment Period.

PAYROLL DEDUCTIONS

TAXES

Cumberland Regional School District utilizes a computerized payroll system whereby payroll taxes are deducted based on a submitted W-4 Employee's Withholding Allowance Certificate. Federal and New Jersey income taxes are based on the tax table.

PENSION

Support staff employees are required to participate in the Public Employees' Retirement System (PERS), Teachers Pension and Annuity Fund (TPAF) or the Deferred Contribution Retirement Plan (DCRP), depending upon the state's eligibility rules in place at time of hire. A percentage rate is deducted from each pay as certified by the New Jersey Division of Pensions. Pension deductions are tax-deferred.

CREDIT UNION

The Board has authorized deductions for Members First of NJ Federal Credit Union. Upon written certification, each support staff member may opt to deposit funds from their paycheck into an interest-bearing credit union account. Contact the Business Office for more information, or contact your local Members First representative directly to complete a direct deposit authorization form.

403(B) PLAN

The district's Third Party Administrator is GWN Marketing for their 403(b) Plan. All requests for enrollments and changes must go through GWN. Contact your financial advisor or the appropriate plan representative. The Summary Plan Document for this plan may be found on the district's website under Staff > HR Documents.

FLEXIBLE SPENDING ACCOUNT (FSA) PLAN

You may elect to participate in the FSA Plan when you are first hired and at each Open Enrollment Period. Enrollment may not be revoked until the next Open Enrollment Period or you experience a Qualifying Life Event as defined by the IRS. The Summary Plan Document for this plan may be found on the district's website under Staff > HR Documents.

DISABILITY INSURANCE

The Cumberland Regional School District does not participate in the state's disability plan. However, there are several employee disability insurance plans available that may be paid through payroll deductions. Contact the Business Office for contact information.

SUMMER SAVIGS

The Board offers a summer savings plan to ten (10) month employees allowing employees to have 10% of their base salary deducted throughout the school year for deferred payment in the summer.

WAGES AND OTHER COMPENSATION

Terms and conditions of individual contracts will be determined by a bargaining unit contract or the Board if employee is not covered under a bargaining unit.

Paychecks shall be issued bi-weekly according to the Pay Dates schedule published by the Board.

The district participates in a mandatory direct deposit program, which means your net paycheck will be

deposited directly into your bank's account each pay day. Pay stubs are available on the district's Personnel Web Portal available at https://hrportal.crhsd.org. Contact Jackie Jackson for information or assistance.

TIMESHEETS

Administration is required to forward original, hard copy timesheets to the Business Office a minimum of five (5) workdays prior to the next pay period, and in some cases, timesheets are only paid on the second pay of the month as noted on the timesheet form. Scanned, emailed, faxed or any other electronic forms of communications will not be accepted. Employees are responsible to contact their supervisor regarding submittal dates that meet the payroll payment criteria above.

STAFF ATTENDANCE

SIGN IN

All 10-month staff, excluding those with different times as specified in the CREA contract, will be required to sign in every day using their FOB to swipe in by the 7:15 a.m. bell. If you forgot your FOB, you must email Ms. Myers as soon as possible to let her know you are in the building.

Staff members leaving the building for any reason, including required meetings, must sign out with the Main Office. Leaving the building for any reason other than lunch requires permission from the Principal. Should other needs arise, you must see the Principal for permission to leave.

STAFF ABSENCES

While we have paid days accumulated to our credit each year by law, surely, we must look upon this benefit as an insurance policy to be used only when necessary. Our profession demands our presence in school. However, should you need to be out of school, please note the following:

1. Absences which can be foreseen will be requested through ESS at least one week in advance. Teachers that will be absent must have lesson plans available for substitutes. They may be attached in the system and/or emailed to Mrs. Moorhouse and Ms. Myers.
2. Absences which cannot be foreseen (illness, etc.) will also be handled through ESS.
3. Although most reasons for absences are self-explanatory in the system, others are not. For example:
   a) Professional Growth – staff requested to go to a workshop or staff requests and gets approval to attend workshop to improve upon job-related skills.
   b) Professional Required – staff is asked by administration to attend a workshop or you must attend a required meeting.
   c) Athletic/Advisor – coaches leaving for athletic event or helping for a school event during the day (this includes graduation practice).
   d) Field Trip – going on any type of trip with students.
   e) CST – CST meetings.
4. <u>Sick Days</u>:
   Sick days are only to be used when you are sick, injured or quarantined as defined under 18A:30-3-1. They are not to be used for sick family members or other reasons unless you are on a board-approved leave of absence. The district is permitted to ask for a doctor's note for every sick day utilized, however, the district does not routinely ask for a doctor's note if you are only out one day at a time. If you are out three or more sick days in a row, contact Jackie Jackson and be prepared

to submit a doctor's note. Communication is very important and necessary to be sure all parties are following proper procedures. Although each faculty member is allotted sick days each year, it is expected that occasional absences will not extend beyond six and a half (6.5) days for the year.

5. Personal Days:
   If you are granted personal days, it will be stated in your employment contract or bargaining unit contract. All unused personal days in any contract year shall be added to the employee's accumulated unused sick leave days.
6. Jury Duty:
   The district provides you with jury duty days if you are required to attend jury duty. Teaching Staff members shall report a call to jury duty during the school term to the Principal or immediate supervisor to determine if replacement is available. If not, Teaching Staff members shall seek a deferment of services and obtain a letter from the Superintendent's secretary indicating the lack of availability of a substitute per Board Policy 3439. All staff members must enter jury duty days in the district's Absence Management System one day at a time to allow for individual days to be deleted if your service is cancelled on a given day.
   a) If you are absent due to jury duty, you must submit a court record of the number of days served to Chiara Church.
   b) If you are excused prior to the end of the workday with reasonable amount of time available to drive back to work, you are expected to return to work for the balance of the day or you may suffer loss of pay. You must also obtain a note from the appropriate courthouse stating the time you were excused and submit it to Chiara Church.
7. Family Illness Days:
   If granted, family illness days are to be used in the event of a medically verified terminal illness, critical illness, accidental injury, or surgery which requires hospitalization of an employee's spouse, sibling, child, grandchild, parent, parent-in-law, or domestic partner (CRAA language may differ slightly). Each time you request a family illness day, you must return the district-created form located on the district website at www.crhsd.org > Staff > HR Documents > Family Illness Leave Day Request Form along with a doctor's note to Chiara Church in the Board Office within a few days after returning from your leave. If the documentation is not received in a timely manner, your day will be changed to a personal day (if available) or without pay day, which requires special permission from the Superintendent (see below for more information about without pay days).
8. Vacation Days:
   Vacation days are only granted to twelve (12) month employees that have vacation days listed in their employment contract or bargaining unit contract. Vacation day usage requires one (1) week advance approval prior to the usage of the day, if possible. Vacation days must be used within the year they are granted. No days may be carried over for use in subsequent years. Any days not utilized shall be forfeited, or in some cases, allowed to roll over per bargaining unit rules. Employees may not be compensated for unused days.
9. Bereavement Days:
   In the event of the death of an employee's spouse, child, step-child, or the employee's parent, such employee shall be eligible for paid bereavement leave for all workdays that may be required during the seven (7) calendar day period commencing with the day after death. In the event of the death of employee's parent-in-law, brother, sister, sister-in-law, brother-in-law, grandparent, grandchild, or any resident member of the immediate household, such employee shall be eligible for paid bereavement leave for all workdays that may be required during the five (5) calendar-day period commencing with the day after death. In the event extensive travel or other extenuating circumstances exist, at the employee's request, the Superintendent may alter the seven (7) or five

(5) day sequence or extend the allowed calendar day period to up to two (2) additional calendar days. In the event of the death of an employee's uncle, aunt, nephew, or niece, such employee shall be eligible for paid bereavement leave for one (1) workday, as may be required.

10. Without Pay Days:
    An emailed request must be made to the Superintendent and the district supervisor 48 hours prior to the date the employee is requesting to take off. Any employee with remaining personal or vacation days must exhaust those days first (if able based on bargaining unit rules) before making a request for days without pay. Each request will be made on a case-by-case basis and may be subject to subsequent disciplinary action at the discretion of the Superintendent.

If you are absent on an early dismissal day, it will count as a full-day absence since you are missing more than four (4) hours of work.

Remaining attendance balances are available 24/7 in the district's online Absence Management System (currently through ESS) by clicking on "Account" then "Absence Reason Balances".

STAFF LATENESS PROCEDURES

Faculty is expected to sign in by the 7:15 a.m. bell. Sign in computer may be found in the main office, CST office, D Commons, or back by the athletic office. Faculty who arrive after the bell rings at 7:15 a.m. will be recorded by Genesis as late. A reason for any late may be emailed to the Principal's secretary to be recorded.

It is recognized that weather conditions occur that require slower traveling conditions for general safety. This will be considered; however, staff members are expected to adjust their drive time when conditions are known ahead of time to arrive at the required sign in time. Any individual exceptional or extenuating circumstances a staff member wishes to have reviewed must be discussed personally with Principal or his designee and must be noted in a memorandum or letter to the administrator.

SNOW DAYS

Should hazardous weather conditions or other calamities befall us, the decision to close the school will be made by the Superintendent. The staff will be notified through our automated calling system. A test of this system is performed every fall.

Students will be notified by announcements on social media, the District website, and our automated calling system as to what they should do for the day.

LEAVE OF ABSENCES

A leave of absence exists if the employer and the employee mutually agree that the employee will return to his or her work after a period of absence.
For all consecutive absences lasting eight (8) or more days* for any purpose other than leisure/recreation, and for all intermittent absences that may qualify for family leave, you must complete the Leave of Absence Request Form (available online on the district website under "Staff/HR Documents") in its entirety and submit to your immediate Supervisor at least 30 days prior to the start of the leave or as soon as possible.
**Please note that absences due to certain events may qualify for family leave protection even when taken for shorter time periods.*

The Board shall only provide health benefits during an unpaid leave pursuant to the federal Family and Medical Leave Act (FMLA) and/or the state New Jersey Family Leave Act (NJFLA) entitlement.

Please keep in mind that many leaves may qualify for family leave under federal or state law and will require a 30-day notice, if possible. If this leave qualifies under federal (Family and Medical Leave Act – FMLA) or state (New Jersey Family Leave Act – NJFLA) law, you will be sent an Eligibility Notice containing your additional responsibilities under the law(s), and additional documentation may be required, including, but not limited to, a Certification of Health Care Provider. These leaves are unpaid unless your leave qualifies under the New Jersey Family Leave Insurance (NJFLI) law – see NJFLI Summary below. You may use accumulated paid days to continue pay if your leave is approved.

When the Cumberland Regional Board Office becomes aware of any potential FMLA- or NJFLA-qualifying event, the leave process will begin. Your leave will be temporarily designated as FMLA and/or NJFLA until eligibility can be determined. FMLA and/or NJFLA protection begins on the first day of the leave whether you elect to use your accumulated paid days or not. FMLA and/or NJFLA also runs concurrently with Worker's Comp. Please note that Cumberland Regional does not participate in the state's disability plan, but you may qualify for benefits under NJFLI for unpaid portions of your leave not having to do with your own disability.

FAMILY & MEDICAL LEAVE ACT (FMLA) SUMMARY

The Family & Medical Leave Act (FMLA) allows "eligible" employees to take off up to 12 work weeks (26 weeks if you are the spouse, child, parent, or next of kin of a covered service member with a serious injury or illness) of unpaid, job-protected leave in any 12-month period for the following reasons:

1. Birth of a child or placement of a child with you for adoption or foster care.
2. Your own serious health condition.
3. You are needed to care for your spouse; child; or parent due to his/her serious health condition.
4. A qualifying exigency arising out of the fact that your spouse, child, or parent is on active duty or call to active duty in support of a contingency operation as a member of the National Guard or Reserves.
5. You are spouse, child, parent, or next of kin of a covered service member with a serious injury or illness.

An "eligible" employee is an employee who has been employed by the employer for at least 12 months and worked at least 1,250 hours in the 12 months preceding the leave. The 12 months do not need to be consecutive.

FMLA can be taken on an intermittent basis allowing the employee to work on a less than full-time schedule.

The eligible employee must provide 30-day notice for foreseeable events and verbal notice within one or two business days after an unforeseeable event followed by written notice.

Please refer to Policy #1643 (Appendix E) for additional information.

NEW JERSEY FAMILY LEAVE ACT (NJFLA) SUMMARY

The New Jersey Division on Civil Rights enforces the New Jersey Family Leave Act (NJFLA), which requires covered employers to grant eligible employees up to 12 weeks of unpaid, job-protected leave in a 24-month period for the following reasons:

1. Care of newly born, adopted child or foster child if leave begins within one year of the date the child is born to or placed with the employee; or

2. Care of a parent, parent-in-law, child under 18, sibling, grandparent, spouse, or civil union partner who has a serious health condition requiring in-patient care, continuing medical treatment or medical supervision. The Family Leave Act considers parents to be stepparents, foster parents, adoptive parents or others having a parent-child relationship with an employee.

To be "eligible" for family leave under the NJFLA, an employee must be employed in New Jersey by a covered employer. The employee also must have been employed for at least 12 months for the employer and must have worked 1,000 base hours in the preceding 12 months.

For the care of a family member on an intermittent basis, an employee must provide 15 days' notice to the employer. For all other leave requests, an employee must provide 30 days' notice to the employer. Verbal notice should be given within one or two business days after an unforeseeable event followed by written notice. Exceptions should be made if it is not practical for an employee to meet these notification requirements.

Leave taken under this law must be taken in whole-day increments at a minimum.

When an employee takes a leave for a purpose covered by both the FMLA and the NJFLA, the leave simultaneously counts against the employee's entitlement under both laws.

Please refer to Policy #1643 (Appendix E) for additional information.

NEW JERSEY PAID FAMILY LEAVE INSURANCE (NJFLI) SUMMARY

The state provides up to twelve (12) weeks of insurance benefits to eligible New Jersey workers for the following reasons:

1. Care for/bond with a newborn, within 12 months of birth, or to care for a newly adopted child or newly placed foster child, within 12 months of placement or
2. Care for a victim of domestic violence or a sexually violent offence or for a victim's family member; or
3. Care for a family member with a serious health condition.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, civil union partner, domestic partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

Paid Family Leave cannot be used to care for yourself if you get sick.

An "eligible" worker is a worker who has been employed for 20 weeks in New Jersey for 52 weeks preceding leave.

Employees receive twelve (12) weeks for "any one period" of family leave or 56 days with respect to "any one period" of family leave taken on an intermittent basis to care for a sick family member. This occurs during any 12-month period.

Benefits are no more than 85% of your average weekly pay, up to a maximum weekly benefit of $881 (the amount is indexed annually according to the State Average Weekly Wage). There is a one-week waiting period applied to the payment of benefits. The state will only provide paid benefits for qualifying reasons and to qualifying employees for periods of time when employee is NOT receiving a paycheck from the employer.

Benefits run concurrently with any leave provided under the New Jersey Family Leave Act and the federal Family and Medical Leave Act -- not consecutively.

To care for a sick relative and for consecutive leave, prior notice must be provided "in a reasonable and practical manner" absent emergency or unforeseen circumstances. For intermittent leave, prior notice must be given within 15 days, absent emergency or unforeseen circumstances. Medical Certification is required when requesting leave to care for a sick family member.

To care for a newborn or adopted/foster child, prior notice must be given 30 days ahead, and failure to provide required notice will result in loss of two weeks' worth of benefits, unless due to unforeseeable circumstances.

An employee of an educational institution who has a reasonable assurance of returning to work in the same or similar capacity during the succeeding academic year or term or following a period of school-wide recess is not eligible for Family Leave Insurance benefits between academic years or terms or during a school-wide recess.

To apply for these benefits, you must apply to the state directly within 30 days after the beginning of the family leave. An application and instructions can be found at https://myleavebenefits.nj.gov/worker/fli/.

This is only a summary of FMLA, NJFLA and NJFLI. For additional information, contact Jackie Jackson at the Board Office (451-9400, ext. 211 or via email at jackson@crhsd.org).

Please refer to Policy #1643 (Appendix E) for additional information.

PAID VS. UNPAID LEAVE

If you are approved by the Board of Education to take a leave of absence, it will be unpaid unless you use your accumulated paid days (i.e., sick days). FMLA and NJFLA protections provide UNPAID job protection only.

STIPENDS DURING LEAVE

Payments for stipends will be suspended for leave of absences lasting eight (8) or more consecutive working days in most cases. An interim may be appointed by the Board beginning with the 31st calendar day of consecutive leave.

ACADEMY LEADER PAY DURING LEAVE

1. If an Academy Leader goes out for 1 day-3 months, the District would NOT replace the Academy Leader; they will assume the Academy Leader will be able to "make up" the hours in the remaining time (before or after) their leave, so the District will continue to pay the person their Academy Leader salary during their leave.
2. If an Academy Leader goes out for 3 months + 1 day through 6 months, the District would temporarily reassign the position. Both the current Academy Leader and the replacement Academy Leader would only be responsible to complete the duties assigned during the time period they are named the Academy Leader, but each staff member would receive the full Academy Leader pay only during the weeks they are in the position. Pay is based on the acting Academy Leader's salary at a weekly rate.
3. If an Academy Leader goes out for more than 6 months, the District would need to completely reassign the position.

WORK ACCOMMODATIONS

The Americans with Disabilities Act (ADA) requires employers to provide an employee who has a physical or mental disability, or a record of such a disability, with a workplace modification or adjustment -- an accommodation -- that will enable the employee to perform the essential functions of his or her position. An unpaid leave of absence sometimes qualifies as an accommodation under this law in certain circumstances, i.e.:

1. Temporary injury or illness that affects an employee's ability to perform essential functions of his or her job with the anticipation that employee will be able to perform the essentials functions of his or her job in a reasonable amount of time with or without accommodation; and
2. The length of leave must not be indefinite and must be for a short period of time; and
3. Employee is not eligible for FMLA or ran out of FMLA time.

Consideration for coverage under ADA is processed on a case-by-case basis. Obtaining a completed medical certification form is part of this process. Contact Jackie Jackson if you require any type of accommodation under ADA.

LACTATION ACCOMMODATION

Any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Although lactation breaks are generally unpaid, time may be allotted during existing prep or lunch periods, which would not impact pay. Cumberland Regional has designated the female coaches' team room office for this purpose, which contains a lock and privacy. Please notify your supervisor to discuss an acceptable schedule and inform the nurses.

STAFF NAME AND ADDRESS CHANGES

If a staff member has a name and/or address change, the Name/Address Change Form must be completed and returned to Jackie Jackson at the Board Office. The form may be found on the district website at www.crhsd.org under Staff/HR Documents. Please note that a name cannot be changed until a new social security card is issued. A copy of the social security card with the new name needs to be attached to the form.

FACULTY USE OF SPECIAL AREAS

FACULTY VISITORS

Faculty may bring visitors to school, but to avoid embarrassing confrontations with your guests, please have them check in with you at the Main Office. Arrangements of this nature must be approved by the Principal in advance. Please do not ask to bring your children to school. All visitors are required to have picture identification. Guest speakers and volunteers are also allowed with prior approval of the Principal.

FACULTY USE OF GYM AREAS

From time-to-time members of the faculty or staff and their family members may want to use the gym facilities after school for recreational purposes and physical fitness. There is no objection to this. However,

this facility will not be available in the evening or on weekends. Outsiders not connected with the school system may not be invited to the gym for recreational purposes.

FACULTY LOUNGES, OFFICES AND DINING AREAS

For the faculty lounges and offices to function as intended, teachers and staff will refrain from conducting conferences with students in the lounges.

Because of the varied members who use the teachers' dining areas, some rules for its use are necessary:

1. Students are not allowed to enter the lounge for any reason.
2. Please make sure the door is shut and locked when you enter and exit.
3. Please do not leave personal possessions or supplies from your classes in these rooms. When you leave, take them with you.
4. If you bring your lunch from home to eat in this room, you may leave it in the refrigerator until your lunch period if you wish. If you choose not to eat the food you put in the refrigerator, please remove it.
5. Everyone is responsible for cleaning up for him/herself.

CARE OF THE BUILDING

General

Keeping the building and equipment in excellent condition is not a function of the custodians alone but is a responsibility of all.

Teachers are urged to keep their rooms in good order. Frequent checks should be made of storage areas, shelves, files, etc., to see that they are orderly. Accumulations of paper and other materials can create a fire hazard. Bulletin board displays in rooms should be kept current, and the materials pertinent. Student displays should be checked for accuracy and for grammar.

Teachers, please observe the following:

1. Conserve electricity. Turn off lights when not needed, and when vacating a room.
2. Do not permit students to sit on desktops and other surfaces not designed for sitting.
3. Check often on the lavatory rooms in your area to see that the students are not using it to loiter, smoke, or other unauthorized activities.
4. Keep the room locked and cover window with slider when you vacate it, especially during lunch. When leaving the room at the end of the day lock all doors and windows and make sure slider is over the door window.
5. Walls are attractive but sensitive to marking. Keep furniture and students' feet away from the walls.
6. Blinds are delicate pieces of equipment and are designed to facilitate use of audio-visual equipment in the room, and to control light and temperature. Do not let the students play with the cords. It is a very time-consuming job to repair blinds.
7. Marking and writing on walls and furniture is contagious! Do not permit it in your area.
8. Do not allow students to open and close windows. If you have difficulty opening or closing a window, put in a workorder.

9. Never permit students to work in the building alone after school. Advisors of clubs and activities must stay with their groups if it is necessary to meet after school. Students are to be always supervised.
10. Whenever you note something broken or out of order in any part of the building, please put in a work order.
11. When damaged chairs, desks, or other pieces of equipment are discovered, it should be reported in writing to the Assistant Principal if done intentionally by a student. The report should include the type of equipment damaged, the nature of the damage, and, if possible, the names of those responsible for the damage. Many items are recoverable through insurance. Your written report becomes the basis for an insurance claim. This report must be submitted within 24 hours. Please put in a workorder for all other damages.

STAFF LIABILITY AND ACCOUNTABILITY

TEACHER STAFF ACCOUNTABILITY

Policy 3280 Liability for Student Welfare states:
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Teaching staff members are responsible for supervision of students and must discharge that responsibility with the highest levels of care and prudent conduct. All teaching staff members of this district shall be governed by the following rules to protect the wellbeing of students and to avoid any assignment of liability to this Board of Education or to a staff member personally in the event a student is injured.

The Superintendent shall prepare such regulations as may be required to enforce the following rules:

1. Each teaching staff member must maintain a standard of care for supervision, control, and protection of students commensurate with the member's assigned duties and responsibilities.
2. A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities.
3. A teaching staff member must provide proper instruction in safety wherever course guides so provide.
4. A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects.
5. A teaching staff member must not send students on personal errands.
6. A teaching staff member must never transport students in a personal vehicle without the approval of the Building Principal.
7. A teaching staff member must not require a student to perform tasks that may be detrimental to the health or well-being of the student or other students.
8. A teaching staff member will refrain from the use of personal furnishings and equipment in the classroom without the express permission of the Principal.
9. A teaching staff member must immediately report any instance of substance abuse, violence, vandalism, accidents, or suspected child abuse in accordance with Policy Nos. 8442, 8461, and 8462.

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Please refer to Regulation 3280 (Appendix D) for further information.

UNBECOMING CONDUCT

The personal life of an employee is not an appropriate concern of the Board except as it may directly prevent the employee from performing his/her properly assigned functions during the workday or affect his/her professional relationship with students.

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the Board, upon recommendation of the Chief School Administrator and in accordance with statute, shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law. This pertains to personal social media as well.

Unbecoming conduct enough to warrant board review may result from a single flagrant incident or from a series of incidents.

Review Policies 3281, 3282, 3283, 3321, 4281, 4282, 4283, 4321 and Regulations 3281 and 4281 on the district website for additional information.

LOCKER ROOMS

One of the most problematic areas in the school is the locker rooms. Coaches and physical education teachers must be especially vigilant while students are in the locker room. Phys. Ed. staff and coaches will supervise as follows:

1. Actively supervise during the time students are in the locker rooms. This includes all the staff assigned during these times. Teachers should not be in the office areas.
2. Students are not allowed to leave the gym area until the bell rings. A Phys. Ed. teacher will station him/herself to prevent leaving by students.
3. Prevent any horseplay or physical contact that can lead to fighting or attendant problems.
4. Physical education staff should ensure that all locker room doors are locked and properly secured before leaving the area.
5. If a teacher knows that a locker-room will be short staffed during any block, they should contact the athletics office to get help with coverage.

STAFF AND THE USE OF SOCIAL MEDIA AND TEXTS

Staff members wishing to use social media or would like to be able to text students for education or text family members who are students must fill out a waiver. Waivers may be found in the public folder under forms. All staff should be aware that their personal social media accounts should be made private.

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. Please refer yourself to Policies 3282, 4282, 3283, & 4283.

GIFTS

BOE Policies 3214 & 4214 states: "No teaching/support staff member of the Board shall accept any gift, favor, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for influencing the teaching/support staff member in the discharge of his/her duties."

"The Board of Education discourages the presentation of gifts to teaching/support staff members by students and their parent(s) or legal guardian(s), because it may embarrass students with limited means and give the appearance of currying favor.

The Board directs that teaching/support staff members instruct their students to express their appreciation by means other than gifts.

Teaching/Support staff members may receive gifts of only nominal value from students or their parent(s) or legal guardian(s).

The Superintendent may approve an act or gift of appreciation to an individual teaching/support staff member when special circumstances warrant."

STAFF/VOLUNTEERS TRANSPORTING STUDENTS

Annual Request to Transport Students/Equipment in School Vehicle

An Annual Request to Transport Students/Equipment in School Vehicle form must be completed once each school year at least four (4) weeks prior to use to allow time for the district to request and review the driver's NJDMV Driver Abstract (applies to ALL requests) and to allow time for Board approval (applies to volunteers). This process is for both employees and volunteers and is intended to be completed at the beginning of each school year for anyone who may need a district-owned vehicle and/or district-owned equipment throughout the school year.

Transportation of Students in School Vehicle by District Employee

A form must be completed prior to any employee wishing to utilize a district-owned vehicle to transport students/employees for approved school-related business. The form will not be processed until the annual/initial form (above) is completed and approved.

Request to Use School Vehicle by Volunteer

A form must be completed prior to all volunteers/parents utilizing a district-owned vehicle/trailer. This form will not be processed until the Annual Request to Transport Students/Equipment in School Vehicle form is completed and approved.

All three forms can be found in the Public drive under "Forms" and can also be found on our website under "Documents & Forms" (down the left-hand side of page) then click on "Misc."

CONDUCT AND DRESS

The Board of Education under Policy 3216 & 4216 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.

Acceptable attire for staff members shall include, but not limited to, dresses, skirts, blouses, suits, sweaters, pants and dress shirts with or without a tie.

Inappropriate attire within the regular school day includes, but is not limited to, the following:

1. Jeans (unless approved by the Principal or designee for a special activity or event);
2. T-shirts;
3. Strapless shirts and dresses;
4. Sweatshirts, shorts, sweatpants, workout attire unless approved by the Principal or designee;
5. Beachwear; and tank tops or other sleeveless shirts;
6. Hats and/or head coverings unless approved by the Principal or designee;
7. Ripped, torn or unkempt footwear;
8. Slippers, flip flops and slides.

Physical education/health teachers, while teaching physical education classes, may wear attire that is conducive to their subject area. Jackets, T-shirts, pullover shirts, slacks, pants, jogging suits, shorts, and sneakers are examples, but not a limited list of appropriate attire for physical education. Physical education/health teachers shall cover shorts with slacks or jogging suits upon leaving the gymnasium or other place of instruction of a physical education class. No tank tops or other sleeveless shirts. Such dress will be appropriate for physical education teachers teaching both physical education classes and health classes in the same day.

A physical education/health teacher teaching health classes full time during a marking period, shall follow the dress code as it applies to all teachers and administrators.

The wearing of smocks or other special attire by teachers in the performance of their duties in specialized subject areas, such as, Agriculture, Science and Art, shall not be deemed a violation of this code.

Exceptions to the above criteria may be permitted with prior approval of the Superintendent.

When the temperature outdoors reaches sixty-five degrees or over, or when a staff member's room becomes, in his/her judgment, too warm for the wearing of a jacket or sweater, staff members may remove their jacket or sweaters.

The Superintendent may implement a summer dress code after the last day of school until the first day of school the following school year. If implemented, it will be communicated to staff members.
Please refer to Policy 3216 and Policy 4216 for additional information.

COPYRIGHT AND PHOTOCOPYING

BOE Policy 2531 Use of Copyrighted Material states:
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The Board of Education encourages teaching staff members to make judicious use of appropriate printed materials, sound recording, televised programs, and computer software in the curriculum but recognizes that federal law, applicable to public school districts, protects the originators of those materials from the unauthorized use of their copyrighted works. The Board expressly forbids the use of school equipment for the illegal reproduction of copyrighted materials.

In order to define the fair and reasonable use that teaching staff members may make of copyrighted works for educational purposes without the permission of the copyright owner and to reduce the risk of copyright

infringement, the Board directs the Superintendent to promulgate regulations regarding the copying and distribution of copyrighted materials for instructional purposes.

Computer software may be reproduced only for archival purposes or when copying is an essential step in the utilization of the program. Computer software should be purchased in sufficient quantity to permit its classroom use without simultaneous loading. Where appropriate, the Superintendent shall seek a licensing agreement with the software publisher that permits the reproduction of software, the simultaneous use of software, and the purchase of multiple copies of software at discount prices.

Students and staff members shall be instructed that copyright infringement is a form of theft. A student or staff member who reproduces or uses copyrighted material in violation of this policy will be subject to discipline.

17 U.S.C. 101 et seq.==========

Please see Appendix B for the exact regulations, as per Policy 2531: Use of Copyrighted Materials from a book, periodical, or newspaper.

DISTRICT PROPERTY

Employees are expected to conduct themselves in a manner which exhibits a request for the rights and property of the District and fellow employees as well as all applicable laws. As such, any employee who engages in acts of destruction, damage, misuse, or unauthorized use or taking of District property shall be subject to discipline, up to and including termination.

PROFESSIONAL DEVELOPMENT

PROFESSIONAL REQUEST TO ATTEND EDUCATIONAL CONFERENCES

All requests for permission to attend professional conferences should be submitted through ESS at least two (2) weeks in advance of the time of the conference. Professional conferences should address the N.J. Student Learning Standards or meet the Professional Development Standards developed by the N.J. Department of Education.

Teachers should:

1. Confirm availability of funds and the dates of the conference with the Director of Curriculum.
2. The faculty requesting professional day approval will begin the process by submitting the request in ESS.
3. For those professional days which require a registration form, faculty must fill it out being careful to include the school address and phone number. The payment information on the registration form should be left blank. The registration form should be given to the Curriculum Office.

Questions concerning registration for professional days may immediately be addressed to the Curriculum Office. All staff members must write a summary of the workshop and submit this summary to the Curriculum office. The Curriculum Office will post the summary to the bulletin board. Please see policy 6471 Travel Regulations and look under public folder – Business Office – Travel Forms & Information for more information including reimbursement for overnight and out-of-state trips.

SAFESCHOOLS

All CRHS staff members must complete required training and review specific Board policies/regulations via the SafeSchools/Vector platform online annually. These courses are available in SafeSchools beginning July 1 of each year and must be completed sometime in October (exact date to be communicated to all staff each year). Staff who join the CRHS family later in the year will be given the appropriate amount of time to complete these tasks.

Appendix A Grading Policies

Department: Agriculture

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
All Agriculture Courses	Classwork Project Quizzes Report Test	25% 25% 15% 10% 25%	3 3 3 1 3

Department: Art

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
Art Department	Projects Classwork Tests	50% 30% 20%	3 3 3

Department: Business/Technology

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
Business 2-4	Classwork Projects Quizzes	100 points 100 points 100 points	10 2 3
QBasic **Visual Basic** **Adv. Visual Basic/Pascal** **C++** **JAVA** **Web Development**	Classwork Projects Tests	45% 20% 35%	5 3 4
Business 1: Microsoft /Keyboarding	Classwork Projects	50% 50%	10 3

Department: Health/Physical Education

Course/Courses **Health & Physical Education**	***Assessment***	***Percentage/Points***	***Minimum # given in a marking period.***
Physical Education	Written Test Skill Test Participation	25% 25% 50%	6 – semester
Freshmen Health (Family Life I)	Projects Quizzes HW/Class participation Final Exam	25% 25% 25% 25%	1 4 10 1
Sophomore Health (Driver Ed)	Project Tests/Quizzes HW/Participation Exam (NJ Driver Exam)	25% 25% 25% 25%	1 4 10 1
Junior Health (First Aid/Safety)	Quizzes Project Notebook Class/Skill work Final Exam	25% 20% 15% 15% 25%	5 1 2 10 1
Senior Health (Family Life II)	Projects Classwork/HW Final Exam	70% 15% 15%	3 10 1

Department: Language Arts

Course/Courses	***Assessment***	***Percentage/Points***	***Minimum # given in a marking period.***
Language Arts 1 CP & Honors The grading system for this course will be on a point scale. All class assignments will be assigned a point value out of which students' grades will be determined.	Overall, each student will attempt to earn approximately 1,500 points per marking period through a variety of assessments **Categories:** Homework Classwork/ Participation Quizzes Tests: To include the following • Essays • Projects	Percentage can be calculated by dividing the points EARNED by the maximum points POSSIBLE.	Approximately 1,500 points per marking period through a variety of assessments.

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
	• Notebooks • Tests		
Language Arts 2 CP & Honors **African American Literature** **Dramatic Arts I, II, and III** The grading system for this course will be on a point scale. All class assignments will be assigned a point value out of which students' grades will be determined.	Overall, each student will attempt to earn approximately 1500 points per marking period through a variety of assessments **Categories:** Homework Classwork/ Participation Quizzes Tests: To include the following: • Essays • Projects • Notebooks • Tests	Percentage can be calculated by dividing the points EARNED by the maximum points POSSIBLE. i.e.- If a student scores an 85/90 on a test, his/her percentage would be a 94.	Approximately 1500 points per marking period through a variety of assessments.
Language Arts 3 CP & Honors The grading system for this course will be on a point scale. All class assignments will be assigned a point value (100) out of which students' grades will be determined.	Each teacher will assess at least 1800 points per marking period through a variety of assessments (tests (weighted 3 times), quizzes (weighted 2 times), and assignments (weighted once)). **Categories:** Homework Classwork/ Participation Quizzes Tests: To include the following: • Essays • Projects • Notebooks • Tests All categories are recorded out of 100 points	Percentage can be calculated by dividing the points EARNED by the maximum points POSSIBLE.	At least 1800 points per marking period through a variety of assessments.
Language Arts 4 CP The grading system for this course will be on a point scale. All class assignments will be assigned a point value out of which students' grades will be determined. Some assignments may be weighted more heavily than others.	Each teacher will assess at least 1800 points per marking period through a variety of assessments (tests (weighted 3 times), quizzes (weighted 2 times), and assignments (weighted once)). **Categories:** Homework	Percentage can be calculated by dividing the points EARNED by the maximum points POSSIBLE.	Approximately 1500 points per marking period through a variety of assessments.

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
	Classwork/ Participation Quizzes Tests: To include the following: • Essays • Projects • Notebooks • Tests All categories are recorded out of 100 points		
Language Arts 4 Dual Credit The grading system for this course will be on a point scale. All class assignments will be assigned a point value of 100 points with some weighted more heavily than others out of which students' grades will be determined.	Overall, each student will attempt to earn approximately 2000 points per marking period through a variety of assessments **Categories:** Homework Classwork/ Participation Quizzes Tests: To include the following • Essays • Projects • Notebooks • Tests	Percentage can be calculated by dividing the points EARNED by the maximum points POSSIBLE.	Approximately 2000 points per marking period through a variety of assessments.
Science Fiction, Fantasy, and Suspense The grading system for this course will be on a point scale. All class assignments will be assigned a point value (100) out of which students' grades will be determined.	Each teacher will assess at least 1800 points per marking period through a variety of assessments (tests (weighted 4 times), quizzes (weighted 2 times), and assignments (weighted once). **Categories:** Homework Classwork/ Participation Quizzes Tests: To include the following • Essays • Projects • Notebooks • Tests	Percentage can be calculated by dividing the points EARNED by the maximum points POSSIBLE.	At least 1800 points per marking period through a variety of assessments.
Creative Writing The grading system for this course will be on a point scale. All class assignments will be assigned a	Each teacher will assess a minimum of 2000 points per marking period through a variety of assessments.	Percentage can be calculated by dividing the points EARNED by the	A minimum of 2000 points per marking period

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
point value of 100 points with some weighted more heavily than others out of which students' grades will be determined.	**Categories:** Homework Classwork/ Participation Quizzes Tests: To include the following • Essays • Projects • Notebooks • Tests	maximum points POSSIBLE.	through a variety of assessments.
Freshman Seminar	Classwork Projects Quizzes Participation Homework	30% 30% 20% 10% 10%	5 3 4 5 3
Senior Mentoring	Reflections Weekly Logs Group Projects Mentor Effectiveness Rubric	40% 30% 20% 10%	5 5 3 1

Department: Mathematics

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
Pre-Algebra Foundations of Algebra Algebra 1 and Algebra 19 Geometry (CP and Honors) Algebra 2 (CP and Honors) Algebra 3 Statistics and Probability Math in Action	Tests	40%	3
	Quizzes	35%	5
	Assignments	25%	15
AP Calculus	Tests	Points	4
	Quizzes	Points	5
	Homework	Points	26
Pre-Calculus (Honors)	Tests	Points	3

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
	Quizzes	Points	5
	Homework	Points	26

Department: Music

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
Band/Choir/Mixed Chorus	Performance Tests Classwork Participation	50% 25% 25%	3 11 24
Guitar 1 and 2	Skill Proficiencies Written Testing Classwork Independent Guitar Practice	30% 25% 20% 25%	5 3 3 8
Piano Lab 1	Tests Independent Piano Practice Skills Proficiency Classwork	20% 25% 30% 25%	2 8 2 30
Piano Lab 2	Tests Independent Piano Practice Skill Proficiency Classwork	10% 30% 35% 25%	2 8 4 15

Department: Sciences

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
CP and Honors Science Courses	Major Assessments Minor Assessments Daily Assessments	40% 30% 30%	3 3 3
AP Biology	Tests Quizzes Labs CW/HW	40% 20% 30% 10%	3 3 3 3

Department: Social Studies

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
United States History I, II **World History**	Tests Quizzes CW/HW	40% 30% 30%	3 8 20
US History I Pre-AP	Homework Quizzes Test	20% 40% 40%	20 10 4
AP US History II	Homework Quizzes Test	20% 40% 40%	20 10 4
Administration of Justice **Street Law**	Tests Quizzes Homework/Classwork	40% 30% 30%	3 6 15
AP Government & Politics	Tests/Projects Quizzes/Essays Classwork/Homework	40% 40% 20%	4 4 8
Financial Literacy	Tests Quizzes Homework/Classwork	40% 30% 30%	3 3 5
Human Rights	Tests Quizzes CW/HW	40% 30% 30%	3 8 20
Psychology	Tests Quizzes Classwork/Homework Participation	40% 30% 20% 10%	4 7 15 7
Sociology	Tests Quizzes Classwork/Homework Participation	40% 30% 20% 10%	4 8 15 7

Department: Special Education

Course/Courses	*Assessment Categories*	*Percentage/Points*	*Minimum # given in a marking period.*
Financial Literacy FLS	Quiz/test Classwork Participation project	20% 25% 25% 30%	3 5 5 3
Language Arts FLS/ALS	CW-Classwork QZ-Quiz/Test HW-Homework NB-Notebook	50% 25% 15% 10%	10 3 5 5
Math FLS/ALS	Quiz/test Classwork Participation	30% 35% 35%	3 5 5
Pre-Vocations FLS/ALS	PJT-Hands-On Activity CW-Classwork SE-Self-Evaluation PAR-Participation	35% 25% 25% 15%	3 5 5 5
Science FLS/ALS	CW-Classwork QZ-Quiz/Test LB-Lab/project HW-Homework NB-Notebook	50% 15% 15% 10% 10%	10 3 3 5 3
Social Studies FLS/ALS	Quiz/test Classwork participation	30% 35% 35%	3 5 5
READ 180 FLS/ALS	Classwork Software Quizzes Participation Homework Reading	30% 20% 10% 10% 10% 20%	5 5 3 3 3 3
RC Language Arts FLS/ALS	Classwork Projects Quizzes Participation Homework	35% 20% 20% 15% 10%	5 3 3 3 3

Department: World Languages

Course/Courses	*Assessment*	*Percentage/Points*	*Minimum # given in a marking period.*
French 1-4	Classwork/Homework Class Participation Quizzes: oral/written Test/Projects	20% 10% 30% 40%	15 8 4 4
Latin, 1-4	Tests and Projects Quizzes and small projects Homework and classwork ***Shown as 1 frequently updated grade in Genesis with parental notification (email/letters/phone call) and notes in Genesis***	34% 33% 33%	3 7 *25
Spanish 1-4	Test & Projects Quizzes Homework Classwork/Participation	30% 25% 20% 25%	3 5 15 10
French 5	Independent Instruction	P/F	Varied
Latin 5	Independent Instruction	P/F	Varied
Spanish 5	Independent Instruction	P/F	Varied

Appendix B Regulation 2531

PROGRAM

R 2531 USE OF COPYRIGHTED MATERIALS

A. Literary Material

1. A single copy may be made of any of the following by or for a teacher at his/her individual request for scholarly research or for use in teaching or in preparation for teaching a class:

   a. A chapter from a book;

   b. An article from a periodical or newspaper;

   c. A short story, short essay or short poem; whether from a collective work; or

   d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

2. Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

   a. Each copy includes a notice of copyright; and

   b. The material copied is brief and the copying is spontaneous and noncumulative as measured by the following definitions of brevity, spontaneity, and noncumulative effect.

      (1) Brevity: A reproduced work is brief if it consists of the following:

         (a) Poetry: Not more than a complete poem if fewer than 250 words and if printed on not more than two pages, or an excerpt from a longer poem if the excerpt is not more than 250 words. These numerical limits may be expanded to permit completion of an unfinished line of poetry.

         (b) Prose: Not more than a complete article, story, or essay of fewer than 2,500 words; or an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words. These numerical limits may be expanded to permit completion of an unfinished prose paragraph.

         (c) Illustration: Not more than one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

         (d) Special Works: Certain works in poetry, prose or in poetic prose which often combine language with illustrations, and which are intended sometimes for children and at other times for a more general audience often fall short of 2,500 words in their entirety. Paragraph 2b(1)(b) above notwithstanding, such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof may be reproduced.

      (2) Spontaneity: Reproduction of a copyrighted work is spontaneous if:

         (a) The copying is at the instance and inspiration of the individual teacher; and

         (b) The inspiration and decision to use the work and the moment of its use of maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to use the work.

(3) Noncumulative Effect: Reproduction of a copyrighted work is noncumulative if:

(a) The copying of the material is for only one course in the school in which the copies are made;

(b) Not more than one short poem, article, story, essay or two excerpts has been copied from the same author or more than three from the same collective work or periodical volume during one class term. This section does not apply to current news periodicals and newspapers and current news sections of other periodicals;

(c) There have been no more than nine instances of such multiple copying for one course during one class term. This section does not apply to current news periodicals and newspapers and current news sections of other periodicals.

3. Notwithstanding any of the above, the following prohibitions shall be in effect:

a. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or reproduced and used separately;

b. There shall be no copying of or from works intended to be consumable during study or of teaching. Consumable works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like material;

c. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals; or be directed by higher authority; or be repeated with respect to the same item by the same teacher from term to term;

d. No charge shall be made to the student for the copied material.

B. Televised Material

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a retention period of forty-five calendar days after the date of the recording; at the expiration of the retention period the recording must be erased or destroyed.

2. An off-air recording may be used once by individual teachers during relevant teaching activities and may be repeated once only when instructional reinforcement is necessary, in the classroom or similar place of instruction or the home of a student receiving home instruction, during the first ten school days in the retention period. After the first ten school days, an off-air recording may be used during the remainder of the retention period only to permit teachers to evaluate its effectiveness in the instructional period.

3. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

5. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

C. Pre-recorded Video

The use of commercially pre-recorded video (such as video cassettes and DVD disks rented by commercial enterprises) may be used for instructional purposes without the purchase of a public performance license. Such tapes shall not be used in school situations in violation of the copyright laws which prohibit use for reward or entertainment or in other school activities. The use of such materials for these purposes in the school shall be considered a public performance and require:

1. A blanket license for showing the pre-recorded video obtained from the Motion Picture Licensing Corporation (MPLC) or other group authorized to license the pre-recorded material.

2. A specific license for the showing of a pre-recorded video not covered by a blanket license.

The use of non-commercially pre-recorded video shall require the written permission of the producer of the video prior to its use for other than instructional purposes.

If the requested license or permission has not been obtained, the material shall not be shown in the school.

D. Music

1. The following uses of copies of copyrighted music are permissible.

   a. Emergency copies of printed music may be made to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies are substituted in due course.

   b. For academic purposes other than performance:

      (1) Multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent of the work. The number of copies shall not exceed one copy per student.

      (2) A single copy of an entire performable unit (section, movement, aria, etc.) that is

         (a) Confirmed by the copyright proprietor to be out of print, or

         (b) Unavailable except in a larger work, may be made by or for a teacher solely for scholarly research or in preparation to teach a class.

   c. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

   d. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

   e. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by the school district or by an individual teacher for constructing aural exercises or examinations and may be retained by the district or the teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

2. The following uses of copies of copyrighted music are prohibited.

a. Copying to create or replace or substitute for anthologies, compilations, or collective works;

b. Copying of or from works intended to be consumable during study or of teaching such as workbooks, exercises, standardized tests, answer sheets, and like material;

c. Copying for performance, except as permitted in 1C1a;

d. Copying for substituting for the purchase of music, except as permitted in 1C1a and 1C1b; and

e. Copying without inclusion of the copyright notice that appears on the printed copy.

E. Computer Software and The Internet

1. A software program shall not be copied in any way except as expressly permitted by the program itself.

2. An archival copy may be made as a back-up with permission from administration. The archival copy shall be used only when the original software has been mistakenly lost, damaged or destroyed and may not be used for any other purpose. All archives should be managed by the technology team.

3. Software shall not be loaded into more than one computer at any one time, unless a site license has been purchased to permit loading multiple computers. All installations must be approved by the technology team.

4. Copyrighted materials shall not be downloaded from the Internet without the express permission of the author and the payment of any required fees.

F. Obtaining Permission for Copying

1. A teacher may request and obtain permission to copy material from a copyrighted work; the teacher may then use the work as expressly permitted and will not be bound by the limitations and prohibitions set forth above.

2. Request for permission must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include:

a. The title, author or editor, and edition of materials for which permission is sought;

b. The exact material to be used, with specification of amount, page numbers, chapters, including, if possible, a photocopy of the material;

c. The number of copies the requestor proposes to make;

d. The use to be made of the duplicated materials;

e. The form of distribution;

f. Whether or not the copies will be sold; and

g. The process by which the material will be reproduced.

3. A copy of the written permission granted by the publisher or copyright owner shall be preserved by

the teacher who may be required to present the written permission to the Principal or designee.

4. Teachers shall inform students on the limitations of the use of copyrighted material.

Adopted: August 27, 2009
Updated: May 27, 2021

Appendix C Regulation 2340

PROGRAM

R 2340 FIELD TRIPS

A. Definition

A "field trip" is any journey by a group of students away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by students as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

B. Approval of Trips

1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved by the Superintendent or designee. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.

2. To ensure the equitable allocation of budgeted field trip funds, each teacher shall submit a list of proposed field trips to the Principal at the beginning of the school year. The acceptance of the list does not constitute approval of any specific field trip on the list or of the number of field trips proposed by a teacher.

3. A teacher shall request approval of a specific field trip by submitting a written application to the Principal no less than three weeks prior to the date of the anticipated trip. Field trip application forms located in the Public folder on the server.

4. The field trip application will include:

   a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);

   b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;

   c. The relationship of the trip to curriculum goals and objectives;

   d. Transportation arrangements, and the provision of safe and adequate loading and unloading areas for bus-borne students;

   e. The time of departure and the estimated time of return to the school;

   f. Provisions for emergency and sanitation facilities;

   g. Admission fees, if any; and

   h. Provisions for meals, if any are required.

5. The Principal may deny a field trip request when:

   a. The application is incomplete;

b. The anticipated cost is excessive;

c. The proposed trip bears insufficient relationship to the curriculum;

d. The students involved will have been taken from the class for the trip and other activities for an excessive amount of time;

e. The trip conflicts with other scheduled events or with other demands on school buses;

f. The class has exceeded its equitable allocation of field trips;

g. The trip will occur during an exam period or immediately before the end of a marking period; or

h. The destination and trip activity are inappropriate choices for students of the age and maturity typical of the class.

6. A request for an overnight field trip must receive the preliminary approval of the Superintendent before it is submitted to the Board of Education for final approval.

7. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.

C. Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:

a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives;

b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;

c. Determine whether classes can be combined in a joint field trip for maximum economy;

d. Gather the information necessary to fill out the field trip application form; and

e. Complete and submit the form.

2. If the field trip is approved, the teacher should take the following preparatory steps:

a. Discuss the proposed trip with students, giving particular attention to;

(1) The purpose of the trip and its relationship to the course of study,

(2) What in the trip the students should give particular attention to and ask questions about?

(3) Any reports, note taking, sketching, or the like students should accomplish on the trip,

(4) The assignment of background materials and research to enhance the value of the trip, and

(5) Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.

b. Distribute and collect a permission slip for each student who will participate in the trip. The slip must be signed by the student's parent(s) or legal guardian(s). The slip will include notice of:

(1) The date, departure time, and return time;

(2) The destination and its location;

(3) The name of the teacher in charge;

(4) The means of transportation; and

(5) The purpose of the trip.

Signed permission slips will be filed with the main office, who will file them for (3) three years with no incident and (7) years after graduation.

c. Arrange with officials at the point of destination for:

(1) The students' admission;

(2) The provision of any materials that will enhance the trip;

(3) The services of guides, if necessary; and

(4) The provision of meals, if necessary.

d. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s) and apprise them of their responsibilities.

e. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.

f. Notify other teachers or departments, as appropriate, of the nature of the field trip and the students involved in the trips:

(1) To permit other teachers to plan for the absences; and

(2) To encourage other teachers to incorporate the field trip experience in their lesson plans.

g. Prepare a roster of students who will participate in the field trip.

h. Make alternate educational arrangements for any students who will not participate in the field trip.

i. Ascertain whether any student participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the student's parent(s) or legal guardian(s) to administer the medication, except where students are allowed to self-administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the student's participation.

3. On the day of the field trip, the teacher will:

a. If the weather is inclement and the trip is to take place out of doors or involves

transportation that might be made hazardous by the weather.

(1) Check with the Principal who may determine to cancel or postpone the trip.

(2) If the trip is canceled or postponed, promptly inform chaperones.

b. Take attendance and deliver to the attendance office a roster of the students who are actually leaving on the field trip.

c. Ascertain that the full complement of assigned chaperones is present and prepared.

d. Ascertain that all students participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, may students be delivered directly to the destination by means other than those arranged by the teacher.

e. Take all reasonable steps to assure that students profit educationally from the trip.

f. Make no change or substitutions in the trip itinerary unless an emergency has occurred (see ¶E following).

g. Ascertain that all students participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, or in an emergency may students be taken from the destination by means other than those arranged by the teacher.

h. If the trip will bring students back to school after the end of the school day, ascertain that the Principal will remain on the premises until the students' return or has appointed an emergency coordinator to remain on school premises. Plan to stay at the school or assign a chaperone to stay at the school until the last student has been picked up or has departed for home by his/her regular transportation.

D. Chaperones

1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the students' age and maturity.

2. The Board will pay the expenses of chaperones to the extent that the expenses of students and teachers are paid.

3. Chaperones will be assigned a specific group of students and are accountable for the welfare of those students. Students must not be left unattended; if the chaperone must briefly leave his/her assigned students, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.

4. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both students and chaperones.

5. Prior to their arrival at the destination, chaperones should inform the students in their charge of:

a. The conduct expected of them,

b. The time and place of departure, and

c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.

6. Chaperones should attempt to regulate student conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

E. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.

2. In the event a student is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall, call the Principal. If the Principal is not immediately available, the teacher shall call the Superintendent's office for further instructions.

3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.

4. In the event of a delay that will bring students back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:

   a. Inform parent(s) or legal guardian(s) of the delay by telephone;

   b. Make the school facilities available to waiting parents or legal guardians;

   c. Remain at the telephone to answer incoming calls; and

   d. Confer with the teacher to be certain all students have been safely dispatched.

F. Overnight Trips

1. A field trip that will remove students from the district overnight must be specifically approved by the Board. The request and approval procedures outlined in ¶B6 above must be followed.

2. All of the provisions of this regulation are applicable to overnight field trips.

3. Students and their parent(s) or legal guardian(s) may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:

   a. Purpose of the trip;

   b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest;

   c. Rules of conduct and behavior expectations, both on the trip and at the destination;

   d. Need, if any, for special clothing, supplies, apparatus, or equipment; and

   e. Costs, if any, of the trip.

G. Follow-up and Evaluation

1. The teacher in charge of the field trip should express his/her appreciation to:

   a. The chaperones, both lay and professional;

   b. The officials and guides at the destination; and

   c. Any other persons or representatives who assisted in the conduct of the trip.

2. The teacher in charge should incorporate the field trip experience into students' learning by:

   a. Conducting a discussion and a critical evaluation of the experience;

   b. Encouraging creative projects on themes experienced on the field trip;

   c. Testing students on information gained and attitudes formed; and/or

   d. Assigning students written reports or presentations on the experience

3. The teacher will assist the Principal in a critical evaluation of the trip by filing a written report of the trip that includes its benefits and drawbacks. The report should address these questions, as appropriate to the trip:

   a. Was the destination the best choice for the teaching purpose served?

   b. Were there sufficient materials available to students as background for the trip?

   c. Did the trip experiences encourage new understandings, impart new knowledge, or stimulate students to new activity?

   d. Did the trip experience relate to other school learning experiences?

   e. Did the trip impart accurate information and a truthful picture?

   f. Were the students exposed to any hazard to their physical or emotional well-being?

   g. Was the trip worth the time and expense?

   h. Were there any serious problems with student conduct and management?

   i. To what extent, if any, did the trip generate cooperation and a positive relationship between the school and the community?

Adopted: August 27, 2009
Updated: September 27, 2018

Appendix D Regulation 3280

TEACHING STAFF MEMBERS

R 3280 LIABILITY FOR STUDENT WELFARE

A. A teaching staff member must maintain a standard of care for supervision, control, and protection of students commensurate with the member's assigned duties and responsibilities.

1. A class or activity must never be left unattended while students are in the room, except that a teacher may stand immediately outside the door of the room as students are entering.

2. A class or activity must never be left with an unqualified person in charge of students.

3. Younger students should be accompanied to assigned places of instruction and monitored until supervision is assumed by another qualified, responsible person.

4. Students shall not be allowed to inflict bodily harm on one another. Teaching staff members are responsible for preventing and stopping student fights and assaults, whatever the cause or intent; if necessary, responsible assistance must be quickly summoned. Teaching staff members may restrain a student only with the reasonable amount of force necessary to:

a. Quell a disturbance,

b. Obtain possession of weapons or dangerous objects,

c. Offer self-defense, or

d. Protect persons or property.

B. A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities.

C. A teaching staff member must provide proper instruction in safety wherever course guides so provide.

D. A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects.

E. A teaching staff member must not send students on personal errands.

F. A teaching staff member must never transport students in a personal vehicle without the approval of the Building Principal. Any transportation of students by private vehicle is subject to Policy No. 8660.

G. A teaching staff member must not require a student to perform tasks that may be detrimental to the student's health or well-being.

1. Students may be permitted to use only items of equipment that have been provided by the Board.

2. Equipment shall not be used for purposes other than the instructional purposes for which the equipment was provided; equipment may never be operated in a hazardous manner.

3. Power tools and other inherently hazardous equipment may be used only by students to whom the tools or equipment have been assigned for instructional purposes and who have received

instruction for their safe use.

4. Students will be permitted to work in a shop, kitchen, or laboratory only during the period scheduled for instruction and only in accordance with safety rules.

5. Classroom materials and equipment should be organized to minimize the danger of injury to students.

6. Teachers must exercise good judgment when assigning tasks to students to prevent bodily harm and damage to property.

7. Safety equipment provided for use in potentially hazardous situations must be properly and promptly utilized when necessary.

H. A teaching staff member must render prompt reports when so required by law and Board policy.

1. Instances of substance abuse will be reported in accordance with Policy No. 5530.

2. Instances of violence and/or vandalism will be reported in accordance with Policy No. 8461.

3. Accidents will be reported in accordance with Board Policy No. 8442.

4. Instances of suspected child abuse will be reported in accordance with Policy Nos. 8461 and 8462.

5. Missing children will be reported in accordance with Policy No. 8464.

Adopted: August 27, 2009
Updated:

Appendix E Policy 1643

ADMINISTRATION

 # 1643 FAMILY LEAVE (M)

MANDATED

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

"Base Hours" means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers' compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

"Child" means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

"Eligible employee" means any individual employed by the same employer for twelve months or more, who has worked 1,000 or more base hours during the preceding twelve month period.

"Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

"Health care provider" means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

"Parent" means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a "parent-child relationship" with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition which requires:

a. Inpatient care in a hospital, hospice, or residential medical care facility; or

b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, "continuing medical treatment or continuing supervision by a health care provider" means:

a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(1) Treatment two or more times by a health care provider; or

(2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

b. Any period of incapacity due to pregnancy, or for prenatal care;

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or

e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

"Spouse" means a person to whom a staff member is lawfully married as defined by New Jersey law.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

a. A staff member may take NJFLA leave to provide care made necessary by reason of:

(1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;

(2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;

(3) The serious health condition of a family member of the staff member; or

(4) A state of emergency declared by the Governor of New Jersey, or when indicated

to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:

(a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;

(b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or

(c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.

c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.

d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.

(1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.

e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.

f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.

(1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member

is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.

(1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.

b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

(1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.

(2) A staff member shall provide the Board with certification pursuant to A.5. below.

c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.

(1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.

(a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.

(b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

(c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.

(2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:

(a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

(b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.

(i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;

(c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and

(d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.

(3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:

(a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;

(b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and

(c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.

(4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:

(a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;

(b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;

(c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a

serious health condition of a family member, in a manner which is reasonable and practicable; and

(d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.

d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.

e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.

(1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.

(2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.

(3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.

(1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.

(2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.

(3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.

(4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.

b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.

c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:

(1) The date, if known, on which the serious health condition commenced;

(2) The probable duration of the condition;

(3) The medical facts within the knowledge of the provider of the certification regarding the condition;

(4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;

(5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;

(6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

(7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.

d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.

e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:

(1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;

(2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or

(3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

(1) The Board may deny NJFLA leave to a staff member if:

(a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;

(b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and

(c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.

(2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.

(3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.

7. Reinstatement from NJFLA Leave

a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or

an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.

b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

(1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

(a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

b. Multiple Leaves of Absence

(1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.

b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or

places accessible to all employees at the worksite.

e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.

(1) The written notification may be transmitted to the staff member in electronic form.

(2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

"Hours of Service" means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

"Parent" means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Son" or "daughter" means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

"Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

"Week" or "Workweek" means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

a. A staff member may take FMLA leave to provide care made necessary:

(1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;

(2) For the placement of a son or daughter with a staff member for adoption or foster care;

(3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;

(4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.

b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.

c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.

b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.

(1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).

(2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.

(3) The Board shall not provide pay for FMLA leave.

c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.

d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.

4. Types of FMLA leave

a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.

b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces

a staff member's usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member's schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:

(a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.

(i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

(ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.

(iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.

(b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.

(c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.

(d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

(e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.

(i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

(2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.

(3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

(a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.

(b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.

(1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.

(2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.

(3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.

(4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.

(a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.

(5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

(a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.

(6) Where a staff member does not comply with the Board's usual notice and

procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.

(1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.

(2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.

(1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.

(2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.

(1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

(2) For purposes of this Policy "Instructional Employees" shall be referred to as "Instructional Staff Members".

b. "Semester" means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.

c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.

d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member's own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave

would extend, the Board may:

(1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member's regular position.

e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last three weeks; and

(2) A staff member would return to work during the three-week period before the end of the semester.

g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:

(1) The FMLA leave will last more than two weeks; and

(2) The staff member would return to work during the two week period before the end of the semester.

h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.

i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:

(1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.

j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.

k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not

counted as FMLA leave; however:

(1) The Board shall be required to maintain a staff member's group health insurance; and

(2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.

b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:

(1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:

(1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

9. Verification

a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.

(1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.

b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.

(1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.

(2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:

(1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

(2) The approximate date on which the serious health condition commenced, and its probable duration;

(3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.

(a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;

(4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;

(5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;

(6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;

(7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and

(8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.

(1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.

e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.

(1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.

f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

(1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member’s absence.

(2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.

b. Denial of Reinstatement

(1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.

(a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

(2) The Board may deny job restoration to “key employees”, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.

(a) A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member's worksite.

(3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, a staff member has no right to restoration to another position under the FMLA.

(a) The Board's obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers' compensation laws.

(4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.

c. Intent to Return to Work

(1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.

d. Fitness for Duty Certification

(1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.

(2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

(a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.

(b) The poster and the text will be large enough to be easily read and contain fully legible text.

(c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.

(2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.

(3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

(1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

(1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.

(2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

(1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

(1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.

2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

(1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

(1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.

(2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

(3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.
29 CFR §785
N.J.S.A. 10:5-1;
N.J.S.A. 34:11B et seq.
N.J.A.C. 13:14-1 et seq.

Adopted: May 27, 2021