

1210 BOARD-SUPERINTENDENT RELATIONS

The Board of Education believes that it is the primary duty of the Board to establish policies and the primary duty of the Superintendent to implement and administer those policies.

The Superintendent, as Chief Administrative Officer of the school district, is the primary professional advisor to the Board. Policy should not be adopted or revised without consultation with the Superintendent.

The Superintendent is responsible for the development, supervision, and operation of the school program, along with safe, secure, and sanitary facilities and will be given latitude to implement and administer policies in accordance with such standards as may have been set forth in the policies. The Superintendent will discharge his/her responsibility in part through the establishment and promulgation of administrative regulations.

In evaluating the effectiveness of Board policy in meeting the goals of the district, the Board will request the Superintendent to make appropriate inquiries, investigations, and reports.

Adopted: 26 September 2023



1230 SUPERINTENDENT'S DUTIES (M)

M

Title: Superintendent

Qualifications:

1. Valid New Jersey School Administrator Certificate or eligibility.
2. Central office, school administration and teaching experience.
3. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
4. Strong leadership and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports to:

Board of Education

Supervises:

Every district employee

Job Goal:

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

Scope of Responsibility

The management responsibilities of the Superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the Board. The Superintendent may delegate these duties together with



appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

A. Performance Responsibilities

1. Instructional Leadership:

- a. Maintains the quality of educational programs and services to students, and improves programs and services where necessary. Ensures that a system of thorough and efficient education, as defined in State law and code, is available to all students.
- b. Studies and reviews with staff all curriculum guides and courses of study on a continuing basis. Recommends, for Board adoption, curricula, courses, textbooks and time schedules.
- c. Ensures implementation of all Board-approved curriculum and inclusion of State-mandated programs and curriculum content standards.
- d. Provides for curriculum articulation among grades and schools in the district and (between) among constituent districts in a regional school system or sending-receiving agreement.
- e. Encourages staff to develop programs, services and projects which reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
- f. Provides for an annual assessment of student needs and achievement. Initiates program changes in light of this assessment.
- g. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
- h. Seeks out available sources for grant funding to support programs and projects.
- i. Ensures that the goals of the school system are adequately reflected in its educational program and operations. Annually by August 1, submits the district's schools' objectives to the County Superintendent for review and approval.



2. Personnel Administration:
 - a. Directs and supervises the administrative staff and through them all district staff.
 - b. Provides a role model as well as direction and supervision to the central district administrative staff in the development and implementation of sound personnel practices.
 - c. Develops recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointments of all certified staff to the Board.
 - d. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises administration of collective bargaining agreements.
 - e. Ensures that all staff is evaluated annually in accordance with law and established procedures. Recommends professional employees for contract renewal and/or tenure appointment.
 - f. Recommends and implements the district's professional development plan.
 - g. Ensures that all staff receive inservice training required by State and Federal laws and that appropriate documentation is maintained in a central file.
3. Financial Management:
 - a. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
 - b. Initiates and supervises development of the annual budget. Provides for staff input. Recommends budget and budget priorities for Board approval.



- c. Ensures that the district has long-range financial and facility improvement plans. Updates and implements plans annually.
 - d. Oversees school facility management to provide safe, secure, sanitary, efficient, and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
 - e. Oversees and participates in the School Security Program to ensure the safety and security of all staff and students.
 - f. Searches continuously for alternatives in business management practices to achieve sound economies.
 - g. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
4. Student Services:
- a. Ensures that a system of free appropriate special education and/or related services is available to all students with educational disabilities.
 - b. Develops and oversees the delivery of the district's intervention and referral services for students who are experiencing difficulties in their classes and who have not been classified as in need of special education.
 - c. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services which may be made available pursuant to law and submits an annual written report to the County Superintendent.
 - d. Develops and implements required policies and procedures related to the reporting of allegations of child abuse and neglect.
5. School/Community Relations:
- a. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.



- b. Presents the district's quality assurance report annually to the community by September 30 and submits a copy to the County Superintendent by October 30.
 - c. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
 - d. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
 - e. Maintains contact and good relations with local media.
 - f. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
 - g. Represents the school system and its interests in community organizations, activities and projects.
6. Superintendent Duties:
- a. Provides leadership in identification of priorities and assures that all activities reflect those Board-established priorities.
 - b. Prepares and recommends short- and long-range plans for Board approval and implements those plans when approved.
 - c. Attends all regular and special meetings of the Board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
 - d. Recommends drafts of new policies or changes to the Board. Establishes guidelines and processes for monitoring implementation of Board policies.
 - e. Prepares, in conjunction with the Board President, agenda recommendations relative to all matters requiring Board action, including all facts, information, options and reports needed to



assure informed decisions. Provides advice and counsel to the Board on matters before it.

- f. Anticipates potential problems. Recommends policies or courses of staff action.
- g. Keeps Board informed regarding development in other districts or at State and national levels that would be helpful to the district.
- h. Ensures that all local, State and Federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
- i. Fulfills all statutory obligations and implements the Education Law of the State of New Jersey and the Administrative Code of the New Jersey Department of Education.

B. Authority of the Superintendent

- 1. The Chief School Administrator has full authority to implement the appropriate laws and administrative code of the State of New Jersey in accordance with Board policies.
- 2. The Chief School Administrator has authority to make such other decisions on a day-to-day basis as may be required for the efficient operation of the school system, consistent with Board policies.

C. Accountability

The Chief School Administrator shall be accountable to the Board of Education for functioning in accordance with statutes, code and Board policies, the Chief School Administrator's job description and mutually agreed upon annual performance standards.

D. Outside Professional Activities

The Board expects the Chief School Administrator to devote undiminished attention and energy to district concerns. The Board recognizes, however, the Chief School Administrator's obligation to contribute to the profession and to public education. This Policy, therefore, does not prohibit the Chief School Administrator with prior Board approval from undertaking occasional



POLICY

professional work not in conflict with obligations to the district, with Board consent.

E. Terms of Employment

Twelve month employee. Appointed for a period of 3-5 years. Serves in accordance with the terms of the contract between the Board and the Superintendent. Salary to be determined by the Board.

F. Evaluation

Performance of this job will be evaluated annually in accordance with statute and the Board's policy on evaluation of the Superintendent.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18;
18A:17-20; 18A:17-21;
18A:22-8.1; 18A:27-4.1; 18A:37-4
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Adopted: 26 September 2023



7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is the highest priority for the Board of Education.

School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer, a full time Police Officer working “extra time,” or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer’s official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee. The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.

A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.



Administration and School District Employed Campus Security Officers Monitors – (Unarmed and/or Armed)

The Board of Education recognizes that district and school administration, including but not limited to the School Safety and Security Specialist and Superintendent, are integral members of the School Security Program. The Board of Education authorizes the employment of school district security officers, called Campus Security Monitors, upon the recommendation of the Superintendent. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the district and school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The Superintendent of Schools may authorize a member of the school security program who requests to possess a handgun in a school building or on school grounds during their workday and who holds a valid Permit to carry a handgun issued pursuant to N.J.S.A. 2C:58-4 or meets the exception to N.J.S.A. 2C:39-5 outlined in N.J.S.A. 2C:39-6(l) as provided for in N.J.S.A. 2C:58-4.6(e).

In order for an administrator or school security officer to be authorized to carry a handgun in a school building or on school grounds, the administrator or school security officer must provide the Superintendent of Schools with documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(l), including, but not limited to, a copy of an Identification Card issued by the Superintendent of the State Police permitting the administrator or school security officer to carry a handgun pursuant to N.J.S.A. 2C:39-6(l)(4) or a copy of a Permit issued pursuant to N.J.S.A. 2C:58. The administrator or school security officer shall produce the Identification Card or Permit for review on the demand of any law enforcement officer or authority.

The Superintendent of Schools will confirm the issuance of the Permit issued pursuant to N.J.S.A. 2C:58-4 or the of the Identification Card permitting the ~~retired~~ school security officer or administrator to carry a handgun pursuant to N.J.S.A. 2C:39-6(l)(4). The Superintendent of Schools will also submit the Identification Card or Permit to the school district's insurance company to ensure the Board of Education has the appropriate insurance for a school security officer to carry a handgun in accordance with this Policy. The administrator's or school security officer's authorization to carry a handgun in school buildings and on school grounds will be dependent upon receipt of written confirmation from the school district's insurance company that sufficient insurance coverage, as determined by the Board, will be provided to the school district and school employees should any liability arise from the school security officer's or administrator's handgun. The inability to obtain sufficient insurance coverage may independently form the basis for denial of a school security officer's authorization to carry a handgun in school buildings and on school grounds.



The appointment and authorization for an administrator or school security officer to carry a handgun in school buildings and on school grounds must be approved by the Superintendent in accord with N.J.S.A. 2C:39-5(e)(1), who will then notify the Board of Education. Any authorization will only be for the time period the issued Permit or Identification Card is valid and under no circumstances will the authorization exceed one year. The Superintendent of Schools, if approving a school security officer or an administrator to be authorized to carry a handgun in school buildings and on school grounds, will provide the Board of Education, upon request, with a copy of all the information submitted by the administrator or school security officer in support of the application, any documentation from law enforcement agencies, and information from the district's insurance company. Upon approval, the Superintendent of Schools will provide written authorization to the administrator or school security officer along with any conditions on the authority to carry a handgun in school buildings or on school grounds pursuant to N.J.S.A. 2C:39-5(e). The Superintendent of Schools or designee will inform local law enforcement officials of any school district security officer(s) or administrator(s) authorized to carry a handgun in school buildings or on school grounds. An administrator or school security officer authorized to carry a handgun is not authorized to carry a handgun in school buildings or on school grounds beyond the hours of the administrator or school security officer's workday or scope of their work assignment.

An administrator or school security officer approved and authorized by the Board of Education to carry a handgun in school buildings and on school grounds must comply with all applicable New Jersey laws, including but not limited to: N.J.S.A. 2C:39-4; N.J.S.A. 2C:39-5; N.J.S.A. 2C:39-6; N.J.S.A. 2C:58-4, and N.J.S.A. 2C:58-4.6, where applicable.

This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.

N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4; 2C:58-4.6; 40A:14-146.10;
40A:14-146.11; 40A:14-146.14;

Adopted: 26 September 2023



8420 EMERGENCY AND CRISIS SITUATIONS (M)

M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The Superintendent will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall collaborate with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The Superintendent shall ensure that the school district develops and provides an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.



EMERGENCY AND CRISIS SITUATIONS (M)

The Superintendent shall ensure that individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;



EMERGENCY AND CRISIS SITUATIONS (M)

5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Superintendent, Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Superintendent, Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The Superintendent shall ensure that the school district reviews and updates its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The Superintendent shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The Superintendent will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.



POLICY

N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7;
18A:41-7a.
N.J.A.C. 6A:16-5.1

Adopted: 26 September 2023

