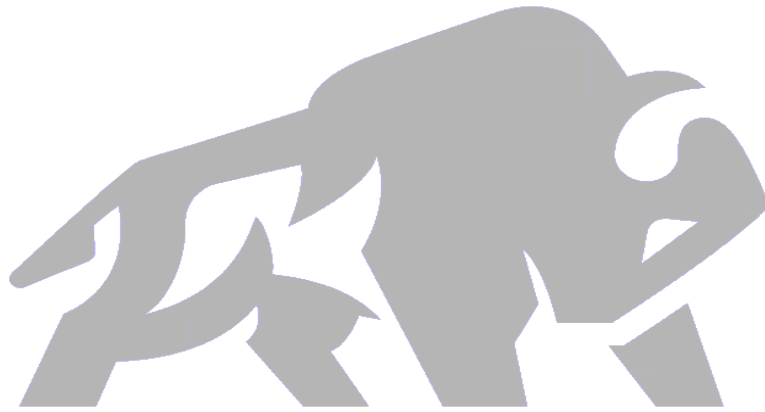




**MOUNTAIN LAKES**  
School District



# **Employee Handbook**

## **2023-2024**

96 Powerville Rd  
Mountain Lakes, New Jersey 07046  
(973) 334-8280

*Revised 7/14/23*

# **Disclaimer**

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Unless you have a written contract stating otherwise, your employment with the Mountain Lakes School District is at-will. The District and its at-will employees have the absolute right to terminate the relationship at any time, with or without good cause or notice. While the District expects to abide by the policies and procedures described in this handbook, regardless of what the handbook states and regardless of your employment status, it does not constitute or contain a contract or a promise of any kind. The District is free to and has the absolute right to change, alter or amend the contents of this handbook, wages, or working conditions without consultation with anyone or mutual agreement.

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## **Mission Statement**

The Mountain Lakes Public Schools will ensure that all students demonstrate mastery of defined skills and knowledge that will empower them to be productive, responsible, self-directed citizens of the global community. Our district promotes safe and supportive learning environments that challenge and inspire students while cultivating their intellectual curiosity. We are committed to providing adequate resources to maintain the successful educational partnership that exists among staff, family, and community.

Our schools foster the emotional, social, and physical development of our students. A dynamic and continuously evolving curriculum addresses academic preparation and personal resiliency that includes the life-long learning skills of self-awareness, self-direction, and perspective consciousness. Achieving our mission should enable each student to actualize his or her unique potential and to excel in any endeavor he or she undertakes.

## **Belief Statements**

1. Every member of the Mountain Lakes educational community possesses inherent worth; accordingly, mutual respect guides all personal interactions.
2. The ultimate goal of the educational system is to help students achieve their full potential and prepare them to function as mature, self-reliant members of society.
3. Students who so choose should be prepared to enter the college of their choice and succeed there having acquired the requisite literacies and critical thinking skills sought by selective colleges and universities.
4. Students should strive for excellence in all endeavors, but recognize that there are multiple paths to success.
5. Students should practice ethical behavior and have integrity in all aspects of their lives.
6. Resources should be provided to teachers to facilitate instruction that meets and exceeds the requirements of the New Jersey Core Curriculum Content Standards, addresses 21st Century Learning Skills, and includes collaborative planning and training opportunities.

## **Welcome from the Superintendent of Schools, Mr. Michael Fetherman**

Welcome to the Mountain Lakes Public School District. On behalf of the Board of Education, we are pleased you are joining us! Your role is critical in fulfilling the mission of the district: to inspire and empower each student to value the pursuit of knowledge and to become a contributing member of our changing society.

Laker Pride, a simple yet powerful trademark that speaks to the heart of Mountain Lakes tradition and commitment to excellence, means a little something different to each of us. For me, Laker Pride reflects one's dedication to wholesome values forged with a keen focus on progressive ideas that best serve the care, growth, and development of each student. In Mountain Lakes, we work closely with our learning community to ensure our schools provide a safe, compassionate, and thoughtful environment built upon the most effective methods of teaching and learning.

To be sure, curriculum is the life blood of our schools. Course offerings must be relevant and expand our students' abilities to think critically and imaginatively. Curricular rigor must exceed learning standards and our traditions must keep pace with the demands of emerging research and technology. Staff members shall be motivated and supported in their quest to seek professional development that accelerates student achievement; college and career readiness is not a secondary school phenomenon, but rather an attitude cultivated within our youngest learners.

Collectively, we work to assimilate our strong values and sentimental traditions with open-mindedness, creativity, and a fervent desire to develop the skills essential for success in the 21st century. As Superintendent of the Mountain Lakes School District, I will continue to work ethically, tirelessly and unselfishly to maintain the highest standards necessary to sustain the critical atmosphere in which our teachers inspire and our children achieve.

In an effort to better prepare you, please allow the following information to serve as an introduction to the district. The resources provided here will help smooth the transition into your new role.

Additionally, your immediate supervisor and/or the Human Resources Department are available to answer any questions you have about the following policies or other employment-related matters.

Once again, I welcome you and look forward to supporting your success in the Mountain Lakes Public School District.

## Important Telephone Numbers:

Mr. Michael Fetherman	Superintendent	(973) 334-8280 (ext. 2211)
Ms. Ivonne Ciresi	Assistant Superintendent	(973) 334-8280 (ext. 2208)
Mr. David Santos	Director of Technology	(973) 334-8280 (ext. 5349)
Ms. Kerry DiGiacinto	Director of Special Services	(973) 334-2587
Ms. Audrey Gershey	Benefits	(973) 334-8280 (ext. 2201)
Ms. Kim Graham	Payroll	(973) 334-8280 (ext. 2209)
Ms. Lisa Hogan	Personnel/Admin. Asst. to BA	(973) 334-8280 (ext. 2204)
Ms. Julie Levine	Admin. Asst. to Superintendent	(973) 334-8280 (ext. 2201)
Mr. John O'Melia	Accounts Payable	(973) 334-8280 (ext. 2205)
Ms. Danielle Sekula	Accounts Receivable	(973) 334-8280 (ext. 2207)
Mr. Darrell Fusco	Affirmative Action Officer	(973) 334-8400
Ms. Julie Lazeration	Affirmative Action Officer	(973) 299-0166
Mr. Raymond Searles	Director of Guidance/504 Officer	(973) 334-8400
Ms. Lisa Cortese	Anti-Bullying Coordinator	(973) 334-8400
Ms. Cara Pagan	Anti-Bullying Specialist-MLHS	(973) 334-8400
Ms. Jennifer DeMuth	Anti-Bullying Specialist-LD	(973) 299-0166
Ms. Melissa Fleming	Anti-Bullying Specialist-BC	(973) 334-0342
Ms. Dominique D'Addezio	Anti-Bullying Specialist-WW	(973) 334-3609

## School Directory:

Wildwood Elementary School  
51 Glen Road  
Mountain Lakes, NJ 07046

Mr. Patrick Higgins, Principal  
(973) 334-3609

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Briarcliff Middle School  
93 Briarcliff Road  
Mountain Lakes, NJ 07046

Mr. Erik Carlson, Principal  
(973) 334-0342

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Mountain Lakes High School  
96 Powerville Road  
Mountain Lakes, NJ 07046

Mr. Richard Mangili, Principal  
(973) 334-8400  
Ms. Lisa Cortese, Vice Principal  
Mr. Raymond Searles, Jr., Dir. of Guidance

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Lake Drive School  
10 Lake Drive  
Mountain Lakes, NJ 07046

Ms. Julie Lazeration, Principal  
(973) 299-0166

## School Calendar and School Hours

A copy of the school calendar for the current school year is available on the District's website: [www.mlschools.org](http://www.mlschools.org). The calendar also indicates the hours of operation for the elementary, middle and high schools.

### School Closings and Delayed Openings

When schools are closed or on a delayed opening status for any reason (i.e. inclement weather) you will receive a telephone call from the District's Connect-Ed system. You can also access the district's website, [www.mlschools.org](http://www.mlschools.org), for updated information on the closure.

### DELAY/DISMISSAL SCHEDULE

School	Delayed Opening	Early Dismissal
<b>Mountain Lakes High School</b>	10:00 AM (No "Zero" Period)	12:25 PM
<b>Briarcliff</b>	10:00 AM	12:15 PM
<b>Wildwood</b>	10:30 AM  *WW Before School Care Program will start at 9:30am & WW Early Arrivals will start at 10:00am when there is a Delayed Opening  No YMCA bus transportation on Delayed Openings Or Early Dismissal	12:45 PM Note: When dismissed early due to weather conditions all after-school activities are canceled.  No YMCA bus transportation on Delayed Openings Or Early Dismissals
<b>Lake Drive</b>	10:30 AM	12:45 PM

## FRONTLINE Absence Management (Aesop):

### Online Attendance

The MLSD uses Frontline's Absence Management to record employee absences and enable substitutes to accept daily assignments. You can access AESOP online via <https://login.frontlineeducation.com> or by an App on your mobile device (free download from google play or from Apple. Access the app store on your mobile device (<https://www.frontlineeducation.com/mobile-app/>) and enter "Frontline Education" in the search bar. Click the **Get** or **Install** button and install the app. Once logged in, you may enter the date and reason for your absence, check your absence reasons balances or modify your personal information. Please note, absences cannot be recorded online within one hour of the start of the school day. If you are unable to enter your absence because it is too close to the start of the school day, you must call the school directly. Absences can also be entered by calling into Frontline Absence Management at 1-800-942-3767. When phoning in an absence you will need to enter your phone number and numeric pin.

### Creating An Account

You will receive an invitation email to create a Frontline ID account. **It is important that you create your new Frontline ID account. If you do not create the account, you will not be able to access AESOP.**

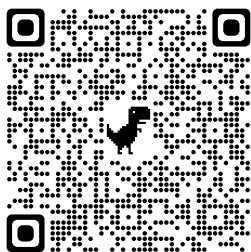
Select **Create a Frontline ID** within the invitation email. This selection takes you to a login page where you must create new login credentials.

Your new username must be your work email address, e.g. [nemployee@mlschools.org](mailto:nemployee@mlschools.org).

Include your MLSD email address for password recovery and click **Create Frontline ID** once you are finished.

Once your email is verified, the system enables access with your new username and password and activates the enhancements associated with the Insights Platform. These new upgrades incorporate features such as application switching and a single url sign-on page (go to [app.frontlineeducation.com](https://app.frontlineeducation.com)).

### Accessing Frontline's Absence Management



From the district website [https://www.mlschools.org/resources/for\\_staff](https://www.mlschools.org/resources/for_staff) click <Resources>, <For Staff> select **Absence Management**, enter your new username and password, and click Sign In. When you log in, you will see your Frontline Absence Management account.

After logging in, you will see the "?" icon on the right side of the banner across the top of the screen. Click on the "?" to access Frontline's help library which includes a basic training video, an



advanced training video and a resource library. Reviewing these training videos will greatly facilitate your ability to navigate the application.

Frontline's Absence Management is available to you 24 hours a day, 7 days a week, and can be accessed via internet (smartphone, tablet, computer) using your username and password and telephone (cell or landline) using your phone number and pin.

When entering an absence, please wait until you receive a confirmation number before you end the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

If you have any questions, concerns, or comments, please contact Lisa Hogan, in Human Resources, lhogan@mlschools.org.

\*Should you need to make a change to any of your personal information, please complete the appropriate google form to submit the change directly to HR.

# FRONTLINE Professional Growth:

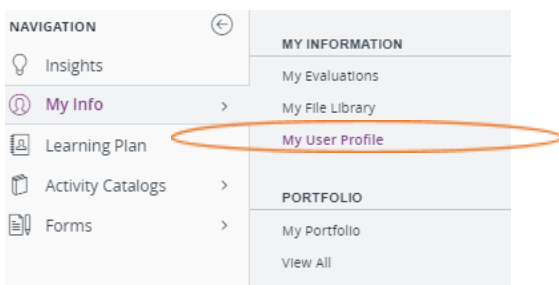
## Course/Program Pre-Approval and Movement on the Guide

Requirement	District Process
<p><b>Program Pre-Approval:</b> Staff member identifies a program they would like to purpose for horizontal advancement on the salary guide.</p>	<p><a href="#">Frontline Electronic Form</a></p>
<p><b>Course Approval Request:</b> Staff members submit documentation for course completion that is a part of the pre- approved program requested.</p>	<p><b>Frontline Electronic Form</b> *Must be completed PRIOR to taking the course to secure board approval. *Documentation must be submitted following course completion including official transcripts and payment receipt.</p>
<p><b>Movement on the Guide:</b> Staff members must notify the board through the superintendent in writing of any anticipated changes in salary level. This request must be submitted by November 1 of the year preceding the contract year to which the level change becomes effective. (For example, if a staff member anticipates completing all course work related to their movement to the next salary level by June 2023, this form must be completed by November 2022. Their new salary level will be effective for the 2023-24 school year.)</p>	<p><a href="#">Frontline Electronic Form</a></p>

All Frontline forms are located under the “Forms” section of the navigation panel.

Department assignments will dictate how your professional development will be assigned, routed and approved. You may have been assigned to more than one department based on your role in the district. Please review your department(s) to ensure accuracy. If changes are needed, please reach out to the Assistant Superintendent via email.

Please follow the steps below to review your assigned department(s).



1. Log onto your MyLearningPlan account.
2. Click on “My Info” on the left side navigation.
3. Click on “My User Profile.”

## Individual Professional Development Request

[Steps to complete PRIOR to attending PD](#)

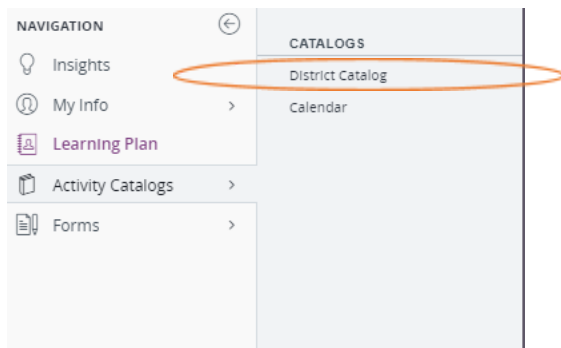
[Steps to complete AFTER attending PD](#)

## District Sponsored Professional Development

District sponsored PD sessions are available at the district, building, department, or individual level. Please review the district catalog located on the Frontline: Professional Growth site to sign up for those sessions that are applicable to you.

*(Please note if you are assigned a PD session, jump down to Step Three.)*

**Step One:** Review District Catalog (list of available PD Opportunities)

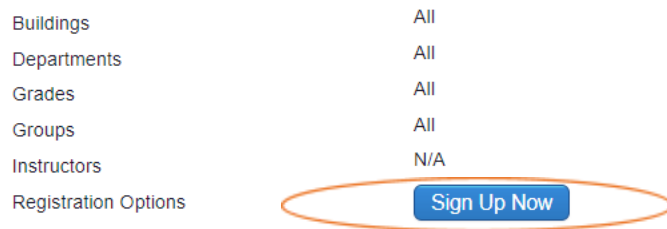


1. Log onto your MyLearningPlan account.
2. Click on "Activity Catalogs" on the left side navigation.
3. Choose the "District Catalog" option. All available PD will then be listed to the right.

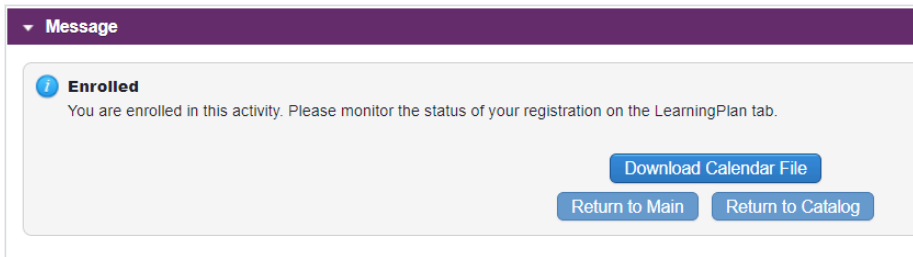
**Step Two:** PD Registration



1. Click on the title of the PD session. The next page will bring you to the registration page.

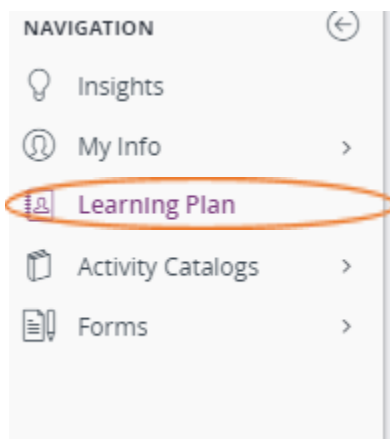


1. Click on the blue icon, "Sign Up Now."
2. The following page will bring you to the confirmation enrollment page.




### Step Three: Session Sign Up Confirmation

You can verify that you properly signed up (or assigned) for a PD by following the steps below. If the PD related session does not appear on this page, you did not follow the appropriate steps outlined in the prior steps.



1. Click on "Learning Plan" on the left side navigation.
2. All PD related work will appear on the right hand side (wait list, pending prior approval, approved &/or in progress, recently completed).

**Step Four:** *Professional Development Evaluation Form* (if applicable). If not, move on to step five.

Certain professional development opportunities require the completion of the "Professional Development Evaluation Form." If the icon  appears when registering or assigned for the training, the form is required. To access the form, adhere to the following steps. If no icon appears, please jump down to [Step Five](#).

- (a) Learning Plan <My Requests> "Approved and/or In Progress". Locate the specific PD from your list. Click on the blue "manage" button.

Actions	Activity Title	Start Date	End Date	FormName
<b>Save as Draft (0 Record(s))</b>				
-- no records --				
<b>Wait List (0 Record(s))</b>				
-- no records --				
<b>Pending Prior Approval (1 Record(s))</b>				
-- no records --				
<b>Approved and/or In-Progress (2 Record(s))</b>				
<a href="#">Manage</a>	Dyslexia Training (2021-22 School Year)	08/23/2021	08/23/2021	In-District PD Request Form (no subs)
<b>Instructor Has Confirmed Attendance (0 Record(s))</b>				
-- no records --				

(b) Click on the blue “Professional Development Evaluation Form” icon.

Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

Actions

- View/Print Form
- Professional Development Evaluation Form**
- Drop
- Download Calendar File
- Mark Complete

(c) Complete the Professional Development Form and click “submit”.

**Your responses are ANONYMOUS**  
Although you are logged into your account while submitting this survey, your name and account details are not visible in the results.

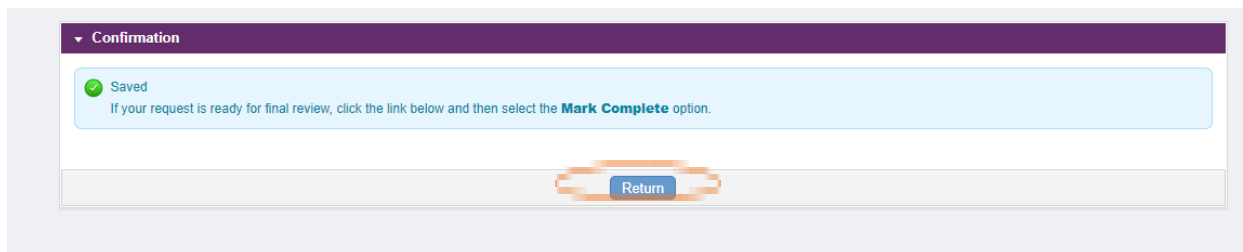
Building  BRIARCLIFF  
 LAKE DRIVE  
 MOUNTAIN LAKES HIGH SCHOOL  
 WILDWOOD

The professional development session achieve the intended outcome(s).  1-STRONGLY DISAGREE  
 2  
 3  
 4  
 5-STRONGLY AGREE

I can use knowledge and skills gained during this professional development  1-STRONGLY DISAGREE  
 2  
 3  
 4  
 5-STRONGLY AGREE

This instructor was well-qualified and  1-STRONGLY DISAGREE

(d) Click on the blue “Return” icon.

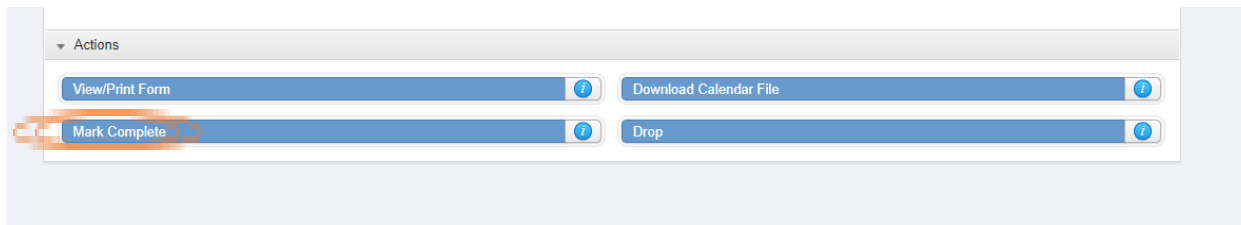


**Step Five:** Complete your PD registration after you participate in the PD.

(a) Learning Plan <My Requests> “Approved and/or In Progress”. Locate the specific PD from your list. Click on the blue “Manage” button.

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (1 Record(s))				
-- no records --				
Approved and/or In-Progress (2 Record(s))				
Manage	Dyslexia Training (2021-22 School Year)	08/23/2021	08/23/2021	In-District PD Request Form (no subs)
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				

(b) Click on the blue “Mark Complete” icon.



(c) Click on the blue “Submit” icon. No other information is required to be completed on the form.

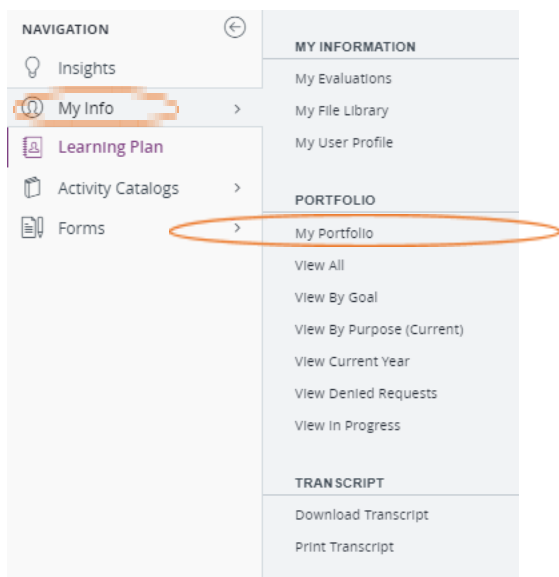
**Step Six:** If you completed the above steps properly, the PD session should now appear under the “Awaiting Final Credit” portion of your “Learning Plan” page.

Awaiting Final Credit (2 Record(s))					
Manage	Professional Development presentation for general education staff	10/13/2021	10/13/2021		In-District PD Request Form (no s
Manage	Safe Schools Training (Returning Staff) 2021-22 School Year	08/31/2021	08/31/2021		In-District PD Request Form (no s

Denied (0 Record(s))

### Step Seven: Awarding Credit

The Assistant Superintendent will verify all enrollment. Once your enrollment is verified, it will appear in your portfolio. Please note your enrollment will not automatically appear on your portfolio. It will appear on your portfolio following administrative approval. Please allow upwards of one week to confirm enrollment.

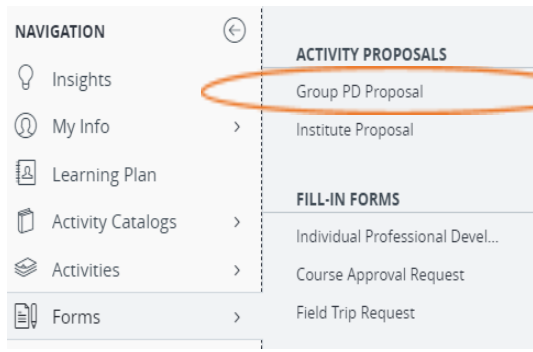


1. Click on “My Info” on the left side navigation.
2. Choose the “My Portfolio” option. All approved PD per school year will then be listed to the right.

## PLC Requested Professional Development

Engaging in a Professional Learning Communities (PLCs) is highly recommended for all staff members. For those who are looking to develop a PLC, please be sure to complete the Group PD Proposal form located on the Professional Growth section of Frontline. This form will be sent to your building principal for approval. Following their approval, the PLC will be added to the district catalog. Following the steps below to step up your PLC:

**Step One:** Choose the correct form



1. Click on "Forms" on the left side navigation.
2. Choose the "Group PD Proposal" form listed under Activity Proposals.

**Step Two:** Complete the "Group PD Proposal" form.

- *Activity Title/ Description*
- *Type of Activity* = PLC
- *School where activity will take place*
- *Instructor:* Identify your name here
- *Activity designs to be offered to:* Options include the entire district, target audience or listed participants only. This is critical information to ensure the activity is made available to appropriate staff. \*\*\*\*If the PLC is open to a non-targeted audience, the PLC will appear in the catalog. If the PLC is member specific, it will appear on the Catalog as "closed" because PLC members have been assigned to the PLC and no one else is permitted to join the PLC.\*\*\*\*
- *Proposed Activity Schedule:* Identify the number of meetings your PLC will meet for during the school year. This includes times and locations per meeting.
- *Provider* = Mountain Lakes School District
- *Proposed Number of PD Credits*
- *Facilitator/Presenter Compensation* = PREFERS TO RECEIVE PD CREDIT
- *Goal(s) and Objective(s):* Check those that apply.
- *Explain how this activity will impact student learning*
- *State Standard(s):* Check those that apply.

**Step Three:** Your building principal will approve your PLC and it will be added to the district catalog for staff to have the opportunity to sign up for the PLC. The PLC will be marked "closed" if the audience was assigned to specific staff members.

**Step Four:** See Above Registration Verification and Completion Steps Listed Under "District Sponsored Professional Development"



# Teaching Staff Evaluation

## 2022-2023 Evaluation Component Weights

Type of Educator	Evaluation Component Weights
mSGP <sup>1</sup> Teacher	mSGP: 5% Student Growth Objective (SGO): 25% Teacher Practice: 70%
Non-mSGP Teacher	SGO: 15% Teacher Practice: 85%

<sup>1</sup> Median Student Growth Percentile (mSGP) Teachers are those who qualify for mSGP scores based on the assignment of 4th -8 th -grade Language Arts and 4th -7 th -grade Math students.

## Observation and Evaluation Requirements

Certificated Teaching Staff

Teacher Categories		Min # of Obs Req'd and Type	Multiple Observers	Summative Rating
<b>Nontenured</b>	Years 1-4	3 (2 long, 1 short)	Required	Highly Effective, Effective, Partially Effective or Ineffective
<b>Tenured</b>	Effective Highly Effective	2 (1 long, 1 short)	Required	Highly Effective, Effective, Partially Effective or Ineffective
<b>Staff on a Corrective Action Plan (CAP)</b>	Partially Effective, Ineffective	Follows above with at least 1 additional observation	Required	Highly Effective, Effective, Partially Effective or Ineffective

**All evaluations will be followed by a reflection conference.**

**All announced observations will be preceded by a planning conference.**

**All staff receive an annual summative evaluation and an annual evaluation conference.**

## Overview of District Policies and Procedures:

This handbook provides general information and guidelines and is not intended to be comprehensive or to address all the possible applications of or exceptions to the policies that are listed below. For additional information, please review the full text of the district policies at <https://www.mlschools.org/> under <Board of Education>, <Policy Manual>. As an employee of the MLSD district, you are responsible for reviewing, complying with, and familiarizing yourself with the policies of the Mountain Lakes Board of Education. If you have any questions, please contact Human Resources.

Employees who are covered by a collective bargaining agreement (CBA) should consult that agreement for additional information on the topics and policies in this handbook. If information in this handbook and the CBA conflict, the information provided in the CBA supersedes the handbook.

### Workers' Compensation

Any injury or illness sustained as a result of the teacher or staff member's assigned duties should be immediately reported to the school nurse. If the injury or illness occurs at a time when it is not possible to report the injury through the school nurse, the injured employee or designee should contact FirstMCO directly at 1 (800) 831-9531. This number is available 24 hours a day, 7 days a week. Non-emergency medical treatment which is not authorized by FirstMCO or not rendered by a provider approved by FirstMCO may not be covered through worker's compensation. Please contact Human Resources for further information.

#### Workers' Compensation Claim Process

Employee Reports Accident to Supervisor & Nurse.

Nurse/Designated Person contacts First MCO - 1 (800) 831 9531

First MCO assigns nurse/medical provider to claim and provides claim acknowledgement.

Employee visits designated provider/seeks emergency care (if needed).

Provider faxes patient information to First MCO within 24 hours.

Supervisor submits incident report.

First MCO contacts HR regarding determination of treatment, coordination of patient care, status and return to work. First MCO directs treatment & notifies Inservco of claim.

HR notifies supervisor that employee can/cannot return to work with/without restrictions. HR stays in contact with supervisor until employee is released to full duty.

Employee follows care directive of designated physician.

Inservco reviews employee accident report, investigates claim details, requests medical history from claimant and medical records release.\* And requests financial information from HR/payroll to calculate employee wages.

HR/Payroll complete financial information request and submit to Inservco so that district can be reimbursed for WC claim.\*\*

Employee returns to work when released to modified or full duty.

First MCO remains in contact with HR until employee is released to full duty.

\*Unauthorized care may not be eligible for reimbursement, subject to review by First MCO.  
\*\*Inservco reimburses district for up to 70% or max rate of \$969/week within 2 weeks of receiving required documentation. Claims of greater than 8 days will be reimbursed.

## **Safety and Security**

An employee must report immediately to the building principal or their immediate supervisor any accident or safety hazard the employee detects. In case of a life safety issue, an employee should immediately call 911. Please familiarize yourself with the “Emergency Management Quick Reference Guide,” which provides detailed information on how to proceed in the event of a classroom/building emergency. This document is posted in every classroom and office in the District.

## Important District Policies

### **AFFIRMATIVE ACTION PROGRAM FOR SCHOOL & CLASSROOM PRACTICES** (Policy #2260)

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status.

### **ALCOHOLIC BEVERAGES ON SCHOOL PREMISES** (Policy #7435)

Known possession, without legal authority, or known consumption of any alcoholic beverage by any person on school premises is a disorderly person's offense. The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school-sponsored activity. School district employees who violate this policy or are present on school premises or at any school-sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

### **AMERICANS WITH DISABILITIES ACT** (Policy #1510)

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, job training, transfer or other term, condition, or privilege of employment solely on the basis of a disability, provided an employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held. Reasonable accommodation, not directly affecting the educational and/or instructional program will be made to accommodate employment conditions to the needs of qualified individuals with disabilities. Such accommodations may include, but are not limited to: making existing facilities used by employees readily accessible to and usable by individuals with disabilities, job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

### **ASSIGNMENT AND TRANSFER** (Policy #3130)

The Superintendent shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program. Teaching, supervisory, administrative and support personnel are subject to assignment and transfer after recommendation of the Superintendent and approval by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and State and Federal law. Disciplinary transfers are prohibited. The Superintendent shall pay particular attention to ensuring to the extent possible that there shall be equivalence of teachers and administrative staff among the schools. Discrimination in assignment, transfer and promotion shall not be tolerated.

## **ASSIGNMENT OF EXTRA DUTIES** (Policy #3134)

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Superintendent or designee. The Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, assign teaching staff members extra duties that are in accordance with applicable law and any collective bargaining agreement.

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23. Performance in any extra duties may be considered in a teaching staff member's evaluation.

## **ATTENDANCE** (Policy #3212 and 4212)

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. An employee who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges. All employees must enter their absence(s) into the Aesop on-line attendance system.

## **DISTRICT MENTORING PROGRAM** (Policy #3126)

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the New Jersey Student Learning Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.

## **DRUG FREE WORKPLACE** (Policy #7436)

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

## **EMPLOYMENT OF TEACHING STAFF MEMBERS** (Policy #3125)

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

## **EQUAL EMPLOYMENT OPPORTUNITY** (Policy #1530)

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the District. The Board shall ensure all persons have equal and bias-free access to all categories of employment and equal pay for equal work in this District without regard to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, socioeconomic status or disability. The Board shall not assign, transfer, promote or retain staff or fail to assign, transfer, promote or retain staff on the sole basis of race, creed, color, national origin, age, marital status, affectional or sexual orientation, gender identity or expression, religion, disability or socioeconomic status.

## **EVALUATION OF TEACHERS** (Policy #3221)

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

## **EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS & ADMINISTRATORS** (Policy #3222)

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

## **EVALUATION OF ADMINISTRATORS** (Policy #3223)

The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

## **EVALUATION OF PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS** (Policy #3224)

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

## **GRIEVANCE** (Policy #3340)

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of teaching staff members not covered by the terms of a negotiated agreement. The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

## **HEALTHY WORKPLACE ENVIRONMENT** (Policy #3351 and 4351)

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious. Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

## **NON-RENEWAL OF NON-TENURED STAFF MEMBERS** (Policy #3142 and 4146)

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the non-tenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent.



## **PERSONNEL RECORDS** (Policy #8320)

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected. An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

## **PROFESSIONAL DEVELOPMENT FOR TEACHERS & SCHOOL LEADERS** (Policy #3240)

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship. To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4.

## **PROFESSIONAL RESPONSIBILITIES** (Policy #3270)

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

Teachers assigned specific instructional responsibilities and as designated by the Superintendent are required to prepare regular lesson plans. Teachers are also responsible for providing adequate direction and guidance to substitutes. Lesson plans are subject to review by the Principal or designee and/or immediate supervisor.

During the work day, teaching staff members may be assigned extra or alternative duties by the Principal or designee in accordance with Policy #3134. Teachers are to attend every faculty meeting unless expressly excused by the Principal or designee.

## **RESIDENCY REQUIREMENT** (Policy #1631)

Every person holding an office, employment, or position in a school district shall have his or her principal residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7. Any person holding or attempting to hold an office, employment, or position in violation of N.J.S.A. 52:14-7 shall be considered as illegally holding or attempting to hold the office, employment, or position; however, the person shall have one year from the time of taking the office, employment, or position to satisfy the requirement of principal residency. If such person fails to satisfy the requirement of principal residency as defined in N.J.S.A. 52:14-7 after the 365-day period, that person shall be deemed unqualified for holding the office, employment, or position. A person may request an exemption from the provisions of N.J.S.A. 52:14-7 on the basis of critical need or hardship.

## **RESIGNATION** (Policy #3141)

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days written notice to the Board unless the Board approves the tenured teaching staff member's release on shorter notice.

## **SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS** (Policy #7434)

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.

## **TEACHING STAFF MEMBER/SUPPORT STAFF MEMBER SCHOOL DISTRICT REPORTING RESPONSIBILITIES** (Policy #3159 and 4159)

All employees shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4.

## **DRESS AND GROOMING** (Policy #3216 and 4216)

In order to create an atmosphere of respect and a proper learning environment, acceptable attire for teachers includes, but is not limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie. Inappropriate attire includes, but is not limited to; jeans; (unless approved by the Principal or designee for a special activity/event), t-shirts, strapless shirts and dresses; sweatshirts; shorts; sweatpants; workout attire (unless approved); beachwear; and hats and/or head coverings unless approved for medical or religious reasons.

The clothing and appearance of all teachers shall be clean and neat. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with instruction.