

Mountain Lakes Board of Education

Check Register By Check Number

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for Batches 60,61,62 and UnPosted Checks : Check Date is from 03/01/2024 to 03/15/2024

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS									
99628	24-0802		11-000-251-500-AD- - -	6086/ACCESS	60	1,154.81	Inv. 10750027 Feb.'24	03/08/2024	C
			Total For Check Number 99628			\$1,154.81			
99629	24-0240		11-000-252-500-TD- - -	8659/CANON FINANCIAL SERVICES, INC	60	929.18	Inv. 32162736 2/20-3/19/24	03/08/2024	C
	24-0240		11-190-100-440-TD- - -	8659/CANON FINANCIAL SERVICES, INC	60	2,168.08	Inv. 32162736 2/20-3/19/24	03/08/2024	C
			Total For Check Number 99629			\$3,097.26			
99630	24-0301		11-000-291-270-DW-0820C- -	4676/DELTA DENTAL OF N J *	60	22,110.85	Dental Ins. Premium Feb.'24	03/08/2024	C
			Total For Check Number 99630			\$22,110.85			
99631	24-0685		11-000-262-621-HS-0630 - -	8741/DIXON BROTHERS INC.	60	475.97	Inv. 574579	03/08/2024	C
	24-0685		11-000-262-621-HS-0630 - -	8741/DIXON BROTHERS INC.	60	407.40	Inv. 557192	03/08/2024	C
			Total For Check Number 99631			\$883.37			
99632	24-1391		11-000-223-580-BC-0250B- -	2633/NJECC, INC.	60	130.00	Inv. 8341C	03/08/2024	C
	24-1391		11-000-240-580-WW-0130 - -	2633/NJECC, INC.	60	130.00	Inv. 8341C	03/08/2024	C
	24-1391		11-000-252-580-TD- - -	2633/NJECC, INC.	60	130.00	Inv. 8341C	03/08/2024	C
			Total For Check Number 99632			\$390.00			
99633	24-1285		11-000-251-500-AD- - -	9409/QUADIENT FINANCE USA, INC	60	94.34	AC 7900 0440 8120 8831	03/08/2024	C
			Total For Check Number 99633			\$94.34			
99634	24-0771		11-190-100-610-HS-0240A-F -	9253/SRS, INC.	60	146.47	(3) Feb..'24 Receipts	03/08/2024	C
			Total For Check Number 99634			\$146.47			
99635	24-0238		11-190-100-500-TD-0720C- -	9144/VERIZON	60	495.67	AC 356-779-984-0001-81 Mar'24	03/08/2024	C
			Total For Check Number 99635			\$495.67			
99636	24-0236		11-190-100-500-TD-0720C- -	9188/VERIZON	60	1,522.89	Inv. Z9516068 Mar'24	03/08/2024	C
			Total For Check Number 99636			\$1,522.89			
99637	24-0483		11-000-251-500-AD- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	61	25.00	Inv. 5455	03/15/2024	C
	24-0442		11-190-100-500-HS- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	61	75.00	Inv. 5451	03/15/2024	C
			Total For Check Number 99637			\$100.00			
99638	24-0768		11-190-100-610-HS-0240A-F -	8624/ALBERTSON/SAFEWAY	61	111.88	(5) Receipts 2/12 - 3/6/24	03/15/2024	C
			Total For Check Number 99638			\$111.88			
99639	24-1241		12-000-213-730-DW- - -	9421/ADVANTAGE EMERGENCY DEVICES, INC.	61	13,956.33	Inv. 4987	03/15/2024	C
			Total For Check Number 99639			\$13,956.33			
99640	24-0459		11-000-261-610-DW-0730B- -	1123/MORRIS COUNTY HARDWARE & PAINT	61	1,212.09	February Invoices	03/15/2024	C

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS								
Total For Check Number 99640					\$1,212.09			
99641 24-1163		11-000-230-339-AD-0120D- -	7916/BAKER TILLY VANTAGEN, LLC	61	200.80	Inv. 48093 Feb.'24	03/15/2024	C
Total For Check Number 99641					\$200.80			
99642 24-0303		11-000-262-441-DW- - -	6140/BOROUGH OF MOUNTAIN LAKES	61	3,750.00	Mar'24 - Fields	03/15/2024	C
Total For Check Number 99642					\$3,750.00			
99643 24-1159		11-000-262-420-DW-0620A- -	1293/BOROUGH MOUNTAIN LAKES	61	8,333.00	Mar'24 - Trash	03/15/2024	C
Total For Check Number 99643					\$8,333.00			
99644 24-0235		11-190-100-500-TD-0720C- -	8745/CABLEVISION LIGHTPATH, INC.	61	4,647.95	#101229686 Mar'24	03/15/2024	C
Total For Check Number 99644					\$4,647.95			
99645 24-1406		11-000-261-610-DW-0730B- -	1252/CAPITAL SUPPLY COMPANY	61	64.30	Inv. 813010	03/15/2024	C
24-1296		11-000-262-610-DW-0620C- -	1252/CAPITAL SUPPLY COMPANY	61	476.85	Inv. 812675	03/15/2024	C
Total For Check Number 99645					\$541.15			
99646 24-0322		11-000-100-566-CS-0870F- -	8377/CELEBRATE THE CHILDREN	61	2,975.00	Inv 2403065 Mar'24, Cr 2324065	03/15/2024	C
24-0369		11-000-100-566-CS-0870F- -	8377/CELEBRATE THE CHILDREN	61	2,975.00	Inv 2403066 Mar'24, Cr 2324066	03/15/2024	C
24-0322		20-250-100-560-CS-1411T- -	8377/CELEBRATE THE CHILDREN	61	7,280.25	Inv 2403065 Mar'24, Cr 2324065	03/15/2024	C
24-0369		20-250-100-560-CS-1411T- -	8377/CELEBRATE THE CHILDREN	61	7,280.25	Inv 2403066 Mar'24, Cr 2324066	03/15/2024	C
Total For Check Number 99646					\$20,510.50			
99647 24-1254		11-000-261-420-DW-0750 - -	5011/COMBUSTION SERVICE CORP.	61	47,370.00	Inv. 9689	03/15/2024	C
Total For Check Number 99647					\$47,370.00			
99648 24-0319		11-000-100-566-CS-0870F- -	8376/CORNERSTONE DAY SCHOOL, LLC	61	9,179.60	Inv 1034515 Mar'24	03/15/2024	C
Total For Check Number 99648					\$9,179.60			
99649 24-1455		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	61	2,420.00	Inv 202400786 Oct.'23	03/15/2024	C
24-1455		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	61	1,815.00	Inv 202400604 Sept.'23	03/15/2024	C
24-1455		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	61	2,695.00	Inv 202400989 Nov.'23	03/15/2024	C
24-1455		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	61	1,650.00	Inv 202401170 Dec.'23	03/15/2024	C
24-1455		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	61	1,375.00	Inv 202401364 Jan.'24	03/15/2024	C
24-1437		11-000-213-330-CS-0431A- -	2500/EDUC SVCS COMM. MORRIS CNTY *	61	1,600.00	202400874,202401196,202401476	03/15/2024	C
24-1451		11-000-251-890-AD-0130L- -	2500/EDUC SVCS COMM. MORRIS	61	580.00	Inv 202401555 B6T Processing	03/15/2024	C

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Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS								
99649			CNTY *					
99649 24-1450		11-000-251-890-AD-0130L- -	2500/EDUC SVCS COMM. MORRIS	61	406.65	Inv. 202401449 ESC Membership	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	10,497.82	Inv 202401353 Feb.'24	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	10,497.82	Inv 202401584 Mar'24	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	10,834.74	Inv 202400575 Oct.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	10,834.74	Inv 202400323 Sept.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	9,823.98	Inv 202400750 Nov.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	10,497.82	Inv 202401116 Jan.'24	03/15/2024	C
			CNTY *					
24-1452		11-000-270-517-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	10,497.82	Inv 202400947 Dec.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,582.72	Inv 202400750 Nov.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,358.16	Inv 202401584 Mar'24	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,358.16	Inv 202401353 Feb.'24	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,245.92	Inv 202400575 Oct.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,358.16	Inv 202400947 Dec.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,245.92	Inv 202400323 Sept.'23	03/15/2024	C
			CNTY *					
24-1452		11-000-270-518-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	2,358.16	Inv 202401116 Jan.'24	03/15/2024	C
			CNTY *					
24-1448		20-509-200-320-DW- - -	2500/EDUC SVCS COMM. MORRIS	61	13,800.00	Inv 202400422 Sept'23-Jun'24	03/15/2024	C
			CNTY *					
Total For Check Number 99649					\$116,333.59			
99650 24-1261		11-000-261-610-DW-0730B- -	4312/FERGUSON ENTERPRISES, INC. #501	61	126.34	0297331	03/15/2024	C
24-1261		11-000-261-610-DW-0730B- -	4312/FERGUSON ENTERPRISES,	61	163.82	0297272	03/15/2024	C

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UNPOSTED CHECKS								
99650			INC. #501					
99650 24-1261		11-000-261-610-DW-0730B- -	4312/FERGUSON ENTERPRISES, INC. #501	61	745.40	0395297	03/15/2024	C
24-1261		11-000-261-610-DW-0730B- -	4312/FERGUSON ENTERPRISES, INC. #501	61	256.91	0395903	03/15/2024	C
Total For Check Number 99650					\$1,292.47			
99651 24-1262		11-000-261-610-DW-0730B- -	1887/FORREST LUMBER & SUPPLY CO	61	184.95	Inv. 5092	03/15/2024	C
Total For Check Number 99651					\$184.95			
99652 24-1385		11-000-223-580-CS-0250B- -	6320/PRYOR LEARNING SOLUTIONS, INC	61	447.00	Invs. 5882202, 5882203	03/15/2024	C
24-1385		11-000-240-580-WW-0130- -	6320/PRYOR LEARNING SOLUTIONS, INC	61	199.00	Inv. 5882215	03/15/2024	C
Total For Check Number 99652					\$646.00			
99653 24-0317		20-250-100-560-CS-1411T- -	9175/GLENVIEW ACADEMY	61	7,306.77	GL30881,26419,26473,30819	03/15/2024	C
Total For Check Number 99653					\$7,306.77			
99654 24-0423		11-000-213-330-LR-0430A- -	8994/HEATHER LYN BLACKWELL LONG	61	5,525.00	Feb.'24	03/15/2024	C
Total For Check Number 99654					\$5,525.00			
99655 24-0457		11-000-261-610-DW-0730B- -	2059/HOME DEPOT USA, INC	61	329.37	6035322531914384 1/28/24	03/15/2024	C
24-1284		11-401-100-610-BC-1020A-A -	2059/HOME DEPOT USA, INC	61	412.63	6035322531914384 1/28/24	03/15/2024	C
Total For Check Number 99655					\$742.00			
99656 24-1402		11-402-100-890-HS-1020A-21-	8925/JOHN LALLY	61	120.00	Inv. 1600	03/15/2024	C
Total For Check Number 99656					\$120.00			
99657 24-1267		11-000-252-340-TD- - -	9308/JOHN T. BIRCHENOUGH IV	61	700.00	Inv. 150	03/15/2024	C
Total For Check Number 99657					\$700.00			
99658 24-0447		11-000-261-610-DW-0730B- -	8743/JOHNSTONE SUPPLY	61	130.00	S5997109.002, S6035004.001	03/15/2024	C
Total For Check Number 99658					\$130.00			
99659 24-1418		11-000-213-330-LR-0430A- -	9212/KAREN J NOBLE	61	800.00	Eval AA	03/15/2024	C
Total For Check Number 99659					\$800.00			
99660 24-1265		11-000-263-420-DW-0720A- -	6240/KENVIL POWER MOWER	61	193.68	Inv. 218391	03/15/2024	C
Total For Check Number 99660					\$193.68			
99661 24-1143		11-190-100-500-HS- - -	8791/KRISTA SWEER	61	200.00	Winter Concert 12/14/23	03/15/2024	C
Total For Check Number 99661					\$200.00			
99662 24-0976		11-402-100-610-HS-1020A-54-	9018/LACROSSE UNLIMITED INC	61	687.00	INV56830	03/15/2024	C
Total For Check Number 99662					\$687.00			

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UNPOSTED CHECKS								
99663 24-1434		11-000-270-512-HS-0520D- -	4833/LAKELAND BUS LINES	61	1,225.00	Charter 17975	03/15/2024	C
		Total For Check Number 99663			\$1,225.00			
99664 24-1439		11-150-100-320-CS-1101A- -	8777/EI US, LLC	61	1,739.66	INV169609, INV175074	03/15/2024	C
24-1440		11-219-100-320-CS- - -	8777/EI US, LLC	61	724.86	INV1750704	03/15/2024	C
		Total For Check Number 99664			\$2,464.52			
99665 24-1383		12-000-213-730-DW- - -	9016/LIFESAVERS, INC.	61	2,528.00	Inv. 262096	03/15/2024	C
		Total For Check Number 99665			\$2,528.00			
99666 24-0478		11-402-100-610-HS-1020A-54-	9371/GATEKEY MANUFACTURING INC.	61	555.00	Inv. 69330	03/15/2024	C
		Total For Check Number 99666			\$555.00			
99667 24-0457		11-000-261-610-DW-0730B- -	2059/HOME DEPOT USA, INC	62	1,887.38	6035322531914384 2/28/24	03/15/2024	C
24-1344		11-401-100-610-BC-1020A-A -	2059/HOME DEPOT USA, INC	62	88.90	6035322531914384 2/28/24	03/15/2024	C
		Total For Check Number 99667			\$1,976.28			
99668 24-0421		11-000-213-330-LR-0430A- -	4428/MARY OSBORNE	62	5,805.00	Feb'24	03/15/2024	C
		Total For Check Number 99668			\$5,805.00			
99669 24-1328		11-207-100-610-LR-0240 - -	9183/MEDICALES SHOP INC.	62	892.77	Inv. 200020914	03/15/2024	C
		Total For Check Number 99669			\$892.77			
99670 24-0307		11-000-263-420-DW-0720A- -	9052/MOORE CONTROL EXTERMINATING CO	62	248.55	Invs. 84015-84018 Mar'24	03/15/2024	C
		Total For Check Number 99670			\$248.55			
99671 24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0568 Mar'24	03/15/2024	C
24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0421 Jan.'24	03/15/2024	C
24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0210 Nov.'23	03/15/2024	C
24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0158 Oct.'23	03/15/2024	C
24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0263 Dec.'23	03/15/2024	C
24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0118 Sept.'23	03/15/2024	C
24-1453		11-000-100-563-DW-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	13,495.10	Inv 4V0474 Feb.'24	03/15/2024	C
24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0158 Oct.'23	03/15/2024	C

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UNPOSTED CHECKS								
99671 24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0118 Sept.'23	03/15/2024	C
24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0210 Nov.'23	03/15/2024	C
24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0421 Jan.'24	03/15/2024	C
24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0263 Dec.'23	03/15/2024	C
24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0474 Feb.'24	03/15/2024	C
24-1453		11-000-100-563-LR-0870A- -	6027/MORRIS COUNTY VOCATIONAL SCHOOL DIST.	62	5,941.60	Inv 4V0568 Mar'24	03/15/2024	C
Total For Check Number 99671					\$136,056.90			
99672 24-1177		11-000-230-585-AD-0130F- -	7019/MOUNTAIN LAKES BD-CAFE ACCT	62	200.50	574-4557 1/22/24	03/15/2024	C
24-1484		11-000-310-930-DW-0920A- -	7019/MOUNTAIN LAKES BD-CAFE ACCT	62	675.00	Aug'23-Jan'24 F&R	03/15/2024	C
24-1377		11-000-310-930-LR-0920 - -	7019/MOUNTAIN LAKES BD-CAFE ACCT	62	4,787.85	574-4564, 574-4563	03/15/2024	C
24-1292		11-000-310-930-LR-0920 - -	7019/MOUNTAIN LAKES BD-CAFE ACCT	62	3,583.60	574-4549, 5744548	03/15/2024	C
Total For Check Number 99672					\$9,246.95			
99673 Non A/P Chk		DB10-499- , CR10-101-	1140/MOUNTAIN LAKES HIGH SCHOOL	62	50.00	Parsippany Wrestling Fee	03/15/2024	C
Total For Check Number 99673					\$50.00			
99674 24-1181		11-000-230-339-AD-0120D- -	2702/N.J. SCHOOL BOARDS ASSOCIATION	62	3,500.00	INV-21343-Z4L8D5 - 1st Half	03/15/2024	C
Total For Check Number 99674					\$3,500.00			
99675 24-1381		11-000-223-580-HS-0250B- -	9226/NJ ASSOC HEALTH, PE, RECREATION & DANCE	62	340.00	Inv. CR202003644	03/15/2024	C
Total For Check Number 99675					\$340.00			
99676 24-0773		11-000-270-511-DW-0520A- -	8993/O'DOWD TRANSPORTATION	62	9,612.20	Mar'24	03/15/2024	C
24-0773		11-000-270-511-DW-0520A- -	8993/O'DOWD TRANSPORTATION	62	9,612.20	Feb.'24	03/15/2024	C
Total For Check Number 99676					\$19,224.40			
99677 24-1420		11-000-213-330-LR-0430A- -	9290/PATRICIA FILIACI	62	700.00	Eval 2324-28	03/15/2024	C
Total For Check Number 99677					\$700.00			

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for Batches 60,61,62 and UnPosted Checks : Check Date is from 03/01/2024 to 03/15/2024

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS								
99678 24-1414		11-000-263-610-DW- - -	7545/PIONEER MANUFACTURING COMPANY	62	491.31	INV916304	03/15/2024	C
Total For Check Number 99678					\$491.31			
99679 24-1319		11-402-100-610-HS-1020A-54-	2885/PLAQUES & SUCH	62	1,656.00	Inv. Q150485	03/15/2024	C
24-1360		11-402-100-610-HS-1020A-54-	2885/PLAQUES & SUCH	62	134.50	Inv. Q150375	03/15/2024	C
Total For Check Number 99679					\$1,790.50			
99680 24-0985		60-910-310-870-DW-000 - -	6640/POMPTONIAN FOOD SERVICE	62	62,946.01	(4) Feb.'24 Invoices & \$0.10cr	03/15/2024	C
Total For Check Number 99680					\$62,946.01			
99681 24-1405		11-000-270-512-DW-0520E- -	9306/RAJAK LLC	62	16,275.00	INV044, 045, 046, 047	03/15/2024	C
Total For Check Number 99681					\$16,275.00			
99682 24-0354		11-000-240-500-BC- - -	2881/READY REFRESH BY NESTLE	62	65.82	AC 0015576978 2/13-3/12/24	03/15/2024	C
24-1389		11-000-251-500-AD- - -	2881/READY REFRESH BY NESTLE	62	69.43	AC0015629652 2/13-3/12/24	03/15/2024	C
24-0903		11-190-100-500-HS- - -	2881/READY REFRESH BY NESTLE	62	14.37	AC0014813828 2/13-3/12/24	03/15/2024	C
Total For Check Number 99682					\$149.62			
99683 24-0318		11-000-100-566-CS-0870F- -	9298/REED ACADEMY	62	12,271.00	INV7823 Mar'24	03/15/2024	C
Total For Check Number 99683					\$12,271.00			
99684 24-1413		11-000-262-610-DW-0620C- -	9073/SCOLES FLOORSHINE INDUSTRIES, LLC	62	569.90	Inv. 455776	03/15/2024	C
Total For Check Number 99684					\$569.90			
99685 24-0584		11-000-261-610-DW-0730B- -	3091/SHEAFFER SUPPLY CO., INC.	62	104.12	1220207-0001-01	03/15/2024	C
Total For Check Number 99685					\$104.12			
99686 24-1438		11-150-100-320-CS-1101A- -	4891/PRIME HEALTHCARE SVCS-ST CLARE'S, LLC	62	165.00	Inv. 5280	03/15/2024	C
Total For Check Number 99686					\$165.00			
99687 24-1316		11-000-270-512-HS-0520D- -	7680/SUSSEX COUNTY REGIONAL COOPERATIVE	62	353.60	District 27-3460 Bal Due 22-23	03/15/2024	C
Total For Check Number 99687					\$353.60			
99688 24-1404		11-000-261-610-DW-0730B- -	7576/SWIFT ELECTRICAL SUPPLY CO.	62	6,500.66	Inv. S100833613.001	03/15/2024	C
Total For Check Number 99688					\$6,500.66			
99689 24-0237		11-190-100-500-TD-0720C- -	9239/T-MOBILE	62	60.00	AC 977316580 Feb.'24	03/15/2024	C
Total For Check Number 99689					\$60.00			
99690 24-1306		11-219-100-580-LI-0250 - -	3320/TEACHER	62	66.27	Jobi Schwartz	03/15/2024	C
Total For Check Number 99690					\$66.27			
99691 24-1364		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Jennifer Becht	03/15/2024	C

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for Batches 60,61,62 and UnPosted Checks : Check Date is from 03/01/2024 to 03/15/2024

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS								
		Total For Check Number 99691			\$40.00			
99692 24-1364		11-219-100-580-LI-0250 - -	3320/TEACHER	62	194.58	Jennifer Becht	03/15/2024	C
		Total For Check Number 99692			\$194.58			
99693 24-1365		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Alana Polanco	03/15/2024	C
		Total For Check Number 99693			\$40.00			
99694 24-1365		11-219-100-580-LI-0250 - -	3320/TEACHER	62	203.51	Alana Polanco	03/15/2024	C
		Total For Check Number 99694			\$203.51			
99695 24-1366		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Kelly Oravec	03/15/2024	C
		Total For Check Number 99695			\$40.00			
99696 24-1366		11-219-100-580-LI-0250 - -	3320/TEACHER	62	221.37	Kelly Oravec	03/15/2024	C
		Total For Check Number 99696			\$221.37			
99697 24-1367		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Meredith Perkins	03/15/2024	C
		Total For Check Number 99697			\$40.00			
99698 24-1367		11-219-100-580-LI-0250 - -	3320/TEACHER	62	143.68	Meredith Perkins	03/15/2024	C
		Total For Check Number 99698			\$143.68			
99699 24-1382		11-000-223-580-HS-0250B- -	3320/TEACHER	62	25.55	Jennifer Suarez	03/15/2024	C
		Total For Check Number 99699			\$25.55			
99700 24-1421		11-219-100-580-LI-0250 - -	3320/TEACHER	62	5.78	Vivian Listner	03/15/2024	C
		Total For Check Number 99700			\$5.78			
99701 24-1431		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Alana Polanco	03/15/2024	C
		Total For Check Number 99701			\$40.00			
99702 24-1431		11-219-100-580-LI-0250 - -	3320/TEACHER	62	223.96	Alana Polanco	03/15/2024	C
		Total For Check Number 99702			\$223.96			
99703 24-1436		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Meredith Perkins	03/15/2024	C
		Total For Check Number 99703			\$40.00			
99704 24-1436		11-219-100-580-LI-0250 - -	3320/TEACHER	62	132.96	Meredith Perkins	03/15/2024	C
		Total For Check Number 99704			\$132.96			
99705 24-1441		11-219-100-530-LI-0641 - -	3320/TEACHER	62	40.00	Jennifer Becht	03/15/2024	C
		Total For Check Number 99705			\$40.00			
99706 24-1441		11-219-100-580-LI-0250 - -	3320/TEACHER	62	155.10	Jennifer Becht	03/15/2024	C
		Total For Check Number 99706			\$155.10			
99707 24-1468		11-219-100-580-LI-0250 - -	3320/TEACHER	62	240.88	Deanna Perry	03/15/2024	C
		Total For Check Number 99707			\$240.88			
99708 24-1481		11-219-100-580-LI-0250 - -	3320/TEACHER	62	195.52	Diane Hewitt	03/15/2024	C
		Total For Check Number 99708			\$195.52			

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for Batches 60,61,62 and UnPosted Checks : Check Date is from 03/01/2024 to 03/15/2024

Check # PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS								
99709 24-1482		11-219-100-580-LI-0250 - -	3320/TEACHER	62	153.17	Danielle Patrucker	03/15/2024	C
Total For Check Number 99709					\$153.17			
99710 24-1320		11-000-240-610-LR-0250E- -	9006/TEACHER INNOVATIONS, INC	62	40.50	Inv. 939978	03/15/2024	C
Total For Check Number 99710					\$40.50			
99711 24-0981		11-000-270-503-DW-0520E- -	2983/TRANSPORTATION REIMBURSEMENT	62	582.50	Nancy Lombardo	03/15/2024	C
Total For Check Number 99711					\$582.50			
99712 24-0981		11-000-270-503-DW-0520E- -	2983/TRANSPORTATION REIMBURSEMENT	62	582.50	Kristen Evangelista	03/15/2024	C
Total For Check Number 99712					\$582.50			
99713 24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,451.00	Jan.'24	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,451.00	Feb.'24	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,359.00	Jul'23	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,451.00	Dec.'23	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,451.00	Sept.'23	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,359.00	Aug.'23	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,451.00	Oct.'23	03/15/2024	C
24-1304		10-000-100-560- - -	8947/UNITY CHARTER SCHOOL	62	1,451.00	Nov.'23	03/15/2024	C
Total For Check Number 99713					\$11,424.00			
99714 24-1066		11-190-100-610-HS-0240A-L -	6480/W.B. MASON CO., INC.	62	190.23	Invs. 243512098, 243680784	03/15/2024	C
Total For Check Number 99714					\$190.23			
99715 24-0445		11-000-261-610-DW-0730B- -	8187/WARSHAUER ELECTRIC SUPPLY CO.	62	230.48	S100725845.001, S100726584.001	03/15/2024	C
Total For Check Number 99715					\$230.48			
Total Unposted Checks					\$576,453.05			

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Mountain Lakes Board of Education

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for Batches 60,61,62 and UnPosted Checks : Check Date is from 03/01/2024 to 03/15/2024

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10	\$11,424.00	\$50.00			\$11,474.00
	10	11	\$449,881.44				\$449,881.44
	10	12	\$16,484.33				\$16,484.33
	Fund 10	TOTAL	\$477,789.77	\$50.00			\$477,839.77
	20	20	\$35,667.27				\$35,667.27
	60	60	\$62,946.01				\$62,946.01
	GRAND	TOTAL	\$576,403.05	\$50.00	\$0.00	\$0.00	\$576,453.05

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

Brad Siegel, Ed.D.

Professional Profile

Experienced school leader, educator, and researcher with extensive background in district vision building, planning, management, school programs, curriculum, professional learning, and human resource development

Education

Teachers College, Columbia University, NJ

Doctoral Program (Ed.D) Teaching Social Studies, May 2015

Dissertation title: *Elementary teachers' conception of listening*.

Rutgers University, Graduate School of Education, New Brunswick, NJ

Masters of Education with Certification in Social Studies: Grades 7-12, May 1999

Rutgers University, Rutgers College, New Brunswick, NJ

Bachelor of Arts in Political Science, May 1996

Certifications

New Jersey State School Administrators Certificate, 2018

New Jersey State Principal Certificate, 2011

New Jersey State Supervisor Certificate, 2004

New Jersey State Social Studies Teacher Standard Certification, 1999

Professional Work (Public, K-12)

Upper Saddle River School District (K-8)

Superintendent of Schools

07/2018 to Present

- Leadership and management of two elementary schools and one middle school comprised of 1150 students and 225 staff members (K-8); establishes a paradigm for educational leadership characterized by a growth mindset, ethics, innovation, inclusivity, and transparency with all stakeholders
- Responsible for overseeing long-term and yearly district planning goals on vital school initiatives related to governance, operations, fiscal management, and educational programs
- Facilitation of Board of Education Committees, focusing on new and more expanded processes to evaluate, revise, and implement district policies, personnel structures, and operations
- Communicates regularly and partners with key stakeholder groups, including local government, parent organizations, and other agencies to foster constructive relationships in meeting district goals
- Serves as an educational leader in stewarding educational and service program expansion in the areas of: curriculum, assessment, wellness, and special education
- Direct supervision of school administrators and the hiring, evaluation, and retention of all certified and non-certified employees.
- Creation of new process and practices to expand opportunities for district employment internally and externally during a period of labor shortages
- Works collaboratively with the Board of Education in collective bargaining and execution of new contracts for all affiliated units and non-affiliated staff members
- Management of school district during global pandemic, involving transition to virtual/hybrid educational platforms and schedules; worked in partnership with local/state health agencies to provide a safe learning environment for staff and students

Northern Highlands Regional High School, Allendale, NJ**07/2011 to 06/2018***K-12 Executive Director of Curriculum, Instruction, and Assessment**Allendale, Ho-Ho-Kus, Northern Highlands, and Upper Saddle River School Districts*

- Leadership, development, and evaluation of curricula in every subject area and grade level, K-12, in four regional school districts.
- Organization and facilitation of curriculum articulation across districts and grade levels to ensure coherent delivery of programs in every subject area.
- Supervision and leadership in major program adoptions, including language arts/literacy (Readers and Writers Workshop) and mathematics (Everyday Math and Connected Math).
- Implementation of major curricular reforms to four regional districts' separate Boards of Education and school-communities.
- Leadership and facilitation of four districts' implementation of new teacher evaluation reforms in conjunction with Achieve NJ, including coordination of district decisions about teacher evaluation and professional development associated with the new evaluation system.
- Guidance and support for school leaders developing best practices in instructional supervision, providing district principals and supervisors with feedback on their evaluation practices.
- Analysis and reporting of school district performance on statewide standardized tests to respective Boards of Education and school-communities.
- Utilization of testing performance data to guide program, curriculum, and instructional decision making.
- Leadership, education, and preparation for national assessment reform, PARCC, involving workshops and in-service professional development with district administrators and teachers.
- Development and management of local student assessment reflecting educational research and best practices in summative, formative, and interim level assessments.
- Organization, facilitation, and coordination of professional development experiences for teachers and administrators (in-service, out-of-district, and consultancy).

Scotch Plains – Fanwood School District, Scotch Plains, NJ**07/2005 to 07/2011***Supervisor of Social Studies, K-12*

- Development of a "scope and sequence" plan for Social Studies course offerings, K-12 to reflect consistency with state standards; to organize staff, student, and community interests; and to reflect social studies knowledge, skills and values essential for today's citizen.
- Construction of curriculum and instructional maps in grades K-12, articulating core social studies content and skills into instructional approaches.
- Development of alternative methods of assessment and benchmark assessments at each grade level, including electronic portfolios, web authoring, and evaluative discussions.
- Utilization of multiple practices of teacher observation and collection of classroom data; written and verbal articulation of classroom observation; conducts 60-80 formal observations each year. • Summary evaluations for 14 high school and 12 middle school Social Studies teachers.
- Development and management of the Social Studies Department budget plan based on textbooks, curricular support materials, technology, equipment, and general supplies needed for the school year. • Constructed action plans for the district's long range strategic plan goals related to global education and service learning.
- Appointed as district's administrative coordinator of professional development; organize and develop programs for "New Teacher Orientation" and "New Teacher Roundtable;" reviewed school-based professional development plans and co-author district professional development plan; led implementation of professional learning communities across the district.
- Designed, facilitated, and evaluated two comprehensive "lesson studies" in elementary social studies to provide an ongoing and classroom situated collaborative experience for teachers to work together toward common aims for professional improvement.

Hunterdon Central Regional High School, Flemington, NJ**09/1998 to 06/2005***Social Studies Teacher (Grades 9 – 12)*

- Taught Honors Advanced Placement Economics, Honors Economics, Multicultural Studies, U.S. History I, U.S. History II, and Comparative World Studies
- Mentored two graduate student teachers and two new faculty members through state mentoring

- Involved in developing a complex department assessment plan incorporating test items and formal rubrics, analyses of field test results, and assessment modifications.
- Led school project through “Free the Children” to build a school in Chiapas, Mexico.
- *National Honor Society Advisor* (1999-2003)
- *Human and Civil Rights Committee Advisor* (1998-2003)
- *Federal Reserve Challenge Advisor* (2002 – 2005)
- *Assistant Softball Coach* (2001 – 2005)

Professional Work (Higher Education)

Teachers College, Columbia University, New York, NY

01/2008 to present

Adjunct Assistant Professor

Guided Investigations (Masters’ Degree Thesis Advisor)

Economic Decision-Making and Citizenship Education

Controversial Issues in the Secondary Classroom

Designing Curriculum and Instruction: Social Studies in Elementary and Middle Schools

Curriculum, Research, and Supervision

Global Citizenship Education (Online)

Designed syllabi and leads instruction in teacher education course for Masters’ students teaching secondary social studies; focuses readings, classroom discourse, and activities with the purpose of: advancing content understanding, thinking critically about different ideologies, and utilizing reasoning in a pedagogical and philosophical framework.

Understanding Fiscal Responsibility Grant

Collaborated with university faculty and doctoral students to conduct empirical research related to teaching economics and designed, field tested, and nationally distributed an economics-civics curriculum to promote inquiry of economic decision-making, as part of a \$2.5 million grant awarded by the Peter G. Peterson Foundation.

Ramapo College, Mahwah, NJ

09/23 to present

Adjunct Professor

Elementary Education Capstone Experience

William Paterson University, Wayne, NJ

09/20 to 05/21

Adjunct Professor

Social Studies Methods I & Social Studies Methods II

Dissertation Committees Served (Advisor/Reader)

Kelly Peterfriend (Fordham University – 2023)

Allison Stein (Rutgers University – 2023)

Guest Lecturer

Doctoral Seminar (Teachers College, Columbia University)

Doctoral Studies (Lehigh University)

Presentations/Professional Programs

“Foundations of Meaningful Assessment” (Fairlawn High School, 2023)

“A New Place: Civics 2022” (Montclair State University, 2022 – led, organized, and presented conference)

“Rethinking Civic Education NOW” (Gravity Goldberg, LLC Think Tank, 2021)

“From Classroom to Community: Meaningful Civic Engagement” (NJSBA, 2019)

“Site-Based Inquiry Professional Development” (National Learning Forward NJ, 2018)

“Making a Case for a Civics-Oriented US History Program” (NJSSSA, 2017)

“Performance-Based Assessment at the High School” (Learning Forward, 2014)

“Teaching Students to be Critical Consumers” (NJSSSA, 2014)

“Integrating Media Literacy and Media Education across the Curriculum” (NJASCD, 2012)

“Learning and Achieving through Service Learning” (NMSA, 2010)

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“Learning to Listen in Lesson Study” (NJPSA, 2010)
“Developing Analytical Thinking Using Economic Reasoning” (NJCSS, 2009)
“Reading Meaning through the Global Mediascape” (CUFA, Houston, 2008)
“Using Blogs to Foster Effective Classroom Discussion” (NCSS, 2007)
“Developing a New Generation of Social Studies Leaders” (NCSS, 2005)
“Preparing Students and Teachers for Tomorrow: An Interdisciplinary Approach” (NJASCD, 2005)
“Keys to Student Entrepreneurial Success in the Real World” (NCSS, 2004)
“Using Scored Discussions to Enliven your Classroom” (NCSS, 2004)
“Anti-Hate Education in the Social Studies Curriculum” (NJPSA, 2004)
“Human Rights Education Leads to Social Activism in the Community” (NCSS, 2001)
“Integrating Economic Concepts in the Social Studies Curriculum” (NJCSS, 2001)

Publications

Goldberg, L., Siegel, B., & Goldberg, G. (2015). An Argument Everyone Wins: Shared Learning Unites Teachers across Schools and Grade Levels. *Journal of Staff Development*, 36(2), 12 – 18.

Gaudelli, W. & Siegel, B. (2011). Seeking knowledge through global media. *Curriculum Inquiry*, 40(50), 582-99.

Marri, A., Gaudelli, W., Cohen, A., Siegel, B., Wylie, S., Crocco, M., & Grolnick, M (2011). Analyzing content about the federal budget, federal debt, and budget deficit in 12 mostly commonly used high school and college level economics textbooks. *Journal of Social Studies Research*.

Affiliations/Honors

Tri-State Consortium, Member and Participant in Superintendent Study Group (2021 – Present)
New Jersey Superintendent Network, Member (2021 – Present)
Bergen County Association of School Administrators, Member (2018 – Present)
American Association of School Administrators, Member (2018 – Present)
New Jersey Association of School Administrators, Member (2018 – Present)
New Jersey Center for Civic and Law Related Education, Trustee (2019 – Present)
American Education Research Association, Member (2011 – Present)
Bergen County Curriculum Consortium, Member and Co-President (2011 – 2018; 2015 - 2017)
National Council of Social Studies, Member (1999 – Present)
National Social Studies Supervisors Association, Member, President (2008-2009), Vice President (2007-2008)
New Jersey Principals and Supervisors Association, Member (2005 – 2018)
Association for Supervision and Curriculum Development, Member (2011 – 2018)
Scotch Plains Public Library, Board of Trustees (2005-2007)
NASDAQ National Teaching Award (Northeast Region Winner) (2004)

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EMPLOYMENT AGREEMENT

between the

MOUNTAIN LAKES BOARD OF EDUCATION

and

DR. BRAD SIEGEL
SUPERINTENDENT OF SCHOOLS

for the period

July 1, 2024 THROUGH JUNE 30, 2029

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THIS EMPLOYMENT AGREEMENT is made and entered into this ____ day of March, 2024, by and between the **MOUNTAIN LAKES BOARD OF EDUCATION**, with offices located at 96 Powerville Road, Mountain Lakes, NJ 07046 (hereinafter referred to as the "Board"), and **DR. BRAD SIEGEL** (hereinafter referred to as the "Superintendent").

W I T N E S S E T H:

WHEREAS, the Board desires to provide the Superintendent with a written Employment Agreement in order to enhance administrative stability and continuity within the Mountain Lakes School District (hereinafter referred to as the "District") which the Board believes improves the quality of its overall education program; and

WHEREAS, the Board and the Superintendent believe that a written Employment Agreement is necessary to describe specifically their relationship and to serve as the basis for effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the District.

NOW, THEREFORE, based on the foregoing premises and in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. TERM

The Board hereby employs, and Dr. Brad Siegel hereby accepts, employment as the Superintendent of Schools for the period beginning July 1, 2024, and ending June 30, 2029, all in accordance with the terms and conditions contained herein.

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2. COMPENSATION

a. The Board shall pay the Superintendent a prorated salary of Two Hundred Twenty Eight Thousand Dollars (\$228,000) for the period beginning on July 1, 2024 through June 30, 2025.

b. For the period from July 1, 2025 through June 30, 2026, the Board shall pay the Superintendent an annual salary of Two Hundred Thirty Four Thousand Eight Hundred Forty Dollars (\$234,840), which represents a three percent (3%) increase on the previous year's salary.

c. For the period from July 1, 2026 through June 30, 2027, the Board shall pay the Superintendent an annual salary of Two Hundred Forty One Thousand Eight Hundred Eighty Five Dollars (\$241,885), which represents a three percent (3%) increase on the previous year's salary.

d. For the period from July 1, 2027 through June 30, 2028, the Board shall pay the Superintendent an annual salary of Two Hundred Forty Nine Thousand One Hundred Forty Two Dollars (\$249,142), which represents a three percent (3%) increase on the previous year's salary.

e. For the period from July 1, 2028 through June 30, 2029, the Board shall pay the Superintendent an annual salary of Two Hundred Fifty Six Thousand Six Hundred Sixteen Dollars (\$256,616), which represents a three percent (3%) increase on the previous year's salary.

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f. The Superintendent shall be paid his annual salary in accordance with the schedule of salary payments in effect for other certified employees.

g. A day's pay shall be defined as 1/260th of the Superintendent's annual salary.

h. During the term of this Employment Agreement, including any extension hereof, the Superintendent shall not be reduced in compensation and/or benefits.

i. The Superintendent shall have the right during the Superintendent's employment, to take a reduction in salary and require the Board to use an amount corresponding to such reduction to purchase a tax-sheltered annuity and/or mutual fund investment in accordance with N.J.S.A. 18A:66-127, et seq. and applicable tax laws, including Sections 403(b) and 457(b) of the Federal Internal Revenue Code. The maximum amount of reduction in salary authorized shall be the maximum tax deferral amount permitted by the Federal Internal Revenue Code.

3. PROFESSIONAL CERTIFICATION

The Superintendent shall at all times hold a valid New Jersey School Administrator's certificate to act as a Chief School Administrator in the State of New Jersey.

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4. DUTIES

In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

a. To faithfully perform the duties of Superintendent for the Board and to serve as the chief school administrator in accordance with the Laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of Superintendent of Schools, is incorporated by reference into this Employment Agreement. If the Board proposes to substantially increase the duties of the Superintendent by assigning him to another position or title it shall discuss additional compensation commensurate with such increase in duties, and any additional compensation agreed upon by the parties shall be reflected in an addendum to this Employment Agreement, which must be approved by the Executive County Superintendent.

b. To devote the Superintendent's full time, skills, labor, and attention to this employment during the term of this Employment Agreement; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation

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without the written consent of the Board. The Superintendent shall notify the Board President in the event he is going to be away from the District on District business. The Superintendent shall be permitted to work as an adjunct instructor in higher education so long as it does not interfere with his day-to-day responsibilities. The Superintendent shall notify the Board President of any adjunct position he accepts, including the name of the institution of higher education and the duration of his employment.

c. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board.

d. To non-renew personnel pursuant to N.J.S.A. 18A:27-4.1, and to provide a written statement of reasons for non-renewal upon proper request to the employee.

e. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to him. The Superintendent shall have the right to contact the Board's attorney for legal assistance as the need arises in carrying out his duties.

f. To assume responsibility for the administration of the affairs of the District, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities

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therein will be performed and discharged by the Superintendent, or by staff, at the Superintendent's direction.

g. To have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, (except where a Rice notice has been served upon the Superintendent notifying him that his employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committee on all matters affecting the District.

5. WORKING REMOTELY

The Superintendent will be permitted up to five (5) work-from-home days, subject to the approval by the Board President. These days may only be used on days when school is not in session for students.

6. EVALUATION

The Board shall evaluate the performance of the Superintendent at least once per year prior to June 30th, and in accordance with the statutes, rules, regulations and Board Policy relating to the Superintendent's evaluation. Each evaluation shall be based upon the criteria adopted by the Board, the goals and objectives of the District, the

responsibilities of the Superintendent and such other criteria as the New Jersey State Department of Education and/or Board of Education shall prescribe.

On or before June 30th of each year of the Employment Agreement, the Board and Superintendent shall meet in closed executive session for the purpose of evaluation of the performance of the Superintendent. The Board shall, prior to said meeting, supply the Superintendent with a copy of its written evaluation of the Superintendent and shall provide direction as to the area(s) of performance in need of improvement. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing and in reasonable detail the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall have the right to respond in writing to the evaluation and this response shall become a permanent attachment to the Superintendent's personnel file upon the Superintendent's request. The Board and Superintendent shall mutually agree upon the evaluation format in every year of this Employment Agreement.

On or before September 15th in year one of this Employment Agreement, the parties shall meet to establish the District's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is

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evaluated, as hereinafter provided. On, or prior to, June 15th of each succeeding school year, the parties will meet to establish the District's goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.

7. ABSENCES

a. Vacations

The Superintendent shall be entitled to an annual vacation of twenty (20) prorated working days per year for the term of this Employment Agreement. All of the vacation days shall be available for the Superintendent's use on July 1st of each year of this Employment Agreement, but it is understood and agreed that they are earned on a monthly pro rata basis. The Superintendent shall take his vacation time after giving the Board President one (1) week's prior notice. School vacations do not constitute time off for the Superintendent, unless he uses his leave time. The Superintendent may take vacation days during the school year, upon notice to the Board President.

The Board encourages the Superintendent to take his full vacation allotment each year; however, not more than ten (10) vacation days may be carried over by the Superintendent from year to year. All days carried over must be used in the next year, or those days taken will be forfeited and shall have no cash value. Upon separation from service, the Superintendent shall be paid for all unused

vacation days at the Superintendent's daily rate of pay, based upon a 260 day work year, within thirty (30) days of his last day of employment. Unused accumulated vacation days shall be payable to the Superintendent's estate in the event of his death.

b. Holidays

The Superintendent shall be entitled to the following holidays with pay only when schools and offices are closed:

- Labor Day
- Rosh Hashanah
- Yom Kippur
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Good Friday
- President's Day
- Memorial Day
- July 4th

c. Sick Days

The Superintendent shall receive twelve (12) sick days without deduction of pay per school year, for the term of this Employment Agreement. Sick days shall be accumulative in accordance with N.J.S.A. 18A:30-3. Upon retirement from the District and subject to a maximum payment of Fifteen Thousand Dollars (\$15,000), the Board shall pay the Superintendent for his unused accumulated sick days at the

rate of 1/260 of the Superintendent's then current salary. Payment due hereunder shall be made within thirty (30) days of the Superintendent's last day of employment.

d. Sick Leave Bank

A voluntary sick leave bank has been created and funded with accumulated sick days donated by the Superintendent and other administrators in the District, as permitted by N.J.S.A. 18A:30-10. The Superintendent and the other administrators covered by this sick leave bank may contribute a maximum of two (2) sick days per year of his available sick days. Contributions to the sick leave bank shall be irrevocable. The Superintendent shall not be entitled to reimbursement for and/or restoration of any sick days he contributed to the sick leave bank. The Superintendent is not required to participate in the sick leave bank.

e. Personal Days

Up to three (3) non-cumulative personal days without deduction of pay per school year shall be allowed for personal reasons. Whenever possible, the Superintendent shall ask the Board President for written approval for personal leaves three (3) school days in advance. In the event of an emergency advance approval will not be required. The use of personal days at the beginning or end of the student vacation periods or holidays is discouraged unless they are of an emergency nature.

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f. Bereavement Days

The Superintendent shall be granted up to five (5) days of paid absence immediately following the death of an immediate family member. Immediate family consists of spouse, spouse's parents, child, step-child, parent, brother, sister, or any other relative living as a member of the immediate household.

8. INSURANCE

a. The Superintendent is eligible for membership in the Board's health insurance plan with either individual or family health benefits coverage at his option. The Superintendent shall contribute towards the cost of his health insurance premiums in accordance with applicable law. In no case shall the Superintendent pay less than the 1.5% of base salary in accordance with N.J.S.A. 18A:16-17 (P.L. 1979, c. 391). Such limitation shall in no way link this Employment Agreement with any agreement collectively negotiated with other District employees. The premium contribution shall be paid by the Superintendent through payroll deduction.

b. The Superintendent may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board. The Superintendent will be paid the lesser of twenty five percent (25%) or Five Thousand Dollars (\$5,000) of the cost of said coverage of waiving such coverage. Any such payments will be in accordance with and are subject to applicable law and administrative regulation.

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9. PROFESSIONAL DEVELOPMENT

a. Workshops, Conferences and Conventions

Each school year, the Board agrees to provide release time and pay the full cost of registration fees, mileage and reasonable expenses incurred in connection with one (1) national and one (1) state convention, the annual School Boards conference and TechSpo; provided, however, that the Superintendent shall not be eligible to register for any of the foregoing workshops, conferences, seminars and conventions after he has given notice of termination of this Employment Agreement, pursuant to Paragraph 12 below. Any additional expenses will require Board approval. Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular letters which may be issued by the State Office of Management and Budget.

b. Membership in Professional Associations

The Board agrees to pay the full cost of membership in the following organizations: NJASA, AASA, MCASA, and such other organizations as the Board and the Superintendent deem to be beneficial.

Reimbursement or payment for such expenses shall be made in accordance with Board policies, N.J.S.A. 18A:11-12 and the State's regulations regarding travel covered under Circular Letter 08-13-OMB, and any subsequent circular

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letters which may be issued by the State Office of Management and Budget.

10. ADDITIONAL BENEFITS

The Board shall supply the Superintendent with the use of a laptop computer or iPad (with Internet access) which is the property of the Board and shall be returned to the District at the end of the Superintendent's employment with the District. The Board shall be responsible for all maintenance and software updates associated with the laptop computer. The laptop computer or iPad shall be replaced as necessary.

The Superintendent shall be reimbursed for cell phone usage relating to District business to a maximum of Forty Dollars (\$40) per month. As a condition to this reimbursement, the Superintendent must be reasonably available during non-work hours, and take reasonable measures to protect the confidentiality of District business being transmitted to and through said cell phone. This payment shall be subject to all applicable taxes and deductions at the source of wages.

11. MEDICAL EXAMINATION

The Superintendent shall undergo a physical examination prior to his initial employment pursuant to N.J.S.A. 18A:16-2 and N.J.S.A. 18A:16-3, the scope of which shall be determined under rules of the State Board. The Superintendent shall provide the Board with a written statement of assurance from

his physician that he is fit to perform the duties set forth under Paragraph 4 of this Employment Agreement.

12. RENEWAL OF EMPLOYMENT AGREEMENT

The Board shall notify the Superintendent in writing on or before February 1, 2029, whether his Employment Agreement shall be extended for another term. The Superintendent shall notify the Board, on or prior to December 1, 2028 of its responsibility described herein. This notice shall not be construed to relieve the Board from its statutory notice duties. In all other respects, the renewal of this Employment Agreement shall be subject to the provisions of Title 18A and applicable State Board of Education regulations.

13. TERMINATION OF EMPLOYMENT AGREEMENT

This Employment Agreement may be terminated by:

- a. Mutual agreement of the parties; or
- b. Unilateral termination by the Superintendent not less than ninety (90) days' written notice to the Board; or
- c. Pursuant to the provisions of Title 18A and applicable State Board of Education Regulations.

14. CRIMINAL HISTORY CHECK

The Superintendent shall be subject to a criminal history record check as set forth in N.J.S.A. 18A:6-7.1 to 7.5 and shall furnish the Board with verification of same. The Superintendent shall bear the cost for the criminal history record check. The Superintendent shall be subject to the additional employment history review set forth in N.J.S.A.

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18A:6-7.6 et seq., which requires the authorization for disclosure of certain information regarding any past instances of child abuse and/or sexual misconduct by the employee.

15. REVOCATION CLAUSE

The Parties hereto agree that in the event the Superintendent's certification is permanently revoked, all provisions of this Employment Agreement shall be null and void as of the date of the revocation, and if the Superintendent is lawfully precluded from performing his duties by any Judgment, Order or direction of any court of competent jurisdiction or the Commissioner of Education, all provisions of this Employment Agreement shall terminate and the Superintendent's employment shall cease.

16. MODIFICATION CLAUSE

The terms and conditions of this Employment Agreement shall not be modified except by the written consent of both parties hereto and review and approval by the Executive County Superintendent. Any amendments to this Employment Agreement shall not create a new agreement or agreement term but shall only constitute an amendment to the existing Employment Agreement.

17. SAVINGS CLAUSE

If during the term of this Employment Agreement it is found that a specific clause of the agreement is contrary to federal or state law, the remainder of the Employment Agreement not affected by such ruling shall remain in full force

and effect. The parties hereto represent to each other that they fully understand the terms and conditions of this Employment Agreement, and agree to be bound by same pursuant to the rules and regulations of the Department of Education and the laws of the State of New Jersey.

18. CONFLICTS

In the event of any conflict between the terms, conditions and provisions of this Employment Agreement and the provisions of the Board's policies or any permissive federal or State law, the terms of this Employment Agreement shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

19. INDEMNIFICATION CLAUSE

The Board shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits actions and legal proceedings of any kind brought against the Superintendent in his capacity as an agent and/or employee of the Board, in accordance with the provisions of N.J.S.A. 18A:16-6 and 16-6.1 and any amendments thereto.

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IN WITNESS WHEREOF, the parties have caused this Employment Agreement to be duly executed by the Board President and the Superintendent on the date written above.

WITNESS:

MOUNTAIN LAKES BOARD OF
EDUCATION

ALEX FERREIRA
Business Administrator/Board
Secretary

BY: _____
JOANNE BARKAUSKAS
Board President

DATED: _____

DATED: _____

WITNESS:

ALEX FERREIRA
Business Administrator/Board
Secretary

DR. BRAD SIEGEL
Superintendent of Schools

DATED: _____

DATED: _____

Briarcliff Middle School

Student Handbook 2024 - 2025

Dear Briarcliff Students and Family,

We are so excited to have you be a part of our school this year! We welcome you back after what I hope was a very fun and restful summer vacation. As always, it is our goal to make your time at Briarcliff an awesome time to learn, grow, and make lifelong connections. Our staff has been working very hard to plan for the upcoming school year and I hope you look forward to the exciting activities they have planned for you.

This planner serves many roles and purposes for you. It is very important for us to clearly communicate our Code of Conduct and expectations, which are identified in this planner. Please take the time to review our Student Handbook so that you are aware of what is expected. Should you have any questions or concerns please do not hesitate to contact me directly.

In addition to providing you a copy of our Student Handbook, this planner can serve as an assignment pad for students to assist in staying organized. This is a great tool to also help communicate between home and school, and if used regularly, parents can know what their child is expected to complete outside of school in regards to assignments, but also school activities and events.

On behalf of the wonderful staff and myself, welcome back! I can already feel the energy in our halls as we await the start of the year. Looking forward to seeing you soon.

Sincerely,
Mr. Erik Carlson
Principal



Mountain Lakes Public School District

Briarcliff Middle School

2024 - 2025 School Calendar

2024 AUGUST	28 30	Wednesday Friday	First Day for Students School Closed
SEPTEMBER	2	Monday	Labor Day (Closed)
OCTOBER	2 3	Wednesday Thursday	12:15p Dismissal Rosh Hashanah (Closed)
NOVEMBER	4-6 7-8 27 28-29	Mon. - Wed. Thurs. - Fri. Wednesday Thurs. - Fri.	12:15p Dismissal/Parent-Teacher Conferences NJEA Convention (Closed) 12:15p Dismissal Thanksgiving Recess (Closed)
DECEMBER	20 23-31	Friday Mon. - Fri.; Mon. - Tues.	12:15p Dismissal Winter Recess (Closed)
2025 JANUARY	1 2 20 27	Wednesday Thursday Monday Monday	New Year's Day (Closed) Schools Reopen Martin Luther King Jr. Day (Closed) Staff Professional Development (Closed)
FEBRUARY	17-21	Mon. - Fri.	Mid-Winter Recess (Closed)
MARCH	12	Wednesday	12:15 p.m. Dismissal
APRIL	18-25	Fri. - Fri.	Spring Break (Closed)
MAY	26	Monday	Memorial Day (Closed)
JUNE	16 17	Monday Tuesday	- 12:15p Dismissal - Briarcliff Completion Ceremony, 6p Last Day / 12:15p Dismissal

NOTES: This calendar contains three (3) emergency closing days. Any additional emergency closing days will be made up during Spring Break starting with Friday, April 25, then Thursday, April 24, etc. Unused emergency days will be applied as follows:

1. Friday, May 23 (Friday before Memorial Day).
2. Thursday, May 22 (Thursday before Memorial Day).
3. Tuesday, May 27 (Tuesday following Memorial Day).

**BRIARCLIFF BELL SCHEDULES: REGULAR DAY & EARLY
DISMISSAL**

<u>Period</u>	<u>Regular Day</u>	<u>Early Dismissal</u>
First Bell	7:55 a.m.	7:55 a.m.
Homeroom	8:00 a.m. – 8:05 a.m.	8:00 a.m. – 8:05 a.m.
Period 1	8:05 a.m. – 8:49 a.m.	8:05 a.m. – 8:33 a.m.
Period 2	8:49 a.m. – 9:33 a.m.	8:33 a.m. – 9:01 a.m.
Period 3	9:33 a.m. – 10:17 a.m.	9:01 a.m. – 9:29 a.m.
Period 4	10:17 a.m. – 11:01 a.m.	9:29 a.m. – 9:57 a.m.
Period 5 (6 th Gr. Lunch)	11:01 a.m. – 11:45 a.m.	9:57 a.m. – 10:25 a.m.
Period 6 (8 th Gr. Lunch)	11:45 a.m. – 12:29 a.m.	10:25 a.m. – 10:53 a.m.
Period 7 (7 th Gr. Lunch)	12:29 p.m. – 1:13 p.m.	10:53 a.m. – 11:21 a.m.
Period 8	1:13 p.m. – 1:57 p.m.	11:21 a.m. – 11:49 a.m.
Period 9	1:57 p.m. – 2:36 p.m.	11:49 a.m. – 12:15 p.m.

The cafeteria will be closed on early dismissal days.

BRIARCLIFF DELAYED OPENING BELL SCHEDULES

<u>Period</u>	<u>Delayed Opening</u>
First Bell	9:55 a.m.
Homeroom	10:00 a.m. – 10:05 a.m.
Period 1	10:05 a.m. – 10:35 a.m.
Period 2	10:35 a.m. – 11:05 a.m.
Period 3	11:05 a.m. – 11:35 a.m.
Period 5 (6 th Gr. Lunch)	11:35 a.m.- 12:05 p.m.
Period 6 (8 th Gr. Lunch)	12:05 p.m. – 12:35 p.m.
Period 7 (7 th Gr. Lunch)	12:35 p.m. – 1:05 p.m.
Period 8	1:05 p.m. – 1:35 p.m.
Period 4	1:35 p.m. – 2:05 p.m.
Period 9	2:05 p.m. – 2:36 p.m.

I. STUDENT RIGHTS & SERVICES

Statement of Non-discrimination/Affirmative Action

It is the policy of the Mountain Lakes Board of Education and Briarcliff Middle School not to discriminate on the basis of race, color, creed, religion, sex, disability, ancestry, nationality, or social or economic status, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil union status, or any other distinguishing characteristic, in its educational programs or activities and employment policies pursuant to N.J.S.A. 10:5-1 et seq. and N.J.A.C. 6A:16-7.1. Inquiries regarding compliance may be directed to the Principal. Additionally, students have the right to attend school irrespective of pregnancy, parenthood, or marriage.

Students with Disabilities

For students with disabilities, the Code of Conduct will be implemented consistent with the student's individual education program (IEP) or Section 504 accommodation plan.

Briarcliff Credo

BRIARCLIFF Is:

L ove of learning

A ppreciation of the arts

K nowledge of self

E mpathy for others

R espect for all

P ersonal excellence

R esponsibility to the planet

I nterpersonal skills

D edication to the community

E thical behavior

Love of Learning

I will commit myself to developing a life-long curiosity about the world in which I live, that is, the academic, the physical, the psychological, and the emotional. I will strive to enthusiastically investigate the unknown as topics, issues, and subjects that pique my interest.

Appreciation of the Arts

I will commit myself to a respect for the creative process in all its many forms: the fine arts, the performing arts, and literature. I will strive to understand the skills developed and the dedication to the refinement of the creative process.

Knowledge of Self

I will commit myself to developing an awareness of my personality and individuality and a respect for my beliefs, ambitions, likes, and dislikes. I will be aware of my strengths and strive to improve my weaknesses. I will believe in myself and not follow negative behaviors.

Personal Excellence

I will commit myself to positive behavior in thought, word, and deed. I will set goals that eliminate excuse making and avoidance of responsibility. I will strive to do my personal best in all my activities: the academic, the athletic, the social, and the cultural.

Responsibility to the Planet

I will commit myself to preserving the environmental integrity of the earth by paying attention to issues such as recycling, the protection of endangered species, and the preservation of the earth's delicate ecosystems. I will not pollute our water, land, or air.

Empathy for Others

I will commit myself to developing an understanding of and sensitivity to the thoughts and feelings of others, and I will be compassionate to their needs. Before I judge another's views or values, I will figuratively "walk a mile in their shoes."

Respect for All

I will commit myself to behavior that brings dignity to all individuals. I will not tease, put down, insult or discriminate against anyone. I will respect other people's views and opinions. I will understand that there are differences in people's race, religion, gender, socioeconomic status, and culture. I will embrace their individuality, and I will act with compassion in respecting their differences.

Interpersonal Skills

I will commit myself to the development of my communication skills, both written and oral. I will strive to observe and react appropriately to the behaviors, moods, and natures of other people. I will support freedom of expression and practice civility in all my relationships.

Dedication to Community

I will commit myself to being a positive, productive member of all the communities to which I belong, for example, my family, my school, and my town. I will work toward the common good of all who share partnership in these communities with me. I will protect, preserve, and enhance the natural beauty that surrounds me.

Ethical Behavior

I will commit myself to being honest and forthright in my dealings with others both in and out of school. I will respect the rights and property of others. I will not cheat in class, in games or sports. I will not plagiarize or borrow another student's homework. I will not practice lying, deceit, or disloyalty in personal relationships.

Briarcliff Credo Developed by:

Joseph Caravela, Janet Kleinberg, Denise Lapinski, & Marge Wilkins, May 1999

Dress and Appearance

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students **may not** wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; is distracting to self or others, or prevents the student from achieving his/her own educational objectives.

Briarcliff prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property, on a school bus, or at a school-sponsored event. Apparel with biased, offensive or profane messages, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

The following types of clothing may not be worn at Briarcliff Middle School:

- Hats, headgear or backpacks inside the building. Exceptions will be made for medical or religious reasons. Backpacks may be used when lockers are not available or for specific reasons with approval from the Administration;
- Clothing that displays profanity, violence, discriminatory messages or sexually suggestive phrases or innuendo or clothing that promotes drugs or alcohol use;
- All shorts/pants/skirts are to be worn at the student's natural waist;
- Shorts are to be an appropriate length which is deemed appropriate by the Administration.
- All shirts that do not have a strap over the shoulder;
- Sleep wear may be worn when permission is granted by the Administration;
- Flip flop shoes (thin rollable sole, rubber thonged, beach shoe);
- Gym clothing in academic classes;
- Clothing that contains writing on the seat;
- Clothing that displays an open back or stomach;
- Clothing that exposes any undergarments.

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define

appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field trips and other school-related activities. Specifically, some departments, such as physical education, science, art, and technology require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events. Remember, you represent yourself, your school, your family and your community.

Leaving School Grounds

Upon arrival to school grounds, students **are not permitted to leave** the school building/school grounds without permission. Students may only leave the building if they are picked up by a parent/guardian or an adult designated by a parent/guardian – unless other circumstances have been arranged and approved by the administration.

Acceptable Use of District Network Systems, Internet, & Technology

Electronic devices at Briarcliff contain access to the Internet. The Internet is an electronic highway connecting thousands of electronic devices all over the world and millions of individual people. The District has access to the following: (1) electronic mail (E-mail); (2) information and news from a variety of sources and research institutions; and (3) access to many university libraries, the Library of Congress, and more.

While it is impossible to control all materials that are accessible on the network, Briarcliff takes precautions to deny access to inappropriate materials and has identified acceptable use guidelines for those who are permitted to use the network. The District Intranet, a local area network that encompasses the electronic devices of Briarcliff, includes, but is not limited to, classroom electronic devices, lab electronic devices, servers, and media center electronic devices. Students are only allowed access to programs and applications published for educational purposes - unless permission is expressly given by an administrator – and in a manner that is not inconsistent with the educational mission of Briarcliff. A smooth operation of the network relies upon strict adherence to the acceptable usage guidelines. In general, these guidelines require efficient, ethical, and legal use of network resources by students.

School electronic devices, like any other school property, are never to be altered – including the addition or deletion of software – without the explicit authorization of a

systems administrator employed by the District. Tampering with systems, including attempts to gain unauthorized access may provide grounds for suspension or expulsion from school.

Any student that accesses the Internet through the District network must adhere to the guidelines provided for in the Board's Acceptable Use Of The Internet as set forth in the Board Policy 6142.10. If a student violates the following policies or otherwise misuses the District's network, he or she may lose Internet and Intranet access privileges. The student will also be subject to appropriate school discipline. If the activity is contrary to existing statutes and regulations that are prohibited by law, the student may be subject to criminal prosecution. Please see the school's homepage for a copy of the District's full Acceptable Use Policy.

1. Acceptable Use of Internet/Intranet – The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Briarcliff's account must be in support of education and research and consistent with the educational objectives of Briarcliff.
2. Unacceptable Use of Internet/Intranet:
 1. Do not send abusive messages to anyone; use of the network to send hate mail, or further harassment, discriminatory remarks, or other anti-social behaviors is prohibited.
 2. Use for commercial activities by for-profit institutions is not acceptable.
 3. Use for product advertisement or political lobbying is also prohibited.
 4. Transmission of any material in violation of any U.S. or state regulations is prohibited.
 - i. This includes, but is not limited to:
 1. copyrighted material.
 2. threatening or obscene material.
 3. material protected by trade secrets.
3. Security – security on any electronic device system is a high priority, especially when the system involves many users. All users have a vested interest in protecting the security of the system and the responsibility of notifying a teacher or system administrator immediately of a potential security problem. No one is allowed to use another individual's account without the expressed written

permission of the principal or designee. Student passwords may not be shared with others without the expressed written permission of the principal or designee. Attempts to log on as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk may be denied access to the Internet/Intranet. All users must close their accounts and log out before leaving the computer.

4. Vandalism – is defined as any malicious attempt to harm or destroy the data of another user, the Internet, Intranet or any of the agencies or networks that are connected to our systems. This includes, but is not limited to, the uploading or creation of electronic device viruses. Vandalism also encompasses physical destruction of electronic devices and peripherals in the media center, classrooms, and labs. Vandalism will result in the cancellation of privileges and disciplinary and/or legal action, plus potential restitution if necessary.
5. Enforcement – The use of the Internet/Intranet is an integral part of the curriculum. Inappropriate use will result in cancellation of the student's ability to take advantage of this research tool. School disciplinary action and/or appropriate legal action may also be taken. Serious violations of the Internet Use Policy agreement will be dealt with to the full extent of the law. School administrators will determine what constitutes serious inappropriate use. Due process appeal procedures and policies will be implemented, as applicable, through N.J.A.C. 6A:14-2.8 and N.J.A.C. 6A:16-7.2 and 7.5.

Lockers

Briarcliff recognizes the need to provide student locker facilities. Student lockers, although intended for student use, are the property of the Briarcliff. Accordingly, Briarcliff recognizes its responsibility to protect the health, welfare, and safety of all District students and personnel and to provide for an environment that is conducive to learning. Furthermore, Briarcliff is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. Briarcliff directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official in effecting a student locker search shall be that the school official must have reasonable grounds to believe that a

student possesses evidence of illegal activity or activity that would interfere with school discipline and order or the health and safety of students and staff before a reasonable search can be conducted. In the event that a search reveals that a student's locker contains any material or article in violation of Board Policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.

Each student is assigned two lockers at the beginning of each school year, a hall locker and a gym locker. Each student is also assigned a student lock that will follow them each year they are at Briarcliff. Each of their lockers are expected to remain locked at all times. The Physical Education teacher will give out combinations for gym lockers on a yearly basis. Students are expected to maintain an orderly locker and to remove material that is not used.

Briarcliff lockers are made available to students for the temporary storage of school materials, clothing and other personal property that does not pose a threat to the safety, security, or orderly discipline of the school. Briarcliff assumes no responsibility for the safety of personal belongings in student lockers. Please note that all personal items of value should always be locked in the GYM LOCKER during in-school or after-school activities. Students are prohibited from sharing the combination to their locker with anyone. Food should never be kept in lockers beyond a single school day. Students are responsible for the condition of their lockers and may be charged for any damage, including damage resulting from unreasonable wear and tear. Students shall not affix permanent materials or otherwise deface lockers.

Textbooks and Library Books

Each student is responsible for the books issued to him. Students should report lost books immediately. If a book is lost or damaged, the student will be responsible for payment of the book. The final report card will not be mailed if a student owes any textbook or library book fines.

Lost & Found

Articles that are found should be returned to the following areas:

- Books to the library.
- Valuables and textbooks to the main office.

- Articles of clothing to the cafeteria.

Inquiries regarding lost/found items should be made to the designated lost and found location. Unclaimed items will be donated on dates determined by the Administration.

Physical Education Participation

All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and a gym suit. Students may be excused from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse.

Health Services

A certified school nurse is on duty at Briarcliff during regular school hours. Students should report to the nurse if illness occurs in school. The nurse will arrange for the students who are too ill to remain in school to go home. If the nurse is not in, students are to report to the main office. Emergency care will be provided for students who are injured or become ill during the school day. Names and telephone numbers of designated care persons, in the event of an emergency, must be updated and on file with the school nurse. The school nurse following the guidelines below will administer all medications, including all over the counter medication taken by any student:

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage, and time schedule, including reason for medication.
2. A parent's written permission to the school nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.
3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed. Unused medication will be returned by the school nurse to the parent at the end of each school year.

Intervention & Referral Services

The I&RS Committee follows a team-based approach to determining the best means of supporting students who may be experiencing learning, behavior and/or health difficulties. Referrals to the committee may be made by a staff member or by a parent. The Committee's goal is to identify obstacles to a student's success, determine intervening recommendations for the classroom teachers and the family, and review the student's progress following initial implementation of the action plan. Student referral to I&RS customarily precedes referral to the Child Study Team.

Birthday Bulletin Board

At Briarcliff, we feel that individual self worth is important to all students and therefore recognize all students on their birthdays. Birthday names appear every month in our hallways. Students may choose to decorate a friend's locker. This is to be done before or after school. All students must gain permission & sign in at the front office. There may not be any candy or balloons placed on the outside of the locker. We are not able to give out locker keys or combinations for decorating purposes.

Student Bicycles

Bicycle racks are located on the playing field. Bikes are not to be ridden during the school hours and it is strongly recommended that they all be equipped with locks.

Notification of Health Curriculum Content

The New Jersey State Health Curriculum Guidelines require that parents receive notification of the content of the District's health curriculum. Further, parents may request a waiver from selected topics contained in the curriculum.

If a parent questions the appropriateness of these health topics, the parent will be given the opportunity to examine the details of the Health Curriculum. Further, the parent may request a waiver for his or her child to be exempted from the topic(s) in question. The request, stating the specific reasons for the exemptions, shall be submitted in writing to the building principal. Should there be sufficient reason to honor the request, the Principal will assign the student to a library/study location during the health instructional time and will be provided an alternate assignment to meet the health requirements.

Harassment, Intimidation, Bullying and Hazing

The Board of Education and Briarcliff prohibit acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive/violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate in a safe and disciplined environment.

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils; or
5. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

All cases that are reported as harassment, intimidation, or bullying may not constitute the statutory definition set forth above. As recently explained by the Courts:

The statutory definition of "bullying" does not include all violent or aggressive conduct against a student. The definition, both before and

after adoption of the 2010 Anti-Bullying Act, refers to conduct that is “reasonably perceived as being motivated” by a “distinguishing characteristic” of the victim, such as, “race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory [disability]” N.J.S.A. 18A:37-14. The statute has not limited “distinguishing characteristic” to those specifically enumerated, but it has consistently required such a perceived motivation. Thus, harmful or demeaning conduct motivated only by another reason, for example, a dispute about relationships or personal belongings, or aggressive conduct without identifiable motivation, does not come within the statutory definition of bullying.

In such cases, however, the conduct will be handled in accordance with the applicable Board Policy or Regulation.

Each report of harassment, intimidation, or bullying, in accordance with the statutory procedures set forth in N.J.S.A. 18A:37-15 et seq., will be addressed in an appropriate manner, beginning with an administrative investigation. Every instance of these behaviors will be treated according to the specific, individual circumstances of the occurrence; however, a student's history of problem behaviors and prior interventions will also be considered in the determination of consequences.

The Board and Briarcliff also prohibit acts of harassment, intimidation and bullying directed towards District students or staff executed through electronic media (including, without limitation, electronic groups such as Facebook, Twitter, Instagram, SnapChat etc.) or electronic means (including, without limitation, e-mail, text messaging and use of image-altering software). As noted in the statute, electronic communication means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or wireless communication device.

Hazing is considered to be an individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletics and other programs.

Under no circumstances will hazing in any form be tolerated within the scope of programs (extra-curricular and co-curricular) sponsored by Briarcliff. The Principal/or designee will determine the level and severity of the disciplinary action to be taken

including detention, suspension, and/or removal from the team or school activity of students participating in hazing practices. Some incidents may need to be reported to, and investigated by, law enforcement authorities in accordance with New Jersey state law. Student leaders (captains, club officers, etc.) are expected to discourage and are required to report hazing to their coach, teacher, and/or the administration.

To view the complete Board Policy on this matter please refer to the school website or request a copy in the Board office.

First Offense:

- Behavioral intervention, which could include a suspension (In-School or Out-of-School as determined by the Principal).
- Parent conference.
- Possible referral to local law enforcement authorities.
- Possible referral to Affirmative Action Officer.

Second Offense:

- Behavioral intervention, which could include a suspension (In-School or Out-of-School as determined by the Principal).
- In-school parent conference.
- Possible Referral to local law enforcement authorities.
- Referral to appropriate school personnel and/or Affirmative Action Officer.
- Referral to appropriate mental health professionals.

Anyone with a concern about harassment, intimidation, and bullying or bias incidents should inform a classroom teacher, guidance counselor, coach, assistant principal, or principal. Students who witness harassment are highly encouraged to report such incidents to a trusted teacher, guidance counselor, or administrator. Anonymous reports of harassment, intimidation, or bullying may be made to school officials.

Willfully false accusations of any incidents are prohibited and will be disciplined under the Code of Conduct under Level 2 offenses.

According to law, the school District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. An administrator will determine consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration.

II. STUDENT CONDUCT – RESPONSIBILITIES

The expectations, rules, and guidelines that follow are necessary in order to establish and maintain a civil, safe, and supportive school environment that promotes learning and fosters the healthy physical, social and emotional development of all students.

Briarcliff Code of Conduct Addendum

All members of the Briarcliff community are expected to uphold the standards outlined in the Credo. It is our goal that students acquire the traits necessary to become active, responsible citizens, and independent learners. Part of this growth process includes the development and reinforcement of a value system based on character traits inherent in our Credo. In addition, parents, teachers, and administrators need to model these behaviors so students have tangible examples to follow. By communicating and reinforcing these positive character traits, we hope to instill in our students a sense of pride in themselves and in their academic work.

We expect all students to exhibit positive character traits throughout their academic career at Briarcliff. All students are integral in creating a culture based on academic excellence that is achieved within a climate of honesty, respect, trust, and responsibility. By observing and upholding these ideals and principles, students embody a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represent the highest possible expression of shared values among the members of the school community.

Students who engage in behaviors that contradict the Credo will receive consistent and progressive consequences. Briarcliff Middle School uses counseling, detention, community service, and suspension within its disciplinary procedures. A student may be excluded from participating in activities, trips, school events, and/or the graduation ceremony if an offense, or multiple offenses, warrant it.

Class Trip Prohibition

1. If, at any time during the year, a student is assigned an out-of-school suspension, the student will automatically lose the privilege of attending and participating in that year's end of the year class trip.

2. If a student receives three or more conduct referrals to the Principal, any of which result in an administrative detention, the student will automatically lose the privilege of attending and participating in that year's end of the year class trip.
3. The Principal reserves the right to exclude any student from participation in any field trip if the student's behavior has failed to comply with the District's Code of Conduct, provided that the student's misconduct has resulted in school consequences.

Student Appeal Process

It is recognized that student behavior can be improved and Briarcliff is a place that allows for students to learn and grow from their mistakes. As such, any student who is excluded from participating in a field trip will have the right to appeal this exclusion. A student who wishes to appeal will need to first submit a letter to the Principal stating why they feel they should be allowed to attend the trip. The student will then have a meeting with a committee of Briarcliff Staff selected by the Principal who will hear the appeal and render a decision within five school days, unless the trip is scheduled to occur within five school days of the meeting, in which case the staff will render a decision as expeditiously as possible to allow for attendance on the field trip where appropriate. Should the decision of the staff committee be unsatisfactory to the student, the student may appeal the decision to the Principal, whose decision shall be final.

Statement of Academic Integrity

The highest standards of honesty must apply to all students' actions at Briarcliff. Any act of dishonesty reflects poorly upon a student and affects the entire school community.

In general, students are prohibited from engaging in any of the following acts:

- Cheating or allowing your work to be copied on exams, quizzes, research papers, projects, or homework.
- Unauthorized use of books/notes.
- Using cheat sheets.
- Copying from other students' papers.
- Inappropriately exchanging information with other students orally, in writing, or by signals.
- Obtaining copies of the examination illegally.

- Using text messaging, electronic transfer of information, and/or other similar activities for personal use.
- Plagiarism.

Among the Honor Code's most serious offenses are copying and plagiarism. Both are forms of cheating and are expressly prohibited. A student can be disciplined for copying where he/she takes the work of another, with or without their knowledge, uses it on homework, research papers, quizzes, or other assessment, and claims it as his/her own or takes credit for the work.

Plagiarism is not permitted in term papers, essays, reports, images, take-home examinations, homework, and other academic work. **Plagiarism is defined as stealing or using ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person without acknowledgement or in any way presenting the work of another person as one's own. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work as his/her own. A student's integrity is at stake whether he/she is the person who gives or receives the information; both are acts of dishonesty.**

Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit, are expressly prohibited.

All instances of academic dishonesty are dealt with seriously at Briarcliff. Any work (e.g., homework, test, examination, or paper) that was completed by dishonest means will receive a grade of zero (0) and may result in other disciplinary action at the discretion of the teacher and the principal. Teachers will notify parents of the offense, and a record of the student's action will remain in the student's file throughout the student's career at Briarcliff. Further disciplinary measures will follow second, third and fourth offenses of the Honor Code.

Cell Phones, Cameras, and other Electronic Mobile Devices

The Board of Education recognizes the educational value in utilizing electronic mobile devices as instructional tools. With the rapid expansion of the use of electronic mobile

devices in our society, the Board of Education feels it is imperative that its students be educated and receive guidance on how to properly use these tools for educational purposes. Utilized correctly, electronic mobile devices can enhance the learning environment while allowing the District and its students to remain current with the various uses of technology for educational purposes. Conversely, the Board of Education recognizes that the inappropriate use of such devices may constitute a disruption to the educational process and, in some cases, a violation of personal privacy.

Accordingly, any such items that are not directly associated with the educational program (electronic games, laser pens, iPods, cell phones, & etc.) are prohibited and should be kept in the student's locker during the school hours, unless with specific teacher permission for the classroom. Students may use these devices before or after school hours. If students choose to use their items during school hours, they will be confiscated and brought to the main office.

Student use of a mobile electronic device to photograph, videotape, or audio record anyone on school property, including staff, students, or visitors, is strictly prohibited during school hours, on a school bus, or at school-sanctioned events, unless expressly approved by the teacher or a member of the administrative team. Further, unauthorized electronic recording of students or staff may be deemed an act of bullying, harassment, or intimidation, and handled according to Board policy and relevant state law.

Finally, students are prohibited from using any personal entertainment devices during class time or in the media center. These devices include, but are not limited to iPods,, and handheld computer or console games.

In such cases where a student uses an electronic mobile device in an inappropriate manner or in a way that otherwise violates Briarcliff policy, the principal or his/her designee or classroom instructor may confiscate the device. In such instances, any confiscated electronic devices are subject to search if reasonable suspicion warrants, and the building administration will take appropriate disciplinary action, which may require contacting outside authorities, as outlined in the Briarcliff Code of Conduct. In the case of repeat offenses, a parent of the student must meet with a school administrator to retrieve the device. Failure to hand over a cell phone is considered insubordination and may result in suspension. Please note that a teacher may require a student to deposit her/his cell phone in a holding container upon any request to leave the classroom.

Contents of Electronic Mobile Devices

Briarcliff reserves the right to examine any student's electronic mobile device that is brought onto school grounds and search its contents if there is reasonable suspicion that Briarcliff or Board policies, rules, or regulations have been violated, as well as if there is a reasonable suspicion that the electronic mobile device contains information that may be pertinent to a school investigation. Students who use their electronic mobile device to violate Briarcliff or Board policies, rules, or regulations will be subject to appropriate disciplinary action as outlined in the Briarcliff Code of Conduct and any suspected violation of New Jersey law will be referred to law enforcement authorities.

First Offense:

- Devices will be confiscated and brought to the main office.
- The student may pick it up at the end of the day.

Second Offense:

- Devices will be confiscated and brought to the main office.
- A parent or guardian will be called to pick up the device at the end of the day.

Third Offense:

- Devices will be confiscated and brought to the main office.
- A parent or guardian will be called to pick up the device at the end of the day and a detention will be assigned.

Expectations for Student Behavior During Distance Learning

All District expectations for student behavior exist whether instruction is provided onsite, remote, or in a hybrid combination of onsite and remote instruction. Therefore, the Student Code of Conduct applies to students at Briarcliff School even when they may be receiving distance learning. All students are expected to be respectful and kind toward their classmates, other students, and the staff. Appropriate language must be used during synchronous instruction as well during online instruction. Chatbox usage must also be appropriate. Student video must remain on and in focus during synchronous instruction. Eating and drinking as well as chewing gum are not permitted during distance instruction. Students should report any incidences of harassing, intimidating, or bullying behavior immediately to the teacher.

Assemblies

Cultural and educational assemblies may be available to students throughout the school year. Unless participating in an assembly as an honoree or performer, students must sit in the section of the auditorium designated for their assigned homeroom. Attention and proper respect for participants is always expected and always required.

Fire, Safety and Security Drills

Fire drills and emergency safety drills are necessary for the safety and security of all students, staff, and others. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, the information is posted on a sign adjacent to the exit door of each room. Any specific directions regarding a fire/emergency safety drill will be announced at that time via the public address system. When a fire alarm sounds, all students must stop what they are doing and file out of the building through the nearest fire exit. Students and staff must situate themselves at least 150 ft. from the building. A quiet and orderly manner of evacuation must be maintained in case emergency conditions require a change of commands. Students are to follow the direction of the teacher in charge.

Any student who pulls a false fire alarm, otherwise creates a false alarm in the school, or removes a fire extinguisher will be subjected to serious disciplinary action, including suspension from school and a possible referral to the Superintendent of Schools with a recommendation for expulsion. Additionally, a police complaint may be filed in response.

The District conducts regular fire, evacuation, and lock-down drills. During a lock-down drill, students and staff are to seek refuge in the nearest securable room, which may also be the room that the student currently occupies. As swiftly as possible each room will be locked, lights will be turned off, and the blinds will be drawn closed. All students and staff shall seat themselves on the floor out of the line of sight of the door and shall maintain silence. Remain in lock down until appropriately advised by police or the Principal.

In the instances of relocation or evacuation students are to immediately proceed in a quiet and orderly manner to their designated gathering areas external to the building or campus. In cases of evacuation, students must leave all bags and/or backpacks in the building.

Attendance

Maximum learning occurs for most students through regular attendance in classes. Excessive absence can result in poor performance. Therefore, a student may not be absent from class for more than **TWENTY (20)** days during the academic year. Consideration may be given for certain exceptions and extenuating circumstances, including, but not limited to, bereavement, religious observance and legal requirements. Parents are required to notify the School of a student's absence. If your child will be absent, you **MUST** call the Student Absentee Line at **(973) 334-6369** or email **bcattendance@mlschools.org** by **7:55 a.m.** on the day of the absence.

Student absences for reasons related to school-sponsored or school-sanctioned activities are exempt from the attendance policy. A note from a physician that indicates illness as the reason for an absence does not necessarily deem the absence exempt from this policy. An administrator may extend this limit if extenuating circumstances are involved (e.g., long-term illness, hospital stay, etc.).

A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day of attendance.

Students who are absent from school, sign out early, or who do not meet the minimum four (4) hour instructional time requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior written approval of the school administration. Extenuating circumstances may include, but are not limited to, family emergency, funerals, religious obligations or observations, etc.

Authority to Excuse from Class Attendance

For other than instances of illness, medical appointment, recognition activities, or away athletic contests, teachers alone have the authority to excuse students from their classes. This includes field trip participation, music lessons, or other schoolwork responsibilities.

Truancy

Truancy is defined as a student who absents himself by either not coming to or pre-maturely leaving school without the prior consent of a parent or guardian. Therefore, a student whose absence has not been verified by his or her parent or guardian is truant on that day and will earn a "0" for his or her class work in addition to being subject to disciplinary action. A student who is absent without consent of a parent or guardian more than four times will be referred to the I&RS team. After the 10th absence without parental consent, the District will coordinate with community based social or health provider agencies, other community resources, as well as the juvenile/family crisis intervention unit ("FCIU") as further attempts to have the student attend school. As a last resort, the District may inform the municipal court in writing the steps it has taken regarding the student's attendance. When there is evidence of a juvenile/family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

Tardiness

A student who is tardy to school shall report to the main office for an admission slip. A student should have a note signed by a parent explaining the tardiness. If the student does not have a note, the tardiness will be recorded as unexcused. Excessive tardiness will result in parent notification by the attendance officer or appropriate action by the building administrator.

Tardiness not covered by the causes listed as valid reasons for late arrival or early dismissal shall be cumulative, and will be handled accordingly:

- 3 unexcused tardies: letter home.
- 4 or more unexcused tardies: detentions (recess or after school)
- 10 or more unexcused tardies and each time thereafter: letter home; additional detentions (or community service); potential loss of class trips and participation in clubs/activities; I&RS referral.

The following circumstances justify a student's late arrival. The list is not meant to be exhaustive, and the principal should use his/her best judgment in determining whether or not there is good cause for a student's late arrival.

- The student's disability from illness or injury, including any necessary emergency visits to a physician or dentist.
- A bona fide family emergency.
- The observance of a religious holiday.
- Religious instruction.
- Medical or dental appointments that cannot be scheduled at a time other than during the school day.
- The student's required attendance in court.

Theft

Stealing and knowingly possessing stolen property is a crime. Students who are caught stealing or knowingly possessing stolen property will be turned in to Mountain Lakes Police for prosecution. Theft may also be construed as harassment and bullying and will be investigated accordingly.

Students are warned that leaving personal items unlocked or outside their lockers in the physical education locker rooms may result in theft and is strongly discouraged. Briarcliff will not assume responsibility for such carelessness. Students must exercise great care to see that all lockers are properly secured to protect school and personal property from theft. The administration and/or police department carefully investigate every theft report. To prevent theft, students are urged to take the following precautions:

- Never leave personal property unattended.
- Leave valuable belongings and large sums of money at home, not in lockers.
- Do not share your locker combination with anyone and do not leave your locker open.

If a theft occurs, the student suffering the loss should report to the main office immediately to complete a theft/loss materials report. This form should be filed immediately upon discovery of the loss. All thefts of a serious nature should be

immediately reported to the local police department. Briarcliff takes no responsibility for the damage to or the loss of personal property or school-assigned property.

Vandalism

Graffiti and other forms of vandalism result in loss of time among our custodial staff and may generate a monetary loss for the District. Defacing school property is strictly prohibited. Students who are found to have vandalized Briarcliff property will be assigned suspension and restitution will be incurred by the student and his/her family (up to and including cleaning, repair, or payment for damages). Briarcliff may also choose to involve the police department if necessary.

Smoking

The Board of Education and Briarcliff recognizes the use of cigarettes and other tobacco products as addictive chemical substances with deleterious health effects both on users and on those who passively breathe the smoke. The Board also recognizes that cigarettes often serve as a gateway substance to other illicit substance use for young adults. For the purpose of this policy, vaping is also considered a form of smoking.

In accordance with state law and Board of Education policy, smoking of any kind is forbidden in school, on a school bus, at school sponsored events, and on school grounds. The use of chewing tobacco, snuff, or "chew," etc. is also prohibited on those same venues. There are NO approved smoking/chewing grounds on campus or off campus at a school sponsored event. Students who violate this rule will be suspended from school. In addition, violations of New Jersey law and local municipal law will subject the student to possible legal penalties.

All rules and regulations regarding the use of tobacco are in effect on all school grounds, before, during, and after school, on a school bus and at school sponsored events.

DISCIPLINARY GUIDELINES

Briarcliff shall, in accordance with law, systematically monitor its procedures to ensure continuing compliance with anti-discrimination laws and regulations in school and classroom practices. The administration of discipline will be equal and consistent

without regard to race, color, religion, ethnicity, disability, national origin, ancestry, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic partnership or civil union status, or any other distinguishing characteristic.

Teachers reserve the right to maintain discipline within the scope of their classroom and throughout the school day. Teachers will follow the procedures outlined by the Administration. Teachers may assign detentions during lunch and/or before or after school. Students will receive consequences as outlined below depending on the severity of the offense.

Parent notification of the District's Disciplinary Guidelines is consistent with N.J.A.C. 6A:16-6.2; N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2 through 7.8.

Level 1

Students who have exhibited repeated behaviors contrary to the standards set forth in the Briarcliff Credo will be handled by their classroom teacher. Level 1 offenses are frequent or serious misbehaviors that disrupt the learning climate of the school. Examples of behaviors that would qualify as Level 1 offenses are:

- Disruptive classroom behavior.
- Inappropriate displays of affection.
- Misbehaving for a substitute.
- Insubordination/defiance.
- Misbehavior/talking during a fire or emergency drill.
- Abusive or disrespectful behavior toward any staff member.
- Offensive or obscene slogans on clothing.
- Purposeful mess making.
- Inappropriate language.
- Forged notes/excuses.
- Throwing objects.
- Harassment, Intimidation, and/or Bullying.

Potential classroom teacher responses to Level 1 behaviors may be:

- Removal of PEP.
- Lunch Detention.
- Before or After School Detention (a.m./p.m.)
- Extended Detention.

Level 2

Students who continue to exhibit behaviors that are contrary to the standards set forth in the Briarcliff Credo, or who engage in much more serious transgressions, will receive a Level 2 response from the administration. Examples of these behaviors are:

- Fighting or violence toward a peer or staff member.
- Damage to the facility that interferes with the functioning of school or threatens the well being of others.
- Sexual harassment.
- Drug, alcohol, or weapon possession.
- Extortion.
- False alarms.
- Harassment, Intimidation, and/or Bullying.
- Repeated Level 1 violations that have been addressed by the classroom teacher.

Potential administrative responses to Level 2 behaviors may include:

- Extended Detention.
- In-School Suspension.
- Out-of-School Suspension.
- Community Service
- Repeated offenses or level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.

Removal of PEP/Lunch/Recess Detention

Students may be removed from PEP Classes or recess for minor violations of the Briarcliff Credo. Students who are removed from PEP or recess will be directed to the main office where they will remain for the entire period.

Administrative Detention

Detentions will be scheduled either before or after school. The administration assigns detention as a result of a student violation of school rules or District policy. Having to serve detention is sometimes an inconvenience for the student and his/her parents. However, it must be kept in mind that when rules are broken, appropriate consequences must follow:

- Students must arrive at detention promptly.
- There is no talking, gum chewing, or eating during detention.
- Students must bring something appropriate to read during the assigned detention time, for example a novel, newspaper, or textbook.
- Students who miss detention will be given an additional detention, if two detentions are missed, students may receive an in school suspension.

Suspension

A student will be suspended when the student's behavior is totally unacceptable to the school setting:

- A student will be given an out-of-school suspension for engaging in serious offenses and violations of Board or Briarcliff policies, such as fighting, bullying, smoking (use of electronic smoking devices, tobacco use/possession), stealing, leaving school property without permission, obscene or threatening language directed at teachers or staff, etc.
- In-school suspension places a student in one room for the entire day. The student receives his/her work for the day but is removed from the school setting. Students must behave for the entire school day while in the suspension room.

Students serving a suspension may not participate in any school activity/practice during the day(s) in which they are suspended.

III. STUDENT ACTIVITIES

Electives

- Advanced Art Elective
- Band
- Chorus
- Computer Programming
- Robotics

Personal Enrichment Program (PEP)

During the last period on Monday, Wednesday, & Friday, all students participate in the Personal Enrichment Program (PEP), which offers a wide variety of enrichment activities. Students have the option of choosing the activities in which they wish to participate. Students who have band or chorus will only have one PEP.

Reinforcement

During the last period of the day on Tuesday and Thursday, students have the opportunity to meet and work with teachers or to complete assignments. Students must report to their reinforcement immediately after period 8.

Student Photographs

In the fall, a professional photographer takes student pictures. Information is sent home with the students a few days before the picture date. A make-up date is scheduled and listed on the school calendar.

Extra-Curricular Activities

- | | |
|---|------------------------|
| • Academic Team (Quiz Bowl) | • Model United Nations |
| • Baseball | • Musical |
| • Basketball (Intramural & Interscholastic) | • National History Bee |
| • Cross Country (Interscholastic) | • Robotics |
| • Debate | • School Newspaper |

- Destination Imagination
- Environmental Club
- Geography Bee
- Homework Club
- Jazz Club
- Math Counts
- Mock Trial
- Soccer
- Softball
- Spelling Bee
- Student Government
- Workshop on the Arts
- Upstanders Club