

Staff Policy Handbook



2024-2025

Dr. Laura A. Winters
Superintendent of Schools

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LAKEWOOD PUBLIC SCHOOLS
Lakewood, New Jersey

VISION STATEMENT

The Lakewood School District envisions a dynamic educational community where every learner is empowered to reach their full potential. Through collaboration, innovation, and a commitment to excellence, we strive to inspire lifelong learners who are equipped with the knowledge, skills, and values to thrive in a diverse and every-changing world.

MISSION STATEMENT

The mission of the Lakewood School District is to provide a supportive and inclusive learning environment that fosters academic achievement, personal growth, and social responsibility for all students from preschool through grade 12. Guided by dedicated team of educators, staff and community partners, we are committed to nurturing the whole child by promoting critical thinking, creativity, resilience, and a passion for lifelong learning. By embracing diversity, equity, and empathy, we empower our students to become compassionate leaders and global citizens who contribute positively to society.

EMPLOYEE CONFLICT OF INTEREST/CONFIDENTIALITY**Policy: #3214**

Employees are expected to avoid engaging in any conduct that creates, or gives the appearance to the public of creating a conflict of interest with job responsibilities with the school district. While there may be other conflicts of interests, employees must follow board directives in the following areas.

FINANCIAL INTERESTS

An employee of the Lakewood School District will not engage or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school district.

1. Contracts with the Board

An employee shall not do any of the following:

- a. obtain a direct benefit from a contract that he/she is involved in making or administering on behalf of the board; or
- b. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board; or
- c. solicit or receive any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract.

An employee is involved in administering a contract if he/she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. An employee is involved in making a contract if he/she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the board member or employee or his/her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (2) acquires property under the contract.

2. Non-School Employment

The board recognizes that some employees may, in their own time, pursue additional compensation. **Employees must notify the school district of any non-school employment in writing prior to engaging in it.**

Any such employee will not engage in the following:

- a. non-school employment which adversely affects the employee's availability or effectiveness in fulfilling job responsibilities for the Board;
- b. work of any type where the sources of information concerning customer, students (current or prior), client or employer originates from any information obtained through the school district;
- c. work of any type that materially and negatively affects the educational program of the school system, unless prior approval is provided by the Superintendent;
- d. any type of private business using district facilities, equipment or materials for private business purposes, unless prior approval is provided by the Superintendent; or
- e. any type of private business during school time or on school property.
- f. using paid sick days to engage in private business.

The Superintendent may grant prior approval for work performed under subsections d and e above if such work enhances the employee's professional ability or professional growth for school-related work.

Any teacher, guidance counselor, child study team member, speech therapist, occupational therapist, physical therapist, administrator or other staff member may not represent, serve as an advocate for or serve as an expert for a parent in a court of law involving programs or services, as related to their current position with the Lakewood School district, **without prior** approval from the Superintendent of schools, during the calendar school year, or extended school year while being employed by the district, which includes sick, personal and vacation days.

3. Tutoring for Pay

Principals and teachers will make every effort to help students with their difficulties at school before recommending that parents engage a tutor. However, the board recognizes that some students may need additional help in order to meet promotion standards.

To avoid placing any teacher in a position where he or she may have or appear to have a conflict of interest, teachers are not permitted to receive money for tutoring any student taught by the teacher in the present school year, any student they will be called on to evaluate in any manner in the present school year, nor any student who has previously failed subjects or courses under that teacher's direction. However, the Superintendent is authorized to waive this requirement when a student needs tutoring and the student's teacher is the only qualified tutor available (for example, in a foreign language). Such waivers shall only be for a specific time period upon written request of the student's parent(s) and after consultation with the teacher and Principal involved and written approval of the Superintendent.

Employees may not actively solicit students for tutoring. The board is not involved in setting tutoring fees and is not a party to tutoring contracts between parents and teachers. Fees must be mutually agreed upon by parents and teachers.

The Superintendent may establish additional rules or procedures for the purpose of eliminating potential conflicts of interests.

4. Professional Personnel Consulting

- 1) The board authorizes the Superintendent to review requests by professional personnel to engage in consulting activities and to approve such requests within the Superintendent's discretion. Such activities will not be permitted to infringe upon the contractual obligations of school employees or the educational programs of the school district. Activities that include work of any type, where the sources of information concerning customer, students (current or prior), client or employer, originates from any information obtained through the school district will not be permitted.

RECEIPT OF GIFTS

No gifts from any person or group desiring or doing business with the school district will be accepted by a school employee except for honorariums for participating in meetings, nominally valued instructional

products or advertising items which are widely distributed or meals provided at a banquet.

Students and parents who want to show appreciation for the efforts of employees should do so through oral or written expressions of gratitude, rather than through gifts. Gifts are discouraged. However, employees may accept small tokens of goodwill from students, parents or community members for holidays, special occasions or exceptional occasions, such as concerts, farewells, special achievements or death of a loved one. Employees should ensure that no student is embarrassed or otherwise mistreated because of his/her inability or unwillingness to participate in a gift giving.

No employee shall compromise his/her position by accepting gifts from individuals or special interest groups within the community when such gifts are intended to influence the business of the school or school district.

CONFIDENTIAL INFORMATION

Information that pertains to the Lakewood School District, including its vendors and students, is strictly confidential and must not be given to anyone who is not employed by the Lakewood School District, deliberate or accidental.

Lakewood School District employees must avoid any situation in which their loyalty may be divided.

Confidential information can be protected by taking the following precautionary measures:

- Discuss work matters only with other Lakewood School District employees who have a specific reason to know or have access to such information.
- Do not discuss work matters in public places.
- Secure confidential information in locked desk drawers and cabinets at the end of every business day.

PROFESSIONAL RESPONSIBILITIES

Faculty Expectations

To create the best possible learning environment

- Classroom doors throughout the District must remain open and in the locked position, so that students and staff are not touching the door handle. In the event of an emergency, the locked door can be pulled shut.
- Plan rigorous instruction from your building's start of day until the end of the school day.
- Use a variety of "Best Practice" instructional strategies.
- Have high expectations and challenge students each and every school day to perform to the best of their ability.
- Follow the subject specific frameworks and pacing guides.
- Each and every assignment given must be rigorous.
- Student work must be graded with a rubric.
- Student work must contain meaningful teacher feedback.
- Give students plenty of opportunities to succeed.
- Use a variety of evaluative approaches.
- Recognize and reward hard work and achievement
- Assign homework according to the Board of Education policy.
- Enforce the school-wide/classroom behavior plan.
- Establish clearly defined consequences for student misbehaviors.
- School wide/classroom rules must be visible at all times and reviewed daily.
- Review the school wide standards and consequences daily for the first two weeks of school, and as often as necessary thereafter.
- Ensure that students adhere to the District Code of Conduct and Dress Code.
- Be patient, supportive, positive and encouraging when dealing with students.
- Demand that all students be polite, respectful, courteous, alert and active at all times.
- Answer student's legitimate questions.
- Maintain a Parent/Teacher Communication Log. Communicate with parents frequently. (Document speaking to and or meeting with parents.) Return parents' telephone calls / e-mails within twenty-four hours, follow through when parents desire an appointment and offer information to parents concerning their questions and requests.
- Include all students on class trips which are to be a part of the curriculum and educational process.

To demonstrate professionalism

- Pursue knowledge about current thinking, trends, and practices in education and in your field.
- Cooperate and work with others to bring about the success of school programs.
- Seek out professional development opportunities.
- Create a community of learners.
- Offer positive suggestions for change to the administration.
- Help to communicate the purposes of the school program to the community.
- Respect the needs and feelings of others, respect confidentiality, and avoid words and actions that hurt.
- Dress in a way that says you are proud of what you do and we are professionals. (See Dress Code)

To maintain a safe and orderly school

- Follow all security policies and procedures.
- Report immediately all potential confrontations to an administrator.
- No visitors, parents and/or guardians are allowed to go anywhere in the building without an escort. No exceptions!
- Actively monitor students as they walk through the halls. Students are to walk quietly and be respectful of school property.
- Mark all students that are late to your class in the register.
- Remain calm and objective when dealing with students, even when they are misbehaving and acting out.
- Be on time to school, to class and to duty assignments.
- Do not put anything on top of the heating vents. Please keep desks and furniture two feet away from the heaters.
- Do not use extension cords or microwaves in the classroom.

ANONYMOUS REPORTING SYSTEM**IF YOU SEE SOMETHING, REPORT IT ANONYMOUSLY!****Report concerns about someone who may hurt themselves or others!****What Should You Report?**

You can help save lives by reporting observed threats, behaviors, actions, and harassment.

Here are examples of some of the most common behaviors and incidents to report:

- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats seen on social media
- Bullying, fighting, harassment or intimidating behaviors
- Bragging about weapons or a planned attack
- Depression, anxiety or loss of self-control
- Hopelessness, excessive guilt or worthlessness
- Reckless behavior, theft and petty crimes
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Any other troubling situation or behavior

How do you report something anonymously?

Go to: www.lakewoodpiners.org

Click on:



If you feel there is an **immediate threat or emergency**, call **911 immediately**. Otherwise, type your concern and submit the See Something, Say Something form.

THREAT ASSESSMENT TEAMS:

The Lakewood School District has a threat assessment team in each school building and district wide team. The team is a multi-disciplinary team made up of a group of staff members and mental health partners who convene to identify, evaluate and address threats or potential threats to students, staff and property. The Threat Assessment Team reviews incidents of threatening behavior by students, parents, school employees or other individuals. Based on individual cases, outside medical and mental health professionals and local law enforcement officers may be included.

Threat Assessment Team Process

- i. **Receive a report of concern** – When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, one member of the team shall collect initial intake information about the behavior. A Superintendent’s Incident Report must be completed, in addition to the below:
 - a. **Aberrant Behavior**
 - i. Atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation, or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
 - b. **Concerning Behavior**
 - i. An observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent changes in behavior. Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior.
 - c. **Threat/Targeted Violence**
 - i. A premeditated act of violence directed at a specific individual, group or location, regardless of motivation, and generally unrelated to other criminal activity.
- ii. **Screen the Case** – Screen for whether or not there is a need for a full threat assessment **using the District’s Threat Assessment Screening**.
 - a. If the threat assessment team believes the report does present an imminent danger or safety concern; immediately notify law enforcement, the Superintendent and the Director of Security/Title IX Coordinator.
 - b. Once the emergency has been contained, the team should complete a full threat assessment and Incident Report; and make all necessary notifications.
 - c. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for a full threat assessment. If not, document the initial report and screening.
 - d. If there is a need for a threat assessment, proceed with a full threat assessment using the steps below.
- iii. **Gather Information from Multiple Sources** – Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to; teachers, coaches, parents and peers.

- iv. **Organize and Analyze** – Complete the **Threat Assessment using District Form**.
- v. **Make the Assessment** – Make assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
- vi. **Develop and Implement a Case management/Intervention Plan**- Develop and implement a case management plan to reduce risk. Refer the individual student for an evaluation.
- vii. **Re-Assess** – (Case Monitoring) – Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention (s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - a. Re-assess the person of concern, going through the assessment questions again.
 - b. If there are still concerns, the team will continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
- viii. **Document and Close the Case** – When the team’s assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on inactive status.
 - a. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up as needed.
 - b. The documentation should be stored in a confidential file, with only authorized personnel having access.

Title IX Coordinator

The Lakewood School District’s Title IX coordinator works to protect the rights of students and others and to ensure an equitable learning environment. The Title IX Coordinator works within the school community to identify discrimination and to educate students, staff, and others about their rights and responsibilities with regard to Title IX. This includes working to end sex discrimination and stereotyping in academics and athletics, to ensure equitable treatment of pregnant and parenting students, to end sexual harassment and assault, and to prevent discrimination in employment. It also includes examining grievance and disciplinary practices in regard to Title IX.

Title IX Coordinator: Robert DeSimone, Director of Security

Monthly Depression and Anxiety Screenings for Students in Grades 7-12

The Lakewood School District understands the importance of depression and anxiety screening in grades 7-12. Some information about the screening:

- Students complete a brief electronic questionnaire about their health, feelings and behaviors.
- Students learn to talk about their health, which is a valuable life-long skill.
- Students results on the screening are not shared with staff members or stored with academic records
- Parents or guardians are only contacted if the screening reveals concern regarding your child's health.

Parental Consent is needed to opt-into the Monthly Screening process.

Forms like the one below, will be sent home with all students in grades 7-12.

LAKWOOD PUBLIC SCHOOL DISTRICT CONSENT FOR DEPRESSION & ANXIETY SCREENING

The Lakewood School District understands the importance of depression and anxiety screening in grades 7-12. Some information about the screening:

- Students complete a brief electronic questionnaire about their health, feelings and behaviors.
- Students learn to talk about their health, which is a valuable life-long skill.
- Students results on the screening are not shared with staff members or stored with academic records
- Parents or guardians are only contacted if the screening reveals concern regarding your child’s health.

Every student in grades 7-12 will have the opportunity to participate in monthly depression & anxiety screenings; however, parental consent is required. Please initial one of the following:

_____ I **WOULD** like my child to be screened for depression and anxiety.

_____ I **DO NOT WANT** my child to be screened for depression and/or anxiety.

_____ I **would like more information** on the screening before I make my decision and would like to have a school counselor call me.

Student’s Last Name (Print): _____

Student’s First Name (Print): _____

Student’s ID Number: _____ Date of Birth: _____

Parent/Guardian name (Print): _____

Best Parent/Guardian Phone Number: _____

Signature of Parent/Guardian

Date

(Please return to the Main Office of your child’s School.)

ATTENDANCE (STAFF)

Recording Attendance-In

As per the LEA/Board of Education agreement, all staff is required to report for duty ten minutes before the opening of the pupil's school day.

- (1) All Staff must enter through their assigned location by swiping their ID Badge in the Card Reader located next to the door (Swipe 1).
- (2) All staff are to indicate their presence for duty daily by swiping their ID Badge at the Kiosk Card Reader (Swipe 2).

To ensure student and staff safety all staff members are required to wear their identification badge every day. Your identification badge will not only be needed to enter the building; it will be needed to swipe in for attendance purposes. If you need a badge or replacement badge, please contact Cammie Powell at the District Office 732-364-2400 ext. 7045 to schedule an appointment (Replacement Badges are \$6.00)

Recording Attendance-Out

When leaving the building during the day (lunch, meetings, etc.), staff members must swipe out and swipe back in the building upon return at their Swipe 1 location. As per the LEA contract, staff members are **not permitted** to leave the building during their **prep period**.

Returning/Entering at a New Location

- (1) Upon returning to a building or reporting to a new location, All Staff must enter their assigned location by swiping their ID Badge in the Card Reader located next to the door (Swipe 1).

A report will be generated daily for the building Principal to compare to the daily report for absenteeism from Frontline Absence Management.

Staff members not swiping their badge on a daily basis will receive a verbal warning. After two verbal warnings, the staff member will receive a discipline letter that will be filed in their personnel folder.

In the event a staff member continues to disregard district policy, additional disciplinary action may be taken.

Please Note: In the event of an emergency and the building has to be evacuated the attendance report will be used to determine that all staff are accounted for and the building is empty. We do not want to risk emergency services personnel by sending them into a dangerous situation needlessly.

Absent - Arranging For A Substitute

If you have an emergency or are unexpectedly ill Paraprofessionals **must email the Sub Caller** (lballesteros@lakewoodpiners.org) and All staff **must sign-in to Frontline Absence Management** *whether you need a substitute or not.* The procedure is as follows:

Paraprofessional / Support Staff (2 steps required for reporting attendance.)

1. Please log into your Frontline Absence Management account at <https://absence.frontlineeducation.com>, 5:30 a.m. for High School / Middle School or 6:30 a.m. for Elementary and Preschool, or call (877) 983-2244, and follow the Tip Sheet from ESS.
2. Please email the sub caller, Mrs. Liz Ballesteros at lballesteros@lakewoodpiners.org, before 5:30 a.m. for High School / Middle School or 6:30 a.m. for Elementary and Preschool, if you cannot email for any reason then you must call Mrs. Liz Ballesteros at **732-785-3300**, and follow the MEMO instructions written by Liz Ballesteros. Please give the sub caller any additional information that the office will need to know.

Certified Staff (excluding School Nurses)

Please log into your Frontline Absence Management account at <https://absence.frontlineeducation.com>, before 5:30 a.m. for High School / Middle School or 6:30 a.m. for Elementary and Preschool, or call (877) 983-2244, and follow the Tip Sheet from ESS. Please provide any additional information that the office will need to know, i.e. Lunch Duty, parent meeting, After School Club, etc. that will need to be covered and/or cancelled.

School Nurses

Please use the following procedures in the event that a substitute school nurse is needed at your building.

The school nurse should contact Omaid Segui at email osegui@lakewoodpiners.org or call 732-364-2400 ext. 7007 to report the absence and to arrange for a substitute if needed.

If possible, excluding an emergency, please provide at least 1-days notice when requesting a substitute. Please provide in your message the following information:

Please provide the following information:

- **Provide your name**
- **Request the need for a substitute nurse; specify the date and hours of need.**
- **Provide the name, address and phone number of the school.**
- **Leave a call back number so any additional information can be ascertained.**

You may record an absence 24 hours a day, seven days a week. **It is your responsibility to contact Omaid Segui to arrange for a substitute for all absences.** Please remember to enter all absences in your Frontline Absence Management account <https://absence.frontlineeducation.com> or call (877) 983-2244.

If you have any concerns regarding securing a substitute nurse, please contact Omaid Segui osegui@lakewoodponers.org and/or Devorie Stareshesky at dstareshesky@lakewoodpiners.org.

Please note: If you have an emergency or are unexpectedly ill, after 6:00 a.m. for High School / Middle School or 7:00 a.m. for Elementary and Preschool, you must log your absence appropriately and call your building's main office to ensure the administrator has been informed and your class / duty is covered.

A SICK/ABSENT NOTE must contain the following information:

- The name and qualification of the practitioner issuing the note.
- The contact phone number and Physical Street address of the practitioner issuing the note.
- The proper Practice, Registration or License number of the practitioner issuing the note.
- Words to the effect, that **“I have examined (name), and find him/her to be unfit for work for period of (dates).”**
- The medical practitioner does not have to give a diagnosis because of doctor/patient privilege.
- The date of the examination.
- The signature of the practitioner.
- **The medical note MUST be an original document and it must be legible.** The staff member may have a copy; however, the district must have the original note.

Any staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences.

Bereavement Days

Please follow the directive of bereavement day allotments as outlined in your respective employment agreement. Bereavement days are allotted paid days to be taken after the death of a family member (approved relation is noted in your respective employment agreement) to grieve the loss, make the proper arrangements and attend funeral services. Please note, these days do not accumulate and any requested days not directly succeeding the death will not be approved without prior approval from the Superintendent.

Compensatory (Comp) Days

Comp time requests will be made by Administration on behalf of the employee when applicable and is subject to the Superintendent's approval. When approved, staff is responsible for entering their comp time request in Frontline Absence Management. Please note comp time does not accumulate year to year. All comp time must be utilized in the current year.

PERSONAL / PROFESSIONAL DAY REQUEST

1. PERSONAL DAY REQUESTS:

- Must be submitted at least 48 hours (2 business days) in advance of the requested date on the Source4Teachers/Frontline Absence Management portal.

- Personal days that are before or after a regularly scheduled school holiday are subject to approval at the discretion of the Superintendent or his/her designee.

2. **PROFESSIONAL DAY REQUESTS:**

- Must be submitted on the Source4Teachers/Frontline Absence Management portal.
- Requests are be entered at least **ten (10) business days prior to the date of the Workshop/Seminar**, for approval by the Superintendent.
- Justification required for each request, **must include the copy of the certified agenda page** showing the date on the bottom of the page. Additional documentation such as, program agenda, flyer, email from your supervisor requesting your attendance, etc. may be included. Professional day forms **cannot be processed** without this documentation. They will be denied
- I&RS meetings require a memo from your direct supervisor attached.
- Out-of-District meetings require the meeting/letter confirming the appointment.
- Under the Notes to the Administrator, you should place the Unique ID number that your supervisor has issued.
- All staff should be prepared to summarize or present the information from the workshop/seminar at a grade level or PD meeting.

3. **PROFESSIONAL DAYS THAT REQUIRE REIMBURSEMENT:**

- Must be submitted on the Source4Teachers/Frontline Absence Management portal.
- When submitting your Professional Day Request in the Absence Management Portal, you must upload a Professional Day Form (available on the website under the Information Tab).
- All expenses related to the professional day must be included on the Professional Day Form i.e. registration fee, travel, mileage, tolls, etc. (Only expenses listed on the Professional Day Form and approved will be reimbursed.)
- Under the Notes to the Administrator, you should place the Unique ID number that your supervisor has issued. You are to attach a copy of the certified agenda page with the date on the bottom showing the professional day was approved. In addition, your Administrator must include the budget account number that the expenses will be charged to. If there is more than one budget account than all accounts numbers **MUST** be listed and the amount to be charged to each.
- It is your responsibility to arrange for a substitute, report the reason for being absent and arrange for coverage if warranted.

4. **ALL Professional Day requests are subject to approval by:**

- a. Building Administrator / Supervisor / Director
- b. Superintendent
- c. Board of Education (When expenses will be incurred. Be sure to allow additional time as it must be presented to the board.)

NOTE: All Professional Day requests must be approved by the Superintendent and the Board prior to the date of the event (Workshop/Seminar). Requests may be denied if they are submitted after the fact. In the event a Professional Day request is denied it will become the responsibility of the **Staff member to pay all costs out-of-pocket**. In addition, the staff member's attendance will be changed to a Personal Day. In the event the staff member no longer has a Personal Day available, he/she may be docked for the day.

REQUEST FOR REIMBURSEMENT FOR TRAVEL (see Appendix A)

All requests for travel expenses must be made on the *Professional Day Form* at the time of submission for approval of the leave. The Professional Day Form must be submitted a minimum of ten (10) business days prior to a Board Meeting that precedes the date of the Workshop/Seminar, for approval by the Superintendent and the Board, with a justification attached i.e. program, agenda, flyer, email, etc. Professional day forms cannot be processed without this documentation. Persons authorized to travel on school business shall be entitled to reimbursement for the following expenses:

- All actual and necessary registration fees. (Only if BOE approved)
- All necessary tuition fees in connection with attendance at conventions, conferences, workshops or similar functions. (Only if BOE approved)
- All actual and necessary expenses of travel, meals and lodging subject to the following limitations (Only if BOE approved):

*All fees / expenses will be determined in accordance with state mandated rates www.nj.gov. All reimbursements will be subject to the state guidelines. Any request that does not adhere to the state codes will not be paid.

Individuals traveling together on school business are expected to share room facilities and automobiles, whenever possible.

Requests for actual reimbursement must be submitted on a voucher accompanied by a copy of the approved *Professional Day Form*, mandated documents (see Appendix A) and receipts for each item with the following exceptions:

- Toll receipts for standard trips need not be submitted especially when you use your own Parkway tokens for which receipts are not given individually.
- Mileage for trips to standard destinations need not be verified by odometer readings.

NOTE: When completing your Professional Day Form, you must account for the above listed expenses on the form in order to be able to request reimbursement.

ACADEMIC DOCUMENTATION AND PROCEDURES**Lesson Plans**

- 1) **Lesson Plans** are required and must remain on your desk or computer screen each and every day for administrative review during walkthroughs and formal observations.
- 2) Plans are due to administration as per the assigned schedule. When planning, please remember to consider the individual needs of your students.
- 3) Plans are to be recorded **two weeks in advance for all grade levels.**
- 4) Lesson Plans are to indicate instruction blocks, subject areas, and time allotments.
- 5) Lessons are to be included in your weekly plans for all areas of the curriculum.
- 6) Specific lessons are to be listed for each day.
- 7) **LESSON PLANS WILL BE COLLECTED TWICE A MONTH BEGINNING IN SEPTEMBER.**

- 8) Lesson Plans and record keeping (record book, folders, report cards, etc.) may not be worked on during the day when the students are in the room.
- 9) All subject areas require a lesson plan. **Letterland** requires its own lesson plan template.

Instructional Coaches

Instructional coaches are educational leaders that train teachers and provide resources, feedback, modeling, and professional development to help schools meet instructional and school improvement goals.

Instructional coaches will visit all classrooms, as they are the primary resource for teachers.

Instructional Coaches:

- Will visit all classrooms.
- Will assist teachers with materials, tools, information, etc. to support classroom instruction.
- Are the liaisons between research and practice, helping teachers learn to improve their practice in a supportive setting.
- Support teachers in using data to improve instruction on all levels.
- Supports teachers by helping with the “what” of teaching.
- Collaborate and support teachers in using the curriculum to analyze students’ strengths and target areas for improvement.
- Tap into the content expertise of the classroom teacher.
- Supports teachers by helping with the “how” of teaching.
- Collaborate with teachers in designing instruction to meet the needs of all students.
- Share multiple instructional strategies/processes with teachers.
- Must maintain confidentiality and be responsive to the “territorial” limitations of teachers’ classrooms.
- Are critical friends, supporting all teachers, novice and experienced.
- Are classroom supporters, a co-teacher, and a feedback provider. They help facilitate discussions resulting in the collaborative, reflective, self-evaluative and participative practices that support the educational processes of all students and teachers.
- Help coordinate and facilitate learning experiences for school staff. A coach engages teachers in inquiry, collaborates with teachers to determine areas of need and together they design ways to address the issues of concern. Coaches coordinate cross department classroom visitations, organize professional learning communities within and among schools, help manage study groups, design professional development opportunities, arrange lesson study groups, discuss case studies and examine student work. A coach helps provide opportunities for professional growth on all levels
- Help align individual goals and school goals in a non-evaluative way. The coach is not an administrator, a district overseer nor a classroom peer.
- Model continuous learning.

What do Instructional Coaches Do?

Curriculum Writing

Marketing their services

Instructional coaches hold brief meetings with teams of teachers to explain their goals, philosophy, kinds of interventions available, and the support they can provide. They allow time for questions and provide a means for teachers to indicate they are interested in working with the coach.

Analyzing teachers' needs

Instructional coaches meet with teachers individually at a convenient time for the teacher (such as during a planning period or after school) to identify the teacher's most pressing needs and to discuss possible research-validated interventions that might help the teacher address those needs.

Observing classes

Instructional coaches sit in on classes taught by the collaborating teacher to observe the overall progress of the class as well as behaviors related to specific issues raised during the individual coach-teacher conferences.

Collaborating on interventions

Together, instructional coaches and teachers identify interventions that best address the teacher's most pressing need. As an example, an instructional coach and teacher might determine that a graphic device could help the teacher clearly organize and communicate the standards and content that will be taught in a unit. When necessary, instructional coaches and teachers collaborate to develop a plan for using the chosen instructional method.

Modeling

As teachers observe, instructional coaches teach their classes and demonstrate how the new instructional method or intervention should be taught. In some cases, instructional coaches provide checklists or some other form of observation tool so teachers know to watch for specific teaching behaviors. Observing Instructional coaches observe teachers as they use the new intervention in class. Sometimes, the instructional coach uses a checklist or some other form of observation tool as a means of providing specific feedback to the teacher.

Feedback-modeling-observing-feedback

The nature of the instructional coaching process allows for continuous communication between instructional coaches and teachers. After the first observation, instructional coaches meet with teachers to discuss how teachers used the intervention. Coaches provide plenty of validation along with suggestions for improvement. The communication then continues, with instructional coaches modeling, observing classes, and providing more feedback, depending on the needs of the teacher. Building networks for change Instructional coaches work with groups of teachers to establish teams or professional learning communities that pave the way for interventions to be taught consistently across classrooms and subject matter. An instructional coach might help a language arts team develop a scope and sequence for teaching writing strategies, for example, or a grade-level team develop a plan for teaching the same behavioral expectations for students in all classes.

Source:

Instructional coaches make progress through partnership by Dr. Jim Knight from the National Staff Development Council.

Grade books will be monitored by administration in RealTime (see District-wide Grading).

Teachers are required to utilize the RealTime Grade Book Module to maintain grades throughout each Marking Period. Grades **MUST** be entered weekly by ALL teachers (both classroom & special subject teachers).

In RealTime, explain what the Grade is for and the Date the grade is entered.

The range of dates to post grades and comments to Report Cards will be open seven (7) days prior and four (4) days post of the last day of each Marking Period.

By default, the current average grade from the RealTime Grade Book Module will be transferred automatically into the subject grade on the report card.

At the beginning of the school year students and parents must be informed about grading criteria/requirements.

Middle & High School Schedule Change Process

Schedule Change Process:

Students requesting a change in their schedule, must fill out the Google Survey that will be sent out by Ms. Morcos, Director of School Counseling over the summer and forwarded to school counselors for review. If you have a valid reason for a schedule change, you will be given a pass to see your counselor. If you do not hear from your counselor, then your request was not granted. Students are not to go to the School Counseling office without a pass, or ask their teachers for a pass to go to the School Counseling office for scheduling purposes. All schedule changes **MUST** be approved by Ms. Morcos.

Acceptable schedule change requests will be honored for the following reasons ONLY:

- Credit Recovery corrections
- Student scheduled for less than 35 credits
- Scheduled for a course they already have taken and passed
- Incomplete schedule (example - missing a period 3 class)
- Seniors missing a graduation requirement

Schedule change requests WILL NOT be honored for the following reasons:

- Change of Teacher
- Change of Lunch period
- Change of Physical Education period
- Change of Elective offerings
- Does not like a teacher
- Does not like another student
- Wants to be with a friend
- Other requests deemed inappropriate

Progress Reports

Progress reports will be available to parents through the parent portal for *all* students in grades Kindergarten through grade 6, on the 3rd Friday of every month. **All teachers must utilize the district created progress report.** If there is no school on the third Friday of the month, progress reports will go home on the last day of school prior to the third Friday of the month. Hard copies will also be sent home with students.

Progress Reports are required to be available through the parent portal for students in grades 7 through 12 mid-marking periods. See appropriate building schedules. Hard copies will also be mailed home to parents/guardians.

Credit Recovery

Edmentum online learning courses are used for:

- 1) Financial Literacy
- 2) Credit Recovery
- 3) Special Circumstances

All Edmentum classes must be approved in writing by the Director of School Counseling Services.

Warning Notices

It is imperative that parents are informed when their child is not working up to their ability. Early notification is crucial. A Warning Notice should not be the first attempt to notify the parent of academic problems. Phone calls should be made weekly if necessary and must be documented. If a child is “failing” in a subject, a letter should be sent home to notify parents. No student shall fail unless the parent has been given adequate and timely notice in writing that the student’s work is unsatisfactory. If a student has more than one teacher, each teacher should contact the parent.

Report Cards

Report cards will be issued at the conclusion of each marking period. **The grade should reflect the true ability and academic progress of each child.** Behavior should be noted on the Social/ Behavioral and Work/Study skills section of the report card and should not be reflected in the grades.

- There must be a comment for every student for **every** marking period. The comment must match the grade.
- Comments are available in a drop-down menu
- English and Spanish available
- Two Comments per subject area
- Specials have one comment
- There is no free-write comment box
- Attendance/tardiness must be addressed in the comment section.
- Above/Below Grade Levels – If a student is working below and/or being given work below level you

must indicate below level on the report card. The same would apply if the student is given work above level.

- Report Cards will be prepared electronically.
- **Report Cards must be approved by administration prior to them being sent home!**
- **Report Cards must be available to parents through the parent portal on the 7th day after end of the Marking Period. Schedule to follow.**

Copies of report cards must be sent home to all parents/guardians. K-6 report cards will be sent home with the students. Grades 7-12 will be mailed home.

Please note: All Special Education students are to have individualized, personalized Progress Report and Warning Notices based on their IEP goals and objectives.

All ELL students will receive an ESL report card after the second and fourth marking periods.

Special Education Goals and Objectives

Special Education teachers must complete a progress report through RealTime for all students with IEPs. They are required to be completed for each marking period. You will use the same schedule dates as the Special Subjects teacher.

ACADEMIC

District-wide Grading

Homework – 5%

Tests – 70% (Students in grade 1 through 12 should have a minimum of 3 tests – every three weeks, approximately.)

K-2 – Quizzes – 25%

Grades 3-8 – Mandatory Weekly Spiral Quizzes – 25%

Grades 9-12 – Mandatory Bi-weekly Spiral Quizzes – 25%

A spiral curriculum is critical in today's educational environment. **Students must consistently be** given opportunities to revisit and practice standards that they have already learned through homework, morning work, and small group instruction. Teachers must continuously assess their students understanding of all skills learned throughout the school year.

Mandatory weekly/bi-weekly spiral quizzes will cover skills learned throughout the year.

Based on data from the weekly/bi-weekly spiral quizzes, student deficits must be addressed during small group instruction, in order to ensure student success.

ALL Students in grades 7-12 must take a mid-term & final exam. **No exemptions are permitted.**

Report Cards for Middle School and High School Students

Mid-terms will count for 10% of final grade, which will be reflected on every student's Report Card.

Final Exam will count for 10% of final grade, which will be reflected on every student's Report Card.

Half-Year courses final grade calculation: $(MP1\ 20\% + MP2\ 20\% + Final\ Exam\ 10\%) \times 2$

Electives (Single MP) final grade calculation: Final Grade = MP Grade

ALL Students in grades 7-12 must take a mid-term & final exam. **No exemptions are permitted.**

Students in **Grades 7-12**, who receive a final failing grade, must:

- 1) Attend Summer School or
- 2) Repeat the class in the upcoming school year. For instance, if a 7th grade student fails ELA, and does not attend summer school, he/she will go to 8th grade, and placed in a 7th grade ELA class, and an additional 8th grade ELA class.

Students in Grades 7-8, who receive a final failing grade in both **ELA and Mathematics**, and do not attend summer school, will be retained.

All students must be given rigorous class assignments, each and every day.

Grade 3 – Cursive/script handwriting will be part of the curriculum.

ALL Students in grades 7-12 must take a mid-term & final exam. **No exemptions are permitted.**

Writing Expectations & Framework

All students **MUST** have a writing Portfolio that includes, but is not limited to:

Grade	Writing Expectation & Framework
K	Must submit <u>an entire processed common writing</u> for every unit, in addition to daily writing practice.
1	Must submit <u>an entire processed common writing</u> for every unit, in addition to daily writing practice.
2	Must submit an <u>entire processed common writing</u> for every unit, in addition to daily reading and writing responses.
3	Must submit an <u>entire processed common writing every single week</u> , in addition to daily reading and writing responses.
4	Must submit an <u>entire processed common writing every single week</u> , in addition to daily reading and writing responses.
5	Must submit an <u>entire processed common writing every single week</u> , in addition to daily reading and writing responses.
Grades 6 Through 12	Must submit an <u>entire processed common writing every single week</u> , in addition to short and long reading and writing responses.

All writing samples must be maintained in each student's writing Portfolio.

All writing samples will be reviewed by Building Administration.

All writing samples must have meaningful feedback that improves student writing outcomes.

All writings must be graded with the NJSLA writing rubric.

Portfolios must be available for review during walkthroughs.

Report Card Grading for Kindergarten First Grade**Grading Legend**

- 4 – Mastered
- 3 – Adequate Growth
- 2 – Progressing
- 1 – Having Difficulty

Report Card Grading for Second, Third, Fourth, Fifth & Sixth Graders**Grading Legend**

- A - 100 – 91
- B - 90 - 81
- C - 80 - 71
- D - 70 - 61
- F - Below 60
- I - Incomplete

Levels of Support

- WI – Works Independently
- SN – Sometimes Needs Support
- FN – Frequently needs Support & Modifications
- RA – Requires 1-on-1 Assistance & Modifications

Library Legend

- Y – Participates
- N – Does not participate

Skills Legend

- + Area of Strength
- Needs Improvement

Middle School Grading Key**Grading Legend**

- A - 90-100
- B - 80-89
- C - 70-79
- D - 65-69
- F - 0-64
- I - Incomplete
- M- Medical
- NM- No Mark
- P – Pass

High School Grading Key**Grading Legend**

A - 90-100

B - 80-89

C - 70-79

D - 65-69

F - 0-64

I - Incomplete

M - Medical

NM - No Mark

W - Withdrawn

W - Withdrawal Fail

WP - Withdrawal Pass

CR - Credit Recovery

P - Pass

Report Cards for Middle School and High School Students

Mid-terms will count for 10% of final grade, which will be reflected on every student's Report Card.
Final Exam will count for 10% of final grade, which will be reflected on every student's Report Card.

Half-Year courses final grade calculation:

$(MP1\ 20\% + MP2\ 20\% + Final\ Exam\ 10\%) \times 2$

Electives (Single MP) final grade calculation:

Final Grade = MP Grade

ALL Students in grades 7-12 must take a mid-term & final exam. **No exemptions are permitted.**

Retention Letters - Possible / Final Notices

- Possible *Retention letters* must be submitted to the building administration by: 2nd Friday of February.
- Final *Retention letters* must be submitted to the building administration by: 2nd Friday of May.

Back to School Nights:

2024-2025

School	Grade Levels	Day of Week	Date	Time
LECC, Campus 1, 2 &3	Preschool & Kindergarten	Tuesday	September 10, 2024	6:00pm
Lakewood High School	Grades 9 through 12	Thursday	September 19, 2024	6:00pm
Spruce Street School	Grades 1 & 2	Wednesday	September 18, 2024	6:00pm
Lakewood Middle School	Grades 7 and 8	Tuesday	September 17, 2024	6:00pm
Piner Elementary School	Preschool & Kindergarten	Thursday	September 12, 2024	5:30pm
Ella G. Clarke School	Grades 3 through 6	Thursday	September 26, 2024	6:00pm
Oak Street School	Grades 3 through 6	Wednesday	September 11, 2024	6:00pm
Clifton Avenue Grade School	Grades 3 through 6	Tuesday	September 24, 2024	6:30pm

ANNOUNCEMENTS

All announcements must be approved by the Principal. All announcements will be read by office personnel at the end of the day.

VIDEO/MOVIES IN THE CLASSROOM

Only videos with a “G” rating may be shown if Administrator permission is obtained.

Video/Movies shown must relate directly to the curriculum. The title and length of time must be written in the plan book, after administrator permission is received.

Teachers are to approach videos with deliberation, selectivity and cautious reflection. The following guidelines must be followed:

- The video segment, after motivation discussion and direct teaching, is from ten to fifteen minutes in length, not a full teaching period.
- The video segment is used to enhance understanding of the subject matter, **not as a substitute for instruction.**
- Students have already read, previewed, or studied the material which is covered by the video segment.
- A directed question precedes the viewing of a particular video segment; discussion of that question follows viewing.
- The aim/goal of the lesson is not “to watch a video.”
- All students have a clear instructional purpose in watching the video segment, **not passive viewing or time killing.**
- The objective is product or task oriented.
- The teacher through a writing assignment, small group activity, or other evaluative means checks active viewing.
- As a meaningful homework assignment, students are urged to compare, contrast, evaluate, or perform a critical thinking or writing task related to the video lesson.
- The teacher provides careful summary notes so those absent students can grasp the essence of the video lesson, or obtain a sense of continuity.
- The video does not introduce new and unfamiliar material.
- Video segments have been carefully previewed, screened and cued.
- Sufficient time has been built into the lesson for student questions and comments following the viewing experience. **Viewing does not end at the bell, the lesson does.**
- Teachers make clear their expectations concerning student-viewing behavior; they stress respect, politeness, and courtesy before, during and after the viewing experience.
- During the viewing the teacher circulates and actively supervises the class, answers individual student’s questions, and task orientation.
- **The teacher avoids sending unintentional, but destructive, double messages through performing clerical tasks during the viewing session.**
- **Cartoons and/or Disney movies are not instructional or permitted during class!**

AUTOMOBILE REGISTRATION

All employees are required to:

- Display parking identification on rear view mirror.
- Park only in designated areas or assigned spot.

Employees who do not follow the above guidelines risk having their vehicle towed at their expense.

BADGES (DISTRICT IDENTIFICATION CARD [ID] POLICY) POLICIES #3216.1 / #4216.1

The purpose of the District Identification Card (ID) is to identify a person(s) as an authorized student or staff member associated with the Lakewood School District, High School, thereby, allowing a quick response to unauthorized person(s). **Students and staff must wear their ID at all times. Failure to do so will result in disciplinary action.**

The procedures are as follows:

1. ID cards must be hung on a lanyard around the neck during the entire school day.
2. ID cards must be worn with the picture facing out.
3. ID cards must not be defaced or altered (no stickers, no coloring, etc.).
4. ID cards must be worn on the outermost layer of clothing (visible at all times).
5. Students must also present their ID cards to enter the lunchroom, the library, and any school sponsored event.
6. Students without an ID should proceed directly to the attendance office and obtain a temporary ID card.
7. The cost for replacement of a lost ID card for student: \$2.00, staff: \$6.00, and a lanyard is \$1.00.
8. Any student or staff member not wearing an appropriate ID card may be refused entrance into the building.

Staff members without an appropriate ID card will be referred to the building administrator.

To ensure student and staff safety all staff members are required to wear their identification badge every day. Your identification badge will not only be needed to enter the building; it will be needed to swipe in for attendance purposes. If you need a badge or replacement badge, please contact Ann Baillie at the District Office 732-364-2400 ext. 7045 to schedule an appointment (Replacement Badges are \$6.00).

DISTRICT ID POLICY (HIGH SCHOOL)

Every student will be issued a student ID and a colored lanyard specific to their grade level at the start of the school year. You will be required to wear your student ID on the school issued lanyard to enter Lakewood High School. For safety and security purposes the student ID is to be worn around the student's neck on the lanyard at all times. ID procedures are as follows:

- The ID cards shall appear on a lanyard around your neck throughout the school day.
- The ID cards should not be defaced or altered (no stickers, no colors, etc) and the students picture and name needs to be visible
- ID cards must be hung on the outside of clothing and visible at all times.

- Students must present their ID cards to enter the lunchroom, library, bathroom, and any school sponsored event.
- Students without an ID card should proceed directly to the main office/attendance office and obtain a temporary ID card.
- The cost of replacing a lost ID card for a student is \$2.00 and a lanyard is \$1.00. Payment must be received before the ID card will be issued.

Failure to wear the ID properly will result in the following disciplinary action and parent/guardian contact:

1st Offense: Warning and removal of parking privileges if applicable

- 2nd Offense: Lunch Detention
- 3rd Offense: In-School Intervention
- Continued Repeated Offenses: Student will be assigned to In-School Intervention and a parent conference held.

BUILDING SECURITY & STUDENTS

The Lakewood School District is committed to the health, safety, and well-being of all students, staff, volunteers and their families. We take seriously our responsibility to ensure a healthy and safe learning and working environment

It is important that all staff members understand their responsibility in the buildings for students' security and to determine the identity of any stranger in the building. (Stranger is defined as anyone who is not a staff member wearing a district ID badge or a visitor who does not have a visitor pass.)

Staff members may not bring any unauthorized person(s) into any Lakewood School District school/building for any reason before, during, or after school hours without the written consent of the Superintendent. Failure to comply with this mandate may result in disciplinary action, up to and including, termination of employment.

- All outside doors must remain locked and may not be propped open for any reason. When walking in the halls (to/from specials, to lunch, from recess, etc.), please make it a habit to check any outside door you may walk past.
- All students must be instructed not to open locked exterior doors for anyone regardless if the person is known to them or a stranger.
- All visitors must enter through the main door.
- All visitors must report directly to Security.
- All visitors **MUST** be accompanied by the staff member they are visiting, a building administrator or a Security Specialist. No Exceptions!
- All windows should be closed and locked at the end of each school day.
- Any student being picked-up by a parent or designee must be signed out through the main office. If a parent shows up at your classroom, **DO NOT** release the child. They **MUST** be directed back to the main office and follow protocol.
- **ALL classroom KEYS are to be returned at the end of the day. Classroom keys may NOT be taken home with staff.**

USE OF METAL DETECTOR**POLICY #7444**

The Board of Education is committed to protecting the health, safety, and welfare of all children, staff, and visitors of the school district. The Board may authorize the school district administration to use walk-through and/or hand-held metal detectors at any school district activity and in the school district's buildings or on "school grounds". These metal detectors may be used for entrance into a school building, on "school grounds", as defined in N.J.A.C. 6A:16-1.3, or at any school district activity where the Superintendent or his/her designee believes a security threat may be present.

Persons entering a school building or attending a school activity may be subject to daily, regular, or random screening with a metal detector. The metal detector may be a walk-through, hand-held, or other type of metal detection device. The Superintendent or designee shall determine if the screening shall be daily, regular, or random upon evaluating the security threat posed by the situation at the time. The screenings may take place before: entering a school building; gaining access to school grounds (as defined in N.J.A.C. 6A:16-1.3); being admitted to a school activity; boarding or unloading a school bus; and/or before gaining access to any other location and/or activity sponsored by this school district. Persons that do not consent to a metal detection screening may be denied admittance.

The Safety Director shall recommend the Board purchase metal detectors approved for the school district's intended use; shall schedule training and re-training for all personnel using metal detectors; shall provide additional training for all personnel trained and authorized to use metal detectors in the event there is a security breach near or at the location of a metal detector; and shall coordinate all school district metal detector tests in accordance with the requirements as outlined in the manufacturer's specifications. The Safety Director shall maintain records for the purchase of metal detectors, training and re-training of personnel in the use of metal detectors and potential security breaches, and the testing of metal detectors.

The Lakewood Police Department will be immediately contacted in the event a person is found to have in their possession any item that poses a threat to the security of the person(s) or others.

All school district parent, pupil, and faculty handbooks will indicate: "The Lakewood Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities."

For the 2021-2022 school year the Lakewood Board of Education has placed a temporary hold on volunteers.

SCHOOL VOLUNTEERS**POLICY #9180**

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a “non-parent” volunteer and is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services once a month during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a “Volunteer” for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.

The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this Policy and the rules of conduct. The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate

Federal and State laws;

7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

BATHROOM / LAVATORY PROCEDURES

- 1) Log Books **must** be maintained daily for each room (i.e. classroom, resource, speech, etc.)
The Log Book will be reviewed by the administration. Classes should not be lined up in the hall to go to the bathroom. (This is a waste of instructional time.)
- 2) Students must have a pass to leave the room in order to use the lavatory.
- 3) Review restroom rules with your students.
- 4) Please do not limit the number of times a student goes to the restroom. If you suspect they are fooling around, send them with a monitor. In addition, check with the nurse and parent/guardian to see if there is an underlying medical problem.

BULLETIN BOARDS

Effective use of bulletin boards can and should be an integral part of the learning environment. In addition to being informative and interesting, bulletin boards must display rigorous student work with meaningful comments. Bulletin Boards must be updated the 1st of every month.

ALL WORK DISPLAYED IS REQUIRED TO HAVE THE FOLLOWING:

- A rubric utilized and posted
- *Visible* meaningful feedback
- Relevant themes/topics
- **All boards should contain grade appropriate written student work!**
- Objective

Building Administrators instruct staff regarding the procedure for Bulletin Board schedules.

DISPLAYS AND DECORATIONS

Use only **Fun Tack** on the walls and thumb tacks/staples on the particleboard. If using thumb tacks please keep in mind the students' safety. Please do not use tape of any kind as it pulls the paint off.

DISMISSAL

All students, including walkers, will be dismissed according to the announcements on the loud speaker. Walkers may exit the room when the announcement is made to "*dismiss all walkers*". Elementary Bus students should be dismissed as their bus number is announced.

Dismissal will begin at the end of last period. Students may not be dismissed 30 minutes prior to the end

of the school day. If you have last period special, make sure your students are prepared to be dismissed from the special.

It is the teacher's responsibility to ensure that all Elementary students are dismissed when their bus is called. It is also the teacher's responsibility to contact an administrator immediately if one of their students misses the bus.

CELL PHONES

Staff members are not to use cells phone during classroom instruction or when students are present. Parents/Guardians that are volunteering to be on school grounds **MUST** keep their cell phones on vibrate/silent, as not to disturb the learning environment.

STAFF MEMBER'S USE OF CELLULAR TELEPHONES

POLICY #3322

The Board of Education recognizes a teaching staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event the teaching staff member needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday, the teaching staff member may do so provided the communication is made during the teaching staff member's duty free lunch or break periods and/or preparation periods for teaching staff and is made outside the presence of students either in an area inside or outside the school building designated by the teaching staff member's Principal or immediate supervisor.

A teaching staff member's personal cellular telephone or other personal communication device shall be secured by the teaching staff member and outside the view of others when the teaching staff member is performing assigned school district responsibilities. An electronic communication by a teaching staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while the teaching staff member is performing assigned school district responsibilities.

In the event the teaching staff member has an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities, the teaching staff member shall inform their Principal or immediate supervisor before or immediately after the communication, depending on the nature of the emergency.

The Board of Education is not responsible if a teaching staff member's personal cellular telephone or other communication device is lost, stolen, or missing.

ALSO, SEE ELECTRONIC DEVICES

HOW AND WHEN TO REPORT CHILD ABUSE/NEGLECT

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$1,000 or up to six months imprisonment, or both.

What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection & Permanency will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

New Jersey Title 9

9:6-1. ABUSE, ABANDONMENT, CRUELTY AND NEGLECT OF CHILD; WHAT CONSTITUTES

Abuse of a child shall consist in any of the following acts: (a) disposing of the custody of a child contrary to law; (b) employing or permitting a child to be employed in any vocation or employment injurious to its health or dangerous to its life or limb, or contrary to the laws of this State; (c) employing or permitting a child to be employed in any occupation, employment or vocation dangerous to the morals of such child; (d) the habitual use by the parent or by a person having the custody and control of a child, in the hearing of

such child, of profane, indecent or obscene language; (e) the performing of any indecent, immoral or unlawful act or deed, in the presence of a child, that may tend to debauch or endanger or degrade the morals of the child; (f) permitting or allowing any other person to perform any indecent, immoral or unlawful act in the presence of the child that may tend to debauch or endanger the morals of such child; (g) using excessive physical restraint on the child under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or (h) in an institution as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), willfully isolating the child from ordinary social contact under circumstances which indicate emotional or social deprivation.

Abandonment of a child shall consist in any of the following acts by anyone having the custody or control of the child: (a) willfully forsaking a child; (b) failing to care for and keep the control and custody of a child so that the child shall be exposed to physical or moral risk without proper and sufficient protection; (c) failing to care for and keep the control and custody of a child so that the child shall be liable to be supported and maintained at the expense of the public, or by child caring societies or private persons not legally chargeable with its or their care, custody and control.

Cruelty to a child shall consist in any of the following acts: (a) inflicting unnecessarily severe corporal punishment upon a child; (b) inflicting upon a child unnecessary suffering or pain, either mental or physical; (c) habitually tormenting, vexing or afflicting a child; (d) any willful act of omission or commission whereby unnecessary pain and suffering, whether mental or physical, is caused or permitted to be inflicted on a child; (e) or exposing a child to unnecessary hardship, fatigue or mental or physical strains that may tend to injure the health or physical or moral well-being of such child.

Neglect of a child shall consist in any of the following acts, by anyone having the custody or control of the child: (a) willfully failing to provide proper and sufficient food, clothing, maintenance, regular school education as required by law, medical attendance or surgical treatment, and a clean and proper home, or (b) failure to do or permit to be done any act necessary for the child's physical or moral well-being. Neglect also means the continued inappropriate placement of a child in an institution, as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being.

9:6-8.9. ABUSED CHILD; CHILD ABUSE DEFINED

For purposes of this act:

- a) "Abused child" means a child under the age of 18 years whose parent, guardian, or other person having his custody and control:
- b) Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
- c) Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; or

- d) Commits or allows to be committed an act of sexual abuse against the child;
- e) Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent or guardian, or such other person having his custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or by any act of a similarly serious nature requiring the aid of the court;
- f) Or a child who has been willfully abandoned by his parent or guardian, or such other person having his custody and control;
- g) Or a child who is in an institution as defined in section 1 of P.L. 1974, c. 119 (C. 9:6-8.21) and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused pursuant to subsection f. of this section if the acts or omissions described therein occur in a day school as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21).

9:6-8.10. REPORTS OF CHILD ABUSE

Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Division of Child Protection & Permanency by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

9:6-8.13. PERSON MAKING REPORT; IMMUNITY FROM LIABILITY; ACTION FOR RELIEF FROM DISCHARGE OR DISCRIMINATION

Anyone acting pursuant to this act in the making of a report under this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such person shall have the same immunity with respect to testimony given in any judicial proceeding resulting from such report.

A person who reports or causes to report in good faith an allegation of child abuse or neglect pursuant to section 3 of P.L.1971, c. 437 (C. 9:6-8.10) and as a result thereof is discharged from employment or in any manner discriminated against with respect to compensation, hire, tenure or terms, conditions or privileges of employment, may file a cause of action for appropriate relief in the family part of the Chancery Division of the Superior Court in the county in which the discharge or alleged discrimination occurred or in the county of the person's primary residence.

If the court finds that the person was discharged or discriminated against as a result of the person's reporting an allegation of child abuse or neglect, the court may grant reinstatement of employment with back pay or other legal or equitable relief.

9:6-8.14. VIOLATIONS INCLUDING FAILURE TO MAKE REPORT; DISORDERLY PERSON

Any person knowingly violating the provisions of this act including the failure to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed is a disorderly person.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators.

PHYSICAL ABUSE

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> ▪ On face, lips, mouth ▪ On torso, back, buttocks, thighs ▪ In various stages of healing ▪ Cluster, forming regular patterns ▪ Reflecting shape of article used to inflict (electric cord, belt buckle) ▪ On several different surface areas ▪ Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> ▪ Cigar, cigarette burns, especially on soles, palms, back or buttocks ▪ Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) ▪ Patterned like electric burner, iron, etc. ▪ Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> ▪ To skull, nose, facial structure ▪ In various stages of healing ▪ Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> ▪ To mouth, lips, gums, eyes ▪ To external genitalia 	<p>Wary of adult contacts Apprehensive when other children cry Behavioral extremes:</p> <ul style="list-style-type: none"> ▪ Aggressiveness ▪ Withdrawal Frightened of parents, Afraid to go home, Reports injury by parents

PHYSICAL NEGLECT

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

SEXUAL ABUSE

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

EMOTIONAL MALTREATMENT

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructible, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none"> ▪ Compliant, passive ▪ Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none"> ▪ Inappropriately adult ▪ Inappropriately infant

CLASS TRIPS

No student is to be prevented from going on a class trip because of academic deficiencies/difficulties i.e. doesn't complete class work, doesn't hand in homework, etc. If you want to have a student stay back because of disruptive behavior and/or being a physical or safety danger to him/her or others, you must first discuss it with the Principal before contacting parents. Before the Principal can agree to have the student remain behind, the following procedures must be followed:

- a. Progress Reports and Report Cards must indicate behavior problems.
- b. Written copies of discipline letters, detention slips, etc. must be provided.
- c. Dates of phone contacts must be documented.
- d. Documentation of meetings with Counselors, Administrators, etc. must be available.
- e. If the Principal agrees to keep the student back the teacher must notify parents in writing at least two weeks in advance that their child will not be going on the trip.

Bus Trip Procedures

1. Obtain a trip form from the main office of your building. All trip forms require a minimum of 60 days' notice for processing and board approval. All trips must be Board approved prior to the trip date.
2. Trip forms must be filled out in their entirety and must include the following:
Omitting of any of this information will cause delays in processing.
 - a. Time of pick up
 - b. Return time to school (the time in which the bus will arrive back at the school)
 - c. **Account Number must be provided**
 - d. Supervisors Signatures
 - e. Full Itinerary
 - f. Contact Phone and email for the person responsible for approving transportation costs once received.
3. Forms submitted with transportation costs being paid for by an organization outside of Lakewood Board of Education will no long be accepted.
4. Forward all forms to Attn: Amy Transportation
5. Transportation and costs will then be procured. Responsible party will be notified of costs for approval.
6. Once costs are approved they will be placed on the following agenda for approval.
7. After board approval a check (club funds) or PO must be created. This information must be received by the transportation office a minimum of 1 week prior to the trip date. Failure to do so will result in cancellation of the trip.

Notes for booking:

*Try not to book trips for Friday as there is little to no availability with contractors on Fridays.

*If you are planning trips in May get the requests in by January. Contractors typically are fully booked for May by the end of February.

*The earlier the request is received the better the chances of getting transportation and at a better cost.

- 1) All request forms are to be fully completed in all areas including **ACCOUNT NUMBERS** and pertinent information.

- 2) In completing the bus request form, please be sure to state if there is any fee or admission charge (regardless of how it is being funded).
- a. Teachers with assigned duties on the days they have scheduled field trips are to arrange for duty coverage if they will not be present. Only the classroom teacher attends class trips unless otherwise approved by the building administrator. Other teachers working with the class should see the building administrator for permission to accompany the class.
 - c. Teachers must call and confirm buses for trips one-week prior.
 - d. The teacher arranging the trip must confirm with the site/location of the trip, 48 hours prior to the trip day, to ascertain that the trip is still accepted and not overbooked, etc.
 - e. Procedures for a child injured or sick while on a trip:
 - Don't move the student.
 - Call the school.
 - Don't release the student to the parents without prior consent of the administration.
 - Parents cannot transport other children or their own.
 - Parents cannot take their younger children on a class trip. Please note: District insurance will not cover them.
 - Find out the emergency procedures for the destination when you are making reservations or plans.
 - The cafeteria must be given **three-days' notice** if bag lunches will be needed.
 - Please include the day, time of trip and a class roster denoting the number of students attending and whether they are free or reduced.
 - f. Permission Slips – A child will not be allowed on a trip without a permission slip (**Calling home is no longer acceptable.**) Permission slips must be handed in to the building Principal by the day of the trip. Check for permission slips early to ensure each student has returned one. Do not wait until the day of the trip for permission slips.
 - g. Self-contained Special Education students must be included on all trips. Please contact the Principal to determine grade level appropriate students.
 - h. It is the classroom teacher's responsibility to secure the services of the nurse two weeks in advance if necessary.
 - i. Teachers need to print the class list from RealTime or request a class list from the main office for each trip – a notation on each class list as to which trip bus the class/student is on and a teacher's cell phone number for each bus must be submitted to the main office before departing/leaving the school grounds.
 - j. **A Substitute teacher may not take a class on a class trip.**

CLASSROOM KEY PROCEDURES

1. All teachers must pick-up their Classroom Key every morning at the Security desk in the mail lobby of each school.
2. Coaches or staff members who are in the building after hours must drop their in the drop box provided.

3. Substitutes will use the keys of the teacher they are covering for that day; however, they will need to leave their phone number and driver's license or car keys with security until the key is returned.
4. All teachers must leave their key with Security at the end of every day, as they exit the building.
5. This practice verifies that staff members safely left the building at the end of the day.
6. This practice also cuts down on lost keys, as one lost key means **ALL keys must** be changed.
7. For the safety of students and staff, any breaches of this security protocol will result in *a written* Administrative warning/write-up.

Security will keep all keys locked in a secured location overnight/weekends.

LOST KEYS MUST BE REPORTED IMMEDIATELY TO SECURITY.

CLASSROOM MANAGEMENT

Many students are *not* automatically motivated. When teachers start the year off right and stick to a plan, even the most immature students learn self-discipline. Effective teachers communicate their expectations so their students know exactly how they want them to behave, and what they hope to accomplish during each activity.

Effective teachers plan their discipline, follow their plan from the first minutes of the first day of class, and stick to the plan at all times.

To plan effectively

- School-wide and classroom rules must be visible to students at all times.
- Review and explain rules every single day for the first two-three weeks of school.
- Strictly enforce the rules from day one.
- Call home, call home, call home – keep documentation of misbehaviors and parental contacts.
- Design consequences for misbehavior. Consequences must match the misbehavior.
- Design routines and procedures for assigning and collecting in-class assignments and homework. Having a routine increases the probability that students will turn in their work on time.
- Make parents aware of the rules, consequences and procedures.
- The way teachers conduct the first day of class leaves a lasting impression and sets the tone for the remainder of the year. Pupils must realize that you have high expectations, tempered by an understanding of their making mistakes and having limitations.
- Be firm but fair.
- Students must remain in the classroom at all times. They are **NOT** to be sent to another classroom or placed in hallways.
- Call an administrator if the student becomes a threat to him/herself or others.
- **Effective teachers have order in their classrooms and hallways at all times.**

TIPS ON CONDUCTING THE FIRST TEN MINUTES OF THE FIRST CLASS OF THE YEAR

- Step One Stand at your door to greet students. Greet them by name if possible.
- Step Two When you are ready to begin class, get everyone's full attention before you start
- Step Three Present class rules and consequences for misbehavior.
- Step Four Take attendance.
- Step Five Explain your procedures for assigning and collecting work.
- Step Six Explain your grading system
- Step Seven Explain Classroom procedures

THE FIVE STEP PROCESS FOR TEACHING STUDENTS HOW TO BEHAVE

- Step One Get everyone's attention before you begin any activity.
- Step Two Introduce each activity and describe exactly how you expect students to behave during that activity.
- Step Three Provide students with positive feedback when they are meeting your expectations.
- Step Four Provide immediate feedback when students are not meeting your expectations.
- Step Five At the end of the activity; tell students how well they have met your expectations.

CLASSROOM SUPERVISION

Teachers are to remain with and actively supervise their students at all times. Students cannot be placed outside of your classroom without a paraprofessional or teacher.

COPYING PROCEDURES/PREPARATIONS

In order to conserve and be environmentally friendly all copying will be done 2 sided unless specifically required. Please take this into account when completing your requests form. All requests for less than 100 copies per page will be processed in the school building. Only requests for 100 or more per page will be done at the copier center. In the event a request is sent in error it will be returned to the school for processing.

Building

1. **A building administrator must approve all copies and sign for approval.**
2. All requests must have the teacher's name, what needs to be copied i.e. page numbers, two- sided, etc. You will need to submit ONE copy as a sample to Central Copying – See below for instructions.
3. **Copying of Communication Books** – All books must be copied before sending home. Building administrator will provide building procedures.

Central

The Following Procedures and Preparations Are To Be Followed Regarding Centralized Copying:

ALL requests for copying must be approved by the Building Principal

1. **MAKE** sure your request form is completely filled out.
2. **ALL** staples are to be removed.
3. **DO NOT** glue, tape or staple pages together.
4. **ALL** collated copying must be numbered and must be all the same size (8.5 x 11).
5. **ALL** un-collated copying must be all the same size (8.5 x 11).
6. **NO** ragged edges.
7. **NO** books will be copied.
8. **ALL** originals to be copied must be in an interoffice envelope and must contain the signature of a building Administrator.

CURRICULUM GUIDES

All teachers must have a copy of ALL curriculum guides. It is every teacher's responsibility to make sure they have the appropriate and necessary curriculum guides, teacher manuals, content standards, pacing guides, etc. Please see your grade level administrator/Literacy and Math Coaches for these materials.

DISCIPLINE REPORT

Teachers are expected to handle most discipline problems. Teachers must remember their first line of defense is the child's parent. Students quickly recognize those who rely on the administration to handle discipline for them. The teacher is responsible for contacting the parents/guardians and sending home a discipline report. You must exhaust every alternative including asking the office and administration for help in getting parents to respond. A behavior log must be maintained for student misbehaviors. Include what took place before the incident and explain how it was handled each time. Include the date, time and name of parent/guardian that you spoke to.

BUILDING LEVEL DISCIPLINE REFERRAL FORM

All teachers must complete a district wide Discipline Referral Form and submit to the building Administrators. Administrators will enter into Realtime Notes and Discipline.

Lakewood School District
Discipline Referral Form
 2024-2025

Student's Name		ID#:	Grade:
Last Name	First Name	Date:	Time:
Referring Staff Member's Name (Printed)		Staff Signature	
<p>Location: <i>Circle One.</i></p> <p>*Classroom *Cafeteria *Bus Area *Locker Room *Bathroom *Parking Lot</p> <p>*Off-Campus Gym (Outside/Inside) *Hallway *Library *SpecialEvent/Assembly/Field Trip</p> <p>*Other: _____</p>			
Minor Problem Behaviors: <i>Record dates and location of occurrences. Include actions that have been taken prior to referring to administration.</i>		Actions Taken: <i>Please provide dates.</i>	
Inappropriate Language		Re-teach the Behavior	
Disrespect/Non-compliance		Conference with Student	
Disruption		Teacher Detention Assigned	
Possession of Electronics		Parent Contacted	
Physical Contact/Aggressive Behavior		Verbal Warning	
Property Misuse		Parent Meeting	
Not Following Procedures		Recommended to Guidance	
Other:		Recommended to Case Manager	

Major Problem Behaviors: Provide a detailed statement below, regarding incident, time, location, witnesses, etc.

- Abusive Language
- Disruption
- Teasing/Taunting
- Consistent Use of Electronics
- Cut Class/Late to Class
- Controlled Substance
- Vandalism
- Fighting

- Defiance/Insubordination
- Safety Hazard
- Gang Related Activity
- Forgery/Theft
- Property Damage
- Vaping
- Physical Contact with Staff/Student - non-fighting

Others Involved *Please list the names of the other students/staff involved.:*

Briefly describe the incident (Include date, time & location):

OFFICE USE ONLY	
Disciplinary Action: _____ _____ _____ _____ _____	
Administrator: _____	_____
Print Name	Signature
Date Completed: _____	

Administrator must enter the disciplinary action into Realtime under **Discipline & Notes**. Copy provided to secretary to be placed in the **Discipline Binder**.

Lakewood School District
Witness Statement Form
(Staff & Students)

Last Name: _____

First Name: _____

Date of Incident: _____

Location of Incident: _____

STATEMENT

(USE FIRST AND LAST NAMES OF ALL PARTIES INVOLVED)

The information I have provided in this report is true and correct to the best of my knowledge. My statement contains everything I can recall.

Witness Signature

Date

ADMINISTRATIVE DISCIPLINE REPORT

Administrative discipline reports are for serious offenses. Serious offenses are: cheating, fighting, assault, theft, smoking, defiance of authority/insubordination, damaging school property, possession or sale of illegal substances, weapons or explosive devices, leaving the building without permission, disruption of school time, sexual harassment, bullying, intimidation, gambling, being under the influence of an illegal substance, including alcohol, forgery, arson, pulling the fire alarm, racial/religious slurs, assault, battery, harassment of school personnel, food fight/inciting a riot, and extortion.

1. **No student(s) should be sent to the office.** Call an administrator if the student is a danger to him/herself or others.
2. **Parents should be contacted immediately, and on a daily basis to “nip” misbehaviors early on.**
3. **The Guidance Counselor and Child Study Team are additional resources for behavioral support.**

DRESS & GROOMING – All Personnel

POLICIES: #3216 / #4216

CONDUCT AND DRESS

Lakewood School District employees serve as role models for the pupils and as representatives of Lakewood Schools. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment.

District level employees must adhere to the Staff Dress Code.

Teachers, volunteers, and support personnel (paraprofessionals) are expected to project a professional image that sets positive dress and grooming examples for pupils and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

School based personnel shall follow this policy on all days pupils are in attendance. Principals may designate one day per month when reasonable modifications to this policy may be made and must notify the Superintendent's office when implementing any modifications to this policy. Principals may also determine the appropriate dress to be worn on workdays pupils are not in attendance. All other personnel shall follow the policy on all work days unless directed differently by their supervisor.

Physical Education teachers, coaches and, athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities and a sweat or warm-up suit when not actively teaching physical education classes or coaching.

Bus Drivers must wear District provided uniform collared polo shirt and Khaki bottoms. Pants length

cannot be below the shoe line or touching the floor. Khaki shorts are permitted but must not be more than four inches above the knee. Shoes, for safety reasons, must be closed back with non-slip soles.

All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing and jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

The Dress Code applies to all district employees, at all locations.

Physical Education teachers must follow the staff dress code for their gender on parent conference days, PTA/PTO/PTSO meetings, and other occasions when not instructing class.

Appropriate dress for female staff:

- Dresses and skirts which are no shorter than three inches above the knee. Dress and skirts which are ankle length and tight enough to hinder walking are not acceptable attire. The slit of a dress or skirt must come no higher than three inches above the knee.
- Slacks and Capri pants may be worn in an appropriate manner. Capri pants must be below the knee. Physical education teachers may wear shorts. All other female staff will not wear shorts.
- No jeans or jean clothing of any color are acceptable.
- T-shirts are not allowed. Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are not allowed.
- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Earrings on females are the only visible piercing allowed.
- Hats are not to be worn inside.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

Appropriate dress for male staff:

- Men must wear a dress shirt and tie.

- Physical education teachers may wear a collared sport/golf shirt.
- Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts. All other male staff may not wear shorts.
- No jeans or jean shirts of any color are acceptable.
- T-shirts or tank tops are not allowed.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are not allowed.
- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Hats are not to be worn inside.
- Earrings on males are the only visible piercing allowed.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

**APPROPRIATE DRESS FOR MALE STAFF BETWEEN
May 15th and June 30th and September 1st and October 15th**

- Men may wear a collared sport/golf shirt.
- Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts. All other male staff may not wear shorts.
- No jeans or jean shirts of any color are acceptable.
- T-shirts or tank tops are not allowed.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are NOT allowed.
- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Hats are not to be worn inside.
- Earrings on males are the ONLY visible piercing allowed.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related,

contain strong sexual imagery, gang related or contain obscene phrases may not be visible

By enacting this dress code policy, the Lakewood School District recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this dress code policy.

Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire.

EVALUATIONS - OBSERVATIONS

GENERAL INFORMATION

According to NJ State Law each teacher is required to be evaluated at least once per semester. The dates listed below (in the tenured and non-tenured sections) were scheduled accordingly.

Student achievement data will be documented on all teacher evaluations.

Corrective Action Plans: Teachers, who received an Ineffective or Partially Effective Summative rating during the prior school year, are required to have one additional observation and multiple observers are required.

Short Observations: 20 minutes, with a post-conference

Long Observations: 40 minutes, with a post conference

NON-TENURED CERTIFIED TEACHERS

All **non-tenured** certified teachers will receive **three observations**. This includes two long observations and one short observation. One of the long observations will include a pre-conference (for the announced observation).

Two observations will be conducted by February 13, 2025, and the third observation will be conducted between February 14, 2025 and April 10, 2025. Post observation must take place within 15 business days.

Summative Conferences for Non-Tenured Staff will be **completed on or before April 30, 2025**.

TENURED CERTIFIED TEACHERS

All **tenured** certified teachers will receive **two** long observations by **May 23, 2025**. **One will be an announced observation (with a pre-conference) and the other will be unannounced (without a pre-conference)**. First observations will be conducted on or before January 31, 2023 and the second must be conducted between February 3, 2025 and May 23, 2025. Post observation must take place within 15

business days.

Summative Conferences for Tenured Staff will be completed by **June 6, 2025**.

OTHER CERTIFIED STAFF

NON-TENURED OTHER CERTIFIED STAFF

Other Certified Staff: nurses, CST members, Instructional Coaches, Guidance Counselors, and Librarians will follow the same observation schedule as the non-tenured teachers. These staff members will receive 3 observations (2 long & 1 short). Post observation must take place within 15 business days.

TENURED OTHER CERTIFIED STAFF

Will receive 1 observation and are not required to complete an SGO. Post observation must take place within 15 business days.

SUMMATIVE RATINGS

Achieve NJ relies on multiple measures of performance to evaluate teachers. The overall evaluation score combines the multiple measures of teacher practice and student growth.

Teachers rated Ineffective or Partially Effective work with their Principals to create a Corrective Action Plan with targeted Professional Development for the subsequent year. To maintain tenure, all teachers (regardless of hire date) must continue to earn a rating of Effective or Highly Effective.

ALL Non-mSGP and mSGP Teachers: The summative score is comprised of the teacher practice score (85%) and the Student Growth Objective (SGO) score (15%).

TEACHER PRACTICE

The teacher practice score will be computed based on following weights:

- Domain 1 - 10%
- Domain 2 - 40%
- Domain 3 - 40%
- Domain 4 - 10%

STUDENT ACHIEVEMENT & STUDENT GROWTH PERCENTILE (SGPs)

Students enter classrooms at varying levels of achievement, and educators deserve credit for helping them progress. SGPs measure achievement gains with 4th through 8th grade Language Arts Literacy and 4th through 7th grade Mathematics, referred to as the “tested grades and subjects.” Using the NJSLA, SGPs compare the change in a student’s achievement from one year to the next to that of all other students in the state who had similar historical results (the student’s “academic peers”).

STUDENT GROWTH OBJECTIVES (SGOs)

As per the NJDOE SGO data will only be collected during the 2024-2025 School year for new teachers or

teachers without an SGO score for the 2023-2024 School year.

The NJDOE mandates that all other teachers must utilize their Spring 2024 SGO for the 2024-2025 school year.

Teachers (with approval from their principals) set Student Growth Objectives for their students at the start of the year and are assessed on whether those objectives are met at the end of the year.

Common district-developed assessments must be utilized for SGO goals for the 2024-2025 school year.

All teachers must set two (2) SGOs. SGO score will count for 15% of his/her summative score.

Teacher practice will account for 85% of the summative score.

The following staff members will be exempt from creating SGOs:

- Child Study Team Members
- Guidance Counselors
- Instructional Coaches
- Nurses
- Therapists
- Supervisors

ELEMENTARY CLASSROOM TEACHERS must create two (2) SGOs. Both SGOs must be based on district wide Common Assessments that are valid and reliable (except in cases where the teacher only teaches one of those subjects).

1) One SGO must be a Math SGO

2) One SGO must be an ELA SGO

SECONDARY TEACHERS SGOs must be based on Common Assessments that are valid and reliable with the approval of the content Supervisor.

SUPPORT STAFF

ALL NON-TENURED support staff must be evaluated at least twice during the school year.

TENURED Support Staff must be evaluated one or more times during the school year.

SUPPORT STAFF INCLUDES:

Secretaries Paraprofessionals - (Are Non-tenured staff, must be evaluated twice.)

Grant Facilitators

Grant Coordinators

Grant Department Clerks

Administrative Assistants

Receptionist

Central Registration

Transportation Department

Business Office Personnel

INSTRUCTIONAL WALKTHROUGHS (Pre-K through High School)

Focused administrative walkthroughs will be conducted regularly by administrators and district supervisors.

The District walkthrough team will be comprised of the following administrators:

- Superintendent
- Supervisor of Bilingual/ESL Programs, & World Language
- Supervisor of Mathematics & High School Instruction
- Supervisor of K-2 English Language Arts and Title I Instruction
- Supervisor of 3-12 English Language Arts and Fine Arts
- Supervisor of Special Education
- Supervisor of Related Services
- Supervisor of Special Services
- Supervisor of Child Study Teams
- Supervisor of Science & SS
- Whomever the Superintendent deems appropriate

EVALUATION OF TEACHERS

POLICY #3221

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the

Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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

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

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

Policy #3222

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include

teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teaching staff members which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

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

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, 2022, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

In order to RENEW NON-TENURED STAFF, a portfolio must be created and sent electronically, with all documents in PDF or Word, to portfolios@lakewoodpiners.org by April 4, 2025.

**Requirements for First through Third Year Non-Tenured Staff Member
Electronic Portfolio: Portfolios must contain the following:**

- Instructional Data **MUST** be included and documentation of each staff member's attendance during their time in district.
- A copy of all Evaluations conducted by Administration during their time in district.
- A copy of each staff members Professional Growth Plan during their time in district.
- **A Letter from staff member requesting tenure** with a clear focus on why he/she should be renewed, and include statements regarding:
 - What he/she does to improve the school community.
 - Any and all extra –curricular activities he/she participates in.
 - How the staff member's renewal will affect all current and future Lakewood students.
 - What he/she does to grow in his/her teaching profession.
 - What he/she does to move his/her students to the next level.
 - Student Work samples from 5 different students showing growth from September through April (4 samples per student).
 - 4 weeks of lesson plans.
 - Videotape/CD of Special Projects (optional)
 - Any and all information you would like to share with the District Tenure Committee

Failure to provide portfolio documentation will result in non-renewal of Staff Member.

Requirements for Fourth Year Non-Tenured Staff Members Electronic Portfolio:

Portfolios must contain the following:

- Instructional Data **MUST** be included along with documentation of each staff member's attendance for the last three years.
- A copy of all 9 + Formal Evaluations conducted by Administration for the last three years.
- A copy of each staff members Professional Growth Plan for the last three years.
- **A Letter from staff member requesting** tenure with a clear focus on why he/she should obtain tenure status, and include statements regarding:
 - What he/she does to grow in his/her teaching profession.
 - What he/she does to move his/her students to the next level?
 - What he/she does to improve the school community?
 - Any and all extra –curricular activities he/she participates in.
 - How your tenure status will affect all current and future Lakewood students.
 - Student Work samples from 5 different students showing growth from September through April (4 samples per student).
 - 4 weeks of lesson plans.
 - Videotape/CD of Special Projects (optional)
 - Any and all information you would like to share with the District Tenure Committee

Failure to provide portfolio documentation will result in non-renewal of Staff Member.

A District-Wide Tenure Committee will review and submit qualified tenure requests. All recommendations are subject to approval by the Superintendent.

ELECTRONIC DEVICES**ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND
RESOURCES BY TEACHING STAFF MEMBERS****POLICIES: #3321 / #4321**

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by teaching staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow teaching staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff member's access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

1. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;

- d. Steals data or other intellectual property;
- e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
- f. Gains or seeks unauthorized access to resources or entities;
- g. Forges electronic mail messages or uses an account owned by others;
- h. Invades privacy of others;
- i. Posts anonymous messages;
- j. Possesses any data which is a violation of this policy; and/or
- k. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

USE OF SOCIAL NETWORKING SITES

POLICIES: #3282 / #4282

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

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

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

or publication.

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

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

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the

operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

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

ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

POLICIES #3283 / #4283

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "non-electronic communications" means only hard copies of written memoranda or written letters.

For the purposes of this Policy, "improper electronic communications" means an electronic

communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff members or students past or current romantic relationships;
4. Communications, which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional

responsibilities regarding the student.

- b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. **Cellular Telephone Electronic Communications between a Teaching Staff Member and a Student.**
 - a. **Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.**
 - (1) However, a teaching staff member may, with prior approval of the Superintendent or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Superintendent or designee.
 3. **Text Messaging Electronic Communications Between Teaching Staff Members and Students**
 - a. **Text messaging communications between a teaching staff member and an individual student are prohibited.**
 - (1) However, a teaching staff member may, with prior approval of the Superintendent or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Superintendent or designee.
 4. **Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student**
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
 - b. **A teaching staff member shall not accept "friend" requests from any student on their**

- personal social networking website or other Internet-based social media website.** Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Superintendent or designee by the teaching staff member.
- c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website, they must permanently remove them from their list of contacts upon Board adoption of this Policy.
 - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Superintendent or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Superintendent or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Superintendent or designee by the next school day. The Superintendent or designee will take appropriate action to have the student discontinue such improper electronic communications.

Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Superintendent of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

Any non-electronic communication between a teaching staff member and a student shall not include any inappropriate content as outlined in this Policy and does not require prior written approval from the Superintendent of Schools.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

COOPERATION BETWEEN PARENTS AND SCHOOL

POLICY #9200

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of students. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. All communications between a student's administrator, teacher and staff and his/her parent(s) shall be in writing in the form of a letter or memorandum or through the school district's email system.

- 1) Group Texts – under strict one-way Communication Reminders for Sports Teams, After School Activities or Events for notification/reminder of pick-up time, classroom behavior systems, scheduled appointments etc...

This is to be a one way, from Staff to a Group Text to Parents, communication from administrator/teacher to parents. There is to be no two-way communication from Administrator/teacher to individual parent through text.

It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still for all practical purposes under parental authority.

The Board directs that cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those students having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parent(s) or legal guardian(s), and are of general interest to the schools or community.

TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

POLICY #3159

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Non-tenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility

of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a non-tenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

POLICY #4159

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9B-4.3.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

FACULTY AND WORK ROOMS

- a) As of September 1, 1989 SMOKING is not permitted in any section of the school building or school property, by order of the Lakewood Fire Marshall/Board of Education.
- b) Staff is requested to keep the faculty refrigerator clean and free of unnecessary items on a regular basis and especially before extended vacations.
- c) The faculty microwave is to be cleaned after every use. It is the user’s responsibility to clean any spill as it occurs.

FACULTY/GRADE LEVEL MEETINGS

There will be three meetings a month. As per the LEA contract, all certificated staff will remain after school every Monday (if off on Monday then on Tuesday).

FIRE AND SECURITY DRILLS

FIRE DRILL PROCEDURES

1. When the fire alarm sounds all activity is to cease and **all students, staff, and visitors** must immediately exit the building according to the posted exit procedures. A bell will sound when it is safe to return to the building.
2. Teachers should set up procedures to ensure that windows and doors are closed and that all students are accounted for. All teachers must carry their record books and GO BAG with them during the fire drill.
3. All students must walk and remain silent while exiting the building, waiting outside, and while entering the building. Teachers are responsible for monitoring student behavior.
4. *Any student in a hallway at the time of a Fire Alarm is to go with the closest class.* Students should not be sent back to their classroom to join their class as this could cause a delay. In an actual emergency it could be the difference between survival or not. Once outside the building his/her teacher can be located.

SECURITY DRILL PROCEDURES

Please refer to the district’s Classroom Emergency Response Guide and the Emergency Response Procedures.

FORMS AND PROCEDURES

Building Administrators will determine where Forms will be centrally located for easy access.

NATIONAL SCHOOL BREAKFAST AND SCHOOL LUNCH PROGRAM

Lakewood Public School District will participate in the National School Lunch Program for the 2024-2025 school year. All families will be required to submit a household application for eligibility for free, school meals. Applications are due during the first week of school.

Emergency and Illness Procedure Card – should be returned by every student. The student’s name, grade, ID#, and teacher’s name should be listed and sent to the nurse. Please note: make a notation for yourself of any medical data that a parent has recorded.

Questions regarding FMLA, LOA, Sick days, Personal Days, Health Related Questions, etc. can also be made by calling Human Resources at (732) 364-2400.

Sick Day Updates for the 2024-2025 SY

There have been recent amendments to the law governing the use of sick leave by New Jersey public school employees. Please see the updated sick leave reasons and the supporting documentation below.

Reasons Available to Utilize Sick Leave	Foreseeable/ Unforeseeable	Reasonable Documentation/Information Needed
Diagnosis, care, or treatment of, or recovery from the employee’s mental or physical illness, injury or other adverse health condition;	Unforeseeable	An employee may still be required to provide a doctor’s note if they take sick leave for their own illness/injury.
Preventive medical care for the employee;	Foreseeable	A doctor’s note which is signed by a healthcare professional who is treating the employee and indicates the need for the employee’s leave and, if possible, number of days of leave.
Assisting or caring for a family member (defined as “a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or	Both Foreseeable and Unforeseeable	May be required to provide a signed doctor’s note indicating the need for the leave and, if possible, the number of days of leave.

<p>civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship”) during the diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;</p>		
<p>Absence necessary due to the employee or their family member being a victim of domestic or sexual violence, if the absence is needed for the employee or the family member to receive (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; (b) services from a designated domestic violence agency or other victim services organization; (c) psychological or other counseling; (d) relocation; or (e) legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;</p>	<p>Unforeseeable</p>	<p>Any of the following shall be considered reasonable documentation of the domestic or sexual violence: (1) medical documentation; (2) a law enforcement agency record or report; (3) a court order; (4) documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; (5) certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or (6) other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.</p>
<p>The death of a family member (for up to seven days);</p>	<p>Unforeseeable</p>	<p>Noted relationship to the deceased</p>
<p>To attend their child’s (defined as “a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee”) school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education;</p>	<p>Foreseeable</p>	<p>Employee must give advance notice (not to exceed seven calendar days prior to the date the leave is to begin) of their intention to use the leave and its expected duration -- and the employee is required to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school.</p>

<p>To attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;</p>	<p>Foreseeable</p>	<p>Employee must give advance notice (not to exceed seven calendar days prior to the date the leave is to begin) of their intention to use the leave and its expected duration -- and the employee is required to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school.</p>
<p>If their child’s school or childcare place has been closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; and</p>	<p>Unforeseeable</p>	<p>Reasonable documentation in the form of a copy of the order of the public official or the determination by the health authority to close the school/childcare.</p>
<p>If the employee has been exposed to a contagious disease or is quarantined because the contagious disease is in their immediate household.</p>	<p>Unforeseeable</p>	<p>Documentation in the form of a health care professional advising quarantine or any other reasonable documentation.</p>

It is important that appropriate notice is given when using sick leave for foreseeable or extended absences.

In the event that sick leave is foreseeable, advance notice of seven (7) days is required. Such notice will include the employee’s intention to use sick leave and the expected duration of absence. All employees are expected to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school, and foreseeable sick leave may be denied if taken on certain dates. Examples of foreseeable uses of sick leave include upcoming medical appointments, assisting in the care of a family member, and absence to attend a mandatory school conference with your child.

If the reason for leave is not foreseeable, employees are encouraged to provide notice of the leave as soon as practicable so that the Administration has an opportunity to find coverage for your position, or take other required action. Please note that the Administration may request documentation about the reason for the leave when used for unforeseeable reasons, if three or more consecutive days of sick leave are necessary, or when taken in relation to a school holiday.

It is important to also note the following:

- If the need to use sick leave is foreseeable, the school may require the employee to give advance notice (not to exceed seven calendar days prior to the date the leave is to begin) of their intention to use the leave and its expected duration -- and the employee is required to make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school.
- Even if the reason for leave is not foreseeable, the school can still require the employee to give notice of the intention “as soon as practicable,” but only if the school has previously notified the employee of its notice requirement. The school may also require “reasonable documentation” if the employee takes sick leave that is not foreseeable during certain dates.
- The school is also allowed to prohibit employees from using foreseeable sick leave on certain dates.

Please be in touch with Human Resources should you need information regarding taking a leave of absence or if you have any questions about sick leave.

SICK BANK

Policy #1646

Section 1 General

Employees sometimes suffer from a catastrophic illness or injury which necessitates the employee's prolonged absence from work and for which the employee has no available paid leave. The Lakewood School District recognizes that employees would like to assist their fellow employees under such circumstances by volunteering to donate a portion of their accumulated benefit days to the employee(s) suffering from catastrophic illness or injury.

Section 2 Purpose

The Sick Bank will consist of voluntarily donated benefit days given by employees to assist an employee suffering from a catastrophic injury for which the employee has exhausted his/her benefit leave days, and the catastrophic injury continues.

Section 3 Definition of a Catastrophic Injury

For the purpose of this policy, a catastrophic injury is defined as a debilitating illness or injury that requires the employee to be on an extended or reoccurring leave of absence from work.

Section 4 Donated Leave Program

- A. The Program will be administered by the Personnel Department of the Superintendent's Office.
- B. An Active employee may voluntarily donate his/her accumulated benefit days to a specific eligible employee when the need arises. Donated days will be deducted from the donor's individual leave balances and credited to the named eligible employee.

PROCEDURE:

Section 1 General

In each calendar year, employees may donate sick leave and/ or vacation days to an eligible employee for the purpose of continuing the employee's income during a catastrophic injury to the employee.

Section 2 Eligibility

- A. Donors must meet the following eligibility requirements:

1. Donors must be an active employee at the time of donation, and **may not exceed 30 days.**
- B. Recipients must meet the following requirements:
 1. The employee must be suffering from a catastrophic injury that necessitates the employee's extended or reoccurring absence from work.
 2. Catastrophic injury/illness or life threatening condition or combination of conditions is documented by medical evidence signed by a physician describing the nature of the illness, the diagnosis and prognosis and the anticipated duration of the leave.
 3. The employee must have used all available sick leave from his/her individual balance and is required to exhaust all but 5 days' vacation.

Section 3 **Application for Donated Leave**

- A. Participation may be initiated in one of three ways:
 1. The employee applies.
 2. The supervisor recommends that the employee be a recipient.
 3. The Personnel Department of the Superintendent's Office recommends that the employee be a recipient.
- B. A physician statement must accompany the application, indicating the prognosis of the illness/injury, the extent, and anticipated duration of the leave.

Section 4 Use of Donated Leave

- A. An employee using donated leave will receive full pay for any such days used.
- B. If the employee returns to work prior to the anticipated date of return, the unused donated leave days will be returned to the donors.
- C. If the employee's absence extends beyond the allocated number of donated hours, the employee may be eligible for Extended Sick Leave (district/PSA Contract).

Miscellaneous:

- A. Only a Principal/Supervisor/Director can donate days to another Principal/Supervisor/Director.
- B. Only a Teacher & Principal/Supervisor can donate to another Teacher.
- C. Paraprofessionals/Secretaries/Teachers/Principals/Supervisors can donate days to a Paraprofessional or Secretary.

Requests for donation of days will be made via email by the Superintendent's Office.

Adopted: 15 November 2023

Locator Forms – should have the student’s ID number, grade and teacher’s name. They should be sent down in ABC order and separated in three piles; white, yellow and pink. These should be sent down **AS A CLASS by the third Tuesday of September.**

All Student Lockers are subject to cleaning and random searches.

LOCKER ROOM SUPERVISION

POLICY #3284

The Board of Education is committed to ensure all students are safe while in **locker room** facilities. Therefore, a teaching staff member, coach, and student shall comply with the following procedures to ensure the safety of all those who use the athletic **locker rooms** that are located either on or off school grounds.

1. Teaching staff members and coaches shall:
 - a. Escort his or her team or class to the **locker room**;
 - b. Unlock the **locker room** door so the class or team may enter and dress for the game, practice, class or activity;
 - c. Walk through the entire **locker room** to check for students lagging behind the rest of the students;
 - d. Make certain the entire team/class has exited the **locker room** before securing the **locker room**;
 - e. Lock and/or secure the **locker room** door;
 - f. Escort team, class, or activity participants to the designated practice, game, or instructional area;
 - g. After practice, game, class, or activity, escort team, class or activity participants out of the building or back to gym to prepare for dismissal;
 - h. Not permit any student to leave class prior to the bell or practice, game or activity until dismissed by the supervising teaching staff member or coach.
2. A physical education teacher shall occupy an office in the **locker room** during school hours.
3. **Locker rooms** shall be locked at all times when unattended or unsupervised by a teaching staff member or coach.
4. Only student/athletes whose teams are currently playing or are in season shall be permitted access and use of the **locker rooms** after school hours.
5. No student/athlete shall be left unattended or unsupervised by a teaching staff member or coach in the **locker room** for any reason at any time.
6. All coaches are required to walk their student/athletes to the district provided late buses and wait until the late buses exit school property. No student/athlete shall be left by a coach until the student enters a late bus and the bus exits the school district property or the student is picked up by their parent or other authorized person.
7. As a preventative measure, school building administrators will conduct gym/**locker room**

sweeps to ensure these guidelines are being followed.

8. Failure to follow these procedures will result in appropriate disciplinary action.

Parent/Student Internet Contract – should be kept by the teacher in the classroom.

Parent/Student Photo/Publicity Contract – should be kept by the teacher in the classroom.

Staff Personal Form – Please complete the Personal Record Form (found in your Policy Book folder) and returned to the main office ASAP. (One must be completed for ALL staff members.)

Staff Additional Pay Procedures-it is imperative that timecards are submitted for all work over and above contracted salary.

All employees doing additional work must be Board Approved prior to completion. Once board approved, Payroll will add the applicable position to the employee's drop down menu selection on the Frontline Time and Attendance system with the appropriate rate and budget spread.

Employees are required to clock ***in and out*** on a kiosk or on their school computer to begin recording time worked.

All timecards must be submitted by the employee at the end of each weekly time period according to the Payroll Schedule.

Once the timecards are submitted, Supervisors must approve all timecards according to the payroll Schedule in order to be processed for payment by the Payroll Department. Any issues or delays in submitting the timecard may result in delay of payment.

For any concerns with completing a timecard, please contact the payroll department.

FUNDRAISING

The board acknowledges that the solicitation of funds from pupils must be limited since compulsory attendance laws make the pupil a captive donor and such solicitation may disrupt the program of the schools.

For the purposes of this policy, "pupil fundraising" shall include the solicitation and collection of money from pupils for any pre-approved purpose and shall include the collection of money in exchange for tickets, papers or any other goods/services. Raffles and other games of chance will not be permitted unless they are in compliance with all laws and regulations and approved by the Superintendent or designee. The board prohibits the collection of money in school for personal benefit. School approved organizations must apply to the Superintendent or his/her designee for permission to solicit funds both inside and outside of school. Solicitation in school must also be approved by the school Principal. Collections by pupils on behalf of such organizations must be approved by the Superintendent and building Principal.

See the Student Activities Handbook for more information.

HOMEWORK

	MAXIMUM PER DAY	TIMES PER WEEK
Gr. K	20 minutes	3 days
Gr. 1	20-30 minutes	4 days
Gr. 2	30 minutes	4 days
Gr. 3	40 minutes	4 days
Gr. 4	50 minutes	4 day
Gr. 5	50 minutes	4 days
Gr. 6	60 minutes	4 days
Gr 7	Core Classes	4 days
	Elective Classes	1 day
Gr. 8	Core Classes	4 days
	Elective Classes	1 day
Gr. 9	Core Classes	Teacher Determined
Gr. 10	Core Classes	Teacher Determined
Gr. 11	Core Classes	Teacher Determined
Gr. 12	Core Classes	Teacher Determined

- a) Lessons – Please consult your subject specific frameworks for lesson guidelines.
- b) Homework is to be considered a vital part of our school program. All children should be given the opportunity to develop independent study habits, a sense of responsibility and pride in their work.
- c) In assigning homework, be sure that the assignment is clear-cut and that the work assigned is within the ability/understanding of the student. Give homework as reinforcement – not punishment.
- d) Back to School Night is a great opportunity to discuss with parents the type of assignments you expect to be giving during the school year.
- e) Homework assigned must be completed, collected daily and returned corrected to pupils or placed in the student’s folder for parent conferences.
- f) If students do not return homework assignments as per your request, contact parents via notes, phone calls, etc., to inform them regarding the necessity for homework to be completed.
- g) Teachers are required to list in their plan book, homework assignments for the week by subject.
- h) When a student is absent because of illness, the teachers must make every effort to help them pick up where they left off. It is the **teacher’s** responsibility to make sure that homework is given to students to makeup. However, it is the student’s responsibility to check with their teachers to determine what work they have to make up. Students shall be giving a reasonable amount of time to make –up work. (A reasonable amount in most cases shall be the same number of school days as the days missed.) After such time teachers may not accept any make- up assignments.
- i) Teachers are responsible for assigning homework to students who are suspended from school.
- j) ALL teachers are responsible for sub plans except for K-2 Interventionists.

MAILBOXES - DISTRICT EMAIL

It is the responsibility of all staff to check their individual mailbox and district email several times during the school day. Please do not send students to the office for this task.

MEDICAL***INJURIES***

Staff members should report all personal injuries to the school nurse no later than 24 hours after the injury. If the nurse is unavailable, the injury should be reported to the administrator or designee / main office and the District Safety Officer.

STUDENT INJURY/ILLNESS

Any child who is injured anywhere in the building at any time (even at dismissal) must automatically be sent to the nurse regardless of whether the child says he/she is alright. Any child who appears and claims not to be well regardless of whether you feel it is true or not true must be sent to the nurse to be checked.

- Use gloves at all times (blood/body fluids)
- DCP&P – If a student reports abuse to you, it is your responsibility to call DCP&P and to notify the counselor, nurse and Principal.
- Safety – You will be liable and accountable if you are sitting down while a child plays and is injured on the playground equipment.
- Class Trips and the Nurse –Secure the services of the nurse two weeks in advance of your class trip.

SUICIDE THREATS

SUICIDE THREATS are serious and will be handled on an individual basis.

Protocol for Risk Assessment when a Student Expresses Suicidal or Homicidal Ideation or Self-Harm:

1. When a student expresses suicidal or homicidal ideation or self-harm, the school personnel must immediately take the situation seriously and take action.
2. The school personnel must contact the Director of School Counseling to conduct a risk assessment of the student.
3. If the student is found to be an immediate threat to themselves or others, parents and PESS must be notified by the school counselor. The student must be sent to PESS by their parent(s) or guardian(s) for evaluation and treatment. The student cannot return to school without clearance in writing from PESS. If a parent is reluctant or refuses to comply, DCPP must be notified immediately.
4. If the student is not an immediate threat, but still requires attention, the parent(s) or guardian(s) must be called to come into the school and informed of the situation. The school counselor or social worker (if the child is special needs) must also contact Mobile Response (Perform Care) with the parent(s) or

- guardian(s) to provide services for the student. If necessary, Mobile Response may take the student to a hospital for evaluation and treatment. A safety plan is to be created for that student.
5. If the student is not a threat at all, the student may return to class. The Director of School Counseling will be the one to make this determination.
 6. In all cases, parent(s) or guardian(s) must be notified of the situation and be informed of the steps taken to address the issue.
 7. The building administration must document the incident report and all actions taken in response to the situation. Incident reports must be reported via telephone to the superintendent's office immediately and followed up with a report of incident and timeline via email to:
LWINTERS@LAKEWOODPINERS.ORG, RDESIMONE@LAKEWOODPINERS.ORG,
BMORCOS@LAKEWOODPINERS.ORG, OSEGUI@LAKEWOODPINERS.ORG,
DZARRO@LAKEWOODPINERS.ORG
 8. Upon the student's return to school, the school counselor or social worker (if the child is special needs) will follow up with the student and ensure counseling is put in place for the student.

MENTOR – TENURED - CERTIFIED TEACHER

All new teachers and/or non-tenured staff are required by NJDOE to take part in a mentoring program in order to receive their Standard Certification.

Non-tenured teachers who have already received their Standard Certification, but are new to the District, are required to take part in a district mentoring program.

The Mentoring program helps the novice succeed by relying on veteran teachers to provide pragmatic, real world training in the art of teaching.

Mentoring can be defined as a developmental relationship in which a more experienced person provides support and guidance to a less experienced person. Mentoring goes beyond the traditional teacher-student relationship. Effective mentors serve as advisers, coaches, teachers, sounding boards, cheerleaders, and critics all rolled into one. Mentors give those with less experience an opportunity to improve their understanding of practices, discuss problems, and analyze and learn from mistakes in an atmosphere that is collaborative, constructive, and confidential.

All Certified staff members wishing to share/give back/pay it forward must complete **the District 2023-2024 Mentor Application** and submit it with the required supporting documents and letter of recommendation from a fellow colleague (**not an administrator**). (See Appendix C.)

MONITORING DEVICES ON SCHOOL VEHICLES

POLICY #8690

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles are paramount. Pupils transported in a school owned or contracted

school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video and/or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

NEWS MEDIA RELATIONS/PUBLICITY RELEASES

POLICY #9400

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district’s community relations program.

The Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

The Superintendent or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must authorize the release of any image of district subjects, personnel, or students.

Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

NOTICES HOME

All notices to be sent home regarding trips, class activities, parent invitations to the school, etc. must be approved by the administration, **and must be in both English and Spanish.**

OPENING EXERCISE

Flag Salute and Pledge of Allegiance

The flag salute takes place at the beginning of the day. New Jersey Law (18A:3603) requires students to show respect for the flag of the United States of America by reciting the pledge of allegiance each day. Students who are conscientiously opposed to the pledge or salute may abstain from these ceremonies; however, they are required to stand quietly and not disrupt the ceremonies. There should be silence and no movement during the pledge.

Moment of Reflection

On August 29, 2013, the Board of Education approved a resolution for all Lakewood Public School Students to have a "Moment of Reflection." The Moment of Reflection will follow immediately after the Pledge of Allegiance as part of the morning exercise.

PARAPROFESSIONAL RESPONSIBILITIES

- Assist and support the instructional program of the class they assist.
- Accept direction and guidance from teachers.
- Understand that the schedule is subject to change depending on the program review.
- Adhere to security door regulations for entrance and exit from the building
- All other duties as stated in the District Job Description.

Paraprofessionals are **NOT** certified staff members, and must **ALWAYS** be in a room with students **AND a CERTIFIED STAFF MEMBER**. They are **NEVER** to be left alone to oversee/monitor/watch students in ANY situation.

A paraprofessional who is employed by the Lakewood School district, and has a substitute certificate, **MAY NOT** be left alone with students, as his/her position is that of a paraprofessional **NOT** a substitute.

They are not secretaries, and must not perform clerical duties in class during instructional time.

PARENT CONTACTS

- a. **All Kindergarten through Grade 6 teachers will send home progress reports on the 3rd Friday of every month using the district created Progress Report on Realtime.**
- b. A record of all parental contacts (phone/note, etc.) must be kept in the record book.
- c. Please be sure to include positive notes and calls in your parental contacts.
- d. Special Education, Self-Contained classes must have a communication book for each child sent home. Please have them available in your room for administrative review.

PARENT/TEACHER CONFERENCES – Middle School, High School, Elementary Schools, and LECC

On conference days, school will be dismissed for High School and Middle School students at 11:30 a.m., Clifton, Ella G. Clarke and Oak at 12:15 p.m., Piner, LECC and Spruce at 1:00 p.m. Conferences will be held on each pupil, which should include discussion and sharing of papers and information collected during the term. This will prove valuable at conference time. Please use discretion in remarks to parents. Parents must be notified prior to a conference if other staff members will be in attendance (Interventionist, Reading and Math Coach, Special Area Teachers, etc.). Parent attendance will be taken and provided to the main office. All Staff members are required to stay for one evening conference as per the LEA Contract.

If you schedule a parent conference during the school year at a time(s) other than the scheduled parent conferences, please notify the office in writing prior to the scheduled conference time. Indicate scheduled date, conference time, parent name and reason for the conference in your plan book.

Parent Conferences **MUST** be scheduled before or after school in order to give the parents quality time as school time is reserved for improving the quality of teaching and learning.

PROFESSIONAL DEVELOPMENT PLANS (PDP'S)

- All Staff Members must have an approved current and updated PDP by October 26, 2024.
- Principals must meet with staff regarding their PDP.

AFTER SCHOOL PROFESSIONAL DEVELOPMENT

Faculty, grade level and professional development will occur on a Monday. **If Monday is a Holiday, they will automatically be held on Tuesday.**

- All Principals **must** hold meetings 3 Mondays a month. **Participation is mandatory.**
- Principals can meet with staff for a short time, and break out into work sessions etc.

OUT OF CLASSROOM – PLAYGROUND, ANOTHER ROOM, ETC.

A written request must be submitted to the office requesting to take your class outside or to another room or another part of the building. If permission is received, send a note to the office stating the time you will be “outside” and place a note on your door stating your location. All classes are to be back to their rooms 30 minutes before the end of the school day.

PLAYGROUND AREA AND EQUIPMENT

It is extremely important that teachers actively watch and supervise the use of the playground equipment. Teachers should be alert and aware of students on or near the equipment, as it can be hazardous if not used properly. Please note: You could be held accountable legally for students being injured on the playground. It is your responsibility to make sure students do not fight. Classes are not allowed outside on the playground without the permission of the Principal.

PURCHASES***Purchase of Supplies and Equipment***

- 1) All requests for purchases of any kind for the school must be submitted to the administration. The request must include a suggested vendor with full address and phone number, description, current price of the item, shipping and handling fee and a statement of need.
- 2) Only the Board of Education may make financial commitments or enter into contracts on behalf of the district. Requests to pay for items that were not approved in advance in accordance with Board of Education policy will not be paid for with school funds.
- 3) Teachers should not request students to bring in specific school supplies, taxpayer dollars are to support school needs as determined by the Board of Education.

SCHOOL HOURS**Lakewood Early Childhood Center**

Student Hours: 8:30 a.m. – 3:00 p.m.

Teacher Hours: 8:20 a.m. – 3:10p.m.

Paraprofessional Hours: 8:30 a.m. – 3:00 p.m.

Secretaries: 8:00 a.m. - 4:00 p.m. (or as assigned by building Principal/Supervisor)

Delayed Opening - 90 Minutes Delay

10:00 a.m. – 3:00 p.m.

Early Dismissal

8:30 a.m. – 1:00 p.m.

Elementary Schools (CAS, EGC, OSS):

Student Hours: 7:45 a.m. - 2:15 p.m.

Teacher Hours: 7:35 a.m. - 2:25 p.m.

Paraprofessional Hours: 7:45 a.m. – 2:15 p.m.

Secretaries: 8:00 a.m. - 4:00 p.m. (or as assigned by building Principal/Supervisor)

Delayed Opening - 90 Minutes Delay

9:15 a.m. – 2:15 p.m.

Early Dismissal

7:45 a.m. – 12:15 p.m.

Elementary Schools (PINER, SSS):

Student Hours: 8:30 a.m. - 3:00 p.m.

Teacher Hours: 8:20 a.m. - 3:10 p.m.

Paraprofessional Hours: 8:30 a.m. – 3:00 p.m.

Secretaries: 8:00 a.m. - 4:00 p.m. (or as assigned by building Principal/Supervisor)

Delayed Opening - 90 Minutes Delay

10:00 a.m. – 3:00 p.m.

Early Dismissal

8:30 a.m. – 1:00 p.m.

Lakewood Middle School

Student Hours: 7:00 a.m. - 1:30 p.m. Teacher

Hours: 6:55 a.m. - 1:40 p.m. Paraprofessional

Hours: 7:00 a.m. - 1:30 p.m.

Secretaries: 8:00 a.m. - 4:00 p.m. (or as assigned by building Principal/Supervisor)

Breakfast for students will begin at 6:45 a.m.

First period begins at 7:00 a.m.

Delayed Opening - 90 Minutes Delay

8:30 a.m. – 1:30 p.m.

Early Dismissal

7:00 a.m. – 11:30 p.m.

Lakewood High School

Student Hours: 7:00 a.m. - 1:30 p.m.

Teacher Hours: 6:55 a.m. - 1:40 p.m.

Paraprofessional Hours: 7:00 a.m. - 1:30 p.m.

Secretaries: 8:00 a.m. - 4:00 p.m.

Breakfast begins at 6:45 a.m.

First period begins at 7:00 a.m.

Delayed Opening - 90 Minutes Delay

8:30 a.m. – 1:30 p.m.

Early Dismissal

7:00a.m. – 11:30 a.m.

All Certificated staff must arrive 10 minutes prior to the start of the school day.

SMOKING

Smoking is prohibited in any area of any building of, or on the grounds of, any public or non-public elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors. NJ STAT.ANN C.26:3D-55 to C.26:3D-64 (2006)

SPECIAL EDUCATION AND RELATED SERVICES***What is a referral?***

A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services.

Who can make a referral?

- Parent
- School personnel
- Agencies concerned with the welfare of students, including the New Jersey Department of Education.

If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

What happens when a referral is made?

Within 20 calendar days of receiving a referral, the school district must hold a meeting to decide whether an evaluation will be conducted. If an evaluation will be conducted, another decision is made about the type of testing and other procedures that will be used to determine the nature and scope of the evaluations. If an evaluation will not be conducted, recommendations may be made with respect to interventions or services to be provided the student in general education.

Decision-Making and Participation in Meetings

How are decisions made about your child's special education needs?

Decisions regarding your child's special education needs are made at meetings. As the parents of a child who has or may have a disability, you have the right to participate in meetings regarding:

- Identification (decision to evaluate or not)
- Evaluation (nature and scope of assessment procedures)
- Classification (determine whether your child is eligible for special education and related services)

- Development and review of your child’s individualized education program (IEP)
- Educational placement of your child
- Reevaluation of your child

You are considered a member of the multi-disciplinary team of qualified persons who meet to make these determinations and develop your child’s individualized education program (IEP).

Intervention and Referral Service procedure (I&RS)

The School Building’s Intervention and Referral Services assist **Regular Education** and **Special Education** teachers to offer support and works with students with learning and/or behavior problems who may require additional support.

The I&RS team helps classroom teachers by:

- Providing an efficient and effective means of assistance
- Providing peer support
- Providing a vehicle to share their expertise in working with a variety of learning and behavioral problems with all students – Regular and Special Education.
- Offering structured support and assistance by suggesting instructional strategies to promote pupil competence
- Enabling the school’s instructional program to meet a broader range of pupil needs.

Parental Requests: While parents have a right to request a Child Study Team Evaluation, we have a responsibility not to enlist parent requests.

Private CST Evaluations: Evaluations completed by a private Child Study Team at the parents’ request must be submitted to the Principal who will forward it to the Child Study Team.

Speech Referrals: New referrals should be addressed with the Speech Therapists and Counselors.

Section 504

Processed by the building administrator and the Guidance Counselor

Individual 504’s for students must be updated and revisited each year. They are not automatically renewed. 504’s cannot be used just for testing nor written and developed just prior to testing. In addition, the provisions of the 504 must be implemented every day to avoid legal ramifications. We do not want to be accused of failing to implement.

- Please review and implement existing 504 plans.
- Begin thinking about revising and updating new 504 plans.
- By November of each school year, all revised and updated 504’s should be in place and signed off by parents.
- By January of the same school year, all brand new 504’s (except for transfers) should be in place and signed off by parents.

STATE RESIDENCY REQUIREMENT

NJ First Act, N.J.S.A. 52:14-7 (Act) effective September 1, 2011. It provides that “every person holding office, employment, or position with ... a school district... shall have his / her Principal address within the State.” New employees are entitled to a grace period of one (1) year from the date of hire to comply with the residency requirement.

There is a “grandfather clause” for existing staff members employed in the District as of September 1, 2011 and who, as of that date, resided outside of New Jersey.

Please note that staff members who were employed in the District but actually resided in New Jersey as of September 1, 2011 are **not** exempt from the residency requirement.

SUBSTITUTE FOLDERS

Substitute folders are to be completed with three complete sets of daily plans during the first week of the new school year. Folders are to be updated by the staff member throughout the year as (i.e. returning after a personal, professional or sick day(s) to maintain 3 days of planning. Please include the following in the substitute folder: student roster, attendance sheet (location), class schedule, medical concerns (i.e. allergies, asthma, etc.), classroom rules and procedures, the bus list, all security policies and plans, and any other significant information.

Substitutes are NOT allowed to take a class to outside activities i.e. bowling, swimming or school trips. Any activity that will vary the daily schedule will be cancelled.

Please remember Substitute plans are to be based on the course study and not busy work. Behavior problems arise when student are not engaged.

Please remember to *leave your keys daily*. The Substitute will need them for access to your room and during a security drill or a security action.

STUDENT:

DISTRICT WIDE – ATTENDANCE / DISCIPLINE POLICY, PROCEDURES & RULES

POLICY #5200

Student Attendance

Elementary / Middle Schools

Regular attendance by all students in the Public Schools of New Jersey is a well-established, long standing State Policy (NJSA 18A—38:25,26) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States.

Regular attendance is fundamental to the academic achievement of students in secondary schools. The self-discipline and sense of responsibility that students acquire clearly relate to post high school experiences in the world of work or in additional educational endeavors. Lakewood School District places a high value on student attendance and requires high standards for its students.

The basic objective of the policy is to minimize or eliminate cuts, tardiness and absences. To this end, the following steps will be taken:

A. Student Responsibilities:

- a. To arrive on time to school.
Clarke, Oak & Clifton - 7:45 a.m.
Spruce, Piner & LECC – 8:30 a.m.
High School – 7:00 a.m.
Middle School – 7:00 a.m.
- b. To attend school regularly.
- c. If a student is absent due to an illness he/she must provide medical documentation to the teacher upon return to school within (2) days.
- d. To make up any assignments that will be missed or were missed during his/her absences.

B. Teacher Responsibilities:

- a. **Teachers must record attendance in the designated data system within the first 10 minutes of each period / school day.** (LECC Preschool teachers must enter the students' attendance daily as it is used in determining the number of prepackaged breakfasts and lunches that will be delivered to the campuses.)
- b. Teachers must make contact with a parent when a student has been absent 2 times consecutively or 5 times within a two-week period.
- c. If a student has been absent, 3 times within that marking period, the teacher must notify the attendance office as well as their guidance counselor via email.
- d. All medical documentation received should be given to the health and attendance secretary, which will in turn enter the absences into the designated data system as excused.

C. Unexcused Absences

- a. Five (5) unexcused absences within a school year will result in truancy charges being filed with the Municipal Court.

D. Absences that are exempt (not unexcused) based on the Attendance Policy include the following:

- a. Personal Observance of Recognized Religious Holiday(s) as published by the New Jersey Department of Education.
- b. Death in the immediate family which includes a parent or guardian, sibling, grandparent, and others at the discretion of the administration.
- c. Bedside Instruction
- d. Administrative excuse with required documentation, which includes, but is not limited to, the following:
 - i. Chronic illness with written verification from a physician, which should be registered in the nurse's office by September 15th of the academic year or within three weeks of the diagnosis, in the event that verification of a chronic illness is not provided within the time limits set forth above, it must be provided promptly after the first absence caused by the chronic illness.
 - ii. Court appearance with written documentation from the court.

- e. Classified students are expected to adhere to the same attendance regulations as general education students, unless otherwise noted in the student's Individualized Education Plan (IEP). Any additional exception(s) would be determined by the Child Study Team (CST) in consultation with the school administration.
- f. Excused absences count as an absence.

E. Notification Process

- a. Warning Letter: The Office at Attendance will generate a form letter that is mailed to the home of the student informing the parent/guardian of excessive absences. The office will keep a copy of the letter. This warning letter will state that because of excessive absences, the student is in danger of facing truancy charges. This letter is generated at the 5th unexcused absence in a full year course.
- b. Phone Call to Parent/Guardian: An automated phone call will be made to the parents/guardians of the student alerting them of their child's absences/tardies.
- c. Filing Letter: The Office of Attendance will generate a form letter informing the parents/guardians that truancy charges are filed in the Lakewood Municipal Court after 10 unexcused absences.

F. Intervention process for unexcused absences.

- a. Students with 3 unexcused absences will receive a letter notifying parents/guardians that their child has exceeded the allowable number of absences.
- b. Following the letter a parent conference will be scheduled with the attendance counselor, CST, guidance counselor and all other needed parties to discuss attendance concerns. Student and parent will sign an attendance contract and student will be given 5 days to improve attendance. If needed, the student will be referred to the Intervention and referral Services Committee (I&RS) for further services.
- c. After the 5-day notice if a student's attendance has not improved then the attendance office will generate a letter notifying the parent that truancy charges will be filed at the 10th day of absences.

REALTIME

- a. *Teachers must use the RealTime program to enter student attendance. **Please do not send students to the main office with a hard copy.*** If you are experiencing problems with the program, please notify the main office.
- b. Attendance must be taken in Realtime the first ten (10) minutes of the day or period.
- c. Pupils cannot be marked absent until they have attended one day of school. At the beginning of the school year or as appropriate you are to mark a student as Never Attended.
 - i. NOTE: students who have not attended school must be carried for 10 school days before they can be dropped by the Central Registration Department. If you have any information i.e. moved, attending private school, etc. please furnish the information to the attendance secretary.

PUPIL ATTENDANCE

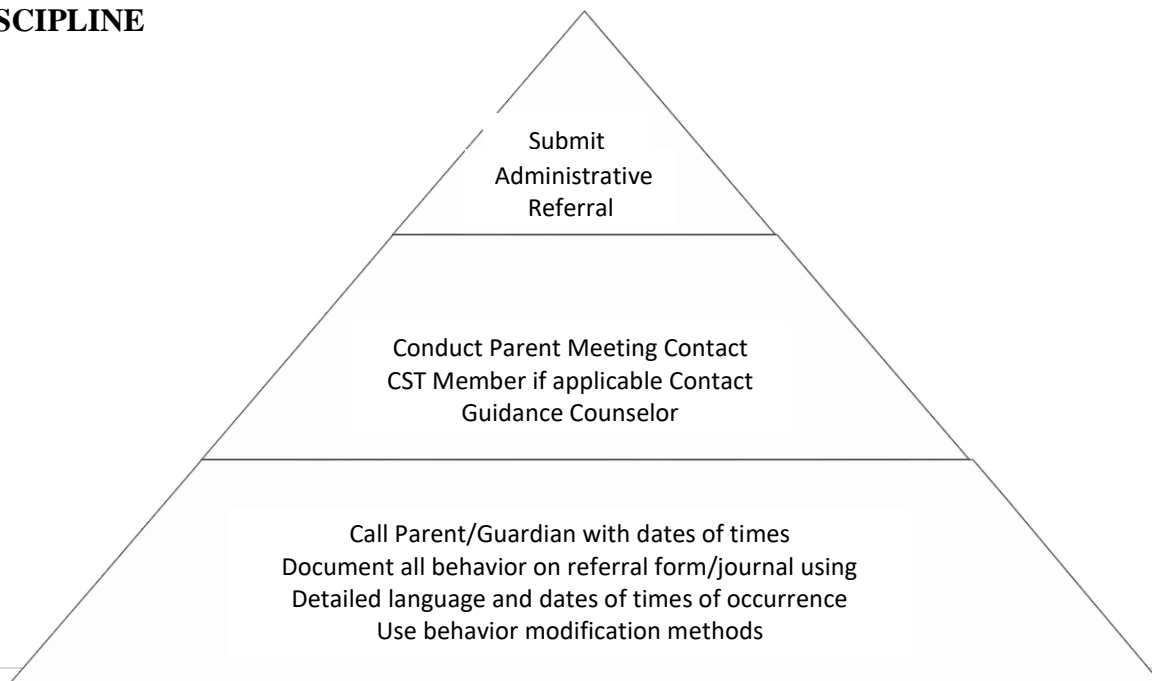
- a) Attendance should be completed within the first 10 minutes of a period / school day using the RealTime program.
- b) All students entering school after attendance has been taken are to report to the main office (elementary schools) / attendance office (secondary schools).
- c) Please impress upon pupils the importance of their arrival to school on time and continue to reinforce this need throughout the year.
- d) Office phone calls and letters will be completed on a need basis. A meeting may be requested involving the parent, student, administrator and guidance counselor, or nurse.

BATHROOM / LAVATORY PRIVILEGES

Please do not allow lavatory privileges to be abused by students. It is the responsibility of each student to see that the lavatories are kept neat and clean. It is important to review the rules and procedures regularly.

- a) The entire class (elementary only) should not be lined up in the hall to go to the lavatory. (This is a waste of instructional time.)
- b) Sending students in pairs and with a pass will provide better supervision and accountability of students.
- c) Log Books must be maintained daily for each room (i.e. classroom, resource, speech, etc.) The Log Book will be reviewed by the administration.
- d) Students must have a pass to leave the room in order to use the lavatory.
- e) Review restroom rules with your students.
- f) Please do not limit the number of times a student goes to the lavatory. If you suspect they are fooling around, send them with a monitor (See attached restroom rules). In addition, check with the nurse and parent/guardian to see if there is an underlying medical problem.

DISCIPLINE



DISCIPLINE POLICY

1. The Code of Conduct Booklet and individual classroom “Consequence” plan must be sent home and signed by parents.
2. In accordance with NJSA Title 18A, any form of group or class punishment is prohibited.
3. All classroom teachers, regular and special education, will stand outside their classroom door from first bell to the start of 1st period **and** from start of bus dismissal until the “All buses have been called” announcement. At this time, teachers will maintain order in the hallways. All bathrooms will remain locked until after first period bell with the exception restroom designated by the building administrator.
4. Attendance will be taken at this time in order to start the instructional day promptly at first bell
 - a) All students must have a pass when walking unattended throughout the building. The pass must be visible at all times, (elementary) student ID badge (secondary schools).
 - b) All staff members / security are responsible for asking students for their pass.
 - c) If the student(s) do not have a pass, ask the student(s) the name of their teacher, and direct the student(s) back to their classroom to obtain a pass.
 - d) Report the names of habitual student offenders to the office/security.
 - e) The office staff will NOT provide service to ANY student(s) without a pass.
5. All teachers will walk quietly with their students throughout the building. (elementary only)
6. Walk to the right of any given hallway and stairwell. Students must walk with their hands at their sides. [The teacher must walk behind the class so that all students are in full view of the teacher at all times. (elementary only)]
7. Instruct students to always walk to the right of the hallways and stairwells at all times.
8. The school-wide classroom rules must be posted and visible at all times. The classroom teacher is responsible for strictly enforcing the rules. Teachers are responsible for calling the parent/guardian of any student(s) who fail to comply with the rules - even if you must call every day. For difficult students, you must keep a daily log of student misbehaviors and request an IR&S meeting. In your log, you must include what took place before the misbehavior and how the misbehavior was handled. Include the time of day and ALL parent/guardian contacts you made. If the student has an IEP, speak to the case manager immediately. Do not ignore student behaviors, they will only get worse
9. **Confronting Students:** Do not confront students or challenge them. Do not take articles of clothing off students – ask them to remove it. If a student is about to lose control, and/or is in the middle of having an episode, try to redirect his/her attention to a completely different activity. As adults, we should not feel we have to win...even if it means a student does not do his/her work. The work issue can be addressed with his/her parents.
Do not send students who need constant monitoring on errands or to the restroom alone.
10. Some levels of student misbehavior are inevitable. It is important for us to be proactive, not reactive. We must take effective steps to minimize occurrences of misbehavior. Preventive measures indicate a teacher’s awareness that misbehavior might occur and establish guidelines for appropriate classroom behavior. Still, misbehavior will occur in the best of classrooms. That is why supportive measures are necessary to quell disturbances at the outset. Corrective guidelines are necessary when preventive and supportive steps are inadequately implemented or ineffective with more severely disruptive students.
11. Corporal punishment is defined in N.J.S.A. 18A:6-1 which provides the following guidance: No

person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

- a. To quell disturbance, threatening physical injury to others;
 - b. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
 - c. for the purpose of self-defense; and
 - d. or the protection of persons or property.
12. Develop a classroom discipline system or plan that incorporates all three stages of discipline: preventive, supportive and corrective. Preventive discipline is the planning stage. It includes all the steps teachers take to establish a positive classroom environment with high expectations that is conducive to student learning.

Your effectiveness as a classroom manager depends on your ability to thoughtfully develop a plan that anticipates misbehavior and establishes guidelines for appropriate behavior.

- a. Develop stimulating lessons.
- b. Match students with learning styles and preferences: visual, auditory and kinesthetic.
- c. Organize the physical environment. Make sure all seats are positioned to ensure visibility and allow you to gain proximity to any student as quickly as possible. Ensure that the room is uncluttered.
- d. Strictly enforce classroom rules. Contact parents/guardians on a daily basis if needed. Rules establish clear expectations. They let the students know what performance and behaviors you deem acceptable.
- e. Develop classroom procedures. Procedures tell the students what to do and when. Be consistent.
- f. Clear classroom rules and procedures will limit and possibly eliminate most discipline problems. Our most difficult students do best when the rules and procedures are consistent, and they know and understand what you want them to do and when.
- g. Research indicates that effective classroom managers spend time teaching rules and procedures. Teaching and reinforcing rules and procedures is time well spent and may do much toward preventing inappropriate behavior.
- h. Do not have any down time. Down time is when most student misbehavior occurs.
- i. Students should not be sent out of the room, even though it has been a past practice.
- j. Please seek the help of the guidance counselor and/or administrative assistance for extreme behavior problems.

BULLYING REPORTING AND PROCEDURAL REQUIREMENTS

The NJDOE requires that all districts across New Jersey utilize **Form 338** during the 2024-2025 school year.

There are **two versions of Form 338**:

Form 338 – For Parents/Guardians/Caregivers/Families to report a HIB Incident, which can be found on the District's website.

- The Form is in English and Spanish.
- Forms may be filled out anonymously from parents/guardians.
- If a HIB incident is reported by a parent/guardian/family member, the form must be emailed to the person, so that they can complete the form in writing.
- If the form is completed, it will go directly to the building Administrators (Principal & Assistant principals), and must be added to the investigative paperwork and uploaded in HIBSTER.
- If the form is not completed, an investigation must occur regardless. State in your investigative paperwork that the parent/guardian was sent via email, and not returned.

Form 338 – Form 338 – For School Personnel/Contracted Service Providers to report a HIB Incident, which can be found on the District's website.

- This form is mandated by the NJDOE for any Lakewood School District employee and/or Contracted Service Provider to report a HIB incident.
- Since employee are mandatory reporters, the form **CANNOT** be filled out anonymously.
- As per the NJDOE, **all allegations of HIB must be reported in writing using Form 338 (School Personnel/Contracted Service Providers)** and submitted to the principal within two school days from when a school employee or contracted service provider, witnesses or receives reliable information, that a student has been subject to HIB.
- This form shall be completed even if a preliminary determination is made under the district's HIB policy that the reported incident or complaint is a report outside of the scope of the definition of HIB.
- Required investigative procedures shall continue after the submission of this form by the School Principal to the Superintendent.
- The completed form must be maintained on file in the school.
- The Principal must promptly submit this form and a copy of his/her investigative findings to the Superintendent via HIBSTER within the ten (10) day timeframe.

Anti-Bullying Coordinator

Barbara Morcos, Director of School Counseling Services & Anti-Bullying Coordinator

Bmorcos@Lakewoodpiners.org

(732) 364-2400, Extension 7037

Anti-bullying Specialists for each school, their name, phone number and email address.

School	Anti-bullying Specialist	Phone Number	Email Address
LECC	Deidre Krok	(732) 364-2400, Extension 7807	DKrok@Lakewoodpiners.org
Spruce Elementary School	Jessica Bliss	(732) 905-3660, Extension 7714	JBliss@Lakewoodpiners.org
Piner Elementary School	Ines Pinto Gallagher	(732) 905-3566, Extension 7903	IPintogallagher@Lakewoodpiners.org
Clifton Avenue Grade School	Mariana Bernaski	(732) 364-2400, Extension 7210	Mbernaski@Lakewoodpiners.org
Oak Street School	Jessica Cerchio	(732) 905-3670, Extension 7621	JCerchio@Lakewoodpiners.org
Ella G. Clarke School	Tara Napolitano	(732) 905-3620, Extension 7306	Tnapolitano@Lakewoodpiners.org
Lakewood Middle School	Jenna Buonomo	(732) 364-2400, Extension 7532	JBuonomo@lakewoodpiners.org
Lakewood High School	Amber Patterson	(732) 364-2400, Extension 7465	APatterson@Lakewoodpiners.org

New Jersey Department of Education's State School Climate Coordinator

Hib@doe.nj.gov

The Law Defines Harassment, Intimidation Or Bullying As:

“**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;
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;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to

his/her person or damage to his/her property; or

- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

What do we mean by bullying?

Bullying is an unacceptable form of behavior through which an individual or group of individuals are or feel threatened, abused or undermined by another individual or group of individuals. Bullying can be expressed through physical, verbal or intimidating behavior. Bullying can be subtle or it can be overt. It can cause short-term suffering for the victim or it can have long-term effects. It is always damaging and it must always be taken seriously and addressed.

People can be bullied on the grounds of:

- Race
- Gender
- Sexual orientation
- Disability
- Socio-economic status
- Nationality
- Language
- Religion
- Other differences

Type/Nature of Incident:

Written: Graffiti, notes, letters, written threats, ridicule through drawings, etc...

Verbal: Name calling, threatening, sarcasm, discriminatory comments, etc...

Physical: Pushing, shoving, fighting, tripping, etc...

Damage to Property: theft of belongings, clothes, money; tearing of personal item, ripping books, etc...

Isolation: Shunned, rejected, left out of activities/groups, etc...

Incitement: Encouraging others to bully, behave in a discriminatory manner, wearing discriminatory insignia such as racist badges, distributing racist or other discriminatory literature etc...

Extortion: Using threats in order to obtain money, property, etc...

Cyber bullying: Cyber bullying, instead of happening face-to-face, happens through the use of Technology such as computers, cell phones and other electronic devices. Examples include: sending hurtful, rude or

mean text messages to others, spreading rumor or lies about others by e-mail or social networks (Facebook, etc...) Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others.

DETENTION

After-school detention may only be assigned by a School Administrator. If you wish to remain after school with your student, you must first address it with the building administrator before contacting the parent.

DEFINITIONS OF VIOLATION / CONSEQUENCE

Assault, Battery, or Harassment of School Personnel

Students are prohibited from assaulting, battering or harassing any school employee. These behaviors may be defined as:

- Intentionally, knowingly or recklessly causing bodily injury to another;
- Intentionally or knowingly threatening another with imminent bodily injury, or to property.

Defiance of Authority/Insubordination

Defiance of Authority/Insubordination is when a student knowingly refuses to comply with reasonable school rules, refusal to identify self, or to follow directions of school personnel.

Disruptive Behavior

Disruptive behavior is when a student has caused a disruption in a classroom, on school grounds, on vehicles, or at school events.

Expulsion

Expulsion is the permanent removal of a student from the schools of the district for exhibiting behavior that is detrimental to the safety, welfare, and morals of students or of school personnel in the school or school district.

Extortion

Obtaining or attempting to obtain money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).

Fighting

Fighting is a physical conflict between two or more individuals.

Illegal Substance

Any product that can be ingested into the body and that is determined by law to be against the law to possess or to ingest.

Retaliation/False Allegation

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Sexual Harassment

Sexual Harassment of students or employees in any manner whatsoever will not be condoned, permitted, or tolerated. Persons engaging in such harassment may be subject to discipline up to and including suspension or expulsion. Sexual harassment is defined as unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the education environment that are offensive or objectionable to the student, that cause the student discomfort or humiliation, or that interfere with the student's performance.

**USE OF COMMUNICATION ELECTRICAL AND RECORDING DEVICES
POLICY #5516*****Scope***

Electronic devices have become a common means of communications and information access in today's society. However, these devices have the potential of disrupting the orderly operation of school. Lakewood School District has therefore created this policy to govern the possession and use of electronic devices on school premises, during the hours, at school sponsored activities, and on school transportation.

Definition

For the purpose of this policy "**Electronic Device**" means a privately owned wireless and/or portable electronic handheld equipment that includes, but not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, walkie-talkies, etc.) portable internet devices (mobile managers, mobile messengers, Blackberry handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.) Handheld entertainment systems, Headsets, Earbuds (video games, CD players, compact DVD players, MP3 players, iPods, walkman devices, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions. "**Electronic Device**" also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Possession and use of Electronic Devices in School is Strictly Prohibited

Students may possess a cell phone or iPad and use the devices at school subject to the following: Students may carry or possess a cell phone (but not wear headsets) at school and school sponsored activities, however, the electronic device must be turned **off**, not set to vibrate and kept out of sight during class time. Student may also carry and use an iPad only in a classroom setting and only for educational instructions. Students may use electronic devices with the sole approval of a school administrator, teacher or in an emergency.

Confiscation

If a student violates this policy, his/her electronic device will be confiscated. When an administrator,

teacher, or any other school employee (**Elementary Only**) confiscates an electronic device under this policy, he/she shall take measures to label and secure the device or turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released / returned to the student's parent or guardian **only after the student has complied with any disciplinary consequences that are imposed.**

At the High School and Middle School Level, teachers will not confiscate Electronics, only an administrator will confiscate student electronics.

Prohibitions on audio or camera recording

The use of audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times. Except under the following circumstances:

- a) The use is at the direction of a teacher for educational purposes
- b) The use is determined by the administration to be necessary for other special circumstances, health-related reasons, or emergency.

Security of devices

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made by the electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Reporting

Individuals wishing to report a violation of this policy shall contact a school administrator.

Disciplinary Actions

Violation of this policy will result in discipline up to and including suspension, and notification of law enforcement authorities. A student who violates this policy may be prohibited from possession of an electronic device at school or school related events.

1st offense: Electronics confiscated, student may retrieve at the end of the parent/guardian notified.

2nd offense: Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day.

3rd offense: Students in K-8 receive detention/students in grades 9-12 receive in-school suspension. Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day.

These actions are only for retrieving the device and are not meant to excuse the student from any discipline taken by the administrator for violating the student code of conduct.

GANGS AND GANG-RELATED ACTIVITY

POLICY #5615

The Lakewood Board of Education recognizes the need for appropriate rules and regulations to ensure a safe and healthy environment that is conducive to teaching and learning.

In that connection, the District acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contributing to the proliferation of gangs. A gang in this policy is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying with gang or gang- related activity signs, colors, and/or symbols.”

- A. The Board of Education prohibits the following on school property or at school related functions, and off school property if it involves intimidation or an attack on another student in the District:
- 1) Initiating, advocating, or promoting a gang or any gang-related activities;
 - 2) Tagging or defacing school property with gang names, slogans and/or insignias;
 - 3) Conducting gang initiations;
 - 4) Threatening another with bodily injury and/or inflicting bodily injury on another in connection
 - 5) Inciting, soliciting, or recruiting others for gang membership or gang-related activities
 - 6) Aiding or abetting any of the above activities by one’s presence or support.

Any student found to have engaged in any of the above shall be subject to school discipline, including but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered by the above or by any other part of the school’s disciplinary code, a finding that the conduct was gang- related or gang-affiliated shall be considered an aggravating factor in determining the appropriate punishment.

- B. The Board further prohibits the following in school and at school-related events:

- 1) Wearing of gang apparel, accessories, signs, insignias, or symbols on one’s clothing or person.
- 2) Display of gang apparel, accessories, signs, insignias, or symbols on personal property.
- 3) Communication in any method (verbally or non-verbally) designed to convey gang membership or affiliation.

The Superintendent or his/her designee shall determine, in consultation with law enforcement Officials, what types of specific apparel, accessories, signs, insignias, and symbols are to be prohibited at each school under this policy, and shall promulgate and publicize such list to all students and parents. The list may be updated or modified at any time by the Superintendent or his/her designee, and any additions or changes communicated to students via the District’s web site, student handbooks or any other reasonable means. The list may be part of a broader dress code applicable to all students at the school.

A student may be disciplined for wearing or display of any apparel, accessory, sign, insignia, or symbol which is specifically prohibited on the list promulgated by the Superintendent or his/her designee.

The preferred response to the wearing or display of items prohibited by policy or regulation (unaccompanied by any other disciplinary code violation) is intervention in lieu of discipline.

The Superintendent or his/her designee shall conduct an intervention when a student is suspected of gang

activity. The decision to intervene in lieu of imposing discipline is left to the discretion of the school administrator, based upon all the circumstances, including the nature of the violation, the adequacy of the notice that the item was prohibited and the student's overall behaviors in the school setting. Intervention may include counseling, meetings with parents and/or police and recommendations for attending informational programs on gangs. The purpose of such intervention is to discuss the school's observations and concerns and to offer the student and the parent/ guardian information and an opportunity to ask questions or provide other information and support.

SCHOOL WIDE RULES AND BEHAVIOR STANDARDS FOR ALL STUDENTS

1. Follow directions the first time they are given.
2. When an adult is talking, stop, look and listen! Pay attention, face the person talking, and respond politely at all times.
3. Keep hands, feet, and objects in your own personal space.
4. Respect school property.
5. Take pride in your education by coming to school on time and working to the best of your ability.
6. Use appropriate language and behavior.
7. Do not get out of your seat without permission.
8. Wait your turn to speak.
9. Do not bully, harass, threaten or intimidate others.
10. No electronic devices (iPods, MP3 players, etc...). See District Electronic Policy.
11. Racial slurs, inappropriate comments about religion, ethnic origin or sexual orientation will not be tolerated. See Bullying Policy, HIB.
12. No stealing.
13. Walk – No running in the hallways, classrooms or to and from the buses.
14. Hats, scarves, and other head coverings not associated with religion are not to be worn in the building.
15. Comply with the District's Dress Code Policy.

Classroom Rules

1. Students will treat others with courtesy and respect.
2. Students will not speak until called on by the teacher, unless told otherwise.
3. Students will stop, look and listen when an adult is talking.
4. Students will not get out of their seats without permission.
5. Students will participate in learning activities assigned by the teacher.
6. Students will come to school on time every day.
7. Students will bring the proper tools to class, including a pencil, paper, books, and required items.
8. Students will not bring food, drinks, gum, hats, or other distractions to the classroom without the permission of the teacher.
9. Students will keep hands, feet, and objects to themselves and respect others.

Hallway Rules

1. Always walk on the right hand side of all hallways throughout the school with your hands by your side.
2. Remain quiet at all times in the hallway.

3. When walking in the hall as a class, you must walk in a straight and quiet line on the right hand side of the hall with your teacher.
4. If you are walking in the hallways without your class, you must walk on the right side of the hallway and have a designated hall pass.
5. If you are going to the restroom, use student restroom only, and be sure to wash your hands and throw away your trash in the provided trash can before returning to class.

Restroom / Lavatory Rules

1. Students must sign-in and out to go to the restroom.
2. Students must carry a visible hall pass.
3. Use bathroom appropriately.
4. Use inside voice.
5. Leave the restroom area clean and neat.
6. Throw paper towels in the provided restroom trash can before returning to class.

Assembly Rules

1. Students must sit flat with both feet on the floor.
2. Voices must be turned off.
3. Show respect.
4. Keep hands, feet and objects to yourself.
5. Applaud appropriately.

Fire Drill Rules

1. Always walk when lining up to exit the building.
2. Exit the building, using the appropriate fire drill route, in a straight and quiet line walking on the right hand side of the hallway.
3. **No** talking or fooling around is allowed inside or outside of the building.
4. Face forward in a straight line at your designated area outside until it is time to reenter the building.
5. If you are in the building without your class, exit the building using the nearest door. Ask the nearest teacher/administrator to help you find your class.
6. Walk in a straight and quiet line as you go back to class.

Bus Safety Rules

1. No threatening or harassment of students at the bus stop before or after school.
2. Absolutely no fighting on the bus or at the bus stop before or after school.
3. If the bus has seat belts, buckle-up.
4. No standing and remain in your seat when the bus is moving.
5. No head, hands or any other body parts out of the windows.
6. No throwing things on the bus.
7. Hands off things not belonging to you.
8. No throwing things out the windows.
9. Disrespecting the bus driver and/or adults on the bus is not acceptable and may result in the loss of bus privileges.
10. Students are to listen to the bus driver at all times.
11. Students are to be respectful while riding the bus.

12. NO eating or drinking on the bus.

Cafeteria Rules

1. Enter and exit the cafeteria in an orderly manner.
2. When an adult is talking, stop, look and listen for the directions.
3. Remain seated at all times.
4. No banging on tables.
5. No fighting.
6. No screaming or yelling across the cafeteria.
7. Always use a quiet voice when speaking.
8. Make sure the table top, chairs and floor around you are clean.
9. Raise hand when help is needed.
10. Throw all trash away when told.
11. When waiting for your food, stand in a straight and quiet line.
12. No food or drink is permitted outside the cafeteria.

Any student who throws food and or yells “food fight” will receive an automatic four day suspension from school for inciting a riot.

Recess/Playground Rules – Primary Grades only

1. Line up in a straight and quiet line.
2. Play where directed.
3. Keep hands and feet to yourself.
4. No rough play or tackle games.
5. No fighting, touching, hitting or wrestling.
6. Things on the ground stay on the ground.
7. No throwing rocks or sand.
8. Use equipment safely and appropriately.
9. Line-up immediately when the teacher signals to end recess

Students must wait quietly for their teacher to arrive at their lunch table or recess line to properly dismiss them from lunch/recess. Students may not run to their teacher(s).

Procedures of Lunch Duty Teachers

1. Arrive at the cafeteria on time.
2. Review the cafeteria rules with the students (Use the microphone).
3. Wait until you have the full and quiet attention of all students in the cafeteria prior to lining students up to purchase lunch.

Procedures for Classroom Teachers

1. Escort and seat your class. Make sure they are quiet and ready to listen to the duty teacher.
2. **DO NOT** leave your class unattended. Remain with students until the duty teachers are present in the cafeteria.
3. Meet your class for pick-up on time.
4. Kindergarten paraprofessionals are to escort their class to the kitchen area, assist student with their selection and while they are eating.

Breakfast Rules and Procedures

Students will not be allowed into the building prior to the building start time or earlier as determined by the building Principal. (Students must be supervised at all times when in the school building.)

1. Wait quietly on line- no pushing, yelling or fighting.
2. When an adult is talking, stop, look and listen for the directions.
3. Remain seated at all times.
4. No banging on tables.
5. No fighting.
6. No screaming or yelling across the cafeteria.
7. Always use a quiet voice when speaking.
8. Raise hand when help is needed.
9. Make sure the table top, chairs and floor around you are clean.
10. Throw all trash away.
11. No food or drink is permitted outside the cafeteria.
12. Leave as soon as you are finished. Do not report late to class.

Students who habitually arrive late to class, and use "going to breakfast" as their excuse, will be in danger of losing breakfast privileges.

Students should arrive to school on time. Student lateness attributed to a doctor's appointment is required to have a doctor's note. Oversleeping, missing the bus, forgetfulness or other non-school ***related activities are not acceptable excuses on the part of the parent or student, and will be addressed*** by the administration.

LAKEWOOD SCHOOL DISTRICT'S
Consequences for Violation of School Rules

School		2024-2025 Academic & Behavioral Supports
	Detention (Elementary, MS & HS)	Cutting class/leaving the cafeteria/commons without permission, not completing assignments, dress code violations, cutting class, texting/using phone during class, Leaving class without permission, Late to Class, Late to School, wearing a sweatshirt with a hood over their head.
	Level One Intervention (Elementary, MS & HS)	Repeatedly cutting class/leaving the cafeteria/commons without permission, repeated dress code violations, repeated ID Badge violations, refusal to do class work, repeated phone violations, inappropriate behavior, leaving class without permission (2 nd Offense), Cursing and/or abusive use of language, Vandalism, Forgery, Failure to go to detention, Repeatedly late to class, Repeatedly late to school, repeatedly wearing a sweatshirt over their head.
	Level Two Intervention -(MS & HS) (Elementary – Follow Level One Intervention)	Racial/Religious Slurs, Smoking including e-cigarettes, disruption of school time, under the influence of alcohol/drugs, defiance of authority/Insubordination, sexual harassment and intimidation, Bullying, Retaliation/False allegation for reporting harassment, intimidation or bullying, leaving campus without permission, repeated inappropriate behavior, repeatedly leaving class without permission, repeated cursing and/or abusive use of abusive language, Defiance of Authority, Actions that threaten the safety of people or property, Threatening to physically harm another student, Damaging School Property, Gambling
	Level Three Intervention (Remote Instruction pending evaluations followed by Level Two Intervention)	Assault, Battery, Harassment of School Personnel, Threats, Videotaping and Posting videos that cause a disruption to the learning environment.

Violation	Consequence	What needs to be done?
<p>Aberrant Behavior Atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation, or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.</p>	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, Mandatory Counseling and increased supports.</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report. 2. Notify Superintendent and Director of Security. 3. Police Report if warranted. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Actions that jeopardize the safety of people or property before, during or after school</p>	<p><u>MS & HS</u> 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> 3-days of Level One, Intervention</p> <p>*Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report. 1. Notify Superintendent and Director of Security. 2. Police Report if warranted. 3. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 4. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records

Violation	<u>Consequence</u>	What needs to be done?
<p>Arson</p>	<p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> Remote Instruction pending Fitness for Duty Exam to Return to School, followed by 3-days of Level One, Intervention</p> <p>Automatic Superintendent’s Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report must be obtained. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 7. Superintendent’s Hearing.
<p>Assault (The intent to cause bodily harm)</p>	<p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level Two, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level One, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p>Automatic Superintendent’s Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report must be obtained. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 7. Superintendent’s Hearing.

	<p>seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	
<p>Assault, Battery, Harassment of School Personnel</p> <p>(Assault – the intent to cause bodily harm. Battery – an unlawful application of force directly or indirectly upon another person or their personal belongings, causing bodily injury or offensive contact.)</p>	<p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 5-days of <u>Level Two</u>, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 5-days of <u>Level One</u>, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p><u>Automatic Superintendent’s Hearing.</u></p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report must be obtained. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. <u>INCLUDE:</u> the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student’s record. <u>In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.)</u> 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 7. Superintendent’s Hearing.

Violation	<u>Consequence</u>	What needs to be done
<p>Being under the influence of an illegal substance, including alcohol/Possession of an illegal substance</p>	<p><u>MS & HS</u> 3-days of Level Two, Intervention <u>AND Complete the Drug and Alcohol Awareness Course</u></p> <p><u>Elementary School</u> 3-days of Level One, Intervention <u>AND Complete Conflict Resolution Course</u></p> <p>Student will be referred to the Guidance Team for assessment, monitoring and appropriate supports.</p> <p>As per Board Policy, student will be sent for a drug test, which must be conducted within 24 hours.</p> <ul style="list-style-type: none"> • Students will follow their academic schedule. • Students who receive services, as per their IEP, will continue to receive services. • MS students will receive counseling one day a week after school, for eight (8) weeks. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Student must receive a drug/alcohol screening from Nurse. 4. Student must be sent for drug testing. 5. DCF/DCP&P must be called for refusal of drug testing. 6. Student must complete the drug and alcohol testing course. 7. Police Report must be obtained if in possession of drugs. 8. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 9. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 10. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 11. Copies of all student drug/alcohol tests must be maintained by the School Nurse, Principal and Superintendent.

Violation	<u>Consequence</u>	What needs to be done?
Bullying	<p><u>MS & HS</u> 3-days of Level Two Intervention <u>AND Complete the Bullying Awareness and Prevention Course</u></p> <p><u>Elementary School</u> 3-days of Level One Intervention <u>AND Complete the Bullying Awareness and Prevention Course</u></p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> Submit a detailed Superintendent’s Incident Report Notify Superintendent and Director of Security. Notify Guidance Counselor. Notify parents/guardians. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
Cheating/Academic Dishonesty	<p>Automatic failure of the test/assignment in question and after school detention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. Parent/guardian notification. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

Violation	Consequence	What needs to be done?
<p><u>Concerning Behavior</u></p> <p>An observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent changes in behavior. Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior.</p>	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report. 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable. 5. Police Report if warranted. 6. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 7. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed). 8. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records
<p><u>Concerning Communication</u></p> <p>Unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or well-being of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests.</p> <p>Concerning communication may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed.</p>	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report. 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable 5. Police Report if warranted. 6. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 7. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed). 8. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records

Violation	Consequence	What needs to be done?
<p>Cursing/Use of Abusive Language</p>	<p>First Offense – 2 days of Level 1 Intervention</p> <p>Repeated Offenses – 3 days of Level 2 Intervention (Elementary – Level One)</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a detailed description of the incident in Realtime under Notes and Discipline. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Cutting Class/Leaving the Cafeteria/Commons without permission</p>	<p>First Offense – Detention</p> <p>Second Offense – Level One Intervention</p> <p>Repeated Offenses – Level Two Intervention (Elementary- Level One)</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a detailed description of the incident in Realtime under Notes and Discipline. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

Violation	Consequence	What needs to be done?
<p>Cutting Class & Leaving School Property</p>	<p>Remote Instruction until a parent meeting is held with Administration.</p>	<ol style="list-style-type: none"> 1. Enter a detailed description of the incident in Realtime under Notes and Discipline. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Damaging school property</p>	<p><u>MS & HS</u> 3-days of Level Two Intervention and cost of restoring property</p> <p><u>Elementary School</u> 3-days of Level One Intervention and cost of restoring property</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the damage. 4. Enter a detailed description of the incident in Realtime under Notes and Discipline. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

Violation	<u>Consequence</u>	What needs to be done?
<p>Defiance of Authority/Insubordination</p>	<p><u>MS & HS</u> 2 days of Level Two Intervention</p> <p><u>Elementary School</u> 2 days of Level One Intervention</p> <ul style="list-style-type: none"> Students will follow their academic schedule. Students who receive services, as per their IEP, will continue to receive services. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. Notify parents/guardian. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Disruption of school time</p>	<p><u>MS & HS</u> 2 days of Level Two Intervention</p> <p><u>Elementary School</u> 2 days of Level One Intervention</p> <ul style="list-style-type: none"> Students will follow their academic schedule. Students who receive services, as per their IEP, will continue to receive services. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> Submit a detailed Superintendent’s report. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. Notify parents/guardian. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

<u>Violations</u>	<u>Consequences</u>	<u>What needs to be done?</u>
<p>Dress Code Violation</p>	<p><u>Elementary, MS & HS</u></p> <p>1st Offense – Phone call home, parents/guardian must bring a change of clothes.</p> <p>2nd Offense – Students in K-12 receive detention. Parent/guardian must bring a change of clothes.</p> <p><u>Repeated Offenses</u> – 1 Day in Level One Intervention</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security and Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Electronics</p>	<p><u>Elementary, MS & HS</u></p> <p>1st offense – Electronics confiscated, student may retrieve at the end of the day, parent/guardian notified</p> <p>2nd offense – Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day. Student receives After School Detention.</p> <p>Repeat Offenders: Level One Intervention.</p> <p>Electronics confiscated, parent/guardian may retrieve from an administrator at the end of the day.</p> <p>* <u>Consistent</u> Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

<u>Violation</u>	<u>Consequences</u>	<u>What needs to be done?</u>
Extortion	<p><u>MS & HS</u> 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> 3-days of Level One, Intervention</p> <p>Automatic Superintendent’s Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent’s Hearing.
Failure to go to Detention	<p>1-day of Level One Intervention</p> <p>Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Notify parents/guardians.
Fighting	<p><u>MS & HS</u> 3-days of Remote Instruction AND Complete the Conflict Resolution Course</p> <p><u>Elementary School</u> <u>Elementary School</u> 3-days of Remote Instruction AND Complete the Conflict Resolution Course</p>	<ol style="list-style-type: none"> 1. Submit Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it

	<p>Depending on the severity of the incident/or repeated incidents, an <u>In-Person Fitness for Duty Exam to Return to School</u>, may be required through the Superintendent’s Office.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<p>is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.)</p> <ol style="list-style-type: none"> 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent’s Hearing for repeat offenders.
<p>Food fight/inciting a riot</p>	<p><u>MS & HS</u> 3-days of Level Two, Intervention</p> <p><u>Elementary School</u> 3-days of Level One, Intervention</p> <p>Depending on the severity of the incident, remote instruction <u>and/or In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level Two intervention.</p> <p>Automatic Superintendent’s Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity (riot). 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent’s Hearing depending on the severity.

<p>Forgery</p>	<p><u>Elementary, MS & HS</u> 2- days of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Notify parents/guardians. 3. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Gambling</p>	<p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary</u> 3-days of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police Report may be obtained depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent’s Hearing.

Violation	<u>Consequence</u>	What needs to be done?
<p>ID Badge Violation (High School)</p>	<p><u>High School</u> 1st Offense: Warning and removal of parking privileges if applicable 2nd Offense: After School Detention Repeated Offenses: One day - Level One Intervention * Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Inappropriate Accessories</p>	<p>1st offense – Accessory will be confiscated, student may retrieve at the end of the day, parent/guardian notified. 2nd offense – Accessory will be confiscated, parent/guardian may retrieve from an administrator at the end of the day. Repeated offenses – Students in K-8 receive detention/students. Students in grades 9-12 receive one day in Level One, Intervention. Accessory is confiscated, parent/guardian may retrieve from an administrator at the end of the day. * Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification 3. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

<p>Late to Class/Late to School</p>	<p><u>Elementary, MS & HS</u> First Offense: Detention Repeated Offense: One day of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Superintendent’s Hearing for repeat offenders.
<p>Leaving class without permission (Walking the hallways, etc.)</p>	<p><u>Elementary, MS & HS</u> First Offense: Detention Second Offense: 1 Day in Level One Intervention</p> <p><u>MS & HS</u> Repeated Offenses: 2 Days in Level Two Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records 5. Superintendent’s hearing for repeat offenders.

Violation	Consequence	What needs to be done?
Littering	Student must clean up the area that was littered and 1 after-school detention.	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification.
Lost/Missing Textbooks/Library Books	Responsible for the cost of replacing the book	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification.
Permitting unauthorized persons in the building without the consent of the building Principal.	Remote Instruction until a parent meeting is held with Administration	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Plagiarism</p> <p>The act of using/copying someone else’s work or ideas and claiming them as your own.</p> <p>(Includes use of AI Programs)</p>	<ul style="list-style-type: none"> • Student receives an F or zero on the assignment. • Student may fail the class entirely, and have to retake the course. • Student is barred from any National Honors program • Student is disqualified from applying for college scholarships through the school/guidance office. • A permanent notation may be recorded on student’s transcript. 	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. Mandatory Meeting with Student, Parent/Guardian & Principal Guidance Counselor & Case Manager Notified. 4. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

Violation	Consequence	What needs to be done?
<p>Planned or Threatened Violence</p> <p>Anyone who has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat.</p>	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable 5. Notify Police, if warranted. 6. Notify parents/guardians 7. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 8. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 9. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 10. Superintendent’s Hearing.
<p>Possession of a Weapon</p> <p>(Firearms- see Board Policy for Weapons)</p>	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of <u>Level Two Intervention AND Complete the Conflict Resolution Course</u></p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Notify Police, if warranted. 4. Notify parents/guardians 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records. Superintendent’s Hearing.

Violation	<u>Consequence</u>	What needs to be done?
<p>Pulling the Fire Alarm</p>	<p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> 3-days of Level One Intervention.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records 8. Superintendent’s Hearing.
<p>Racial/Religious slurs</p>	<p><u>MS & HS</u> 2-days of Level Two Intervention.</p> <p><u>Elementary School</u> 2-days of Level One Intervention. Students will be referred to the Guidance Team for assessment, monitoring and appropriate supports.</p> <ul style="list-style-type: none"> • Students will follow their academic schedule. • Students who receive services, as per their IEP, will continue to receive services. • MS students will receive counseling one day a week after school, for eight (8) weeks. 	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

Violation	Consequence	What needs to be done?
Repeated Violation of Dress Code	<p><u>Elementary, MS & HS</u> 1-day Level One Intervention</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification.
Retaliation/False Allegation for reporting harassment, intimidation or bullying	<p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> 3-days of Level One Intervention.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Notify Police, if warranted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent’s hearing.
Sale of illegal substances, weapons, or explosive devices	<p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level One Intervention.</p> <p>Automatic Superintendent’s Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u></p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records 8. Copies of all student drug/alcohol tests

	<p>Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<p>must be maintained by the School Nurse, Principal and Superintendent.</p> <p>9. Superintendent’s Hearing.</p>
<p>Sexual harassment, intimidation</p>	<p><u>MS & HS</u> 3-days of Level Two Intervention AND Complete the Bullying Awareness and Prevention Course</p> <p><u>Elementary School</u> 3-days of Level One Intervention AND Complete the Bullying Awareness and Prevention Course</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Smoking, includes e-cigarettes</p>	<p><u>MS & HS</u> 2-days of Level Two Intervention. Complete the Vaping Awareness and Prevention Course</p> <p><u>Elementary School</u> 2-days of Level One Intervention. Complete the Vaping Awareness and Prevention Course</p> <p>Students will be referred to the Guidance Team for assessment, monitoring and appropriate supports.</p> <ul style="list-style-type: none"> • Students will follow their academic schedule. • Students who receive services, as 	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Student must receive a drug/alcohol screening from Nurse if vaping an <u>unidentified substance</u>. 4. Student must be sent for drug testing. 5. DCF/DCP&P must be called for refusal of drug testing. 6. Student must complete the drug and alcohol testing course. 7. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 8. If video was utilized, it must be saved, as

	<p>per their IEP, will continue to receive services.</p> <ul style="list-style-type: none"> MS students will receive counseling one day a week after school, for eight (8) weeks. <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<p>it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.)</p> <ol style="list-style-type: none"> The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records Copies of any student drug/alcohol tests must be maintained by the School Nurse, Principal and Superintendent.
<p>Targeted Violence</p> <p>A premeditated act of violence directed at a specific individual, group or location, regardless of motivation, and generally unrelated to other criminal activity.</p>	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p>	<ol style="list-style-type: none"> Submit a detailed Superintendent’s Incident Report. Notify Superintendent and Director of Security. Threat Assessment Screening Threat Assessment, if applicable Police Report if warranted. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records

Violation	<u>Consequence</u>	What needs to be done?
Theft of School or Personal Property	<p><u>MS & HS</u> 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> 3-days of Level One Intervention.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report. 2. Notify Superintendent and Director of Security. 3. Notify Police. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security& Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
Threatening to physically harm another student	<p>Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office,</p> <p>Threat Assessment Screening Full Threat Assessment, if applicable Mandatory Counseling and increased supports.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Threat Assessment Screening 4. Threat Assessment, if applicable 5. Police contacted depending on the severity. 6. Notify parents/guardians. 7. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 8. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 9. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.

Violation	<u>Consequence</u>	What needs to be done?
<p>Vandalism</p>	<p><u>Elementary, MS & HS</u> 2-days in Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report 2. Notify Superintendent and Director of Security. 3. Police contacted depending on the severity. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records.
<p>Videotaping and Posting Video that cause a disruption to the School Environment; such as Posted fights, assaults, harassment and intimidation, etc.</p>	<p><u>MS & HS</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, if the incident is deemed to have caused a danger to students and or staff, which is processed through the Superintendent’s Office, followed by 3-days of Level Two Intervention.</p> <p><u>Elementary School</u> Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u>, which is processed through the Superintendent’s Office, followed by 3-days of Level One Intervention.</p> <p>Automatic Superintendent’s Hearing.</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshefsky Adina Weisz</p>	<ol style="list-style-type: none"> 1. Submit a detailed Superintendent’s Incident Report. 2. Notify Superintendent and Director of Security. 3. Notify Police, if warranted. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student’s record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. 8. Superintendent’s Hearing.

	Barbara Morcos Malka Stein Building Principal Case Manager, if applicable	
Wearing a Hoodie with the hood over head	<p><u>Elementary, MS & HS</u> First Offense: Detention Repeated Offenses: One –day of Level One Intervention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p>	<ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification.

Lakewood School District's
Academic & Behavioral
Intervention Program (K-12)
"2023-2024"

The Lakewood School District will be implementing an Academic & Behavioral Intervention Program during the 2023-2024 school year for students in Kindergarten through grade 12.

The goal of the program is to keep every student in school, every day. The more students are in school, the more successful they will be in life. Sending students home as a punitive measure does not address or solve the root problem. Students need the opportunity to learn and grow from their behavior.

Students who are suspended are more likely to fall behind academically, drop out, or become involved in the Juvenile Justice System (Public Policy Research Institute and the Council of State Government's Justice Center).

The Lakewood School District's Academic & Behavioral Intervention Program will:

- Address Academic Deficiencies
- Address Mental Health Concerns (Depression, Anxiety, Self-harm/self-injury, etc.)
- Increase self-esteem and self-confidence
- Give students the skills needed to be productive, self-sufficient members of society
- Teach students to become independent thinkers
- Enhance social skills
- Provide alcohol/drug education & counseling
- Provide smoking/vaping/e-cigarette education & counseling
- Teach students how to handle anger and frustration & how to walk away from potential conflicts
- Teach students coping skills

The Academic & Behavioral Intervention Program will include:

- Two (2) Substance Abuse Counselors (SAC)
- Bilingual Social Worker
- Board Certified Behavior Analyst (BCBA)
- Behavior Therapy Associates (Psychologist/BCBA-D)
- Guidance Counselors
- Teachers

Students:

- Will continue their Academic Program/Schedule
- **With an IEP will continue to receive any and all services, as per their IEP'**

Prior to Special Education Students Being Disciplined:

A meeting must be held with the following Intervention Team Members:

- Principal
- Supervisor of Child Study Teams
- Supervisor of Special Education

- Supervisor of Related Services
- Supervisor of Math
- Director of School Counseling Services
- Case Manager, if applicable

We owe it to our students, to provide the supports they need to achieve success, both in school and in life!

- 1) Students who *violate* the Anti-Bullying Bill of Rights, must complete a two (2) hour online Bullying Awareness and Prevention course, as assigned by the Building Principal/Assistant Principal.
- 2) Students who are in possession of a vape, or vaping on school grounds must complete a two (2) hour online Vaping Awareness and Prevention course, as assigned by the Building Principal/Assistant Principal.
- 3) Students who violate the drug and alcohol policy must complete a four (4) hour online Drug and Alcohol Awareness Course, as assigned by the Building Principal/Assistant Principal.
- 4) Students who fight in school, or on school grounds, must complete a four (4) hour Conflict Resolution course, as assigned by the Building Principal/Assistant Principal.

2024-2025 Counseling & Mental Health Programs for Students & Families

School/Building	Counseling/Mental Health Programs
Lakewood High School	<ul style="list-style-type: none"> • Preferred School Based Counseling • Behavior Therapy Associates • Kirby Jones • Enhancing School Mental Health Service Project (NJDOE & The Rutgers Center for Comprehensive School Mental Health) • Social Worker – Carla Marmelstein • Guidance Counselors • SAC • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR
Lakewood Middle School	<ul style="list-style-type: none"> • Behavior Therapy Associates • Kirby Jones • Social Worker – Sally Castellano • Guidance Counselors • SAC • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR
Lakewood Early Childhood Center (LECC)	<ul style="list-style-type: none"> • Lakewood Community Services Corporation (LCSC) • Social Worker – Deidre Krok • RETHINK SEL & Mental Health Program
Ella G. Clarke School	<ul style="list-style-type: none"> • Lakewood Community Services Corporation (LCSC) • Social Worker – Carol Bowers • Guidance Counselor • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR
Oak Street School	<ul style="list-style-type: none"> • Enhancing School Mental Health Service Project (NJDOE & The Rutgers Center for Comprehensive School Mental Health) • YMCA Counseling & Social Services

	<ul style="list-style-type: none"> • Social Worker – Sally Castellano • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR
Clifton Avenue Grade School	<ul style="list-style-type: none"> • YMCA Counseling & Social Services • Launch – Christine Morgan- Preferred Behavioral • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR
Piner Elementary School	<ul style="list-style-type: none"> • YMCA Counseling & Social Services • LAUNCH Program – Alanna Cosgrove – Preferred Behavioral • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR
Spruce Street School	<ul style="list-style-type: none"> • YMCA Counseling & Social Services • Enhancing School Mental Health Service Project (NJDOE & The Rutgers Center for Comprehensive School Mental Health) • Launch – Preferred Behavioral • Guidance Counselors • RETHINK SEL & Mental Health Program • Dr. S. Dyckman/FTR • Preferred Behavioral FTR

Due Process: When students are suspended or recommended for expulsion, they are entitled to the following due process rights:

- To know what the charges are against them.
- The opportunity for a meeting to defend themselves with a parent or other representative. The meeting must occur as close as possible to the time the offense was committed.

NURSING OFFICE – HEALTH OFFICE

Medication Policy

The administration of medication by the School Nurse is discouraged as it is not normally a function of education. Some children with chronic illnesses and specific disabilities, however, often require medication during the course of the day. If your physician decides it is necessary for your child to receive medication during the school day, it is our district policy that the following steps be taken:

1. **Written orders** are to be provided to the school from the private physician indicating the diagnosis or type of illness, the name of the drug, dosage and time of administration.
2. The parent/guardian must provide a **written request** for the administration of the medication at school.
3. The medication must be brought to school in the **original container**, appropriately labeled by the pharmacy or physician. The medication should be brought in by the parent/guardian/designee to the school nurse.
4. The school nurse and the parent/guardian/designee will count/verify the count/contents and the parent/guardian/designee will sign the nurse's long book.

This Medication Policy includes over-the-counter medications, as well as prescription drugs. **Students are prohibited from carrying any medications on their person** unless requested in writing from their private physician.

Emergency Information

Each student will receive an Emergency Form during the first week of school. Please request parents to complete the card immediately, as we want to ensure the safety of all students in the event of an emergency.

The Emergency Forms allow the nurse or designee to contact parents / guardian in the event a child becomes ill during the school day. Parents / guardian should include names and phone numbers of adults who can be contacted if they are unable to be reached.

Injuries at School

Due care is always exercised to prevent accidents. If a student becomes ill or an accident occurs at school, the student should report to the teacher or school supervisor who will refer him/her to the health office. If the injury is of a serious nature, the parent will be notified immediately. If the parent cannot be contacted, the school will make the decision as to the treatment. Please understand that the school is responsible for first aid only.

Students coming to school wearing casts, orthopedic braces or using crutches must have a note from their doctor specifying that they may return to school and must list any restriction. School policy is that students are to report to the "specified table" during recess and after they have eaten lunch. Until removal of the case, brace, etc., and a medical release student will not be permitted to participate in playground activities to avoid re-injury to themselves and others.

PEANUT FREE TABLE

When notification has been made that a student has a peanut allergy please notify the school nurse, main office, and teacher **immediately**. In order to provide a safe environment for students with a peanut allergy, one lunch table is designated with a sign indicating “peanut free zone.” Students who sit at this table may not have a lunch consisting of peanut products (peanut butter sandwiches, peanut butter cookie, or any food containing peanut products; such as peanut oil).

RECESS FOR GRADES KINDERGARTEN THROUGH 6TH

Beginning with the 2019-2020 School Year, a public school district shall provide a daily recess period of at least 20 minutes for students in grades Kindergarten through 5.

The recess period shall be held outdoors, if feasible. A student shall not be denied recess for **any reason**, except as a consequence of a violation of the **district’s code of student conduct**, including a harassment, intimidation, or bullying investigation pursuant to P.L.2002, c.83 (C.18A:37-13 et 38 seq.).

A student may not be denied recess more than twice per week. Further, these students shall be provided restorative justice activities during the recess period. *A restorative justice activity is designed to improve the socioemotional and behavioral responses of students through a less punitive intervention.*

Nothing in the law shall be construed to prohibit school staff from denying recess for a student on the advice of a medical professional, school nurse, or based on the provisions of a student’s 504 plan.

The District is not required to provide recess on a school day in which the day is substantially shortened due to a delayed opening or early dismissal.

RESPECT FOR OTHERS

All students and adults will be treated equally and respectfully and refrain from the use of slurs against any person on the basis of race, language, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief.

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any intentionally written message or image- including those that are electronically transmitted-verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- If so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

WORKER’S COMPENSATION PROCEDURES

Checklist for Employee

	1) Employee notifies School Nurse immediately to report the accident.
	2) Complete Google Form providing information as requested. Please be specific as possible.
	3) Call incident to Qual-Lynx at 1-800-425-3222 within 24 hours of incident.
	4) For further evaluation, follow up with Corporate Care (information provided below)
	5) Any notes provided during workers comp care, please provide to Health Benefits/Workers Comp Coordinator. Any restrictions listed will be verified to ensure accommodations can be met.

Contact Information

Health Benefit/Workers Comp Coordinator	
Darlene Deinhardt 732-364-2400 ext. 7029 ddeinhardt@lakewoodpiners.org	
Qual-Lynx/Qual Care	
1-800-425-3222	
Locations of Corporate Care	
Corporate Care 101 Prospect Street, Second Suite 202 Lakewood, NJ 08701 Phone: 732-942-5906	Meridian Occupational Health 150 Airport Road, Suite 100 Lakewood, NJ 08701 732-942-9550
Corporate Care at Community Medical Center Center Riverwood Plaza: Building 2: Second Floor 67 Rt. 37 West Toms River, NJ 08755 Phone: 732-557-8064	Corporate Care at Monmouth Medical 300 Second Avenue Long Branch, NJ 07740 Phone: 732-923-6745

Important to Note

- Any **EMPLOYEE** who is injured during work hours must report to the **School Nurse** immediately to report the accident.
- The **EMPLOYEE** MUST complete an accident report with the nurse even if the incident is for reporting purposes only. Any incidents not reported in a timely manner are subject to approval and may not be processed under workers compensation.
- The **EMPLOYEE** is responsible for calling in the accident to Qual-Lynx/QualCare within 24 hours of the incident.

- **AFTER HOURS:** If the **EMPLOYEE** is injured **after hours** and is able to report the accident, he/she will contact Qual-Lynx/QualCare. If it is a true emergency and the employee is unable to contact Qual-Lynx/QualCare, please go the Emergency Room
- If the **EMPLOYEE** needs further evaluation he/she will be directed to one of the listed Corporate Care locations. **DO NOT** go to your own doctor.
- At Corporate Care a determination will be made regarding further treatment if applicable.
- The Worker’s Comp Coordinator will be notified by a Qual-Lynx/QualCare nurse case manager when the **EMPLOYEE** can return to work if applicable.
- In the event there are work modifications, we must coordinate and receive approval from the **EMPLOYEE**’s supervisor if the restrictions can be met if applicable. ***All attempts to accommodate modifications, even if this may be a different duty, are made by the school district.***
- Highland Claims will be in contact with the Worker’s Comp coordinator regarding any missed days and may request additional personnel information if applicable.
- In the event an **EMPLOYEE** is out of work for 7+ days payroll is notified to adjust the pay code to WC until the **EMPLOYEE** returns to work if applicable.
- Please note a Security Staff Member may reach out with further questions.

Checklist for School Nurse

	1) Assess employee for injury and provide treatment.
	2) Ensure employee completes Accident Report and Google Form is submitted.
	3) Inform employee to call in incident to Qual-Lynx (all must call in even if for reporting purposes)
	4) Call the District Security at extension 7070 to notify of incident.

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Qual-Lynx/Qual Care	
1-800-425-3222	
Locations of Corporate Care	
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Corporate Care at Community Medical Center Center Riverwood Plaza: Building 2: Second Floor 67 Rt. 37 West Toms River, NJ 08755 Phone: 732-557-8064	Corporate Care at Monmouth Medical 300 Second Avenue Long Branch, NJ 07740 Phone: 732-923-6745

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- **AFTER HOURS:** If the **EMPLOYEE** is injured **after hours** and is able to report the accident, he/she will contact Qual-Lynx/QualCare. If it is a true emergency and the employee is unable to contact Qual-Lynx/QualCare, please go the Emergency Room
- If the **EMPLOYEE** needs further evaluation direct them to one of the listed Corporate Care locations.
- Please note a Security Staff Member may reach out with further questions.

SECTION 6032 COMPLIANCE WITH DEFICIT REDUCTION

Section 6032 of the Federal Deficit Reduction Act of 2005 requires entities that received or made payments of \$5 million or more (aggregate) in Title XIX funds during the previous federal fiscal year (October 1, 2022-September 30, 2023) to assist in preventing, detecting and addressing fraud, waste and abuse in federal health care programs by taking certain actions, including:

Any evidence of fraud, waste, or abuse in Medicaid, NJ Family Care, General Assistance and other programs funded in whole or in part by the State can be reported to the toll-free health care Fraud and Abuse Hotline at 1-888-9-FRAUD-5 (1-888-937-2835).

Any evidence of fraud, waste or abuse in Medicare or any other health care program involving only Federals funds can be reported to the toll-free hotline established by the general Office of Inspector General in the U.S. Department of Health and Human Services at 1-800-HHS –TIPS (1-800-447-8477).

Providers and MCOs are responsible for ensuring that any payments received from the State of New Jersey are not for items or services that are directly or indirectly furnished, ordered, directed, managed or prescribed in whole or in part by excluded, unlicensed or uncertified individual or entity. Excluded individuals or entities are those identified by the Sate or federal government as not being allowed to participate inState or federally-funded health benefit programs, such as Medicaid, NJ FamilyCare, or Pharmaceutical Assistance to the Aged and Disabled (PAAD).

Providers and MCOs are required to verify that any current or prospective employees (regular or temporary), contractors or subcontractors, who directly or indirectly will be furnishing, ordering, directing, managing or prescribing items or services in whole or in part are not excluded, unlicensed or uncertified by searching the following databases on a monthly basis:

- State of New Jersey debarment list (mandatory):
 - https://nj.gov/comptroller/doc/nj_debarment_list.pdf
- Federal exclusions database (mandatory):
 - <https://exclusions.oig.hhs.gov/>

- N.J. Treasurer’s exclusion database (mandatory):
 - <https://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml>
- N.J. Division of Consumer Affairs licensure databases, including all licensed healthcare professionals (mandatory, if applicable):
 - <http://www.njconsumeraffairs.gov/Pages/verification.aspx>
- N.J. Department of Health licensure and certification database, including: Nursing Home Administrators, Certified Assisted Living Administrators, Certified Nurse Aides/Personal Care Assistants, and Certified Medication Aides (mandatory, if applicable):
 - <https://njna.psiexams.com/>
- Federal exclusions and licensure database (optional and fee-based):
 - <https://www.npdb.hrsa.gov/hcorg/pds.jsp>. Please note that only certain provider types may access this database
 - See www.npdb.hrsa.gov/hcorg/register.jsp for more information

Additionally, if any provider or person discovers fraud and/or abuse occurring in any State or federally-funded health benefit program, they should report it to the Office of State Comptroller, Medicaid Fraud Division hotline at 1-888-937-2835 or web site at <https://www.nj.gov/comptroller/about/work/medicaid/complaint.shtml>.

If you have questions concerning this Newsletter, please call the Office of the State Comptroller, Medicaid Fraud Division hotline at 1-888-937-2835.

Whistleblower Requirements:

- I. TITLE: Federal Deficit Reduction Act of 2005, Section 6032 Policy on Fraud, Waste and Abuse**
- II. PURPOSE:** The purpose of this Administrative Bulletin is to establish policies and procedures for all Division of Mental Health (DMHS or Division) employees, contractors or agents in regard to Section 6032 of the federal Deficit Reduction Act of 2005 and to provide detailed information about federal and state laws on: false claims; fraud, waste and abuse; and whistleblower protections.
- III. SCOPE:** This Bulletin applies to regional psychiatric hospitals in the Division of Mental Health Services in their capacity as providers in the New Jersey Medicaid program, and to all contractors and agents that provide healthcare items or services to the hospitals.
- IV. POLICY:** Section 6032 of the federal Deficit Reduction Act of 2005 (Public Law 109-171) requires that certain governmental, for-profit and non-profit providers, and other entities that receive Medicaid funding, take actions that will address fraud, waste and abuse in health care programs that receive federal funds. It is the policy of the Division of Mental Health Services (DMHS) to be in compliance with Section 6032 of the Deficit Reduction Act of 2005 and all of the federal and state statutes that are discussed in this Administrative Bulletin.
- V. GENERAL STANDARDS:**
 - A. The Deficit Reduction Act provides that:

1. Governmental, for-profit and non-profit providers, and other entities that receive Medicaid funding, are required to establish written policies for all employees and contractors or agents and to provide detailed information about federal and state laws on: false claims; fraud, waste and abuse; and whistleblower protections.
2. Include as part of the written policies, detailed provisions regarding the entity's policies and procedures for detecting and preventing fraud, waste, and abuse. Administrative Bulletins 7:22 and 7:23 detail the DMHS standards for compliance and specific implementation and programs for those standards.
3. Provide employees with a specific discussion of the rights of the employees to be protected as whistleblowers and the entity's policies and procedures for preventing and detecting fraud, waste, and abuse.
4. Under Section 6032, the DMHS contracted providers must adopt and comply with DMHS policies when providing Medicaid funded services to DMHS. Administrative Bulletins 7:22 and 7:23 must be made available to contractors' employees and managers, regardless of how much funding the organization receives from DMHS. All of DMHS contractors must adhere to the Administrative Bulletins referenced in this paragraph when providing DMHS funding services, regardless of whether the contractor has separate policies because it meets the Medicaid funding threshold independently of DMHS.

B. Definitions:

For purposes of this Administrative Bulletin, the following terms shall have the meaning defined herein:

"Claim" means any request or demand for money that is submitted to the federal government or to its contractors.

"Contractor or agent" means any contractor, subcontractor, or agent, or other person who, on behalf of DMHS, furnishes, or otherwise authorizes the furnishing of Medicaid health care items or services, performs billing or coding functions, or is involved in monitoring of health care provided by the Division.

"Knowing and/or knowingly" means that a person, with knowledge of information, acts in a deliberate ignorance of the truth or falsity of that information or acts in reckless disregard of the truth or falsity of that information. No proof of specific intent to defraud is required to meet this standard.

Regional hospital - means those State psychiatric hospitals listed in N.J.S.A. 30:1-7 which are being utilized by the Division of Mental Health Services to treat adult psychiatric patients within designated regions of the State. These facilities are Ancora Psychiatric Hospital, Greystone Park Psychiatric Hospital, Trenton Psychiatric Hospital and Senator

Garrett Hagedorn Psychiatric Hospital.

C. Procedure for Reporting Fraud, Waste or Abuse:

- d. If you are an employee at DHS, DMHS, or an employee of a contractor or agent of DHS, DMHS and have reason to believe that there is fraud, waste or abuse occurring in Medicaid, you can do one of the following, in addition to the current procedures that you follow:
 - a. You may report directly to Stephen Adams, the DMHS Compliance Officer, Division of Mental Health Services, P.O. Box 727, Trenton, NJ 08625, or report your concerns to your supervisor. Your supervisor will then report your belief through the chain of command, and then to the DMHS Compliance Officer. Staff will investigate the matter and take proper remedial action if your concerns are substantiated. Your supervisor(s) will keep your name confidential unless you indicate otherwise.
 - b. Alternatively, you may call the toll-free Fraud and Abuse Hotline at 1-888-9FRAUD5 (1-888-937-2835) and report any information about fraud, waste or abuse in a Medicaid program for which the Division of Medical Assistance and Health Services (DMAHS) is responsible in whole or in part. You can either speak to the hotline operator or leave a voice-mail message if the operator does not answer. You do not have to give your name if you choose not to do so. Staff will look into your allegations and take the proper remedial action should those allegations be substantiated. You might also receive a reward if your call leads to a monetary recovery.
 - c. You may also choose to call the toll-free hotline established by the Federal Office of the Inspector General in the U.S. Department of Health and Human Services to report any fraud, waste or abuse involving Medicaid. That hotline number is 1-800-HHS-TIPS (1-800-447-8477). For more information about this hotline and about other ways to contact the Office of Inspector General, you can go to <http://oig.hhs.gov/hotline.html>.
- e. If you report fraud, waste or abuse, you are protected as a "whistleblower" under state law from any punishment or other form of retaliation. This state law is known as the "Conscientious Employee Protection Act", and is described in the notice issued by the New Jersey Department of Labor and Workforce Development that can be found at [http://www.state.nj.us/labor/AD-270\(11X1_7\).pdf](http://www.state.nj.us/labor/AD-270(11X1_7).pdf).
 - a. If you are a "whistleblower", you can also file a lawsuit, called a qui tam action, in federal court under a federal law known as the "Federal False Claims Act". You can also file such an action in either federal or state court under the New Jersey False Claims Act. These laws also protect you from punishment or other retaliation, and if you are successful, you might get a share of the monetary recovery. These laws are described in more detail in section V.D. of this Administrative Bulletin.

D. Information on Relevant Federal and State Statutes

The following information is provided for reference purposes only. Refer to the actual statute for the complete requirements.

1. Federal False Claims Act, 31 U.S.C. §§3729-3733

The Act establishes liability when any person or entity improperly receives from or avoids payment to the Federal government – In summary, the Act prohibits:

- a. Knowingly presenting, or causing to be presented to the government, a false claim for payment;
- b. Knowingly making, using, or causing to be made or used, a false record or statement to get a false claim paid or approved by the government;
- c. Conspiring to defraud the government by getting a false claim allowed or paid;
- d. Falsely certifying the type or amount of property to be used by the government;
- e. Certifying receipt of property on a document without completely knowing that the information is true;
- f. Knowingly buying government property from an unauthorized officer of the government, and;
- g. Knowingly making, using, or causing to be made or used a false record to avoid, or decrease an obligation to pay or transmit property to the government.

Any individual or entity engaging in any of the seven categories of prohibited actions listed in 31 U.S.C. §3729(a), including the submission of false claims to federally-funded health care programs, shall be liable for a civil penalty of not less than \$5,500 and not more than \$11,000 per false claim, plus three times the amount of damages sustained by the Federal Government. The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

The U.S. Attorney General may bring an action under this law. In addition, the law provides that any "whistleblower" may bring an action under this Act on his own behalf and for the United States Government. These actions, which must be filed in U.S. District Court, are known as "qui tam" actions. The government, after reviewing the complaint and supporting evidence, may decide either to take over the action, or may decline to do so, in which case the whistleblower may pursue the action. If either the government or the whistleblower is successful, the whistleblower is entitled to receive a percentage of the monetary recovery. If prosecuted by the Federal Government, these "qui tam" actions are generally handled by the Office of the U.S. Attorney, or by the U.S. Justice Department.

Whistleblower Protections:

31 U.S.C. §3730(h) provides that any employee who is subject to retaliation or discrimination by an employer in the terms and conditions of employment because the employee lawfully sought to take action, or assist in taking action, under this Act "shall be entitled to all relief necessary to make the employee whole." This includes reinstatement with seniority restored to what it would have been absent the retaliatory or discriminatory conduct, double the amount of back pay owed, interest on back pay, and compensation for any special damages sustained as a result of the employer's actions, including litigation costs and reasonable attorney's fees.

2. Federal Program Fraud Civil Remedies Act, 31 U.S.C. §§3801-3812

Provides federal administrative remedies for false claims and statements, including those made to federally-funded health care programs. Current civil penalties are \$5,500 for each false claim or statement made, and an assessment in lieu of damages sustained by the Federal Government of up to double damages for each false claim for which the government makes a payment. The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

3. New Jersey Medical Assistance and Health Services Act – Criminal Penalties, N.J.S.A. 30:4D-17(a)-(d)

Provides criminal penalties for individuals and entities engaging in fraud or other criminal violations relating to Title XIX-funded programs. They include: (a) for fraudulent receipt of payments or benefits, a fine of up to \$10,000, imprisonment for up to 3 years, or both; (b) for false claims, statements or omissions, or conversion of benefits or payments, a fine of up to \$10,000, imprisonment for up to 3 years, or both; (c) for kickbacks, rebates and bribes, a fine of up to \$10,000, imprisonment for up to 3 years, or both; and (d) for false statements or representations about conditions or operations of an institution or facility to qualify for payments, a fine of up to \$3,000, or imprisonment for up to 1 year, or both. Criminal prosecutions are generally handled by the Medicaid Fraud Section within the Office of Insurance Fraud Prosecutor, in the N.J. Division of Criminal Justice.

Civil Remedies, N.J.S.A. 30:4D-7.h., N.J.S.A. 30:4D-17{e}-(i); N.J.S.A. 30:4D- 17.1.a.:

In addition to the criminal sanctions discussed in section 3 above, violations of N.J.S.A. 30:4D-17(a)-(d) can also result in the imposition of the following civil sanctions: (a) for unintentional violations, a recovery of overpayments with interest thereon; (b) for intentional violation, a recovery of overpayments with interest thereon, up to treble damages, and up to \$2,000 for each false claim. As indicated in section V.D.8. below, this penalty was increased to between \$5,500 and \$11,000 per false claim as a result of the New Jersey False

Claims Act. Recovery actions are generally pursued administratively by the Division of Medical Assistance and Health Services, with the assistance of the Division of Law in the N.J. Attorney General's Office, and can be obtained against any individual or entity responsible for or receiving the benefit or possession of the incorrect payments.

In addition to recovery actions, violations can result in the exclusion of an individual or entity from participation in all health care programs funded in whole, or in part, by the NJ. Division of Medical Assistance and Health Services. Recovery and exclusion can also be obtained as part of a criminal prosecution by the Medicaid Fraud Section of the N.J. Division of Criminal Justice.

1. **Health Care Claims Fraud Act**
N.J.S.A. 2C:21-4.2 & 4.3; N.J.S.A. 2C:SI-5

Provides the following criminal penalties for health care claims fraud, including the submission of false claims to programs funded in whole or in part with state funds:

- a. A practitioner who knowingly commits health care claims fraud in the course of providing professional services is guilty of a crime of the second degree, and is subject to a fine of up to 5 times the monetary benefits obtained or sought to be obtained and to permanent forfeiture of his/her license;
- b. A practitioner who recklessly commits health care claims fraud in the course of providing professional services is guilty of a crime of the third degree, and is subject to a fine of up to 5 times the pecuniary benefit obtained or sought to be obtained and the suspension of his/her license for up to 1 year;
- c. A person who is not a practitioner subject to paragraph (a) or (b) above (for example, someone who is not licensed, registered or certified by an appropriate State agency as a health care professional) is guilty of a crime of the third degree if that person knowingly commits health care claims fraud. Such a person is guilty of a crime of the second degree of that person knowingly commits 5 or more acts of health care claims fraud, and the aggregate monetary benefit obtained or sought to be obtained is at least \$1,000. In addition to all other criminal penalties allowed by law, such a person may be subject to a fine of up to 5 times the monetary benefit obtained or sought to be obtained;
- d. A person who is not a practitioner subject to paragraph (a) or (b) above is guilty of a crime of the fourth degree if that person recklessly commits health care claims fraud. In addition to all other criminal penalties allowed by law, such a person may be subject to a fine of up to 5 times the monetary benefit obtained or sought to be obtained.

5. **The Uniform Enforcement Act N.J.S.A. 45:1-21. b. and o**

Provides that a licensure board within the N.J. Division of Consumer Affairs "may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board" who has engaged in "dishonesty, fraud, deception, misrepresentation, false promise or false pretense, or has "[a]dvertised fraudulently in any manner."

6. **N.J. Consumer Fraud Act**
N.J.S.A. 56:8-2, 56:8-3.1, 56:8-13, 56:8-14 and 56:8-15

Makes unlawful the use of "any unconscionable commercial practice, deception, fraud, false pretense, false promise, misrepresentation, or the knowing concealment, suppression, or omission of any material fact", with the intent that others rely upon it, in connection with the sale, rental or distribution of any items or services by a person, or with the subsequent performance of that person.

Permits the N.J. Attorney General, in addition to any other penalty provided by law, to assess a penalty of not more than \$10,000 for the first offense and not more than \$20,000 for the second and each subsequent offense. Restitution to the victim also can be ordered.

7. **Conscientious Employee Protection Act,**
"Whistleblower Act", N.J.S.A. 34:19-4

New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

- a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
- b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
- c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity;
- d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonable believes my defraud any shareholder, investor client, patient, customer, employee, former employee, retiree or pensioner of the employee or any governmental entity; and
- e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - i. is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper

- quality of patient care;
- ii. is fraudulent or criminal; or
 - iii. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment N.J.S.A. 34:19-3.

When a disclosure is made to a public body, the protection against retaliation does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and has given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergent in nature.

8. **New Jersey False Claims Act, adding N.J.S.A. 2C:32-1 et. seq., and amending N.J.S.A. 30:4D-17(e)**

The New Jersey False Claims Act (NJFCA), which was enacted on January 13, 2008 and became effective on March 13, 2008, has three parts: (1) it authorizes the NJ Attorney General and whistleblowers to initiate false claims litigation similar to what is authorized under the Federal False Claims Act, and has similar whistleblower protections; (2) it amends the NJ Medicaid statute to make violations of the NJFCA give rise to liability under NJS 30:4D-17(e); and (3) it amends the NJ Medicaid statute to increase the amount of civil penalties for each false claim under NJS 30:4D-17(e)(3) to between \$5,500 and \$11,000 per false claim from the prior amount of \$2,000 per false claim.

E. Websites for Obtaining Additional Information:

- Deficit Reduction Act – Public Law 109-171
www.gpoaccess.gov/plaws/index.html
(insert public law 109-171 in the quick search box)
- New Jersey Statutes
www.njleg.state.nj.us
- U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services, Deficit Reduction Act
<http://www.cms.hhs.gov/DeficitReductionAct/>

Lakewood Board of Education

APPENDIX A

TRAVEL REIMBURSEMENT GUIDELINES

The district must adhere to all statutory requirements set forth by state and federal laws and board policy. Therefore, the following requirements for travel and reimbursement are as follows:

School district travel expenditures shall include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event. Reimbursement must comply with the GSA approved per diem rate and OMB mileage rate.

School travel expenditures shall also include all costs for required training and all travel authorized in school district employee contracts and school board policies. It also includes, but is not limited to required professional development, other staff training, and required attendance at specific conferences authorized in existing employee contracts.

All travel must be directly related to and within the scope of the employee's current responsibilities. Furthermore, travel shall only be approved when it is determined that it is critical to the instructional needs of the district.

The board is not to ratify or approve payments or reimbursements for travel *after the completion of the travel*. Therefore, all travel payments or reimbursements thereof must have prior board approval. Also, it is immaterial whether the expenses are being paid by state, federal or local funds.

The board may authorize in its travel policy an annual maximum amount per employee for regular business travel. Should they choose to do this regular business travel would not require prior approval, however, the annual amount shall not exceed \$1,500 per employee.

Regular district business travel is defined as attendance at regular scheduled in-state County meetings, Department of Education sponsored or Association sponsored events that are provided free of charge. It also includes regularly scheduled in-state professional development activities for which the registration fee does not exceed \$150 per employee.

Travel approval procedures

All travel requests for employees of the district shall be approved in writing by the Superintendent and approved by a majority of the full voting membership of the board except where the board has excluded regular business travel from prior approval. The board may approve at any time, prior to the event, travel for multiple months as long as the board approval itemizes the approval by event, total cost, and the number of employees attending the event.

The board may also exclude from the requirements of prior school board approval any travel caused by, or subject to, existing contractual provisions. However, for the exclusion to apply the required travel event must

be detailed with the number of employees, the total cost of the applicable contracts, and the identity of the funds for the payment thereof.

There are occasionally unforeseen situations that arise wherein the traveler cannot obtain prior approval of the board. In such situations justification for the travel shall be included in the text of the travel request and the prior written approval of the Superintendent **and** the Executive County Superintendent must be obtained. The request then shall be presented to the board for ratification at its next regular scheduled meeting. Travel to conferences, conventions, and symposiums **are not** considered emergencies and **shall not** be approved after the fact.

Travel requests cannot be approved by the Superintendent or the board in accordance with the law unless the request includes the following information:

- The name and dates of the event
- A list of the employees to attend
- The estimated cost associated with travel
- A justification or brief statement that includes the primary purpose for the travel and key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district
- The account number and funding source
- For annual events, the total attendance and cost from the previous year.

It should be noted that the employee shall not receive payment either partial or in full for travel and travel related expenses in advance of the travel pursuant to New Jersey Statute Title 18A. The payment of these costs shall be reimbursed at the conclusion of the travel event. The district may, and I would recommend, that purchase orders be issued directly to the vendors to be paid whenever possible.

Sanctions for violations

Any district that violates the travel laws is subject to a **reduction** in state aid.

Anyone that violates the district's travel policy or the laws shall be required to reimburse the school district in an amount equal to **three times the cost** associated with attending the event. Furthermore, any person who approves any travel request or reimbursement in violation shall be required to reimburse the school district in an amount equal to **three times the cost** associated with attending the event.

The travel requests and reimbursements/payments thereof will be audited annually.

Prohibited travel reimbursements

The following are not eligible for reimbursement:

- Food/subsistence reimbursement from one-day trips with very small exceptions
- Food/subsistence reimbursement for overnight travel within the state except where authorized by the Commissioner of Education
- Travel by employees whose duties are unrelated to the purpose of the travel event

- Travel by spouses, other relatives or individuals
- Lunch and refreshments for training sessions and retreats held within the school district including in-service days
- Charges for laundry, valet service, entertainment, alcoholic beverages, limousine services and chauffeuring costs to or during the event
- Car rentals unless absolutely necessary for conducting school district business. Any request for this must be accompanied by justification and must be the most economical scheduling of the car to be used, including the use of subcompacts, discounted and special
 - rates
- Gratuities or tips in excess of those permitted by the federal per diem rates under incidentals
- Reverse telephone charges or third-party calls
- Hospitality rooms, souvenirs, memorabilia, promotional items and gifts
- Airfare without documentation of quotes from at least three airlines, and other travel
 - expenditures that are necessary and/or excessive.

Travel methods

Official travel shall include travel via railroads, airlines, shuttles, buses, taxicabs, school or district owned vehicles and personal vehicles.

The purchase or payment of related transportation expense shall be made by purchase order or personally by the district employee and reimbursed at the conclusion of the event. An actual invoice or receipt for the purchase shall be submitted with the claim for reimbursement.

Air and rail tickets shall be purchased via the Internet, whenever possible, using online travel services such as Expedia, Travelocity or Hotwire.

Air travel shall only be authorized when it has been determined to be necessary and advantageous to conduct school district business. When air travel is authorized it shall be by utilizing the most economical method including discounted special rates. Furthermore, booking shall consider connecting versus nonstop flights, as well as flexibility with departure times and days, utilization of alternative airports (Midway vs. O'Hare for Chicago), alternative cities (Newark vs. Philadelphia), and low-cost airlines. Also employees are **prohibited** from acquiring benefits such as frequent flyer miles from any school district purchased travel.

Tickets **shall not** be purchased until all approvals have been obtained. Non complying purchases without sufficient justification shall not be reimbursed.

Rail Travel

Rail travel is permitted when it is determined necessary and advantageous to conduct school business. The most economical scheduling of rail travel shall be utilized. New Jersey Transit shall be used when traveling within the Northeast Corridor (between Boston and Washington, DC). The use of high-speed rail services shall be authorized if it is the **sole means** of travel available. When two or more employees are traveling to the same event in the Northeast corridor rail service shall not be authorized. In those cases, travelers must

use a school district vehicle or if one is not available their personally owned vehicle.

Automobile usage

As the district does not currently own or lease a vehicle for ground transportation the use of your personally owned vehicle on a mileage basis is permitted for official business. Mileage allowance, in lieu of actual expenses of transportation, shall be allowed to the extent authorized by the state which is currently \$.47 per mile. In addition to mileage allowance, parking and toll charges shall be allowed.

Reimbursement for travel to points outside the State shall be permitted to the extent that they are the more efficient than other means of public transportation. All employees using privately owned cars in the performance of the duties for the school district shall present a New Jersey insurance identification card indicating that insurance coverage is in full force and effect and a copy of their registration card for the vehicle to be used prior to authorization to use said vehicle. Any employees who reside out-of- state are to provide the appropriate insurance identification and registration cards from their state.

Travel route

All travel shall be by the most direct economical and usually traveled route. In any case where a person travels by indirect route for personal convenience, the extra expense will be paid by the individual.

Food allowance – overnight travel

As a general rule one-day trips that do not involve overnight lodging will not be eligible for food allowance. Furthermore, overnight travel shall not be eligible for reimbursement within the state unless it is authorized pursuant to the Commissioner of Education granting a waiver to the applicable in-state conference or if it is a required component by the entity issuing a grant, donation or other funding agreement with the district. When the Commissioner grants such waivers, individual school district employee will not be required to submit a copy of the waiver with their requests for attendance at the conference. Please note that even in cases where the waiver has been granted, only those individuals whose mileage from home to the site of the event exceeds 50 miles are eligible for lodging expenses and hence food allowance. Also no food or lodging expenses will be recognized for the day prior to the start of the conference or event. Furthermore, reimbursement shall be prohibited for any lodging prior to the first day of the event or after the last day of the event.

The United States General Services Administration (GSA) publishes a schedule of federal per diem rates approved for overnight travel by location. The rate schedule can be found that www.GSA.gov

When planning to attend or requesting eventual reimbursement for travel that involves overnight lodging, I would recommend that you not only access this site but also print out the schedule for the location and time frame of your stay as this does change on a somewhat regular basis.

All allowable reimbursement for lodging, meals, and incidentals shall be actual reasonable costs not to exceed those published in the schedule for the event location. If the event location is not listed, the maximum per diem allowance shall be \$31 a day for meals and incidental expenses and \$60 for lodging.

You should also note that reimbursement for lodging expenses for overnight travel, out-of-state or in- state

as authorized by the Commissioner may exceed the federal per diem rates so long as the hotel at which you are staying is the **actual site** of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the scheduled rate.

If the hotel is the site of the event but lodging is no longer available, similar accommodations at a rate not to exceed the host hotel rate are allowable. If there is no hotel at the site hosting the event (such as the Atlantic City Convention Center), then reimbursement for lodging shall not exceed the federal rate.

It should also be noted that whenever meals or incidentals are included and paid for as part of the registration fee, the cost of lodging or transportation, those expenses shall not be reimbursed to the employee.

Receipts shall be required for all hotel and incidental expenses however meal expenses under the federal allowance do not require receipts.

Employees shall patronize hotels and motels that offer special rates to government employees or where it is more advantageous to the conduct of school district business.

Meal allowance

Meals during one day out-of-state trips required for school business purposes may be authorized for breakfast, lunch and/or dinner in an amount permitted by the Commissioner.

Lunch for training sessions may be authorized for up to \$7.00 per person only when it is necessary that employees remain at the site other than their school district and there are no viable options for lunch at the off-site location.

If the lunch is included in a lump sum registration fee for the training session the full amount is eligible for reimbursement. Refreshments for breaks may also be provided at training sessions held at the site other than the school district; therefore, providing lunch for staff meetings and in-service days or for staff that come from other parts of school district shall not be permitted and is prohibited.

Also food expenses for an employee shall not be allowed at the school district or within a radius of 10 miles thereof.

Reimbursement may be approved for the cost of an official luncheon or dinner up to \$7.00 and \$10.00 respectively, that an employee is authorized to attend where such a meal is scheduled as an integral part of the official proceeding or program related to school district business and the employee's responsibilities. School district business refers to management operations of district and does not refer to activities that benefit students or is part of the instructional program. All reasonable expenditures related to district employees that are essential to the conduct of a student activity are permitted.

When an employee is required to attend a regular meeting, special meeting, or work session of the Board of Education and where it is impractical for that employee to commute to and from his residence between the end of the workday and the beginning of the event for which the employee is required to remain at the school district, or to prepare for the event, the employee shall be permitted to have a light meal not to

exceed \$10 and/or refreshments.

Incidental travel expenses

Charges for telephone calls on official business may be allowed. Employees using their personally owned telephone for business may request reimbursement, less federal communications tax. Furthermore incidental expenses, when necessary incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when necessity and the nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers containing such expenses shall be supported by the receipts thereof.

Records and supporting documents

All employees authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district noting each item at the time the expenses incurred together with the date. The travel voucher shall be completed by the employee to document the details of the travel event. Travel voucher must be signed by the employee certifying to the validity of the charges for which reimbursement is sought. Each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement. Documentation for request for travel reimbursement shall include the following:

- A copy of the signed Professional Day Form approved before the date of travel.
- The dates and individual points of travel, number of miles driven between such points and the kind of conveyance used
- The hours of the normal workday and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel
- Original receipts shall be required for all reimbursable expenses, except for parking meters and for meals that qualify for per diem allowances
- Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests (credit card statements **will not** be accepted)
- Personal charges of the hotel bill shall be deducted
- If lodging is shared jointly that fact must be stated on travel voucher along with the name of the employee who shared the lodging
- If travel was not the most economical, the employee shall submit details of the expenses actually incurred and an explanation of the use of costly travel arrangements
- When travel is made using the employees own vehicle on a mileage basis, the points between travel need to be identified and a copy of the vehicle registration as well as auto insurance identification card shall be submitted. Travel is to be calculated from the school to the location, not from home.
- The voucher shall be itemized for all reimbursements that must be supported by receipts as noted above
- Reimbursement requests shall be rendered monthly when in excess of \$25.00
- All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of the amount, but not later than July 31st.

- Travel mileage reimbursement requests completed during the school year that are not submitted by July 31st or the date approved by the district for the closing of its books, whichever is earlier, for the completed school year shall not be approved or paid
- Reimbursement Request Form must be signed by employee and Supervisor
- The Board approval date must be noted
- The request should have a brief report explaining the travel event
- The request must have supporting documentation showing miles traveled, i.e., MapQuest, Google maps

Should you have any questions please do not hesitate to contact Diane Piasentini at x7019.

We thank you for your time and anticipated cooperation with this sometimes-complex subject.

APPENDIX B**Notice of Language Assistance**

Notice of Language Assistance: If you have difficulty understanding English, you may, free of charge, request language assistance services for this Department information by calling 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), or email us at: Ed.Language.Assistance@ed.gov.

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), o envíe un mensaje de correo electrónico a: Ed.Language.Assistance@ed.gov.

給英語能力有限人士的通知: 如果您不懂英語, 或者使用英語有困難, 您可以要求獲得向大眾提供的語言協助服務, 幫助您理解教育部資訊。這些語言協助服務均可免費提供。如果您需要有關口譯或筆譯服務的詳細資訊, 請致電 1-800-USA-LEARN (1-800-872-5327) (聽語障人士專線: 1-800-877-8339), 或電郵: Ed.Language.Assistance@ed.gov.

Thông báo dành cho những người có khả năng Anh ngữ hạn chế: Nếu quý vị gặp khó khăn trong việc hiểu Anh ngữ thì quý vị có thể yêu cầu các dịch vụ hỗ trợ ngôn ngữ cho các tin tức của Bộ dành cho công chúng. Các dịch vụ hỗ trợ ngôn ngữ này đều miễn phí. Nếu quý vị muốn biết thêm chi tiết về các dịch vụ phiên dịch hay thông dịch, xin vui lòng gọi số 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), hoặc email: Ed.Language.Assistance@ed.gov.

영어 미숙자를 위한 공고: 영어를 이해하는 데 어려움이 있으신 경우, 교육부 정보 센터에 일반인 대상 언어 지원 서비스를 요청하실 수 있습니다. 이러한 언어 지원 서비스는 무료로 제공됩니다. 통역이나 번역 서비스에 대해 자세한 정보가 필요하신 경우, 전화번호 1-800-USA-LEARN (1-800-872-5327) 또는 청각 장애인용 전화번호 1-800-877-8339 또는 이메일 주소 Ed.Language.Assistance@ed.gov 으로 연락하시기 바랍니다.

Paunawa sa mga Taong Limitado ang Kaalaman sa English: Kung nahihirapan kayong makaintindi ng English, maaari kayong humingi ng tulong ukol dito sa impormasyon ng Kagawaran mula sa nagbibigay ng serbisyo na pagtulong kaugnay ng wika. Ang serbisyo na pagtulong kaugnay ng wika ay libre. Kung kailangan ninyo ng dagdag na impormasyon tungkol sa mga serbisyo kaugnay ng pagpapaliwanag o pagsasalin, mangyari lamang tumawag sa 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), o mag-email sa: Ed.Language.Assistance@ed.gov.

Уведомление для лиц с ограниченным знанием английского языка: Если вы испытываете трудности в понимании английского языка, вы можете попросить, чтобы вам предоставили перевод информации, которую Министерство Образования доводит до всеобщего сведения. Этот перевод предоставляется бесплатно. Если вы хотите получить более подробную информацию об услугах устного и письменного перевода, звоните по телефону 1-800-USA-LEARN (1-800-872-5327) (служба для слабослышащих: 1-800-877-8339), или отправьте сообщение по адресу: Ed.Language.Assistance@ed.gov.

APPENDIX C**Lakewood Public Schools
Mentoring Plan
2024-2025****Mission**

The mentor program helps the novice succeed by relying on veteran teachers to provide pragmatic, real world training in the art of teaching.

Goals

The goals of the Lakewood Public School Mentoring Program include:

- Supporting the success of the novice teacher.
- Insuring a successful transition into the first year of teaching.
- Retaining quality teachers.
- Building novice teachers' morale, communication skills, and collegiality.
- Preventing isolation.
- Improving beginning teachers' skills and performance.
- Helping novice teachers put theory into practice.
- Enhancing teacher knowledge of and ability to put into practice the New Jersey Core Curriculum Content Standards
- Building a sense of professionalism and positive attitudes.
- Assisting novice teachers in the performance of their duties and adjustment to the challenges of teaching.

Criteria for mentor teacher selection

The mentor teacher

- Earned a summative rating of Effective or Highly Effective on his/her most recent summative evaluation. In cases where summative evaluation is delayed, mentor has earned rating of effective or higher on teacher practice instrument.
- Has at least 3 years teaching experience, with at least 2 completed within previous 5 years.
- Teacher must be currently active.
- Teacher confidentiality is a must!
- Is tenured, under contract, and teaching in the district.
- Holds certification in the appropriate subject area or grade level.
- Has confidence in his/her own instructional skills.
- Is regarded by colleagues as an outstanding teacher.
- Exhibits strong commitment to the teaching profession, believes mentoring improves instructional practice, and believes in the goals of the Lakewood Mentoring Plan.
- Conveys a passion for teaching.
- Has excellent knowledge of pedagogy and subject matter.
- Demonstrates a commitment to lifelong learning.
- Is willing to learn new teaching strategies from the novice teacher.

- Is reflective and able to learn from mistakes.
- Asks questions that prompt reflection and understanding.
- Is resilient, flexible, persistent, and open-minded.
- Collaborates well with other teachers and administrators.
- Is able to articulate effective instructional strategies.
- Is eager to share information and ideas with colleagues.
- Is willing to be a role model for other teachers.
- Demonstrates excellent classroom-management skills.
- Feels comfortable being observed by other teachers.
- Understands and agrees to keep all mentor teacher/novice teacher interactions confidential.
- Is a gifted observer of classroom practice.
- Listens attentively.
- Knows how to express care for the novice teacher's emotional and professional needs.
- Offers critiques in positive and productive ways.
- Is knowledgeable about the social and workplace norms of the Lakewood Board of Education and the Lakewood community.
- Serves as a resource concerning professional development opportunities in the district.

Provisions for comprehensive mentor/mentee training.

A comprehensive training program for mentee's fosters the success of the teacher assistance program. The following topics are incorporated into training sessions of one to three hours.

- New Teacher Training, which covers district policies and procedures.
- Teacher Evaluation Rubric
- NJ Professional Standards for Teachers
- NJ Core Student Learning Standards
- Classroom Observation Skills
- Facilitating Adult Learning
- Leading Reflective Conversations about Practice

Identification of mentor teacher responsibilities

The Lakewood Public School District mentor teachers will:

- Meet with the mentee at least once a week for the first 8 weeks of assignment.
- Complete one full school year of 1-1 mentoring from beginning of assignment.
- Lead the mentee in guided self-assessment on district's teacher practice instrument.
- Communicate expectations and objectives to novice teachers at the beginning of the mentoring relationship.
- Mentor may not serve as mentee's direct supervisor or conduct evaluations.
- Support novice teachers as they develop their own teaching styles.
- Discuss and offer suggestions concerning district and school policies.
- Review novice teachers' management plans.

- Arrange for novice teachers to observe experienced teachers in classes with students of various ability and in different grade levels at least once per month. Discuss the experience.
- Observe novice teachers at least once per month, discuss strengths and make suggestions after the observations.
- Arrange introductions to other staff members, administrators, and school personnel.
- Maintain confidentiality.
- Encourage social interactions among the novice teachers.
- Identify and discuss how teaching styles affect teaching.
- Encourage novice teachers to implement a variety of curricular, teaching and assessment strategies.
- Model how to include multiculturalism into their classes.
- Model formative assessment and differentiated instruction.
- Communicate with novice teachers on a daily basis.
- Model effective interpersonal communication skills (e.g. parents, administrators, colleagues, students).
- Discuss and explain important legal issues.
- Provide information on state requirements and mandates and describe processes for meeting these expectations in the classroom.
- Share curricular materials.
- Review and discuss lesson plans.
- Serve as an advocate when issues or concerns become problematic.

Clinical experience

- Focused classroom visits and observations. The novice teacher records observations, generates questions about the practice, gains insight into best practices, and prepares questions for discussion.
- Co-planning. The experienced teacher works with the novice teacher to align instruction to the content standards, sets goals, plan lessons, monitor students' ongoing performance, generate data and modify instruction.
- Practice teaching. The experienced teacher observes the novice teacher as [s]he puts the plan into action.
- Co-teaching. The experienced and novice teachers develop lesson planning protocols, identify desired outcomes, and implement the lesson using a variety of co-teaching approaches (alternate, complementary, one teach, one observe, parallel, station, supportive, and team teaching).
- Debriefing. Experienced and novice teacher analyze and reflect on the lesson, work together, and determine strengths and possible weaknesses.

Logistics for Mentor implementation

September – June

Mentors and novice teachers will meet frequently both formally and informally to discuss issues of instruction and classroom management.

Mentors provide emotional support for novice teachers.

On-going mentor training

Mentor teachers observe novice teachers frequently and give feedback.

Consideration of collaborative arrangements with colleges and universities

The Lakewood School District will continue to investigate working with local colleges including Ocean County College and Georgian Court College. We will seek support in the area of staff development for novice teachers and mentors. The Lakewood School District has partnered successfully with these two colleges in the past through grant funded programs.

Use of State funds

The Lakewood School District anticipates using a variety of funding sources including NCLB to support the mentoring program.

Application process for selecting mentor teachers

The district will notify all district teachers of the mentor application process and make available the:

Mentor teacher application

Teachers who are interested and eligible must submit an application with letter of recommendation from a colleague to Mrs. Laura Winters, Superintendent of Schools.

Principals will match mentors to novice teachers based on mentor teacher expertise and novice teacher needs.

Lakewood School District
Novice Provisional Teacher Mentoring Log
Template

Instructions: Please log each session with your mentee. Submit this log form to the district office on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also. Include Mentor/Mentee Observation Dates.

Month: _____ Year: _____ School/District: _____

Mentor Name: _____ Mentor Signature: _____

Mentee Name: _____ Mentee Signature: _____

Total No. of Mentoring Hours This Month:

<u>Date</u>	<u>Time</u> From: To:	<u>Description of Activities</u>	<u>Total Time</u>

DUE TO THE SUPERINTENDENT EVERY MONTH!

**2024-2025 Mentor Application Form
LAKWOOD SCHOOL DISTRICT**

Mentoring can be defined as a developmental relationship in which a more experienced person provides support and guidance to a less experienced person. Mentoring goes beyond the traditional teacher-student relationship - effective mentors serve as advisers, coaches, teachers, sounding boards, cheerleaders, and critics all rolled into one. Mentors give those with less experience an opportunity to improve their understanding of practices, discuss problems, and analyze and learn from mistakes in an atmosphere that is collaborative, constructive, and confidential.

Please provide the following contact information:

Applicant's Name: _____ Grade/Department: _____ School: _____
 Telephone: _____ Email: _____

Preferred method of contact: telephone email

To help facilitate an effective mentor/mentee match, respond to the following:

1. Reason(s) for wanting to be a Mentor:

2. Is there a particular area / aspect of the profession you would most like to work on with a mentee?
 If so, please provide details:

3. It is recommended that at least 60 minutes each week be set aside for interaction specific to the mentoring relationship. Will it be possible for you to provide this time to the program?
 yes no
 If no, please indicate the type / amount of time you could commit in a 12 month period:

4. The NJDOE requires that all mentors earn a summative rating of effective or highly effective on their most recent summative evaluation.

What was your most recent summative rating? Please attach a copy.

5. How many years of experience do you have teaching? _____

6. Are you a tenured Lakewood School District teacher? _____

7. Understand your responsibilities as a Lakewood School District Mentor?

8. Please attach a letter of recommendation from a colleague.

Lakewood Board of Education

DCP&P CONFIDENTIAL
REPORT

Report to/from DCP&P: date: _____ time: _____

Referred by: _____ time: _____

Student Name: _____ ID #: _____

Description of Incident: (How, when, where, why, if known)

Reported to Nurse (check) yes no date: _____ time: _____

Reported to Lakewood P.D. yes no date: _____ time: _____

DCP&P worker Notified: _____ date: _____ time: _____

Name of DCP&P Worker/Supervisor: _____

Outcome – (check) Active Inactive Unknown

Signature of Guidance Counselor: _____ date: _____

Signature of Principal: _____ date: _____

STEPSTOOL/STEPLADDER/PORTABLE LADDER SAFETY FORM

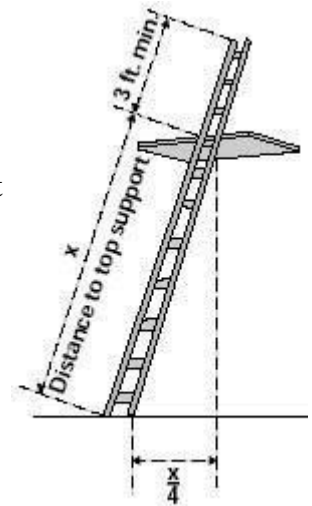
Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain



additional height.

- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



LAKWOOD SCHOOL DISTRICT
 “2024-2025”

Stepstool/Stepladder/Portable Ladder Safety Form

Staff Member: _____

School: _____

Date: _____ Grade/Dept.: _____

Stepstool/Stepladder Safety

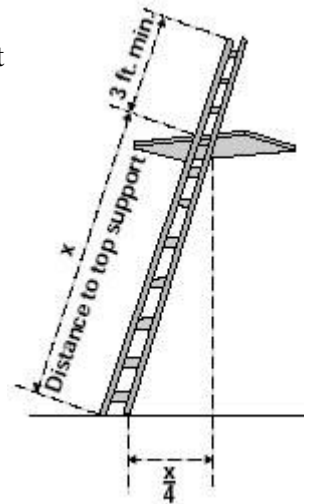
- When using a stepstool or stepladder you should not over reach or put yourself in a position where you will be off balance. Also, you should make sure that you can safely handle the weight, size and shape of whatever it is you are removing or placing on a shelf or wall. If necessary, ask a coworker for help by having them stand on the ground and support the weight of the object being lifted into place or removed; this should enable you to not have to lift the object the full distance.
- Do not stand on the top two steps of a folding stepladder or stepstool. If you need to go higher to perform your work, use a taller ladder. Make sure that all four legs of the stepladder or stepstool are on even footing and that the spreader is fully opened. Don't use a stepladder as a straight ladder; the legs are not designed for this and, thereby, the base can kick out and injure you.
- Make sure the stepladder or stepstool is latched in the best position to perform the work. If you must reach out or bend excessively, stop and reposition the ladder.
- Inspect stepladders and stepstools for damage regularly. Cracked steps and uprights or loose or missing parts can result in total collapse of the ladder/stool.

Portable Ladder Safety

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.



- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder’s load rating and of the weight it is supporting, including the weight of any tools or equipment.



I hereby certify that I have read and understand the Stepstool & Stepladder Safety Procedures.

Signature of employee borrowing Stepstool or Stepladder

Date

Signature of Witness

Date

Signature of Principal

Date

Overnight Trip Procedures Information Packet

Field Trip:

1. Review and familiarize yourself with these procedures, Board of Education Policy and Regulation No. 2340 “Field Trips,” prior to embarking on any trip planning. Additional responsibilities are detailed in these documents. Direct any questions to your immediate supervisor.

2. Use the Lakewood School District Field Trip Request Form to obtain administrative and Board of Education approval. Included must be a list of Board approved Chaperones, list of participating students with their ID Numbers, and Itinerary.

3. Overnight trips require chaperones that are gender specific to students attending the trip. If students participating are male and female, chaperones must be male and female. Male chaperones are assigned to male students; female chaperones are assigned to female students.

4. Calculate the total trip cost. Consider all appropriate expenses including, but not limited to: travel costs (to, from, and during), admission fees, hotel accommodations, meal costs, and chaperone costs.

Cost	Per Student	Per Chaperone	School	Other Source
Transportation				
Meals				
Accommodation				
Insurance				
Admittance Fees				
Other				
Totals				

Funding Sources: _____

5. Complete all “fill in the blank” trip information on page one of the “General Instructions for Students and Families” section of this packet.

6. Conduct mandatory student/parent meeting* addressing at minimum:
 - a. Distribute attached packet and forms
 - b. Review trip procedures, referenced policies and regulations, and forms
 - c. Ensure parents and students have a clear understanding of all rules and consequences. Relay any risks associated with travel
 - e. Consider needs for any special clothing, supplies, apparatus, or equipment
 - f. Discuss costs and provide itinerary.
 - g. Establish and emphasize deadlines for return of forms (see item 6 below)

****Please be reminded to reserve meeting date, time, and location on the district facilities scheduler (School Dude).***

7. Submit the fully completed "Overnight Trip Permission and Medical Forms" in their entirety and by grade; alphabetically to the Nurses Office & Main Office (Both receive a copy, no less than fifteen (15) school days prior to trip). If fifty (50) or more students are participating, all forms must be submitted four (4) weeks prior to the trip. (Note: Give yourself ample time to collect and compile the forms from the parents. We suggest giving them a submission deadline several days prior to the date you are required to submit them to the Health Office and Main Office.)

Chaperones:

1. Chaperones must be employees.
2. Chaperones must complete the Chaperone Agreement Form.
3. **Chaperones must provide and are responsible for 24-hour supervision of students.**
4. When anticipating the number of required chaperones for overnight field trips, assign one chaperone for every ten students maximum. For example, 1-10 students: 1 chaperone, 11-20 students: 2 chaperones, 21-30 students: 3 chaperones, etc. Additional chaperones may be advisable depending on the activity and destination. **Please discuss this with your Principal prior to submitting your field trip request form.**
5. Each chaperone (employees only) must complete and submit a Professional Day Form & Chaperone Consent Form. Please consult with the Business Administrator to determine which travel expenses, if any, are reimbursable by the Board of Education.
6. Chaperones will be compensated in accordance with the LEA Negotiated Agreement.
7. As per Board approved policy, chaperones may not drive students in their own personal vehicle, for any reason.
8. Paid chaperones must submit requests for payroll and any pre-approved travel expense reimbursements on the appropriate forms immediately upon return from the overnight trip.

OVERNIGHT TRIP PROCEDURES

FOR STUDENTS AND FAMILIES



Lakewood School District

Dr. Laura A. Winters, Superintendent

General Instructions for Students and Families

The Lakewood School District is pleased to offer the opportunity to participate in this exciting excursion. We are proud of our students and are confident that they will positively and proudly represent our district by conducting themselves at all times and in all places in the excellent manner that we have come to know and expect. To ensure a pleasant experience for all involved, we offer these guidelines and ask that you and your child read and familiarize yourselves with all of the information contained herein. We wish you a wonderful trip and the making of fond memories that will last a lifetime!

Should you have any questions regarding any of the information contained in this packet, please contact the trip advisor:

Advisor Name: _____ Contact Information: _____

For purposes of this packet, “parents and/or guardians” shall be referred throughout as “parents.”

Trip Information:

Title of Overnight Trip: _____

Destination: _____ Mode of Transportation: _____

Special clothing, supplies, apparatus, or equipment needed: _____

Total trip cost per student: \$ _____

Departure Date/Time: _____ Return Date/Time: _____

Buses will leave from the Lakewood High School parking (unless otherwise noted) promptly at the scheduled departure time.

The Overnight Trip Permission and Medical Form:

The attached Overnight Trip Permission and Medical Form must be fully completed and returned to the trip advisor. Incomplete forms will be returned for correction. Please plan ahead as your family physician may be required to complete a portion of the medical information section of the form. Failure to comply may delay the student's clearance and jeopardize his/her participation in the overnight trip.

Deadline for form submission: _____

Baggage check:

Date: _____

Time: _____

Location: _____

Before being placed on the bus, all baggage (suitcases and carry-on luggage) will be inspected by the chaperones and administrative staff, i.e. Vice Principals, Athletic Director, etc. All baggage must be tagged before inspection.

LUGGAGE TAG INFORMATION MUST INCLUDE:

Student Name: _____

School: _____

School Phone: _____

Home Address: _____

Home Phone: _____

Administration of Medication:

Attachment: Overnight Trip Permission and Medical Form

Reference: Board of Education Policy and Regulation No. 5330 "Administration of Medication"

1. All medication orders will be reviewed by the school nurse and the school medical inspector. All medication must be given to the nurse prior to going on the trip.
2. All prescription and over the counter medications must have written and completed healthcare provider orders and parental permission.

3. All medications must be provided in the original labeled pharmacy container with only enough medication for the duration of the trip.
4. Medication will be administered only when the student has a medical condition that may be adversely affected without medication. This applies to both prescription and non-prescription medication only when prescribed by a physician.
5. A nurse may accompany any school sponsored curricular overnight trip where routine daily medication must be dispensed to a student unless the student's parent is in attendance.
6. Students may obtain written physician permission to self-administer medication if the condition is life threatening or requires the use of an Epi-Pen and/or inhaler.
7. No over the counter medications may be taken or carried by the student while on the trip under any circumstances. Over the counter medications will be dispensed by the nurse or student's parents only.

Expectations for Student Behavior

Attachment: Overnight Trip Permission and Medical Form

Reference: Board of Education Policies and Regulations No. 5530 "Substance Abuse"

No. 5500 "Expectations for Pupil Conduct"

No. 5533 "Pupil Smoking"

No. 5600 "Student Discipline/Code of Conduct"

See also: Student Handbook

General Expectations

1. Chaperones have been designated to take full charge of the students and all details of the trip from the time of departure to the time of return to parents. It is understood that the chaperones will have full control of the movement and behavior of each student and will receive due respect and full cooperation from their charges.
2. All students are expected to follow all school rules of the Lakewood School District Board of Education and are expected to conduct him/herself in accordance with the expectations for student conduct as set forth in the Board's Policies and Regulations and/or Student/Parent Handbook. If the student fails to comply with the expected standards of behavior, he/she shall be subject to discipline as set forth in the Policies and Regulations and/or Student/Parent Handbook. In addition, appropriate consequences including, but not limited to, termination of the student's participation on

the trip may be imposed by the Principal and/or Superintendent. In such an event the parents shall be immediately notified and may be required to pick up the student or consent to have him/her sent home accompanied by a chaperone at the parents' expense. At the discretion of the administration, consequences may also include the loss of additional and/or future privileges, up to and including loss of parking privileges and participation in graduation ceremonies.

3. The administration reserves the right to deny the participation of any student on any overnight trip based upon a record of inappropriate behavior and/or poor attendance during the school year.
4. Unlawful acts committed by a student will be referred to the proper legal authorities.
5. No student shall leave the group, lodgings (hotel/motel), or group activity at any time without the express permission of the chaperones and/or administrator in charge.
6. Respect for public property will be displayed at all times. There will be no collection of "souvenirs" or "mementos" other than those purchased. Students sharing a room are responsible for any loss or damage incurred. Those who occupy the room, unless the responsible party assumes full financial responsibility, will share the cost of the missing item(s) and the cost of any damage to a room or its furnishings equally. The parents of each student will be financially responsible for any damages.
7. Student dress should be appropriate and in good taste.
8. Students should not carry an excessive amount of cash or valuables. The Lakewood School District is not responsible for lost or stolen cash or property.
9. No student will be permitted to leave his or her room after curfew. No unauthorized individuals are permitted in any student's room at any time. Room visitations are off-limits for members of the opposite sex, both day and night. Curfew will be given on a nightly basis by the chaperones and the administrator in charge. Room checks will be conducted throughout the day and night on an hourly basis.
10. All travel assignments including, but not limited to, room, bus, car, and/or airplane assignments are final. There will be no changing of these assignments unless the changes are approved by the chaperones.
11. Those students 18 years of age or older must follow the school regulations pertaining to this trip, including the prohibition against the purchase, possession, and use of tobacco products. As the legal drinking age is 21, alcohol possession, purchase, and/or consumption are also prohibited. In addition, NO student 18 years of age or older shall be permitted in any way to deviate from the planned itinerary on the grounds that the student is an adult.

Illness, Accidents or Injuries

1. Students are expected to immediately report any illness, accident or injury to a chaperone.
2. In the event of a family emergency that would require a student to be brought home by the earliest available means of transportation, it will be the responsibility of the parents to make the arrangements for such transportation home. Financial responsibility for such transportation will rest with the parents of the student.
3. In the event of student illness, accident, injury or hospitalization that would require a student to be brought home prior to the conclusion of the trip, it is again the parents' responsibility to make the necessary arrangements. Financial responsibility for such transportation will rest with the parents of the student.
4. In the event that a parent cannot be contacted during a medical emergency, the chaperones attending this field trip will furnish permission for any necessary emergency medical or surgical treatment, anesthesia or any required diagnostic tests. The parent shall be responsible for any and all financial costs that may result from such medical treatment.

Illegal Substances (Alcohol, Tobacco, and Other Drugs)

1. Possession and/or purchase of alcoholic beverages, tobacco, other drugs and/or illegal substances, or taking medication other than those for medicinal purposes (this includes over the counter and/or prescription medication) is forbidden and will result in appropriate disciplinary action including, but not limited to, being sent home prior to the conclusion of the trip at the expense of the parents.
2. All Board of Education Policies and Regulations will be strictly enforced.
3. If alcoholic beverages, tobacco, other drugs and/or illegal substances are discovered in a room, ALL those occupying the room may be held accountable and sent home. If discovered on an individual, only that individual will be penalized.
4. **There is absolutely no exception to these rules.**

Attachments

Itinerary (or sample itinerary) – Keep for reference

Overnight Trip Permission and Medical Form - Complete and return to the trip advisor

Additional References

Board of Education Policy and Regulation – For review

No. 5330 “Administration of Medication”

No. 5530 “Substance Abuse”

No. 5500 “Expectations for Pupil Conduct”

No. 5533 “Pupil Smoking”

No. 5600 “Student Discipline/Code of Conduct”

Student/Parent Handbook

Overnight Permission and Medical Form

SECTION 1

Today's Date: _____

The Overnight Trip Permission and Medical Form must be fully completed and returned to the trip advisor by the established due date. Incomplete forms will be returned for correction. Please plan ahead as your family physician may be required to complete a portion of the medical information section on page 2 of this form. Failure to comply may delay the student's clearance and jeopardize his/her participation in the overnight trip.

OVERNIGHT TRIP INFORMATION: **DUE DATE:** _____

Advisor's Name: _____ Contact Information: _____

Title of Overnight Trip: _____

Destination: _____ Mode of Transportation: _____

Special clothing, supplies, apparatus, or equipment needed: _____

Total trip cost per student: \$ _____

Departure Date/Time: _____ Return Date/Time: _____

SECTION 2

Overnight Trip Permission Form

STUDENT INFORMATION:

Student Name: _____ Date of Birth (mm/dd/yyyy): _____

Student ID#: _____ Grade Level: _____

Home Address: _____

PARENT/GUARDIAN CONTACT INFORMATION:

Name of Parent/Guardian: _____ Relation to Student: _____

Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Name of Parent/Guardian: _____ Relation to Student: _____
 Mobile Phone: _____ Work Phone: _____ Home Phone: _____
 I/We, _____

am/are the parent(s)/legal guardian(s) of the child identified above (referred to throughout this document as "my child"), to whom I/we give permission to attend the above referenced overnight trip.

ADDITIONAL EMERGENCY CONTACT INFORMATION:

Name of Emergency Contact #1: _____
 Relation to Student: _____
 Mobile Phone: _____ Work Phone: _____ Home Phone: _____

Name of Emergency Contact #2: _____
 Relation to Student: _____
 Mobile Phone: _____ Work Phone: _____ Home Phone: _____

SECTION 3

Medical Information

MEDICAL INSURANCE: Please list insurance company and policy code or ID number (**Provide a copy of Insurance Card, front and back**)

Primary Insurance: _____ ID# _____
 Secondary Insurance: _____ ID# _____

Does your child carry an Epipen? Yes No Does your child carry an inhaler? Yes No
 Does your child wear contact lenses? Yes No

Does your child have any medical conditions requiring medication on this trip? **Yes – Please have your family physician complete SECTION 4**

No – Please skip to the Indemnification and Release Agreement (SECTION 5)

SECTION 4

IF YOU HAVE MEDICAL CONDITIONS THAT REQUIRE MEDICATION ON THE TRIP

THIS SECTION MUST BE COMPLETED BY YOUR FAMILY PHYSICIAN

(Please attach additional sheets if needed)

Medical Conditions (Please list): _____

Medications - Include route, frequency and dosage for each medication listed. (Please list all **prescription and over-the counter medications** your child will need during the trip): _____

Allergies (Please list all allergies to medication, food, etc.): _____

Signature of Family (prescribing) Physician Date

Signature of School Nurse Date



SECTION 5

Indemnification and Release Agreement

I/We understand and agree that my child is expected to follow all school rules of the Lakewood School District Board of Education and is expected to conduct his/herself in accordance with the expectations for student conduct as set forth in the Board’s Policies and Regulations and/or Student/Parent Handbook. I/We further understand that if my child fails to comply with the expected standards of behavior, he/she shall be subject to discipline as set forth in the Policies and Regulations and/or Student/Parent Handbook. In addition, appropriate consequences including, but not limited to, termination of my child’s participation on the trip may be imposed by the Lakewood School District. I/We understand and agree that in such event I/we may be required to pick up my child or consent to have him/her sent home at my/our expense.

By affixing my/our signature(s) to this document, I/we certify that I/we have been fully apprised of the trip itinerary and the risks of all activities in which my child will participate as part of this trip. To that end, and as a condition of my child’s participation in this trip, I/we hereby release the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents from any and all losses or damages incurred, or injury to the student, as a result my child’s participation in this trip, including but not limited to damages for bodily injury or loss of personal property, unless such damages were proximately caused by the actions or inactions of the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents.

I/We further agree to indemnify, defend and hold the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents harmless from and against any and all claims and actions for damages made by my child, or anyone acting on his/her behalf, resulting from, relating to, or arising out of this field trip and/or any related transportation, unless such damages were proximately caused by the actions or inactions of the Lakewood School District Board of Education, its officers, employees, administrators, and/or agents.

I/We, the undersigned, being the parent(s) or legal guardian(s) of the above child, do hereby authorize the designated Lakewood School District staff and/or chaperones attending this field trip, to whom we have entrusted the care of this child, to furnish any necessary emergency medical or surgical treatment, anesthesia or any required diagnostic tests in event the I/we cannot be contacted. I/We agree to assume responsibility and indemnify the Lakewood School District Board of Education for any and all financial costs that may result from such medical treatment. I/We further understand that it is my/our responsibility to advise the school nurse of any medications that my child is taking and/or whether or not my child will require the administration of any medication during this trip.

Please sign below in the presence of a **Notary Public**.*

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Sworn and subscribed to before me on this
_____ Day of _____, 20_____
By: _____
Notary Public of _____
My commission expires: _____, 20_____

**Notary Public services are available
in the Lakewood School District
District office, free of charge*

Chaperone Agreement Form

Name (as it appears on Driver’s License)	Address
Trip Destination	Emergency Contact information (Name, address, phone number) Relationship to Chaperone:
Date(s) of Trip	Medical Information, if applicable:
Known Allergies	Home Phone Number Cell Phone Number

Chaperones agree to:

1. Supervise students 24 hours a day. Including hourly checks throughout the day & night.
2. **Report behavior concerns immediately to the building Principal and Superintendent.**
3. Not bring visitors, children, siblings, or others in your care on the trip.
4. Remain with your group during all activities.
5. No chaperone may be alone with a single student at any time.
6. Report any incidents or situations that may pose a safety concern to the building Principal.
7. Report all injuries, illness, or altercations to the building Principal.
8. Defer to the building Principal when making decisions about appropriate behavior and the interpretation of school policies, rules and procedures.
9. Comply with all LBOE rules, policies, regulations and guidelines for behavior while on school grounds. This includes refraining from smoking and use of alcohol.

I have read the responsibilities of a chaperone and agree to abide by the established guidelines listed above.

Chaperone Name

Date

NEPOTISM (M)**Policy #0142.1**

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, “relative” means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

For the purposes of this Policy, “immediate family member” means the person’s spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child residing in the same household.

For the purposes of this Policy, “administrator” is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.

The Superintendent of Schools shall not recommend to the Board of Education pursuant to N.J.S.A. 18A:27-4.1 any relative of a Board member or the Superintendent.

In accordance with N.J.A.C. 6A:23A-6.2(a)6.(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent of Schools shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.

A school district administrator shall be prohibited from exercising direct or indirect authority, supervision, or control over a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.

A school district administrator or Board member who has a relative who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that school district administrator be present with the Board in closed session when negotiation strategies are being discussed; provided however, that the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.

A school district administrator or Board member who has an immediate family member who is a member of

the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts. Notwithstanding these provisions, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

N.J.A.C. 6A:23A-6.2

Adopted: 17 October 2013

JOB DESCRIPTIONS (M)**Policy #1400**

The Board of Education shall adopt job descriptions for the positions of Superintendent, School Business Administrator/Board Secretary, and each supervisory position. The Superintendent shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions created by the Board.

All job descriptions will be written and will be based on the outcome and process goals developed by the Board and, as appropriate to the position, on program objectives. Each job description will specify:

1. The qualifications and specific certificate and endorsement required for the position;
2. The function, duties, and responsibilities of the position;
3. The extent and the limits of the position holder's authority;
4. The work relationships between the position holder and other employees of the district; and
5. Any background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position.

Job descriptions will be reviewed periodically.

N.J.A.C. 6A:32-4.1; 6A:32-4.4; 6A:32-4.5; 6A:32-5.1

Adopted: 17 October 2013

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

It is the policy of the Board of Education that no qualified individual with a disability will, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity, or services sponsored by this Board. The Board will comply with the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Amendments Act of 2008 (hereafter referred to as the Act).

Notice of Board Policy 1530 – Equal Educational Opportunities and Board Policy 5750 – Equal Educational Opportunity will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

Employment

No employee or candidate for employment will be discriminated against in recruitment, hiring, advancement, discharge, compensation, job training, transfer, or any other term, condition, or privilege of employment solely on the basis of a disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment will be required to answer a question or submit to an examination regarding a disability except as such disability relates directly to perform job-related functions. No candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, will be made to accommodate employment conditions to the needs of qualified individuals with disabilities, such accommodations may include, but are not limited to: making existing facilities used by employees readily assessable to and usable by individuals with disabilities, job restructuring, part-time modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

The district will furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the district.

Facilities Maintenance and Accessibility

No qualified individual with a disability will, because of the school district's facilities being inaccessible or unusable by disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities will be constructed that do not fully comply with the Act. Alterations to existing facilities or part thereof, will be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by

individuals with disabilities who have a need to access Board facilities.

The district will maintain facilities and equipment required by the Act to be readily accessible to and usable by persons with disabilities.

Service, Program, and Activity Access

The district will make reasonable accommodations so that services, programs, and activities are readily accessible and usable by qualified individuals with disabilities. The district is not required to provide personal devices or services of a personal nature to qualified individuals with disabilities.

Evaluation and Compliance

The Superintendent or designee will evaluate district programs and practices on nondiscrimination, in accordance with law, and will report to the Board accordingly. Assurances of compliance will be submitted as required by law.

The district, with the assistance of interested persons, who may include individuals with disabilities or members of organizations representing individuals with disabilities, or other interested community members and staff, will evaluate its current services, policies, practices, and the effects thereof with regard to the requirements of the Act and make necessary modifications to meet the Act requirements. If such modifications would result in a fundamental alteration of the nature of the affected program or activity, or undue financial or administration burden, the district will provide access through means which would not result in a fundamental alteration or undue financial or administrative burden. CFR §35.150(a)

For a period of at least three years following completion of the self-evaluation, the district will maintain on file, available for public inspection, a list of those interested persons consulted, a description of the areas examined and problems identified, and modifications made.

Enforcement - 28 CFR §35.107

The Board will designate the Business Administrator or designee as district coordinator for matters dealing with ADA compliance. The district coordinator can be contacted at the following address or telephone number:

Office Address: Lakewood Board of Education
 200 Ramsey Avenue
 Lakewood, New Jersey 08701

Telephone Number: (732) 364-2400

Grievance procedures are outlined in Regulation 1510.

Guarantee of Rights

The Board will not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the Act.

The Board will not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this Policy or for that person's participation in any manner in an investigation or proceeding arising under the Act.

The district is not required to permit an individual to participate in or benefit from the district's services, programs, or activities when that individual poses a direct threat to the health or safety of others.

Notice

Policy and Regulation 1510 will be available to any member of the public in the district's Policy and Regulation Manual.

42 U.S.C. 12101 (Americans with Disabilities Act of 1990, as amended)

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:18A-17

N.J.A.C. 6A:14-1 et seq.

34 CFR Part 104

Adopted: 17 October 2013

Revised: 15 February 2017

DOMESTIC VIOLENCE (M)**Policy #1581**

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO. Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and

correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if

the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic Violence Policy

Adopted: 17 October 2013

Revised: 30 October 2014

Revised: 22 April 2020

SICK LEAVE**Policy #1642.01**

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;
 - c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;

7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 9 August 2023

FAMILY LEAVE (M)**Policy #1643**

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

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

A. New Jersey Family Leave Act**1. Definitions Relative to New Jersey Family Leave Act**

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

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

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

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

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

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

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care,

guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

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

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or
- b. Continuing medical treatment or continuing supervision by a health care provider.

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

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - (1) Treatment two or more times by a health care provider; or
 - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;
- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

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

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

2. Reasons for NJFLA Leave

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

- (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
- (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
- (3) The serious health condition of a family member of the staff member; or
- (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:
 - (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;
 - (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or
 - (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period.

The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.

- b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for twelve months or more, and has worked 1,000 or more base hours during the preceding twelve month period.
 - c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.
 - d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.
 - (1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.
 - e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
 - f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.
 - (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.
4. Types of NJFLA Leave
- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.
 - (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.
 - b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member’s regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.

- (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
 - (2) A staff member shall provide the Board with certification pursuant to A.5. below.
- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.
- (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.
 - (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.
 - (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.
 - (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
 - (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:
 - (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;

- (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
 - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;
 - (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and
 - (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.
- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
- (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
 - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
 - (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.
- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:
- (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive

- months for any one period of NJFLA leave;
- (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;
 - (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and
 - (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
- d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.
 - e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
 - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.
 - (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
 - (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.
5. Certification
- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
 - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's

- eligibility for NJFLA leave.
- (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally misrepresents the reason that such staff member is taking NJFLA leave.
 - (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.
 - (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
- (1) The date, if known, on which the serious health condition commenced;
 - (2) The probable duration of the condition;
 - (3) The medical facts within the knowledge of the provider of the certification regarding the condition;
 - (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the “Family Leave Act,” P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;
 - (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;
 - (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and

- (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.
- e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:
- (1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;
 - (2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or
 - (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
- f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.

6. Denial or Exemption of NJFLA Leave
 - a. Denial of NJFLA Leave
 - (1) The Board may deny NJFLA leave to a staff member if:
 - (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
 - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and
 - (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
 - (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
 - (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.
7. Reinstatement from NJFLA Leave
 - a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.
 - b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members
 - a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.
 - b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.

9. Local Board of Education Practices
 - a. Accrued Paid NJFLA Leave
 - (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.
 - (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.
 - b. Multiple Leaves of Absence
 - (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)
 - a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
 - b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.
 - c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State

of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.
 - (1) The written notification may be transmitted to the staff member in electronic form.
 - (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

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

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

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

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

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

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or

older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

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

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

2. Qualifying Reasons for FMLA Leave

- a. A staff member may take FMLA leave to provide care made necessary:
 - (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;
 - (2) For the placement of a son or daughter with a staff member for adoption or foster care;
 - (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
 - (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
- b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
- c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.

3. Staff Member Eligibility

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

- (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
 - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work pursuant to 29 CFR §785.
 - (3) The Board shall not provide pay for FMLA leave.
 - c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.
 - d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.
4. Types of FMLA leave
 - a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.
 - b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member’s usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member’s schedule for a period of time, normally from full-time to part-time.
 - (1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:
 - (a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.
 - (i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.

- (ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
 - (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
- (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.
- (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
- (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.
- (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
 - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.
- (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
- (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.

- (a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
 - (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.
- 5. Staff Member Notice Requirements
 - a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.
 - (1) If thirty days is not practical, a staff member must provide notice “as soon as practicable” which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
 - (2) Where it is not possible to give as much as thirty days’ notice, “as soon as practical” ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
 - (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.
 - (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
 - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
 - (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.

- (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member’s needs without unduly disrupting the Board’s operations, subject to the approval of the health care provider.
 - (6) Where a staff member does not comply with the Board’s usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
 - b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.
 - (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
 - (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.
6. Outside Employment During FMLA Leave
 - a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
 - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.
 - (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.
7. “Instructional Employees” Exceptions for FMLA Leave
 - a. “Instructional Employees” are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.
 - (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum

specialists, cafeteria workers, maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

- (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
 - c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.
 - d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member’s own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
 - (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member’s regular position.
 - e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.
 - f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last three weeks; and
 - (2) A staff member would return to work during the three-week period before the end of the semester.

- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last more than two weeks; and
 - (2) The staff member would return to work during the two week period before the end of the semester.
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.
- i. An example of FMLA leave falling within the situations outlines in B.7.f., B.7.g., and B.7.h. above:
 - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could require a staff member to stay out on FMLA leave until the end of the term.
- j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.
- k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:
 - (1) The Board shall be required to maintain a staff member's group health insurance; and
 - (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.
- 8. FMLA Leave Related to Military Service
 - a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
 - b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:
 - (1) The district must grant an eligible staff member up to twelve work weeks of

unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.

- c. Military caregiver FMLA leave provides care for a covered service member with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:
 - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered service member with a serious injury or illness.

9. Verification

- a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.
 - (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.
- b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.
 - (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
 - (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.
- c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:
 - (1) The name, address, telephone number, and fax number of the health care

provider and type of medical practice/specialization;

- (2) The approximate date on which the serious health condition commenced, and its probable duration;
- (3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.
 - (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
- (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
- (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the FMLA leave required to care for the family member;
- (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;
- (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and
- (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.

- d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.
 - (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.
- e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.
 - (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
- f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

- a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
 - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
 - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de Minimis, intangible, or unmeasurable aspects of the job.
- b. Denial of Reinstatement
 - (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.
 - (a) The Board must be able to show that a staff member would not otherwise

have been employed at the time reinstatement is requested in order to deny restoration to employment.

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

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

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

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

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

c. Intent to Return to Work

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

d. Fitness for Duty Certification

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

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

11. The Board of Education Notice

a. Notice of Staff Member Rights Under FMLA

(1) The Board shall post and keep posted on its premises, in conspicuous places

where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.

- (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
 - (b) The poster and the text will be large enough to be easily read and contain fully legible text.
 - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
- (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
 - (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.

b. Eligibility Notice

- (1) When a may be for an FMLA-qualifying reason, the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.

c. Designation Notice

- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.
- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

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

b. Maintenance of Staff Member Benefits

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

C. Shared Provisions

1. Interference with Family Leave Rights

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

2. Non-Tenured Teaching Staff

Family leave granted to a no tenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

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

4. Processing of Complaints

a. New Jersey Family Leave Act

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

b. Federal Family and Medical Leave Act (FMLA)

- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.
- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed

in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.

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

29 CFR §825 et seq.

29 CFR §785

N.J.S.A. 10:5-1;

N.J.S.A. 34:11B et seq.

N.J.A.C. 13:14-1 et seq.

Adopted: 24 March 2021

FIELD TRIPS**POLICY #2340**

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

The Board of Education shall consider field trips which are included in curriculum guides to have been approved in advance. All trips not listed in the curriculum guide must be individually approved by the Board. Times and locations of field trips shall not be posted on any district web sites.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval. This includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary.
- B. Costs must be ascertained.
- C. Each child who goes on a field trip or excursion must have written parental permission.
- D. Pupil safety must be of prime concern, and adequate supervision must be provided by staff aided by other adult chaperones if necessary.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
- F. Each field trip should be evaluated by pupils, teachers, and the administration.

The Board shall bear all expenses of field trips included in the curriculum guides. Parents/guardians shall be asked to bear the expense of all other excursions. No pupil is to be denied the right to participate because of inability to pay.

The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils. All conditions established by law and Board policy shall be met.

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the pupil's parent/guardian or the pupil himself/herself, in accordance with Board policy.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 17 October 2013

FIELD TRIPS**REGULATION #2340****A. Definition**

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

B. Approval of Trips

1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved by the Building Principal. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.
2. To ensure the equitable allocation of budgeted field trip funds, each teacher shall submit a list of proposed field trips to the Building Principal at the beginning of the school year. The acceptance of the list does not constitute approval of any specific field trip on the list or of the number of field trips proposed by a teacher.
3. A teacher shall request approval of a specific field trip by submitting a written application to the Building Principal no less than thirty working days prior to the date of the anticipated trip. Field trip application forms are available in the office of the Building Principal.
4. The field trip application will include:
 - a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);
 - b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;
 - c. The relationship of the trip to curriculum goals and objectives;
 - d. The location of the destination and the route that will be taken to it;
 - e. Transportation arrangements, the estimated cost of transportation, and the provision of safe and adequate loading and unloading areas for bus-borne pupils;
 - f. The time of departure and the estimated time of return to the school;
 - g. Provisions for emergency and sanitation facilities;
 - h. Admission fees and tolls, if any; and
 - i. Provisions for meals, if any are required.

5. The Building Principal may deny a field trip request when
 - a. The application is incomplete;
 - b. The anticipated cost is excessive;
 - c. The proposed trip bears insufficient relationship to the curriculum;
 - d. The pupils involved will have been taken from the class for the trip and other activities for an excessive amount of time;
 - e. The trip conflicts with other scheduled events or with other demands on school buses;
 - f. The class has exceeded its equitable allocation of field trips;
 - g. The trip will occur during an exam period or immediately before the end of a marking period; or
 - h. The destination and trip activity are inappropriate choices for pupils of the age and maturity typical of the class.
6. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.

C. Overnight Field Trips

1. Approval

All overnight and extended trips must be approved in writing by the appropriate school Principal, Assistant Superintendent, Superintendent and Board of Education prior to any pupil participation, solicitation of participants or fund-raising activities.

2. Procedure

- a. Requests for approval of overnight field trips should be submitted on the appropriate form to the appropriate Assistant Superintendent by June 1 of the preceding school year wherever possible. The request form must be accompanied by a printed itinerary of the planned trip. An itinerary should outline the purpose of the trip, the subject field area to which the trip is related, the time of departure and return, time and location of each planned activity, the methods of transportation to be utilized, arrangements for accommodations and meals, full cost to the school district and pupil including chaperone and substitute costs, if any, the teacher in charge of the trip, and names and addresses of chaperones. When charter buses are used for overnight field trips, a minimum of three quotes must be obtained, whenever possible.
- b. After the overnight trip has been approved by the Board of Education, a copy of the itinerary, together with the permission slip and applicable release and emergency medical treatment forms, should be sent to the parent(s) or legal guardian(s).

- c. Any reimbursable expense must be accompanied by an appropriate receipt.

3. Responsibilities of Assistant Superintendent

The Assistant Superintendent shall discharge the following responsibilities with regard to the overnight field trips:

- a. Obtain written approval or denial of the trip request from the Building Principal;
- b. Review trip request to assure compliance with Board policy and submit recommendation for approval or denial to the Superintendent of Schools;
- c. Prior to recommending an overnight trip, confirm that the staff member in charge:
 - (1) Has demonstrated the ability to coordinate and lead successfully;
 - (2) Has knowledge of the subject matter included in the trip;
 - (3) Has familiarity with the itinerary and has taken every effort to avoid dangerous aspects;
 - (4) Has demonstrated knowledge of the district pupil behavior policy and can demonstrate how such policy will be implemented during the trip; and
 - (5) Has demonstrated knowledge of, and has satisfactorily completed the procedures outlined in the overnight field trip policy of the Board of Education.
- d. Make available all pertinent forms required to be completed.
- e. Review and approve any written solicitation to be distributed to pupils or mailed under the auspices of the school district.
- f. Assure appropriate communication to all eligible pupils of the availability of subsidies for those who are unable to afford the required moneys for any required field trip.
- g. Confirm that the scheduling of the trip does not interfere with planned school events, with religious holidays or academic testing.
- h. Develop a procedure to assure a communication network in case the parent(s) or legal guardian(s) of the pupils on the school trip need to be contacted.
- i. Assure receipt and maintenance of evaluative summaries from participating staff members within one week from the trip's return.

Applicable Forms

1. Overnight Field Trip Request Form
2. Parent/Guardian's Permission Slip
3. Parental Consent to Emergency Medical Treatment of a Minor Child

D. Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:
 - a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives;
 - b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;
 - c. Determine whether classes can be combined in a joint field trip for maximum economy;
 - d. Gather the information necessary to fill out the field trip application form; and
 - e. Complete and submit the form.
2. If the field trip is approved, the teacher should take the following preparatory steps:
 - a. Discuss the proposed trip with pupils, giving particular attention to;
 - (1) The purpose of the trip and its relationship to the course of study,
 - (2) What in the trip the pupils should give particular attention to and ask questions about,
 - (3) Any reports, note taking, sketching, or the like pupils should accomplish on the trip,
 - (4) The assignment of background materials and research to enhance the value of the trip, and
 - (5) Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.
 - b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will

include notice of:

- (1) The date, departure time, and return time;
- (2) The destination and its location;
- (3) The name of the teacher in charge;
- (4) The means of transportation; and
- (5) The purpose of the trip.

Signed permission slips will be filed with the teacher, who will file them until the end of the school year.

- c. Make arrangements for travel and inform the Building Principal of those arrangements in writing no later than fifteen days before the trip.
- d. Arrange with officials at the point of destination for:
 - (1) The pupils' admission;
 - (2) The provision of any materials that will enhance the trip;
 - (3) The services of guides, if necessary; and
 - (4) The provision of meals, if necessary.
- e. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s), and apprise them of their responsibilities.
- f. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.
- g. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips:
 - (1) To permit other teachers to plan for the absences; and
 - (2) To encourage other teachers to incorporate the field trip experience in their lesson plans.
- h. Prepare a roster of pupils who will participate in the field trip.

- i. Make alternate educational arrangements for any pupils who will not participate in the field trip.
 - j. Ascertain whether any pupil participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the pupil's parent(s) or legal guardian(s) to administer the medication, except where pupils are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the pupil's participation.
3. On the day of the field trip, the teacher will:
- a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.
 - (1) Check with the Building Principal who may determine to cancel or postpone the trip.
 - (2) If the trip is canceled or postponed, promptly inform chaperones.
 - b. Take attendance and deliver to the Main office a roster of the pupils who are actually leaving on the field trip.
 - c. Ascertain that the full complement of assigned chaperones is present and prepared.
 - d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Building Principal, may pupils be delivered directly to the destination by means other than those arranged by the teacher.
 - e. Take all reasonable steps to assure that pupils profit educationally from the trip.
 - f. Make no change or substitutions in the trip itinerary unless an emergency has occurred (see paragraph E following).
 - g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Building Principal, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.
 - h. If the trip will bring pupils back to school after the end of the school day, ascertain that the Principal will remain on the premises until the pupil's return or has appointed

an emergency coordinator to remain on school premises. Plan to stay at the school or assign a chaperone to stay at the school until the last pupil has been picked up or has departed for home by his/her regular transportation.

E. Chaperones

1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupil's age and maturity.
2. The Board will pay the expenses of chaperones to the extent that the expenses of pupils and teachers are paid.
3. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.
4. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both pupils and chaperones.
5. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:
 - a. The conduct expected of them,
 - b. The time and place of departure, and
 - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.
6. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

F. Emergencies

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

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.
2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall immediately notify the Building Principal and emergency personnel.

3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.
4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:
 - a. Inform parent(s) or legal guardian(s) of the delay by telephone;
 - b. Make the school facilities available to waiting parents or legal guardians;
 - c. Remain at the telephone to answer incoming calls; and
 - d. Confer with the teacher to be certain all pupils have been safely dispatched.

G. Follow-up and Evaluation

1. The teacher in charge of the field trip should express his/her appreciation to:
 - a. The chaperones, both lay and professional;
 - c. The officials and guides at the destination; and
 - d. Any other persons or representatives who assisted in the conduct of the trip.
2. The teacher in charge should incorporate the field trip experience into pupil's learning by:
 - a. Conducting a discussion and a critical evaluation of the experience;
 - b. Encouraging creative projects on themes experienced on the field trip;
 - c. Testing pupils on information gained and attitudes formed; and/or
 - d. Assigning pupils written reports or presentations on the experience.
3. The teacher will assist the Principal in a critical evaluation of the trip by filing a written report of the trip that includes its benefits and drawbacks. The report should address these questions, as appropriate to the trip:
 - a. Was the destination the best choice for the teaching purpose served?
 - b. Were there sufficient materials available to pupils as background for the trip?

- c. Did the trip experiences encourage new understandings, impart new knowledge, or stimulate pupils to new activity?
- d. Did the trip experience relate to other school learning experiences?
- e. Did the trip impart accurate information and a truthful picture?
- f. Were the pupils exposed to any hazard to their physical or emotional well-being?
- g. Was the trip worth the time and expense?
- h. Were there any serious problems with pupil conduct and management?
- i. To what extent, if any, did the trip generate cooperation and a positive relationship between the school and the community?

Issued: 17 October 2013

ATTENDANCE**Policy #3212**

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the educational program. Teaching staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a teaching staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; collective bargaining agreement; an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among teaching staff members. The review will include the collection and analysis of attendance patterns, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 17 October 2013
Revised: 13 May 2015
Revised: 15 November 2023

ATTENDANCE**Policy #4212**

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; the collective bargaining agreement; in an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support staff members. The review will include the collection and analysis of attendance patterns, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 13 May 2015

Revised: 15 November 2023

Replacement for Policy 4211

CONFLICT OF INTEREST**Policy #3214**

Employees are expected to avoid engaging in any conduct that creates, or gives the appearance to the public of creating a conflict of interest with job responsibilities with the school district. While there may be other conflicts of interests, employees must follow Board directives in the following areas.

Financial Interests

An employee of the Lakewood School District will not engage or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school district.

1. Contracts with the Board

An employee shall not do any of the following:

- a. Obtain a direct benefit from a contract that he/she is involved in making or administering on behalf of the Board; or
- b. Influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the Board; or
- c. Solicit or receive any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract.

An employee is involved in administering a contract if he/she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. An employee is involved in making a contract if he/she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the Board member or employee or his/her spouse does any of the following: (1) has more than a ten percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract.

2. Non-School Employment

The Board recognizes that some employees may, in their own time, pursue additional compensation. Employees must notify the school district of any non-school employment in writing prior to engaging in it.

Any such employee will not engage in the following:

- a. Non-school employment which adversely affects the employee's availability or effectiveness in fulfilling job responsibilities for the Board;

- b. Work of any type where the sources of information concerning customer, students (current or prior), client or employer originates from any information obtained through the school district;
- c. Work of any type that materially and negatively affects the educational program of the school system, unless prior approval is provided by the Superintendent;
- d. Any type of private business using district facilities, equipment or materials for private business purposes, unless prior approval is provided by the Superintendent; or
- e. Any type of private business during school time or on school property.
- f. Using paid sick days to engage in private business.

The Superintendent may grant prior approval for work performed under subsections d. and e. above if such work enhances the employee's professional ability or professional growth for school-related work.

Any teacher, guidance counselor, child study team member, speech therapist, occupational therapist, physical therapist, administrator or other staff member may not represent, serve as an advocate for or serve as an expert for a parent in a court of law involving programs or services, as related to their current position with the Lakewood School District, without prior approval from the Superintendent of Schools, during the calendar school year, or extended school year while being employed by the district, which includes sick, personal and vacation days.

3. Tutoring for Pay

Principals and teachers will make every effort to help students with their difficulties at school before recommending that parents engage a tutor. However, the Board recognizes that some students may need additional help in order to meet promotion standards.

To avoid placing any teacher in a position where he or she may have or appear to have a conflict of interest, teachers are not permitted to receive money for tutoring any student taught by the teacher in the present school year, any student they will be called on to evaluate in any manner in the present school year, nor any student who has previously failed subjects or courses under that teacher's direction. However, the Superintendent is authorized to waive this requirement when a student needs tutoring and the student's teacher is the only qualified tutor available (for example, in a foreign language). Such waivers shall only be for a specific time period upon written request of the student's parent(s) and after consultation with the teacher and Principal involved and written approval of the Superintendent.

Employees may not actively solicit students for tutoring. The Board is not involved in setting tutoring fees and is not a party to tutoring contracts between parents and teachers. Fees must be

mutually agreed upon by parents and teachers.

The Superintendent may establish additional rules or procedures for the purpose of eliminating potential conflicts of interests.

4. Professional Personnel Consulting

- a. The Board authorizes the Superintendent to review requests by professional personnel to engage in consulting activities and to approve such requests within the Superintendent's discretion. Such activities will not be permitted to infringe upon the contractual obligations of school employees or affect the educational programs of the school district. Activities that include work of any type, where the sources of information concerning customer, students (current or prior), client or employer, originates from any information obtained through the school district will not be permitted.

Receipt of Gifts

No gifts from any person or group desiring or doing business with the school district will be accepted by a school employee except for honorariums for participating in meetings, nominally valued instructional products or advertising items which are widely distributed or meals provided at a banquet.

Students and parents who want to show appreciation for the efforts of employees should do so through oral or written expressions of gratitude, rather than through gifts. Gifts are discouraged. However, employees may accept small tokens of goodwill from students, parents or community members for holidays, special occasions or exceptional occasions, such as concerts, farewells, special achievements or death of a loved one. Employees should ensure that no student is embarrassed or otherwise mistreated because of his/her inability or unwillingness to participate in a gift giving.

No employee shall compromise his/her position by accepting gifts from individuals or special interest groups within the community when such gifts are intended to influence the business of the school or school district.

Confidential Information

Information that pertains to the Lakewood School District, including its vendors and students, is strictly confidential and must not be given to anyone who is not employed by the Lakewood School District, deliberate or accidental.

Lakewood School District employees must avoid any situation in which their loyalty may be divided.

Confidential information can be protected by taking the following precautionary measures:

- Discuss work matters only with other Lakewood School District employees who have a specific reason to know or have access to such information.

- Do not discuss work matters in public places.
- Secure confidential information in locked desk drawers and cabinets at the end of every business day.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 17 October 2013

CONFLICT OF INTEREST

Policy #4214

No support staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the support staff member's duties.

No support staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No support staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

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

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

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

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

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

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 17 October 2013

USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)**POLICY #3218**

The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purposes of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member’s medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their

employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal's designee responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted: 17 October 2013

Revised: 13 May 2015

Revised: 31 October 2019

USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)**Policy #4218**

The Board of Education recognizes a support staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purposes of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities. Refusal by a support staff member to consent to the medical examination including a substance test will be deemed a positive result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member’s medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their

employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's supervisor responsible at the time of the alleged violation. Either the Principal or the staff member's supervisor responsible at the time of the alleged violation shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

Adopted: 17 October 2013

Revised: 13 May 2015

Revised: 31 October 2019

OUTSIDE ACTIVITIES**Policy #3230**

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
2. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit students on school grounds for trips not approved by the Board or Superintendent;
3. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
4. Teaching staff members shall not send campaign literature home with students, or request, direct, or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;
5. Teaching staff members shall not privately tutor students for compensation that are currently enrolled in their classes; and
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 19:1.1 et seq.

Adopted: 17 October 2013

Revised: 19 November 2014

INAPPROPRIATE STAFF CONDUCT

Policy #3281

Section: Teaching Staff Members Date Created: October 2013 Date Edited: October 2013

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and to protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not

specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Assistant Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The Assistant Superintendent or the Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

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

N.J.A.C. 6A:16-11.1

Adopted: 17 October 2013

INAPPROPRIATE STAFF CONDUCT**Policy #4281**

Section: Support Staff Date Created: October 2013 Date Edited: October 2013

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct

by the Building Principal or the immediate supervisor, the school staff member may report directly to the Assistant Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The Assistant Superintendent or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

HEALTHY WORKPLACE ENVIRONMENT**Policy #3351**

The Board of Education recognizes a healthy workplace environment enables school district administrative and teaching staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted: 17 October 2013

HEALTHY WORKPLACE ENVIRONMENT**Policy #4351**

The Board of Education recognizes a healthy workplace environment enables school support staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted: 17 October 2013

POSTNATAL ACCOMMODATIONS**Policy #3421.13**

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted: 22 April 2020

POSTNATAL ACCOMMODATIONS

Policy #4421.13

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to

the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out

information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted: 22 April 2020

ANTICIPATED DISABILITY**Policy #3435**

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy No. 3431. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C. 2000e-2

29 C.F.R. 1604-1 et seq.

N.J.S.A. 10:5-12

N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 17 October 2013

ANTICIPATED DISABILITY**Policy #4435**

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)

29 C.F.R. 1604-1 et seq.

N.J.S.A. 10:5-12(a)

N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 17 October 2013

MILITARY LEAVE**Policy #3437**

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A permanent or full-time temporary officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph

5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;
N.J.A.C. 5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act
(USERRA), 38 U.S.C. Section 4301 et seq.

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A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

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N.J.S.A. 18A:6-33; 18A:29-11

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act
(USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 17 October 2013

Revised: 21 February 2018

JURY DUTY**Policy #3439**

The Board of Education will indemnify any teaching staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for whom the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

A teaching staff member who is a full-time teacher and is absent from school duties on jury duty for any court of New Jersey, any court of any other State, any Federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the teaching staff member is present for jury duty.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor. On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day and must report to work when he/she is excused from jury duty for half a day or more or suffer loss of pay.

N.J.S.A. 2B:20-1 et seq.; 2B:20-10; 2B:20-16

Adopted: 17 October 2013

JURY DUTY**Policy #4438**

The Board of Education will indemnify all full-time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent will not be charged against personal leave and will count toward district service.

A full-time employee who is absent from their school district duties while on jury duty for any court of New Jersey, any court of any other State, any Federal district court, or in the U.S. District Court for New Jersey will

receive their usual compensation from the school district for each day the support staff member is present for jury duty.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor.

On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day and must report to work when he/she is excused from jury duty for half a day or more or suffer loss of pay.

N.J.S.A. 2B:20-1 et seq.; 2B:20-16

Adopted: 17 October 2013

TERMINATION**Policy #4140**

The Board of Education will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal on notice duly given a nonprobationary employee.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.

The Board may temporarily suspend an employee with or without pay and without notice when his/her continued services may be inimical to the interests of pupils.

N.J.S.A. 18A:6-10; 18A:17-2; 18A:17-3; 18A: 27-4.1

Adopted: 17 October 2013

SEXUAL HARASSMENT (M)**Policy #4352**

Section: Support Staff Date Created: October 2013 Date Edited: October 2013

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 17 October 2013

OVERTIME COMPENSATION

Policy #4413

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single work week.

No overtime shall be worked without the express advance approval of the Superintendent and School Business Administrator/Board Secretary.

29 U.S.C.A. 207(o)

29 U.S.C.A. 207(p)

N.J.S.A. 34:11-56(a)4

Adopted: 17 October 2013

HOLIDAYS

Policy #4434

The Board of Education will compensate support staff members for holidays in accordance with the holiday provisions of current valid negotiated contracts.

Compensation for holidays for non-association/non-union represented support staff members will be determined by the Board on an annual basis.

N.J.S.A. 36:1-1

Adopted: 17 October 2013

SUBSTANCE ABUSE (M)**Policy #5530**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

C. Instruction

N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17

N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.

h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

2. Anabolic Steroids

a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.

c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.

d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.

e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.

f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.

3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.

4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.

5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.

N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.;

6A:16-6.1 et seq.

Adopted: 17 October 2013

Revised: 25 January 2017

SUBSTANCE ABUSE (M)

Regulation #5530

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. “Evaluation” means procedures used by a certified or licensed professional to make a positive determination of a student’s need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student’s family.
2. “Other drugs” mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. “Referral for evaluation” means programs and services suggested to a student or his or her family in order

to make a positive determination regarding a student's need for services that extend beyond the general school program.

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
 6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.
 7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
 9. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
 9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.
- B. Discipline
1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the

substance abuse rules will be disciplined as follows:

a. First Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Recommendation is made to School Based Youth Counseling
- (5) Notify Law Enforcement (Possession)

b. Second Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Attend an out of school substance abuse program
- (5) Notify Law Enforcement (Possession)

c. Third Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Attend a substance abuse placement, for a minimum of 45 days
- (5) Obtain a Fit to Return Clearance
- (6) Notify Law Enforcement (Possession)
- (7) Referral to BOE for possible Expulsion

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

a. First Offense

- (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
- (2) Three (3) days of Level Two Intervention
- (3) Complete the Alcohol & Drug Awareness Course
- (4) SAC Counseling
- (5) Recommendation is made to School Based Youth Counseling
- (6) Notify Law Enforcement (Possession)

b. Second Offense

- 1) **Notify The Division of Child Protection and Permanency (DCP&P)**
- 2) Three (3) days of Level Two Intervention
- 3) Complete the Alcohol & Drug Awareness Course

- 4) SAC Counseling
- 5) Attend an out of school substance abuse program
- 6) Notify Law Enforcement (Possession)

c. Third Offense

- (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
- (2) Three (3) days of Level Two Intervention
- (3) Complete the Alcohol & Drug Awareness Course
- (4) SAC Counseling
- (5) Attend a substance abuse placement, for a minimum of 45 days
- (6) Obtain a Fit to Return Clearance
- (7) Notify Law Enforcement (Possession)
- (8) Referral to BOE for possible Expulsion

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
 - a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
 - b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical

treatment for alcohol and other drug dependency; or

- (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.-

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional,

school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

- (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
 - f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
 - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:

- (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
- (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
- (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.

- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
- (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
- (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
- (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not

interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.

- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
 - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.
 - (a) The findings of the assessment alone shall not prevent a student from attending school; and
 - (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:

(1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

- (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
 - d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
 - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.
- F. Reporting Students to Law Enforcement Agencies
1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
 2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
 3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
 4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
 5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.
 6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student

suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and

agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

- a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
 - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by

N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the SSDS.

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STUDENT DISCIPLINE/CODE OF CONDUCT (M)**Policy #5600**

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive

intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining

consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 October 2013

Revised: 13 May 2015

Revised: 27 March 2019

LAKEWOOD OVERNIGHT TRIP PROCEDURES & FORMS

SOCIAL EVENTS AND CLASS TRIPS**REGULATION #5850****A. Approval**

1. Requests for approval of a social event or class trip must be submitted in writing to the Building Principal not less than thirty working days before the activity is scheduled to occur.
2. Each request must include:
 - a. The name of the sponsoring organization,
 - b. The name of an adult representative of the organization who will assume responsibility for the activity (such as a club's faculty advisor),
 - c. The date on which the activity is to occur,
 - d. For a social event, the place in which it is to occur (if on school premises, the specific room or facility; if off school premises, the specific location with directions and a telephone number),
 - e. For a class trip, the proposed itinerary, with specific locations of any proposed stops, including telephone numbers, and the planned means of transportation,
 - f. The group of pupils who will participate in the activity and the anticipated number of pupils,
 - g. The cost of the activity and the manner in which costs will be assessed or funds will be raised,
 - h. If appropriate, the insurance coverage for the activity, and
 - i. The number and names, to the extent they are known, of the chaperones appointed to the activity.
3. The Building Principal will consult the school calendar to determine whether the proposed activity will interfere with the instructional program or a social event or class trip given earlier approval. He/She will grant or deny the request within ten working days of its receipt.
4. The Building Principal will appoint a teaching staff member as responsible adult for each approved activity. In the absence of formal appointment, the adult designated on the request for approval will serve as responsible adult.

B. Pupil Participation

1. Social events and class trips are not directly related to the curriculum and pupils are permitted to participate only in accordance with Policy No. 5850. Pupils on suspension are not eligible for participation.
2. No minor pupil may participate in a social event or class trip that extends beyond the school day or takes place away from school premises without the written, signed permission of the pupil's parent(s) or legal guardian(s). Permission slips will be distributed by the sponsoring organization not less than ten working days before the scheduled activity and signed slips will be delivered to the teacher no later than the day of the activity. Permission slips must include the following information:
 - a. The nature of the activity,
 - b. The date, time, and location of the activity,
 - c. The name of the sponsoring organization and the responsible adult,
 - d. The fee, if any, charged to the pupil for participation, and
 - e. Such information about the activity as may be necessary for the parent to evaluate the risk to his/her child (such as exposure to potential allergens).

C. Pupil Conduct

1. Pupils who elect to participate in social events and class trips and their guests are subject to district rules for pupil conduct, including rules for conduct on buses. Infractions of rules will be subject to discipline in the same manner as are infractions of rules during the regular school program. Pupils shall obey the approved chaperones; disobedience to a chaperone will be tantamount to disobedience of a teaching staff member.
2. The school dress code will apply to all social events and class trips unless expressly waived by the Building Principal.
3. Pupils who violate rules of conduct in the course of a class trip away from school may be dismissed from the trip and sent home in accordance with procedures established for the dismissal of pupils from field trips, in accordance with Policy No. 2340.
4. Pupils who elect to attend a social event or class trip are expected to participate; pupils who attend merely to loiter on the perimeter of the activity (such as outside the facility or in parked cars or the like) will be dismissed from the school premises.
5. The possession, use, and/or distribution of alcohol and/or drugs by any person and the presence

of any person under the influence of alcohol or drugs are absolutely prohibited at any school sponsored social event or class trip, regardless of the location of the activity. Violators of this rule will be disciplined in strict accordance with Policy No. 5530.

D. Chaperones

1. Each social event and class trip must be properly chaperoned by responsible adults under the supervision of at least one teaching staff member.
2. The organization sponsoring the activity is responsible for appointing and securing proper chaperonage, subject to the approval of the Building Principal.
3. An appropriate number of police officers will be appointed to monitor activities as required.
4. Chaperones who are not district employees serve as volunteers subject to Policy No. 9180 and will not be compensated by the Board for their services. The expenses incurred by chaperones in the course of the activity will be the responsibility of the sponsoring organization.
5. Chaperones should:
 - a. Arrive promptly at scheduled activity and, if possible, well in advance of the pupil participants;
 - b. Acquaint themselves with school rules of conduct and with the distinctions between minor and serious rule infractions (minor infractions are punishable by reprimands, conferences, and/or detention; serious rule infractions may involve the imposition of suspension);
 - c. Circulate freely among the participants in order to detect any infractions of rules;
 - d. Frequently check lavatories, entrances, hallways and the like;
 - e. Correct pupils who engage in minor infractions of rules;
 - f. Report to a teaching staff member any serious infraction of rules that may require school discipline or the dismissal of a pupil from the activity;
 - g. Report immediately to a teaching staff member any person who may be under the influence of alcohol or drugs so that the teaching staff member can implement Regulation No. 5530; and
 - h. Report immediately to a teaching staff member or police officer any person who may have alcohol, drugs, contraband, or a weapon in his/her possession.

E. Post-activity Requirements

1. The sponsoring organization is responsible for cleaning up any decorations and debris caused by the activity and left on school premises.
2. The responsible adult will submit to the Building Principal a brief but reasonably detailed report of the activity, including the names of chaperones. The report should include a description of any event that resulted in a pupil's dismissal from the activity.
3. Any funds collected will be deposited in the General Activities Fund and accounted for in accordance with Policy No. 6660.

Issued: 17 October 2013

PAYROLL AUTHORIZATION (M)**Policy #6510**

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The list to be approved by the Board will include the names of recommended substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one school year.

The minutes of Board meetings will record personnel actions of the Board, to include, but not be limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Certain categories of staff members designated by the Superintendent of Schools, shall be required to use a time clock or sign in and out of work daily in order to verify days and hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made.

The Superintendent or School Business Administrator/Board Secretary is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once every three years, between the months of September through May, the Superintendent of Schools shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.

The Superintendent of Schools shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. If the district elects to conduct this payroll verification prior to the district's required implementation of the position control roster pursuant to N.J.A.C. 6A:23A-6.8, the district may use similar and suitable office of personnel or human resources generated listing of employees. Where no appropriate identification can be produced, the School Business Administrator/Board

Secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures set forth in this Policy and N.J.A.C. 6A:23A-5.7, the Superintendent of Schools shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the provisions of N.J.A.C. 6A:23A-5.7 will be required as part of the annual audit.

The payroll journal will be certified by the Board Secretary, the President of the Board, and approved by the Superintendent.

N.J.S.A. 18A:17-35; 18A:19-9 et seq.
N.J.A.C. 6A:23A-5.7

Adopted: 17 October 2013

DIRECT DEPOSIT**Policy #6511**

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board may grant an exemption for seasonal and temporary employees as the Board deems necessary.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

N.J.S.A. 52:14-15h
N.J.A.C. 6A:23A-5.7

Adopted: 19 November 2014

PAYROLL DEDUCTIONS**Policy #6520**

The Board of Education shall, in accordance with law or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employee.

Deductions will routinely be made as required for Federal income tax, social security and medicare; New Jersey income tax, unemployment assistance, and other miscellaneous taxes; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing, for contributions on the employee's behalf for:

1. The payment of premiums for group life, accidental death or dismemberment, hospitalization, medical, surgical, major medical, health and accident, and legal insurance plans, N.J.S.A. 18A:16-13;
2. Tax sheltered annuities or custodial accounts, N.J.S.A. 18A:66-127;
3. Payments to a credit union, N.J.S.A. 40A:19-17;
4. An approved charitable fund raising campaign, N.J.S.A. 52:14-15.9c; and
5. Bona fide organizational dues, N.J.S.A. 52:14-15.9e.

Contributions shall be made as soon as is reasonably possible in accordance with law after the funds have been deducted from an employee's salary. No contribution shall be made on behalf of an employee until the amount contributed has been deducted from the employee's salary.

No more than five accounts will be approved for remittance at any one time.

An employee who wishes to pay into a tax sheltered annuity or mutual fund offered by a firm not approved by this Board for payroll deductions must make his/her payment individually.

No Board employee shall withhold or pay to another or purchase or have assigned, other than by court order, any compensation for the services rendered by an employee of this district.

N.J.S.A. 18A:16-9; 18A:66-19; 18A:66-30; 18A:66-78;
18A:66-128

N.J.S.A. 43:3C-9

N.J.S.A. 52:14-15.9; 52:18A-107 et seq.

N.J.S.A. 54:8A-9

N.J.A.C. 6A:23-2.8; 6A:23-2.10

Adopted: 17 October 2013

STUDENT ACTIVITY FUND (M)**Policy #6660**

Section: Finances Date Created: October 2013 Date Edited: October 2013

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

Funds collected for a student activity shall be deposited in the bank within two working days after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. The interest earned shall be disbursed to each individual student activity fund in proportion to the balances on deposit for each activity.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.

The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school's activity accounts in the same manner as interest earned on the bank account is disbursed.

N.J.S.A. 18A:19-14; 18A:23-2

N.J.A.C. 6A:23A-16.12

Adopted: 17 October 2013

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

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

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

Notwithstanding any provision of this Policy, smoking by pupils is prohibited and governed by Policy No. 5533.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this Policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this Policy and the law after being ordered to stop smoking in school buildings or on school grounds. The Principal or designee may request the assistance of law enforcement to accomplish this departure and removal.

In the event a person is found to have violated this Policy and the law, the Principal or designee may file a

complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 17 October 2013

USE OF SCHOOL FACILITIES**POLICY #7510****A. Rental and Use of School Buildings**

1. School buildings are primarily for the use of school children. They are, however, available for community use when there is no conflict with school functions. School activities will take precedence over the allocation of facilities to organizations. The Board of Education and/or the Superintendent of Schools reserves the right to cancel any authorization in the interest of educational needs.
 - a. The use of school facilities shall not be granted for any purpose which is prohibited by law; nor shall be granted to groups whose mission is discriminatory in nature or those groups who advocate violence or subversion are strictly prohibited from using the facilities.
 - b. Organizations desiring the use of buildings shall make arrangements with the Business Administrator or designee. Building/field use will not be arranged with individuals.
 - c. Billing will be done through the Business Office. Checks are to be made out to the Lakewood Board of Education. No cash will be accepted, checks or money orders only.
 - d. In the event that schools are closed for any reason, i.e.: snow, power failures, etc., **all events will be cancelled**. Facilities may not be available during the summer when programs interfere with cleaning and maintenance schedules.
 - e. Any Lakewood organization that is granted use of school facilities will be held responsible for its proper use and adherence to all rules and regulations governing such use. The Board of Education will assign custodians to the activity at the user's expense.
 - f. All approved requests shall receive an approved permit from the Business Administrator or designee. All permits must be present and visible to district personnel at all times.
2. All individuals and/or groups who shall be granted the privilege to use district facilities shall hold harmless the Lakewood Board of Education, its staff and employees from any and all liability.
3. No charges will be waived for any organization without the approval of the Board of Education.
4. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This security fee will be returned upon clearance that all facilities were left in acceptable condition. (Only checks and money orders will be accepted.)

5. A fire permit may be required by the user from the Ocean County Fire Marshal for groups over one hundred as per NJ State law. A copy of the approved permit must be given to the Business Office no later than three days prior to event.
6. All reservation requests must be made at least two weeks (10 Board of Education business days) prior to event date.
7. No reservation can exceed twelve weeks. All reservations, except for non-profit organizations, will only hold any given area for up to twelve weeks.
 - a. Non-profit organizations may schedule twelve months in advance of their planned event. If a district school has scheduled or does schedule an event for the same date, or dates, reserved by a non-profit organization, the district school's event shall take priority and the non-profit organization's event shall be cancelled or rescheduled.
8. Rental Class charges:

Class A All organizations and activities organized within Lakewood Public Schools Organizations, Lakewood Non-Profit Youth Organizations, Township Recreational Programs, and Lakewood Non-Public Schools. Lakewood Non-Profit Youth Organizations will be defined as an organization whose membership is composed of more than fifty percent of Lakewood students and further provides more than fifty percent of its services to Lakewood Students that request the use of school facilities for instructional or co-curricular activities.

Class B All Lakewood Civic Organizations, Non-Profit Organizations, Churches And Synagogues.

Class C All other Lakewood organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission fees, youth and athletic camps, bible or religious camps and political groups.

Facility/Location	Class A	Class B	Class C
	Hourly Rate	Hourly Rate	Hourly Rate
Site Supervisor	\$ 21.60	\$ 21.60	\$ 23.60
Custodian	\$ 45.00 Overtime, Weekends & COVID Cleaning	\$ 45.00 Overtime, Weekends & COVID Cleaning	\$ 45.00 Overtime, Weekends & COVID Cleaning
Security Specialist	\$ 48.50	\$ 48.50	\$ 48.50
Firemen	TBD	TBD	TBD
Auditorium (all buildings)	None	\$ 75.00	\$125.00

HS Auditorium Lighting	\$ 25.00	\$ 25.00	\$ 25.00
Cafeteria (all buildings)	None	\$ 75.00	\$125.00
Kitchen Workers	\$ 25.00	\$ 25.00	\$ 30.00
Gymnasium (all buildings)	None	\$ 75.00	\$125.00
HS JV Fields	None	\$ 20.00	\$ 25.00
HS Varsity Fields	None	\$ 20.00	\$ 25.00
MS/Elementary Fields	None	\$ 15.00	\$ 20.00
Classrooms (all buildings)	None	\$ 25.00 per room	\$ 50.00 per room
Parking Lot (all buildings)	None	\$ 50.00 per event	\$ 75.00 per event

- d. All hourly employee rates are subject to change without notification as per contracts. Overtime rates will apply for any event that exceeds their permitted time.
- e. The following security guards must be utilized as per the number of attendees

1 - 100 people	1 Security Specialist
101 - 200 people	2 Security Specialists
201 - 300 people	3 Security Specialists
301 - 400 people	4 Security Specialists
401 - 500 people	5 Security Specialists
501 or more	6 Security Specialists

B. Rules for the Use of School Buildings

- 1. The Policy of the Board of Education requires that the organization or individuals using the school facilities provide Insurance Policy Endorsement of liability insurance, both bodily injury and property damage, for a minimum amount of \$1,000,000 for the named event specifically and \$2,000,000 in the aggregate, and naming the Lakewood Board of Education as an additional insured on the policy. (The \$1,000,000 required by the Board of Education is the minimal amount, and the organization or individuals are advised to obtain additional insurance for the protection of individual members, based upon the type, duration and extent of activities). The Lakewood Board of Education reserves the right to request higher limits of coverage from any organization/individual based upon the Board's evaluation of the nature of the proposed usage of the Board's premises.

A nonprofit tax exempt identification number and insurance certificate as required in this Policy must be in the name of the sponsoring organization. The Board of Education will not permit the use of any school facility if the nonprofit tax identification number or the insurance certificate has been issued to the organization or business entity that is not the sponsoring organization who will be using the school facility in accordance with Board of Education Policy.

2. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

3. Security and/or Site Supervisor are required for all events
4. All buildings will close at 11:00 p.m. during the regular school year and 3:30 p.m. during the summer.
Class A will be charged all applicable fees for Class B if the premises have not been vacated by the agreed upon time.
Class B will be charged all applicable fees for Class C if the premises have not been vacated by the agreed upon time.
Class C will be charged Holiday Rate if the premises have not been vacated by the agreed upon time.
5. All organizations/individuals must adhere to all parking regulations. Parking shall be limited to designated areas only. Violators are subject to motor vehicle summons and towing will be at the owner's expense.
6. The Lakewood Board of Education is a drug-free and smoke-free school zone and the distribution and sale of alcoholic beverages, raffles and prizes are strictly prohibited. Violators shall be subject to arrest.
7. No keys to school buildings shall be issued to any applicant or unauthorized person at any time.
8. Local and State Fire and Safety Regulations shall be followed at all times. Use of materials on floors, walls, or any other parts of school buildings is prohibited without specific approval from the Superintendent or designee.

9. Permits are not transferable. Reservations must be canceled at least forty eight hours in advance or charges described herein will be assessed, unless emergent circumstances arise that are acceptable to the Superintendent or designee. In the event your function is cancelled due to the above paragraph A1.d; all monies collected will be refunded.
10. No district equipment shall be removed from the premises for use by non-district personnel.
11. The organization which rents the building/fields is responsible for the conduct of its patrons or guests.
12. All outside groups must ensure adequate adult supervision for all underage children.
13. This Policy shall be strictly adhered to by the Lakewood Board of Education. Any organization in violation of this Policy will be restricted from using school facilities for future events.
14. All scenery, costumes, decorations, props or other properties must be removed at the conclusion of the event (same day). No Exceptions.
15. In the event an Organization receives approval to use District facilities when the district is closed and the facilities are not normally available the Organization will be charged at a rate double all charges and fees.

Issued: 17 October 2013

Revised: 16 December 2015

Revised: 15 December 2021

Revised: 14 November 2022

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL (M)**Policy# 8601**

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Kindergarten to twelve who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to twelve, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least sixteen years old. The parent(s) or legal guardian(s) may designate up to two escorts. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available upon request to the Principal, or designee, or the program administrator.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at

dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

PERSONNEL RECORDS**Policy #8320**

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

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

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration,

hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted: 17 October 2013

Revised: 20 August 2020

RECORDS RETENTION**Policy #8350**

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted: 12 February, 2019

PUBLIC RELATIONS PROGRAM (M)**Policy #9120**

The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal or designee for the pupils in their school building or by the Program Administrator for pupils in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of Statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.

The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available and appropriate, such as the use of multi-color

glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.

The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public relations. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted: 17 October 2013

SCHOOL VISITORS**Policy #9150**

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a pupil in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 17 October 2013

ALL LAKEWOOD SCHOOL DISTRICT POLICIES & REGULATIONS CAN BE FOUND AT:

WWW.LAKEWOODPINERS.ORG

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<https://www.straussesmay.com/seportal/Public/districtpolicysearch.aspx?id=69d917eec73348b88ae66af620e165e5+>