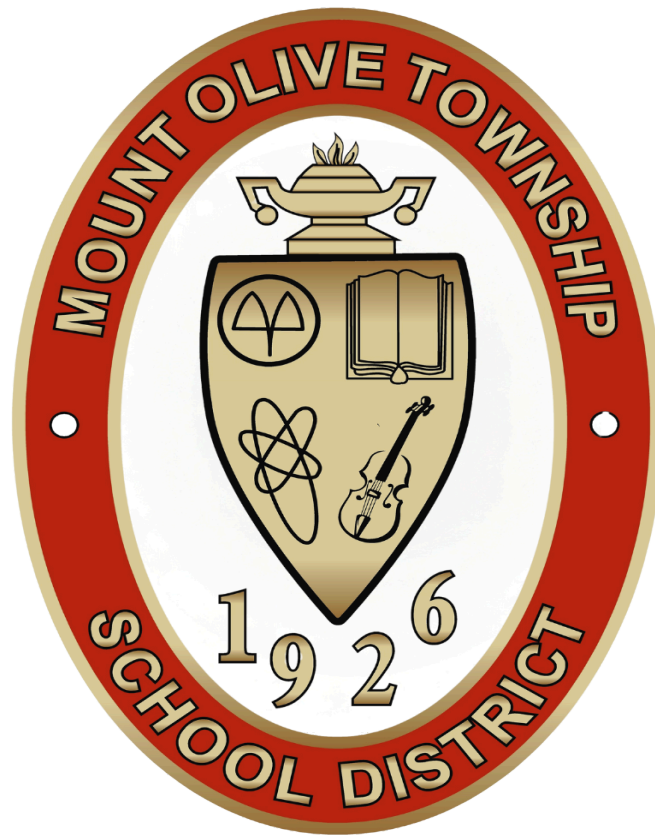


MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT

HOME OF THE MARAUDERS



EMPLOYEE HANDBOOK 2025-2026

**227 Rt. 206
Flanders, NJ 07836**

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Mount Olive Township School District Board of Education

Lisa Narcise, President

Lisa Fenton, Vice President

Jennifer Aquino

BethAnn Figueira

Lauren Fitzgerald

Anthony Giordano

Louisa Melendez

Jeannie O'Neill

Marc Orzillo

Mount Olive Township School District Administration

Dr. Sumit Bangia, Superintendent of Schools

Elizabeth McDermond, Assistant Superintendent of Schools

Nicole Schoening, Business Administrator/Board Secretary

Luisa Rodriguez, Assistant Business Administrator/Assistant Board Secretary

Jacqueline Bello, Director of Student Support Services and Programming

Deborah Huffman, Director of Elementary Inclusion and Special Services PK-5

Dr. Rebecca Kreider, Director of Innovation and Technology

Kevin Moore, Director of Human Resources

Christian Jensen, Supervisor of Science, Innovation & Design

Melanie McQueeney, Supervisor of Performing Arts K-12

Thomas Reszka, Supervisor of Social Studies, Communications, Consumer Science and Business K-12

Arturo Rodriguez, Supervisor of Multilingual, Intervention, & World Languages K-12

Bryan Mate, Supervisor of Mathematics 6-12

Lea Margosiak, Supervisor of English Language Arts 6-12

Kristy McFarlane, Supervisor of Mathematics K-5

Dr. Jennifer Mastriani, Supervisor of English Language Arts K-5

Michael Cimmino, Director of Facilities Management

Patricia Trojanowski, Transportation Supervisor

James Carifi, Director of Security

Mount Olive High School Administrative Team

Kevin Stansberry, Principal
Dr. Shawnteeha Boyd, Vice Principal of Attendance and Behavior RTI
David Falleni, Vice Principal
Robert Feltmann, Vice Principal for Student Services
Dr. Lindsey Warren, Vice Principal
Susan Zwastetzky, Vice Principal
Colleen Suflay, Director of Athletics

Mount Olive Middle School Administrative Team

Agatha Wilke, Principal
Daniel Barcia, Vice Principal
Nicholas Cutro, Vice Principal
Chris Reagan, Vice Principal

Chester M. Stephens School Administrative Team

Nicole Musarra, Principal
Karen Husser, Vice Principal

Mountain View School Administrative Team

Melissa Kolenski, Principal
Jennifer Olsyn, Vice Principal

Sandshore School Administrative Team

Jennifer Curry, Principal
Elena Reyes, Vice Principal

Tinc Road School Administrative Team

Mark Grilo, Principal
Danielle Marangon, Vice Principal

Mount Olive Township School Directory

Mount Olive High School

18 Corey Road
Flanders, NJ 07836
Phone: 973-927-2208

Mr. Kevin Stansberry, Principal

[MOHS Website](#)

Mount Olive Middle School

160 Wolfe Road
Budd Lake, NJ 07828
Phone: 973-691-4006

Ms. Agatha Wilke, Principal

[MOMS Website](#)

Chester M. Stephens School

99 Sunset Drive
Budd Lake, NJ 07828
Phone: 973-691-4002

Ms. Nicole Musarra, Principal

[CMS Website](#)

Mountain View School

118 Cloverhill Drive
Flanders, NJ 07836
Phone: 973-927-2201

Ms. Melissa Kolenski, Principal

[MV Website](#)

Sandshore School

498 Sandshore Road
Budd Lake, NJ 07828
Phone: 973-691-4003

Ms. Jennifer Curry

[SS Website](#)

Tinc Road School

24 Tinc Road
Flanders, NJ 07836
Phone 973-927-2203

Mr. Mark Grilo

[TRS Website](#)

Mount Olive District Directory

Office	Staff Email	Extension
Superintendent's Office	Sumit Bangia & Carissa Caliguri	8402
Asst. Superintendent's Office	Elizabeth McDermond & Lisa Newberg-Brown	8631
Student Support Services Office	Jacqueline Bello & Gloria Longo	8310
Payroll Coordinator	Cathy Jacobsen	8701
Payroll Specialist	Michelle Warrington	8702
Director of Human Resources	Kevin Moore	8301
Human Resources Coordinator	Kay Van Horn	8301
Human Resources Specialist & Benefits	Lisa Jones	8703
Human Resources Generalist	Christine Nelson	8704
Special Education 6-12	Joyce Fenty & Shelley Boylan	8403
Special Education PK-5	Deborah Huffman , Donna Vnenchak & Padmasana Patnaik	8401 & 8407
Technology Help Desk		8645

School Calendar and School Hours

A copy of the school calendar for the current school year is available on the [District's website](#).

2025-2026 MOTSD Faculty Meeting Dates

A copy of the NJ List of Religious Holidays Permitting Pupil Absence From School is available on the [NJ DOE website](#).

When schools are closed or on a delayed or early dismissal schedule, a message will be sent through the Realtime Notification System. All staff members are responsible for updating their Realtime contact information to ensure its accuracy. Updated information regarding alternate scheduling can also be accessed on the [district's website](#).

Building	Start Time	End Time
Mount Olive High School	7:20 AM	2:22 PM
Mount Olive Middle School	8:00 AM	3:00 PM
Chester M. Stephens School	8:50 AM	3:50 PM
Mountain View School	8:30 AM	3:30 PM
Sandshore School	8:50 AM	3:50 PM
Tinc Road School	8:30 AM	3:30 PM

Building	Delayed Opening	Early Dismissal
Mount Olive High School	9:20 AM	11:20 AM
Mount Olive Middle School	10:00 AM	12:04 PM
Chester M. Stephens School	10:50 AM	1:00 PM
Mountain View School	10:30 AM	12:40 PM
Sandshore School	10:50 AM	1:00 PM
Tinc Road School	10:30 AM	12:40 PM

Staff Attendance

[\(Policy 3212\)](#) & [\(Policy 4212\)](#)

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.

The following types of absences are granted to employees in accordance with their respective [Collective Negotiations Agreement or contract](#).

- BOE approved professional days
- Sick Leave
- Jury Duty
- Approved vacation (12 month support staff)
- Paid personal days
- Bereavement
- Leave of absence covered under FMLA or NJFLA
- Military Service

Paid Absence-Sick Leave

Sick Leave is granted to employees in accordance with their respective [Collective Negotiations Agreement or contract](#). All employees shall be entitled to ten sick days per full school year. All personnel employed for more than a ten-month contract shall be entitled to an additional sick day per month worked beyond 10 months.

All unused sick time in any contract year shall accumulate and be carried over into the following contract year.

On July 3, 2023, Governor Murphy signed bill A-5060/S-3440 into law expanding acceptable uses for sick leave for public school staff. In addition to sick days being used for personal illness, they can now be used to care for family illness and other family obligations. Under the new law, school district employees may use sick leave for the following reasons:

- To recover from a physical or mental illness, injury, or other health condition and/or take the time to have it diagnosed, treated, or cared for;
- For preventative medical care;
- To assist a member of their immediate family - including parents, spouses, siblings, and children - with the

diagnosis, treatment, and/or care of a physical or mental illness, injury, or other health condition;

- For circumstances related to domestic or sexual violence;
- For the death of an immediate family member, for up to seven days;
- To attend school-related conferences, meetings, functions, or other events for their child;
- In connection with an emergency closure of the school or facility caring for their child. This does not apply for planned closures or holidays.

For "foreseeable sick leave," such as planned events or appointments, the district's expectation is that staff provide at least three days' notice by entering the sick day in Absence Management. Unplanned, unforeseeable sick days should continue to be entered into Absence Management pursuant to the standard District practice.

[NJ Sick Leave Bill A-5060/S-3440](#)

Paid Absence-Personal Days

Personal Days are granted to employees in accordance with their respective [Collective Negotiations Agreement or contract](#). Each employee shall be allowed 4 personal days (5 personal days for administrators) per full school year without providing the Superintendent with the reason(s) for taking these additional days. Remaining unused personal days, up to a maximum of four (4) for 10 month employees and three (3) for 12 month employees, shall convert to sick days.

Paid Absence-Bereavement

Bereavement leave is granted to employees in accordance with their respective [Collective Negotiations Agreement or contract](#). Please review the contract for specific leave time.

Paid Absence-Jury Duty

Employees called for Jury Duty shall be granted a leave for the period of jury duty services. Staff members requesting a postponement need to complete the Jury Duty-Request for Postponement Form located in Frontline Central. Go to: Frontline Central>"My Forms" > "Forms I Can Start" > "Start This Form".

Should the request not be granted by the Court, and the employee is to report for jury duty, the absence needs to be entered into Absence Management and proof of service must be submitted to the Human Resources Department.

Paid Absence-Vacation (12 Month Support Staff)

Vacation days are granted to employees in accordance with their respective [Collective Negotiations Agreement or contract](#).

Unpaid Days

Unpaid Days are not a contractual option and are not guaranteed. Staff members must follow this procedure when faced with using an unpaid day. First time: notify principal or supervisor for an unpaid day. Second unpaid day request: notify Human Resources. A pattern of taking unpaid days can result in progressive discipline and an Absenteeism Professional Improvement Plan.

Please save your days when you can, you never know when you may need them.

Family Leave

[\(Policy 1643\)](#)

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 are not identical and have different provisions that provide different rights and obligations for a staff member and the Board.

Staff members requesting sick leave longer than 5 days need to complete the MOTSD Sick Leave Request Form located in Frontline Central. Go to: Frontline Central>"My Forms" > "Forms I Can Start" > "Start This Form".

The Frontline Education app in ClassLink LaunchPad can be used to access Frontline Central.

[Federal Family and Medical Leave Act\(FMLA\)](#)

[NJ Family Leave Act/Family Leave Insurance\(NJFLI\)](#)

Do not hesitate to contact HR@motsd.org with any questions or if you need assistance relating to staff absences or family leave.

Frontline Absence Management

The MOTSD uses Frontline's Absence Management to record employee absences and enable substitutes to accept daily assignments. You can access Absence Management online via the Classlink LaunchPad or app.frontlineeducation.com. An app is also available on your mobile device. Enter Frontline Education in the Search Bar. Click GET and install on your mobile device.

Once logged in, please enter the date and reason for your absence. Please note, absences must be recorded online within 30 minutes to the start of the school day. If you are unable to enter your absence because it's too close to the start of the school day, you must contact the school directly.

Frontline's Absence Management is available to you 24 hours a day, 7 days a week using your username and password.

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

[Absence Management Employee Quick Guide](#)

[MOTSD Entering Absences in Frontline Human Resources Memo 1/31/2024](#)

Creating An Account (New Employees Only)

New employees will receive an invitation to create a Frontline ID account. It is important that you create a new Frontline ID account. If you do not create the account, you will not be able to access Absence Management and your invitation will expire in 30 days.

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

Your username must be your work email address, e.g.

firstname.lastname@motsd.org

Enter the default password and click Create Frontline ID once you are finished.

Frontline Time and Attendance

Clocking in and out Kiosk

All staff need to clock in and out on the kiosks located throughout the school buildings.

Staff members leaving the building during their lunch block must sign out, selecting Office on the drop down Event menu and complete the process when returning to the building.

Staff members that work in multiple locations, must sign out of the building they are not returning to and sign in at the new location.

For assistance with issues related to the swipe in kiosk, please contact your building secretary.

[**Clocking In and Out Kiosk Employee Quick Guide**](#)

Health Benefits

The Mount Olive School District offers benefits to employees, depending upon one's employment status. The specific options that apply to each employee are outlined in the employee's individual employment contract or the Collective Negotiations Agreement that they are a party to.

The following is an overview of health plans we offer to our employees:

- Horizon NJEHP (New Jersey Educators Health Plan) or GSHP (Garden State Health Plan)
- Delta Dental HMO or PPO
- EyeMed Vision Plan

Benefits become effective immediately from the employment start date as long as a completed enrollment form is received within 30 days of date of hire.

Open enrollment is held every May/June with the changes becoming effective July 1st. At that time, the employee can change plans, add family members, switch to the

waiver program, etc. Dental & Vision coverage for dependents will terminate at the end of the month in which the dependent child turns 23. Medical and Prescription coverage for dependents will terminate at the calendar year in which the dependent child turns 26.

If you are waiving medical insurance and would like to receive the waiver reimbursement, the waiver form *must be completed every year* during open enrollment and returned along with a copy of your current insurance card as proof of insurance. The waivers are paid in 2 equal installments (unless prorated) in the December 15th and June 15th payrolls.

Should you experience a life-changing event such as marriage, birth, loss of employment, death, divorce or legal separation, you will have the right to adjust coverage levels only provided the Board is notified and provided with documentation of the qualifying event within 30 days of the event. You cannot change plans mid-year.

Please review the Compensation/Benefits section of the [Mount Olive School District Website](#) for a comprehensive list of resources relating to health benefits.

Payroll Department

Cathy Jacobsen and Michelle Warrington are available from 8:00 am - 4:00 pm, Monday through Friday for questions relating to payroll.

Please review the Payroll section listed under Compensation/ Benefits on the [Mount Olive School District Website](#) for a comprehensive list of resources relating to payroll.

Course Approvals & Reimbursement

All forms and requests completed in regards to course approval and tuition reimbursement must be completed in their entirety through the Course Approval Request and Tuition Reimbursement Form located under Frontline Central > "My Forms" > "Forms I Can Start" > "Start This Form". The Frontline Education app in ClassLink LaunchPad can be used to access Frontline Central.

See the [Collective Negotiations Agreement](#) for details regarding tuition reimbursement eligibility, payment procedures and column movement.

Graduate courses taken for reimbursement and/or column movement must be related to subject area/discipline, at the request of administration, fulfilling a requirement for a higher degree program approved by the Superintendent, or related to a non-certificated position.

Requests for Course Approval must be made prior to the start of the course.

Deadlines for Tuition Reimbursement and supporting documentation are as follows:

Spring and Summer Courses: September 15th

Fall Courses: February 1st

Column Movement

Per the [Collective Negotiations Agreement or contract](#), by December 1st of the school year preceding the effective date of column movement on the salary guide

To submit notification of a column movement, please complete the MOTSD Column Movement Notification Form in Frontline Central. You may access this form by signing in to your Frontline Central account below, clicking on "My Forms" and then "Forms I Can Start."

****This form will only be available during a predetermined window. Requests for column movement submitted after the December 1st deadline will not be accepted.**

Professional Development

[\(Policy 3240\)](#)

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

The Frontline Education app in Classlink LaunchPad can be used to access Professional Growth.

Frontline Professional Growth is an on-line professional learning software program the district uses to process requests to attend professional learning days. Please review the following information:

- **Timing** – Requests must be submitted at least 30 days prior to the next scheduled “Work Session” Board of Education (BOE) meeting. (BOE meeting dates are listed on the [district website](#)). This allows enough time to obtain the necessary levels of internal approval.

- There are three different [Professional development forms](#) to complete based on the type of professional development request. Elementary staff should fill out the Elementary Form and Middle and High School should fill out the Secondary Form. Athletic Coaches should complete the Athletic Coaches PD Request form for trainings/workshops related to coaching. All workshops that you attend both in-district and out-of-district need to be submitted in Professional Growth.

- **After** – All activities must be marked complete within thirty days of attending.

[HOW TO “MARK COMPLETE” A PROFESSIONAL DEVELOPMENT DAY IN MLP](#)

- **Travel days** – Travel days must be included on your initial request if you incur expenses on those days. You will only be reimbursed for expenses incurred on the dates in your request and that were board approved.

- **What to include** – Include any potential expenses. You will only be reimbursed for expenses that you estimate on your original request. Please refer to [GSA.gov](#) for allowances for out-of-state meals and lodging.

- **Mileage** – Google is the only website approved by the Business Department for mileage reimbursement. Remember to calculate mileage both ways/round-trip, starting point is where you work and ending is where your PD is located. The Mileage rate is currently \$.47 per mile. Please complete [Mt. Olive Mileage Sheet](#).

- **Meals** – Alcohol and tax are non-reimbursable. All meal receipts must be itemized. Meal reimbursement is limited to the amounts allowed on the [GSA.gov](#) website. Meal reimbursement for the first and last day of travel is 75% of the per diem rate from [GSA.gov](#).

- **Hotel** – Hotel nightly rates are accepted IF the site is hosting the workshop/conference. If not, hotel reimbursement is limited to the amounts allowed on the [GSA.gov](#) website. You may find a less expensive hotel, however staying at the hotel of the venue may eliminate additional travel costs back and forth (taxi costs, etc.). Overnight hotel stays prior to the conference start date or after the

conference end date will **NOT** be reimbursed if you could reasonably arrive or return on the starting or ending date.

• **Transportation** – Shuttle service to and from airports must be utilized. Submit toll & parking receipts, EZPASS statements, etc. Please note: All train expenses are required to be pre-approved by the Business Department. Rental cars are **NOT** permitted. Air travel requires three **(3)** airfare quotes to be uploaded to your Professional Growth File Library and submitted in advance with the “Request for Permission to Attend Professional Development.”

• **Proof of attendance/payment** – Be sure to save all name tags, certificates, toll/parking receipts, meal (itemized) receipts, hotel (itemized) receipts etc. Credit card statements **must show your name and last 4 digits of the credit card number**. See district reimbursement guidelines for exact requirements for proof of payment (checks, Pay Pal, etc.).

Please review the [2025- 2026 Professional Development Slides](#).

***Lodging and meals for workshops held in New Jersey are non-reimbursable unless the NJ State Commissioner of Education has issued a waiver. Please read the specifics of the waiver carefully.**

Professional Development requests are approved by the following administrative staff:

- Immediate Supervisor (If applicable)
- Building Principal
- Assistant Superintendent of Curriculum and Instruction
- Superintendent’s Office

[Quick Guide to Professional Development](#)

Online Professional Development (GCN)

Mandated professional development (PD) requirements for particular groups of educators/staff according to NJ statute and regulation are completed through the Global Compliance Network (GCN). Course requirements are issued annually to all staff members and must be completed by the indicated deadline.

If anyone did not receive a username or password for GCN or has any issues logging on to the GCN platform contact jissley.soto@motsd.org with any questions or concerns.

Evaluations

([Policy 3221](#) and [3222](#))

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.

The district has updated a [handbook](#) that outlines the evaluation process for the 2025-2026 school year.

Discipline

([Policy 3150](#) & [4150](#))

The Board of Education directs all teaching staff members to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline.

Progressive Discipline

The Board shall have the right to take disciplinary action for good and just cause. Disciplinary action may include but is not limited to:

- Verbal reprimand
- Written reprimand
- Suspension
- Fine
- Demotion
- Termination
- Withholding of increment taken for disciplinary reasons rather than educational proficiency reasons.

The non-renewal of a non-tenured teacher is not grievable.

See the [Collective Negotiations Agreement or contract](#) for additional details regarding Progressive Discipline.

Postnatal Accommodations

([Policy 3421.13](#) & [Policy 4421.13](#))

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.

School Safety And Security Plan

The Mt. Olive School District Safety and Security Plan is modeled after the New Jersey Department of Education Safety and Security Plans Minimum Standards and School safety & security manual: Best practices guidelines. Additions to the plan beyond those required and available in the above referenced documents are derived from federal recommendations contained in U.S. Department of Education, Guide for developing high-quality school emergency operations plans and recognized best practices in the field of school security.

Employment Standards and Conduct

This handbook provides general information and guidelines and is not intended to address all the applications or exceptions to the policies listed below. The complete list of Mount Olive Township School District Policies can be found on the [District website](#).

The District's Affirmative Action Officer, Kevin Moore, can be contacted at kevin.moore@motsd.org

EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION

(Policy 1140)

The Board of Education shall adopt and implement written educational equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equity in Education. The Board's educational equity policies shall recognize and value the diversity of persons and groups within the community and promote the acceptance of persons of diverse backgrounds regardless of the protected categories listed at N.J.A.C. 6A:7- 1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)1. The educational equity policies will promote equitable educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)2.

COMPREHENSIVE EQUITY PLAN

(Policy 1523)

The Board of Education shall complete a Comprehensive Equity Plan (CEP) that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equitable access to educational opportunities for all learners, including students and teachers, in accordance with the provisions of N.J.A.C. 6A:7-1.8.

EQUAL EMPLOYMENT OPPORTUNITIES

(Policy 1530)

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district. The Board shall ensure all persons shall have equal and bias-free access to all categories of employment and equal pay for equal work in this district without discriminating on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES

(Policy 1550)

The Board will ensure all persons regardless of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey.

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.

EQUITY IN SCHOOL AND CLASSROOM PRACTICES
(Policy 2260)

The Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a)

CODE OF ETHICS
(Policy 3211)

The Board of Education endorses the code of ethics for professional educators published by the National Education Association (NEA).

SEXUAL HARASSMENT
(Policy 3362)

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.

The District's Title IX Coordinator, Kevin Moore, can be contacted at kevin.moore@motsd.org.

HEALTHY WORKPLACE ENVIRONMENT

([Policy 3351](#) and [4351](#))

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

EMPLOYEE DRESS

([Policy 3216](#))

All district employees are required to wear attire suitable to their job responsibilities at any time, with due consideration for other conditions that may apply.

USE OF SOCIAL NETWORKING SITES

([Policy 3282](#))

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.

ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

([Policy 3283](#))

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.

MONITORING DEVICES IN SCHOOLS, ON SCHOOL PROPERTY AND SCHOOL VEHICLES

([Policy 8690](#))

The Board of Education recognizes that safe and secure conditions for all pupils is paramount. Pupils must maintain proper discipline at all times in school, on school grounds, and on school owned or contracted school vehicles.

Staff Wellness

[The Employee Assistance Program](#) is available to all MOTSD employees

NJHOPELINE: 1-855-654-6735

<https://njhopeline.com/>

988 Suicide & Crisis Lifeline

[Turn on screen reader support](#)

Banner hidden

To enable screen reader support, press ⌘+Option+Z To learn about keyboard shortcuts, press ⌘/

2025-2026 Meeting Dates

<https://988lifeline.org/>

Crisis Text Line: Text START to 741-741

<https://www.crisistextline.org/>

The Trevor Project (LGBTQ): (866) 488-7386

<https://www.thetrevorproject.org/>

Morris County's Designated Psychiatric Emergency Screening Program, Prime
Healthcare Services - Saint Clare's, LLC 25 Pocono Road Denville 07834 -
973-625-6160
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