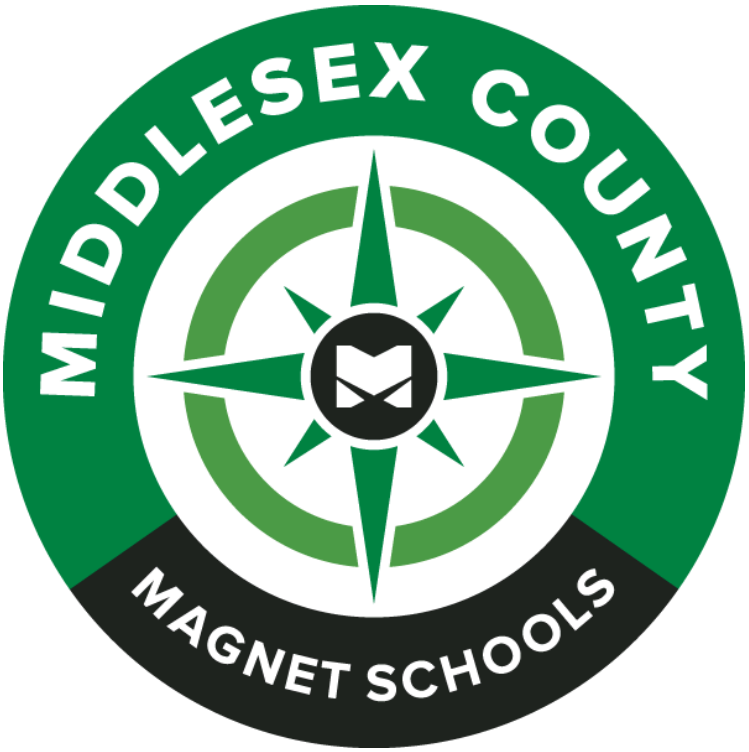


Employee Handbook

2023-2024

112 Rues Lane
East Brunswick, NJ 08816
www.mcmsnj.net

On behalf of the Board of Education, we assure the public that we are committed to providing quality career or college preparation opportunities for all students. Student achievement is our highest priority. With input from over 250 citizens serving on advisory committees, our programs and facilities remain current and relevant. The Board fosters open communication and is responsive to ideas and comments from the community.

BOARD OF EDUCATION

Mr. Keith Jones II, President
Ms. Laura Czarneski, Vice President
Mr. Vittorio Tartara
Mr. Kyle Anderson
Interim Executive County Superintendent of Schools

SUPERINTENDENT OF SCHOOLS

Mr. Jorge E. Diaz
diazj@mcmsnj.net
732-257-3300, ext. 1911

BUSINESS ADMINISTRATOR/BOARD SECRETARY

Mr. Karl Knehr
knehr@mcmsnj.net
732-257-3300, ext. 1950

INTRODUCTION

The Employee Handbook is a compilation and condensation of employee benefits, district policies, association contracts, procedures, and guidelines. It is developed in the Personnel Department for your reference and should only be used as a guide. Your immediate supervisor or administrator is your best resource for specific duties and guidance related to your position.

PLEASE NOTE: This handbook is not intended as a source of any legal rights in itself but solely as a convenient reference tool to summarize rights and obligations set forth elsewhere. Nothing in this handbook shall add to, supplement, supersede or override the rights and obligations of the Middlesex Magnet Schools or you, as an employee, under any individual contract, collective negotiations agreement, state, administrative regulation, or case law governing the terms and conditions of your employment.

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BOARD AND SCHOOL LOCATIONS

1. **District Board Office**
   112 Rues Lane
   East Brunswick, NJ 08861
   732-257-3300

2. **Edison Academy Magnet School**
   100 Technology Drive
   Edison, NJ 08837
   732-452-2600

3. **Woodbridge Academy Magnet School**
   1 Convery Blvd
   Woodbridge, NJ 07095
   732-634-5858

4. **Perth Amboy Magnet School**
   457 High Street
   Perth Amboy, NJ 08861
   732-376-6300

5. **Piscataway Magnet School**
   21 Sutton Lane
   Piscataway, NJ 08854
   732-985-0717

6. **East Brunswick Magnet School**
   112 Rues Lane
   East Brunswick, NJ 08816

DISTRICT ADMINISTRATION

Central Administration

Mr. Jorge E. Diaz, Superintendent
diazj@mcmsnj.net

Mr. Karl Knehr, Business Administrator/Board Secretary
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Mr. Jeffery Bicsko, Assistant Superintendent - Student Services
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Mr. David T. Johnson, Director of Personnel
johnsond@mcmsnj.net

Ms. Lee Neamand, Director of Career & Technical Education
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Dawn Lystad, Director of Adult Education
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Mike Pede, Director of Athletics
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Fran Cap, Director of Building & Grounds
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Renee Davis, Supervisor of Special Education
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Dan Gallant, Supervisor of Curriculum & Instruction
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Sarah Rubin, Supervisor of Curriculum & Instruction
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Katherine Dennison, Supervisor of Curriculum & Instruction
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Arismendy Almonte, Supervisor of Technology
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East Brunswick Magnet School

Mr. Michael Cappiello, Principal
cappiellom@mcmsnj.net

Mr. Joseph Adochio, Assistant Principal
adochioj@mcmsnj.net

Ms. Kelly Nakielny, Assistant Principal
nakielnyk@mcmsnj.net

Mr. Jason Garzone, Assistant Principal
garzonej@mcmsnj.net

Edison Academy Magnet School

Mr. Amro Mosaad, Principal
mosaada@mcmsnj.net

Perth Amboy Magnet School

Mr. Brian Bilal, Principal
bilalb@mcmsnj.net

Mrs. Rhonda Baskerville, Assistant Principal
baskerviller@mcmsnj.net

Piscataway Magnet School

Mrs. Nicole Slade, Principal
sladen@mcmsnj.net

Mrs. Erica De Los Santos, Assistant Principal
delossantose@mcmsnj.net

Mr. Gary McGeehan, Assistant Principal
mcgeehang@mcmsnj.net

Mrs. Sonja Paprota, Assistant Principal
paprotas@mcmsnj.net

Woodbridge Academy Magnet School

Mr. Robert Fuller, Principal
fullerr@mcmsnj.net

Mr. Michael Sullivan, Assistant Principal
sullivanm@mcmsnj.net

Photograph Employee Identification Card

As you are aware, school security is a concern throughout our nation. To help ensure the safety of all personnel and students, a security system is in effect in the district that involves proper identification for all employees by the issuance of photo ID cards. For security reasons, all employees are required to wear their ID cards at all times. The ID card is the property of the district and becomes void when employment ceases. All employees must return the ID card to their supervisor when employment terminates. Lost or stolen cards must be reported immediately to the employee's immediate supervisor and the Technology Department.

Employment Standards and Conduct

All staff members, regardless of their position, are expected to conduct themselves at all times as role models for our students and to refrain from engaging in behavior that could compromise their position as such. In particular, all staff members are prohibited from engaging in romantic or sexual relationships with any student, regardless of the student's age or consent. Any such conduct is a terminable offense and, depending on the student's age and other circumstances, may also subject the staff member to criminal prosecution.

Affirmative Action/Equal Opportunity/Harassment

The Board of Education guarantees to all persons, to the maximum extent required by law, equal access to all categories of employment, retention, and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, marital status, civil

union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, liability for service in the Armed Forces of the United States, nationality, or refusal to submit to a genetic test or make available the results of a genetic test and such other legally protected categories as prescribed by law.

The Board of Education is an affirmative action employer and holds all its employees responsible for maintaining a working environment free from all discriminatory practices. Harassment or favoritism on any basis included in the board's statement of equal access to employment, retention, and advancement is prohibited.

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 contact 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 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 district maintains a working environment that is free from all discriminatory practices and harassment of any kind. Staff may file a formal grievance related to harassment or on the grounds of any perceived violation of an individual's rights. The affirmative action officer will receive complaints and carry out a prompt and thorough investigation to protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

The District's Affirmative Action Officer, David Johnson, can be reached at (732) 257-3300 x 1913.

Reporting Arrests, Charges, and Indictments

(Policy 3159/Policy 4159)

Requirements for Certificated Staff
N.J.A.C.6A:9-17.1(c) Effective January 5, 2009

Please be advised that the district is required to inform employees of this requirement on an annual basis. Take the time to fully understand your responsibility should you be faced with a legal issue in the future. "(c), All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to their 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" pursuant to N.J.A.C 6A:9-17.5. School districts shall make these requirements known to all new employees and to all employees on an annual basis."

Requirements for Non-Certificated Staff

The Board of Education has adopted a policy enacting the same reporting requirements for all non-certificated staff members.

Conduct

(Policy 3281/Policy 4281)

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

Unbecoming Conduct

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the board, upon recommendation of the superintendent and in accordance with statute, shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee and if so, will proceed against the employee in accordance with the law. Unbecoming conduct sufficient to warrant board review may result from a single flagrant incident or from a series of incidents. Such conduct may include but is not limited to, postings on social media, public statements, etc. Staff members are reminded that if they have questions or concerns, they should follow the chain of command and speak directly to the individuals who can provide accurate information.

STAFF ATTENDANCE & ABSENCE REPORTING PROCEDURES

Staff Attendance

(Policies 3212/Policy 4212)

While we understand staff may need to utilize the sick/family/personal day allotment from time to time, it is important to note that staff attendance is critical to student success. Although there may be a daily substitute assigned to a teacher's class during absences, there is no "substitute" for the instruction teachers provide to students on a daily basis. Throughout the course of the school year, we will monitor staff attendance and may send out periodic letters documenting staff attendance status. Please note the following procedures:

- **Bereavement Day(s):** When requesting a Bereavement Day, enter the following in the Notes to Administrator section: State the relationship to the deceased.
- **Day(s) Without Pay:** When requesting a day Without Pay, enter a reason for the request in the Notes for Administrator section. (days without pay require a reason.)
- **Field Trip:** Enter the Field trip destination in the Notes For Administrator.
- **Jury Duty:** The court will provide you with a Juror Receipt/Letter. The Receipt/Letter must be submitted to the Payroll Department to document your absence. Jury Duty will be approved after documentation is submitted.
- **Personal Day(s):** If the requested day falls before or after a holiday, enter a reason in the notes section for consideration by the Superintendent.
- **Professional Day(s)*:** When submitting a Professional Day, enter the following information in the Notes to Administrator section: Title of Workshop, Location of Workshop
- **School Business:** When submitting a School Business day, enter the following in the Notes to Administrator section: Reason for the request, Location of the event/meeting, Administrator inviting/directing your attendance. (e.g., Special Education training at the East Brunswick Campus. Invited/directed by Mrs. Davis)
- **Sick Day(s):** After 3 consecutive sick days, a physician's note will be required upon return. (Please note the administration may require a physician's note for any sick leave request)
- **Vacation Day(s):** 2 or more consecutive days 2 weeks' notice in advance

WHAT ABSENCE REQUESTS REQUIRE PAPER FORMS?

We will still require paper copies for the following requests:

- **Professional Day** (Only if the cost is covered by the School District) and travel allowances requested. Use the district Employee Travel Request Form and submit it to the appropriate admin for approval Enter the request in Absence Management as outlined above.* Paper form approvals will be emailed to the requester and approved in Absence Management.
- Leave of Absence (Maternity, FMLA, Extended Leave, etc.) – Email the personnel department with the letter requesting the leave of absence, along with the supporting documentation.
- Approved Leaves will be entered in Absence Management at the district level.

REQUESTING AN ABSENCE:

Simply enter your request via Absence Management, and your entry will automatically be placed in a queue for a substitute (if one is required). The system will email your 'approver' for approval of your request. Once approved, you will receive an email notification. Substitutes will be able to view and select available assignments anytime after the request has been submitted, regardless of pending administrative approvals.

CHANGING AN ABSENCE REQUEST:

Absence requests may be changed/edited by the employee in Absence Management up until the request is approved by an administrator. Once any of the above absence types are approved by your supervising administrator, you will not be able to change that absence type. If you would like to request an absence type change, you will need to complete the Change/Edit/Delete form and forward it to the Superintendent/Personnel office for processing.

DELETING AN ABSENCE REQUEST:

Any absence request can be deleted by the employee prior to the date of the absence by logging into Absence Management and deleting the request. To delete an absence request after the cut-off (7:00 am) on the date of the absence, the attached Change/Edit/Delete form must be submitted.

ABSENCE_Change_Form

APPROVAL LEVELS:

Certain absences may require additional approvers. For example, a Personal Day may require the approval of the Principal and then the Superintendent. In this case, you will receive a notice of "partially approved" after the Principal has completed the 1st level approval. The absence will be fully approved once the 2nd level approval is made. This is particularly relevant for personal day requests before and after a holiday, wherein Superintendent approval is required.

SUBSTITUTE FEEDBACK QUESTIONS:

In an effort to gather data on the work performance of our substitute staff, teachers will be able to provide feedback by answering a few questions regarding their classroom coverage. This will allow the district to assess the effectiveness of substitutes in the district. After your scheduled absence, you will receive an auto-generated email asking you to log into Absence Management and rate your substitute's performance.

HOW CAN I LEARN MORE ABOUT ABSENCE MANAGEMENT?

As a refresher, the following link will open a FRONTLINE ABSENCE MANAGEMENT training video on how to use the system. Click to view the training video: Employee Absence Management Training

We are excited about this change. Absence Management is a very user-friendly system; however, if you need any assistance, please feel free to contact the Personnel Office. Your patience will be greatly appreciated during the transition period.

If you have any questions, please contact the personnel department at ext. 1913.

Hours

All full-time employees are scheduled for five days of work each week. Employees are not compensated for their non-duty lunchtime. The normal workweek is Monday through Friday (certain positions may have an alternate workweek), with the hours specific to the employee's position and work location. All employees should speak to their supervisor regarding their work hours.

Tardiness

Whenever an employee is delayed in reporting to work, he/she should contact their supervisor immediately. If the employee is unable to reach their supervisor, a message should be left with the department administrative assistant. Chronic lateness is unacceptable, and violations will be grounds for disciplinary action, which may include termination or withholding of an increment.

Dress Code

The Middlesex County Magnet Schools Board of Education is committed to providing the best education possible for the students of our community but also to maintaining a safe environment that commands respect and pride in our schools.

All district staff, administration, consultants, temporary employees, co-ops, and interns share responsibility for adhering to this policy. It is the responsibility of each district employee to comply with this policy. Building principals are responsible for monitoring adherence to the guidelines.

DRESS AND GROOMING (Policy 3216)
DRESS AND GROOMING (Policy 4216)

DISCIPLINE/TERMINATION/SEPARATION

When required by contract or applicable law, employees will be afforded due process rights in the event of discipline or the termination of employment. Employees will be notified whenever the Board of Education is scheduled to discuss the terms and conditions of an individual's contract. You may contact your Association representative or the Personnel Department for further information. The appropriate contract notice will be given when employment is terminated. This contractual notice is also required when an employee resigns. It should be noted that, in addition to contractual obligations, all certified staff members are required by law (N.J.S.A. 18A:28-8) to give the board of education "at least 60 days' written notice of his/her intention" to resign. Failure to do so shall be deemed unprofessional conduct, and the commissioner may suspend his/her

certificate for not more than one year. ID cards, keys, and all other district property must be returned to the employee's supervisor on the last day of employment. Payment is made for unused vacation days which have been earned. All compensation will be in the employee's direct deposit.

ANNUAL TRAINING MODULES – SAFE SCHOOLS

There are several topical trainings that each staff member must complete annually to meet State and district requirements. An individual's job assignment defines which training programs they must complete. In order to facilitate this process, the district uses the services of Vector Training which provides these training modules online. All staff receives an email notification when the system is open for the year's training, and that communication includes the deadline by which all training must be completed.

Logging in

Visit: https://mcvtsd-nj.safeschools.com/

GRIEVANCE PROCEDURES

A grievance is defined as a complaint by an employee that there has been a personal loss, injury, or inconvenience because of a violation, misinterpretation, or inequitable application of an established Board policy governing employees, a provision of the Agreements, or an administrative decision affecting the terms and conditions of employment. The district will follow the procedures established in the Association Agreement whenever a grievance is filed. If you have any questions regarding the grievance process, please contact your Association representative.

PERSONNEL RECORDS

Individual personnel files are maintained by the Personnel Department. Upon request, data in the employee's personnel file, with the exception of confidential employment references, will be available for review by the employee with proper identification. The administration reserves the right to keep certain information confidential. Records must be reviewed in the presence of a member of the Personnel Department Staff. Items may not be removed from the file. Employees must make an appointment with the Personnel Department, indicating the specific date and time they would like to review their file.

PHYSICAL EXAMINATION

Per statute (18A:16-2), the Board of Education shall require new employees to undergo a physical examination as a condition of employment.

RESIDENCY

In accordance with the "New Jersey First Act" amending N.J.S.A. 52:14-7, P.L. 2011, c.70, all employees of State and local government, including school districts, must reside in New Jersey unless exempted under the law. Employees who already worked for the district as of August 31, 2011, but did not live in New Jersey at that time were not required to move. However, employees hired on or after September 1, 2011, must reside in New Jersey. If they don't at the time of hire, they have one year after the date of hire to relocate their residency to New Jersey. Additionally, anyone employed as of August 31, 2011, who was a New Jersey resident at that time must maintain New Jersey residency during their employment. If a current employee wishes to move out of state, they may request an exemption from the applicability of the law on the basis of "critical need or hardship" through a State appointed committee. A current employee looking to move out of state should apply in advance for an exemption rather than move and then ask for the exemption since once the current employee moves out of state, the law applies.

TRANSFERS/PROMOTIONS

The superintendent shall make certified and support staff assignments in the manner best calculated, in their judgment, to enhance the educational program. Teaching, supervisory and administrative personnel are subject to assignment and transfer after the recommendation of the superintendent and approval by the board of education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law.

AMERICANS WITH DISABILITIES ACT

The District is committed to complying with the Americans with Disabilities Act, which is a federal anti-discrimination statute designed to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. Every reasonable effort will be made to accommodate special needs. Requests for accommodation due to medical disabilities should be referred to the Human Resources Department.

HEALTH BENEFITS

Listed below are the benefits offered to eligible employees. 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.

Benefits include:

1. Medical Insurance
2. Prescription Coverage

3. Dental Insurance

4. Vision Insurance

Open enrollment is held every October, with the changes becoming effective on January 1st. At that time, the employee can change plans or add family members. Dental and vision coverage for dependents will terminate at the end of the calendar year in which a dependent child turns 23, regardless of student status. Medical and Prescription coverage for dependents will terminate at the end of the calendar year of their 26th birthday.

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 provided the Board is notified and provides documentation of the qualifying event within 60 days of the event.

If you have specific questions concerning your coverage, please contact our Benefits Coordinator at ext. 1960.

FAMILY MEDICAL LEAVE ACT

The Middlesex County Magnet Schools is a covered employer under the state's Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). The Board requires all requests for family leave to be supported by a medical certification completed by the health care provider of the employee or the employee's ill family member. All employees will be required to provide a fitness-for-duty certification prior to returning from an FMLA family leave, indicating he/she can resume 100% of their essential job functions. Please refer to policy 3431.1, 4431.1, and applicable law for complete details on the Family Medical Leave Acts.

LEAVES OF ABSENCE

Any employee who needs to request a leave of absence shall first notify their immediate supervisor. All requests for leaves of absence must be submitted in writing to the Personnel Department. **All employees returning from a leave of absence due to a medical condition must provide a fitness-for-duty certificate with no restrictions from their physician**. All requests for leaves of absence covered under the Federal Family Leave Act or the New Jersey Family Leave Act shall be handled based on the Board approved policy and the applicable law governing these types of leave.

All requests for unpaid leaves of absence due to special circumstances will be reviewed by the Superintendent and the Director of Personnel on an individual basis. A written explanation must accompany the request. Employees should consult their collective negotiations agreement or contract for specific leave eligibility. Anyone requesting an extension of an existing leave must do so in a timely manner to ensure continuity of

coverage in their absence and to provide time to be placed on a Board agenda for approval. While an employee is on a leave of absence, paid or unpaid, they should not be in any of the district's schools/facilities or attending school-sponsored functions.

WORK-RELATED INQUIRY

If an employee is injured on the job, the employee must report the injury to his/her supervisor as soon as possible but no later than 24 hours following the occurrence of the injury.

Injured persons shall be referred immediately to the school nurse for such medical attention that may be appropriate. If an employee is injured and requires non-emergency medical treatment, a call is to be placed to Qual-Lynx at 1-800-425-3222. It is preferable that this call be placed by the employee and school nurse or supervisor together. QualLynx will obtain all of the necessary information and coordinate treatment. If an employee is injured and requires no treatment other than first aid provided by the school nurse, it is not necessary to notify Qual-Lynx, but an internal record should be kept.

In the case of an emergency, the employee should be transported directly to an emergency room for treatment, and follow-up contact should be made with Qual-Lynx by telephone as soon as possible. Any questions regarding this procedure should be directed to Christine Martin at ext. 1952

COBRA- CONTINUATION OF BENEFITS

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permits a benefit-eligible employee, his/her spouse, and dependents to elect to continue their health benefits following a COBRA-qualifying event. These benefits include a medical plan, dental coverage, and prescription coverage. Employees will receive information from Ameriflex on the continuation of group health insurance coverage for the qualifying events but are not limited to Leave of absence; Termination of employment for reasons other than gross misconduct; Divorce or legal separation of a spouse; Death of the employee; or Dependent ineligibility (e.g., child marries, child has a child, reaches disqualifying age) The employee is responsible for notifying the employer within 60 days of a COBRA qualifying event. If an employee does not inform the employer of the change of status within 60 days, the employee may forfeit the dependents' right to COBRA. Contact the Human Resources Office regarding COBRA-related questions.

NEW JERSEY STATE PENSION FUND

All eligible employees are enrolled in either the Teachers' Pension and Annuity Fund (TPAF) or, the Public Employees Retirement System (PERS), depending on their employment category. **Enrollment in the appropriate Pension Fund is mandatory.** The requirements and benefits of these programs are outlined on the pension website below.

The members' contribution rate for TPAF and PERS, effective July 1, 2019, is 7.50 percent of the contracted salary and is made through payroll deductions. Anyone interested in a pension loan (min. of 3 years of service) or information regarding your pension fund should go to the website listed below. Please visit the New Jersey State Pension website at www.state.nj.us/treasury/pensions for a description of the benefits of the plan and the rules and regulations governing the plan.

ELECTRONIC COMMUNICATION BY SCHOOL STAFF

(Policy5516/Policy 3283/Policy 4283)

The Superintendent of Schools/Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. "Electronic communications," for the purpose of this policy, means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, or computer network. Electronic communications include but are not limited to, e-mails, chat forums, direct messages, text messages, and communications made by means of an Internet website, including social media and social networking websites. Communications on the district's devices are public in nature. General school rules for communications apply. It is expected that users will comply with all district standards and rules. The use of district devices is a privilege and may result in disciplinary action if abused. The user is personally responsible for their actions in accessing and utilizing the school's electronic resources. The staff is advised never to access, keep, or send anything that they would not want others to see. Staff members should familiarize themselves with the specific information contained in the policies listed above.

DISTRICT E-MAIL INFORMATION AND GUIDELINES

Using technology appropriately in The Middlesex County Magnet Schools is a school district expectation. Any staff member who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator.

School district email is a technology tool that should enhance communication with administration, colleagues, parents, students, and the community. Staff members are expected to log on and read their email daily, and respond in an appropriate manner. E-mail will be used to disseminate information, in addition, to communicate with the educational community. Staff should regard e-mail as an additional communication method that follows the same etiquette, practices, and timeliness of responding as other types of communication used in the educational community. As with other

communication tools, e-mail should not disrupt or interrupt the instructional process in classrooms.

The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries, or service disruptions caused by its own negligence or the user's errors.

The following have been deemed inappropriate uses of technology by either the broad community of computer users. The list is not all-inclusive but includes the major categories of misuse of district email and the district's technology resources.

- Using the network for illegal activity (e.g., copyright infringement).
- Disrupting or damaging equipment, software, or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school record, or to system operation.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail, or harassing another individual.
- Obtaining pornographic text, graphics, or photographs.
- Sending or receiving material that is racist, sexist, or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Changing the configuration of an individual computer or network.
- Logging on the Internet or sending email using a fictitious name.
- Email broadcasting or spamming.
- Using technological resources in political campaigns in local, state, and federal elections.

Please be advised that employees have no legitimate expectation of privacy in e-mails sent to or from them or maintained on the District's system and that duly authorized supervisory personnel reserve the right to open and review any e-mails or electronically stored information on the system. Also, be advised that the District's email system archives all electronic communication (received and sent) through our systems.

The District reserves the right to review any/all electronic communications and may utilize these communications in accordance with applicable laws. Please be advised that District-owned laptops or other computer devices issued to employees for business purposes may save images of e-mails or other materials accessed through

the Internet browser, which may be viewed by District personnel upon return of this equipment.

THE WORKER AND COMMUNITY RIGHT TO KNOW ACT

On August 29, 1985, the Governor of the State of New Jersey signed the "Worker and Community Right to Know Act." This Act was the result of growing concern over the proliferation of hazardous substances in the workplace and the environment and the potential adverse effects these substances may have upon the health, safety, and welfare of workers and the public. The underlying philosophy of this legislation is that individuals have an inherent right to be informed of the potential risk posed by hazardous substances.

The Middlesex County Magnet Schools Board of Education has developed a comprehensive system for disclosing and disseminating information about hazardous substances used within the district. This plan meets the requirements of the "Worker and Community Right to Know Act." The district has worked toward ensuring continued compliance with the requirements of the Act by annually updating the required documents and training procedures.

Documents required by the Act are on file and available for review in the office of the Business Administrator and the offices of each Building Principal.

SMOKE-FREE DISTRICT

In order to protect students and employees from an environment potentially damaging to their health, the board prohibits smoking in all district buildings or anywhere on school property. For purposes of policy # 7434, “smoking” means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked. Chewing tobacco is also specifically prohibited by this policy.

The use of electronic smoking devices, often called e-cigarettes, is prohibited in all school facilities and on all school property.

BUILDING PROCEDURES

Staff members whose assignments cause them to be in multiple locations need to be aware of the building-specific procedures. They should check with the building principal for details.

DRUG AND ALCOHOL-FREE WORKPLACE

(Policy 7436)

The use of alcoholic beverages in school worksites is prohibited. The unlawful manufacture, distribution, dispensing, possession of, use of, or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participate in a drug rehabilitation program and disciplinary action, including but not limited to non-renewal, suspension, or termination at the discretion of the Board of Education.

EMERGENCY CLOSINGS

The Superintendent will make the primary decision to close school or open late. If the district has issued a two-hour delayed opening for students, staff will be required to report to work as outlined in the negotiated agreement.

School Closing/Delayed Opening information may be found by accessing the following:

District website (www.mcmsnj.net)

Automated Phone Calls will be initiated**.

**The phone calling system is updated periodically with information from our Systems 3000 Database. It is important that you notify the Personnel Department of any personal information changes in a timely manner. Depending on the date your change of information was submitted, it may not be reflected in the system until the next update. If you make a change to your information, we suggest you access one of the other sources above for emergency closing information, as your information may not yet be updated in the system, and you may not receive a call.

FIRE DRILLS/EMERGENCY DRILLS

Fire drill and emergency drill procedures are posted at each school site in each room and office area and should be followed in an orderly manner. Scheduled drills will be conducted as required by law during the school year.

PERSONAL PROPERTY

The district cannot be responsible for personal property brought to work. Personal items, i.e., cell phones, computers, smartphones, iPads, etc., are brought to work at the owner's risk.

TELEPHONE USE

District phones are not to be misused by staff. The designated school and office phones are strictly for school business. Instructional staff is not to receive personal calls during the teaching day unless there is an emergency situation. Students are not allowed to

make phone calls except in an emergency. Staff members are not to receive cell phone calls during work hours. Any emergency calls which must be directed to a staff member should be made to the building/department where the employee is working. Emergency calls will be forwarded immediately- all other callers will be asked to leave a message.

VISITORS

All visitors are required to sign the visitor's log in the reception area at all locations. Visitors must wear a visitor's badge at all times. Visitors are allowed on district premises for work-related reasons only. The hosting employee is responsible for the visitor and should ensure the visitor follows all district rules and procedures.

PAYROLL INFORMATION

Contracted employees are paid semi monthly, generally on the 15th and the last day of the month. Direct deposit is required, and all employees must complete a Direct Deposit Form. A voided check or a direct deposit authorization form from the bank must be included with the form. Your first paycheck will be a live check; thereafter, it will be directly deposited.

Supplemental payroll timesheets for contracted employees, as well as hourly employees, are also paid semimonthly on the 15th and the last day of the month. Times sheets must be submitted in accordance with the Payroll schedule distributed to all locations.

No staff member should sign a blank timesheet, and time sheets should not be signed until after the designated work hours have been completed. All signatures on timesheets must be legible to an outside auditor.

Please consult your collective negotiations agreement for a more complete, detailed explanation of wages and salaries or call the Payroll Coordinator at ext. 1956.

MENTORS

Every public school district is required to implement a system of support for new teachers. Studies of support programs for new teachers have documented their effectiveness in transitioning teachers into practice. A comprehensive district mentoring program, as described in these regulations, aims to: Assist first-year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment; Reduce novice teacher attrition; Improve the effectiveness of new teachers; and enhance teacher knowledge of and strategies related to the New Jersey Student Learning Standards to facilitate student achievement and growth.

Each novice teacher in the district is assigned a tenured teacher to serve as their mentor. For those new teachers who will be enrolled in the Provisional program, this mentor will also coordinate with the building principal to ensure that the required reports are submitted to the personnel office for processing with the NJDOE.

All first-year teachers must be enrolled in the state's New Jersey Educator Certification Portal. Upon enrollment, new teachers will be issued a provisional certificate for two years. During the enrollment process, a mentor is assigned to support the new teacher. The NJDOE requires a minimum of 30 weeks of mentoring during the first year of teaching.

MENTORS MAY ASSIST THE NOVICE TEACHERS IN A VARIETY OF AREAS:

- Curriculum Development
- Lesson and Unit planning
- Teaching Methodology
- Classroom Management and Discipline
- Student Development
- School Policy and Culture
- Classroom Observation
- Coaching
- Individual Consultation
- Establishing Working Relationships
- Networking
- Modeling

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Mentor Training Videos:
Training Video 1
Training Video 2
Training Video 3

EVALUATION OF STAFF MEMBERS

The Middlesex County Magnet Schools Board of Education believes that the effective evaluation of all staff is essential to the achievement of the educational goals of the

district. The purpose of an evaluation is to promote professional excellence and improve the skills of all employees and provide a basis for the ongoing review of staff performance. All administrators and support staff shall be evaluated at least once per year. Teaching staff members will be evaluated using the McRel Teacher Evaluation Framework. Principals and Assistant Principals will be evaluated using the Marshall model.

Please review the Observation and Evaluation guidebook. You may also review the AchieveNJ & Educator Evaluation Information available from the NJ Department of Education.

CURRICULUM & INSTRUCTION

It is the goal of the Middlesex County Magnet Schools to improve student achievement by maximizing learning for all students. In order to accomplish this goal, all teachers must play an active, positive role in designing, developing, and implementing the curriculum at the building and district levels. Based on current building and district goals and current curriculum initiatives, the expectations for all district teachers are as follows:

1. Follow the district curriculum for your grade level/content area.
2. Follow the written benchmarks/pacing guides to ensure proper scope and sequence for student learning.
3. Select and use district-adopted textbooks and supplementary materials.
4. Use test results to make decisions about the improvement of student achievement.

If there are any questions about the curriculum, please check with Eugene Catanzano, Director of Curriculum & Instruction, at ext. 1931.

Assessment Plan 2022-2023

PROFESSIONAL DEVELOPMENT

All certified staff will work with their principal or immediate supervisor to draft and complete a professional development plan (PDP) on an annual basis**.** Goals should be directly related to efforts to increase student success and achievement.

The purpose of our in-district professional development (i.e., district in-service) is to provide opportunities for teachers to increase and enhance their own teaching skills.

Designated staff members and the school administrative team is responsible for the direction, development, and implementation of all in-service activities.

All certified staff members are required to complete twenty (20) hours per school year. Annually, staff members should complete a Record of Professional Development and forward such record to their immediate supervisor.

Professional Standards for Teachers
Professional Development Plan FAQs

District & Building Specific PDP Plans:
Teachers should review the school-specific PDP plans and ensure that at least one goal is aligned to the district or school's PDP plan
District Professional Development Plan

TUITION REIMBURSEMENT REQUESTS

To encourage professional growth, the Middlesex County Magnet Schools Board of Education will reimburse according to the negotiated agreement or individual contract the cost of education (tuition only) for courses taken through an appropriately accredited university that has been approved appropriate to the contracted position. Approval of courses shall be at the discretion of the Superintendent or designee after submission to the Business Office of the request on the appropriate forms. **Courses must be approved in advance by the Superintendent or designee.** (Form)

CHILD ABUSE REPORTING (DCP&P)

The Middlesex County Magnet Schools' Board of Education shall foster with its community of parents a sense of well-being and confidence that each child is valued and will be protected from any form of threat or danger to their safety and wellbeing. The board of education adopts the New Jersey Legislature's determination that the removal of children from school constitutes a deprivation in itself and may be an indicator of even more grievous abuses. The board believes that it is important to identify and investigate suspected incidents involving missing, abused, or neglected children immediately. Moreover, public schools can and should provide an early warning to the appropriate authorities when a child appears to be missing from the educational system.

Therefore, the school district will cooperate with the New Jersey Division of Child Protection and Permanency (DCP&P) and law enforcement authorities in identifying and reporting all such cases of missing, abused, and neglected students, whether institutional or noninstitutional.

The board further believes that as required by law, school staff, volunteers, and interns have the responsibility to report attempted or completed suicide. Reporting enables the district to plan supportive measures for the school community and facilitates the state's initiatives regarding suicide prevention and intervention. Therefore, school staff, volunteers, and interns shall report the information to the New Jersey Department of Children and Families (DCF) as required by law.

INDICATORS OF CHILD ABUSE/NEGLECT
(from: http://www.nj.gov/dcf/reporting/indicators/)

HOTLINE INFORMATION

All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes, and residential treatment centers, must be reported to the State Central Registry (SCR). This is a toll-free, 24-hour, seven-days-a-week hotline.

Child Abuse Hotline (State Central Registry)
1-877 NJABUSE
(1-877-652-2873)
TTY 1-800-835-5510

HARASSMENT INTIMIDATION, AND BULLYING (HIB)

Harassment, Intimidation, and Bullying (Policy 5512)

The Middlesex County Magnet Schools Board of Education believes that a safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation, or bullying.

The Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of Middlesex County Magnet Schools Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by

adults; support and assistance of students in school, the community, and at home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation, and bullying shall be aligned with the board-approved code of student conduct, which establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation, and bullying committed on school grounds, at school activities, and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation, and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1and 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:25-2and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools. Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

All staff members are expected to read this policy and familiarize themselves with all that it includes. The policy defines HIB to be: "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school grounds**,** at any school-sponsored function or on a school bus, or off school grounds, in accordance with the law, that 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, 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 the student's education or by severely or pervasively causing physical or emotional harm to the student.

Every school has a designated anti-bullying specialist. That individual, as well as the building principal, has the forms available for anyone needing to report an act of HIB. The district's anti-bullying coordinator is Jeffrey Bicsko, ext. 1928

BOARD POLICIES

Board policies are available for viewing through the district website. Policies relevant to teachers and staff will be discussed at faculty meetings throughout the school year. Any questions regarding board policies should be referred to the school administration.