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# DEPARTMENT OF HUMAN RESOURCES



**WILLINGBORO SCHOOL DISTRICT**

*Where Excellence is the Expectation*

# EMPLOYEE HANDBOOK

2021-2022

Updated September 2021

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**NOTE:**

**Please be advised that all of the Willingboro Board of Education policies, procedures, regulations and directives are posted on the District's website at <https://www.willingboroschools.org>. This employee handbook only contains a sampling of the District's policies, procedures, regulations and directives. Every employee of the Willingboro Board of Education is responsible for logging onto the District's website viewing, understanding and acting in accordance with all District policies, procedures, regulations and directives.**



**WILLINGBORO BOARD OF EDUCATION MEMBERS**

Carlos Worthy - President

Debra Williams - Vice President

Tonya Brown

Danielle Spinner

Gary Johnson

Daisy Maxwell-Cisse

Laurie Gibson-Parker

Alexis Harkley

April Maxwell-Henley

**CENTRAL OFFICE ADMINISTRATION**

440 Beverly Rancocas Road  
Willingboro, New Jersey 08046  
(609) 835-8600

DR. NEELY ANN HACKETT  
SUPERINTENDENT OF SCHOOLS

NADINE TRIBBETT  
ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

KELVIN SMITH  
ASSISTANT SUPERINTENDENT FOR BUSINESS/BOARD SECRETARY

CHERELLE C. TOLOR, ESQ  
DIRECTOR OF HUMAN RESOURCES

**STAFF AFFIRMATIVE ACTION OFFICERS**

CHERELLE C. TOLOR, ESQ  
DIRECTOR OF HUMAN RESOURCES

**STAFF 504 ACCOMMODATION OFFICER**

CHERELLE C. TOLOR, ESQ  
DIRECTOR OF HUMAN RESOURCES

**STUDENT 504 COMPLIANCE OFFICER**

SHAVONNE CARTER  
SUPERVISOR OF GUIDANCE/FAMILY LIAISON

**TITLE IX COMPLIANCE OFFICER**

LEON OWEN  
DIRECTOR OF ATHLETICS/HEALTH AND PHYSICAL EDUCATION

## **DEPARTMENTS**

### **OFFICE OF THE SUPERINTENDENT**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1013

### **CURRICULUM AND INSTRUCTION**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1008

### **BUSINESS OFFICE**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1020

### **FACILITIES**

38 Industrial Drive, Willingboro, New Jersey 08046 (609) 835-8600 x 7501

### **HUMAN RESOURCES**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1001

### **ATHLETICS/PHYSICAL EDUCATION**

20 South JFK Way, Willingboro, New Jersey 08046 (609) 835-8600 x 3066

### **EARLY CHILDHOOD, VISUAL & PERFORMING ARTS, AND WORLD LANGUAGE**

70 Sunset Road, Willingboro, New Jersey 08046 (609) 835-3942 x 5502

### **GUIDANCE AND FAMILY LIAISON SERVICES**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1024

### **ENGLISH LANGUAGE ARTS**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1036

### **MATHEMATICS**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1025

### **SCIENCE**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1035

### **SOCIAL STUDIES, ESL AND GOVERNMENT PROGRAMS**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1026

### **SPECIAL SERVICES**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1057

### **INSTRUCTIONAL TECHNOLOGY AND DATA**

440 Beverly Rancocas Road, Willingboro, New Jersey 08046 (609) 835-8600 x 1007



## **SCHOOLS**

Willingboro High School  
20 S. JFK Way  
Willingboro, New Jersey 08046  
(609) 835-8800

Levitt Intermediate School  
50 MLK Jr. Blvd.  
Willingboro, New Jersey 08046  
(609) 835-8930

Twin Hill Elementary School  
110 Twin Hills Drive  
Willingboro, New Jersey 08046  
(609) 835-8980

Garfield East Early Childhood Development Center  
150 Evergreen Drive  
Willingboro, New Jersey 08046  
(609) 835-8990

Memorial Middle School  
451 VanSciver Parkway  
Willingboro, New Jersey 08046  
(609) 835-8700

W.R. James Elementary School  
41 Pinetree Lane  
Willingboro, New Jersey 08046  
(609) 835-8940

Hawthorne Elementary School  
8 Hampshire Lane  
Willingboro, New Jersey 08046  
(609) 835-8960

J.C. Stuart Early Childhood Dev. Center  
70 Sunset Road  
Willingboro, New Jersey 08046  
(609) 835-3881

## WILLINGBORO'S MISSION STATEMENT

### **Vision Statement**

The Willingboro Public School District envisions a community of 21st century thinkers and learners dedicated to academic excellence. Students will become lifelong learners and productive citizens who will be prepared to compete in a competitive, pluralistic, and ever-changing global society.

### **Mission Statement**

The mission of the Willingboro Public School District is to create a challenging learning environment that encourages high expectations for all students. The district will implement differentiated, standards-based instruction that allows for individual differences and learning styles. We will promote a safe and supportive environment, where each student's self-esteem is fostered through positive relationships. In collaboration with parents and all stakeholders, the district endeavors to nurture and develop the greatness in every student.

### **Core Beliefs**

1. Student-focused decision making is a fundamental principle used to ensure that all students receive a quality education that a community of invested stakeholders value, support and enhance through a collaborative effort.
2. Each student possesses the ability to achieve their academic goals when adults focus on the whole-child and provide the most appropriate support for success.
3. The educational environment must foster respectful relationships, inspire students to excel, and prepare them for college and career readiness.
4. Teacher quality is vital to engaging students in relevant, authentic tasks and improving student achievement.
5. All stakeholders are critical in the educational process. Building positive and lasting relationships with students, parents, staff members, and the community are essential to ensure student success.

## INTRODUCTION

- **Preliminary Statement**

Please be advised that because this Employee Handbook covers multiple bargaining and non-bargaining staff members, it is not meant to alter the terms of any current Collective Bargaining Agreement (“CBA”) or the nature of any “at-will” employment relationship. This Employee Handbook is issued in order to provide notice to staff members of different policies which impact the terms and conditions of their employment. The Willingboro Public Schools reserves the right, at any time, to enforce the explicit terms of a CBA or individual employment contract. Further, this Employee Handbook does not create any separate/additional employment relationship or right(s), and the contents herein are subject to change, at any time, and without prior notice.

- **Welcome from the Leadership Team**

We are very pleased to welcome you to the Willingboro Public Schools (hereafter “the District”), and we wish you a long and successful career. Our District is full of opportunities for career advancement and skill development of our staff. We offer a number of benefits to support the varied needs of our staff. You are here because we believe you are qualified and possess the talent to support the District’s single mission of providing Willingboro Township’s students with a quality education that will promote 21<sup>st</sup> Century thinking and learning.

As you review this handbook, please be reminded that this handbook is not inclusive of all the information you will need to be successful in this District but rather provides some of the most helpful policies and information regarding several aspects of the terms and conditions of your employment. You are directed to consult Federal/State law, the full panoply of Board Policies, your respective Collective Bargaining Agreement (hereafter “CBA”) and union representative (if applicable) and speak to your immediate supervisor for more information.

- **Information about the Organization**

The District envisions a community of learners dedicated to academic excellence through a combination of critical thinking and life skills, which define the education of the whole child, wherein the major focus of the school system is to improve academic achievement for all students.

- **Community Service/Volunteering**

The District believes that when staff members give additional time to the sports, extra-curricular programs, student events and community outreach efforts they provide an invaluable contribution to the lives of our students, parents/guardians and community members. We encourage all staff to volunteer and participate, before and after school, in positive activities sponsored, endorsed or spear-headed by the District.

- **Strategic Plan**

All staff members of the District will work collaboratively to ensure that our students are presented with a rigorous instructional program. Our curricula will be aligned with the New Jersey Student Learning Standards. In addition, we will provide resources and materials of high interest from diverse perspectives to serve our student population. Classroom instruction will consist of relevant learning tasks for students that expand their critical thinking skills in order to solve complex, real-life problems.

- **Organizational Chart**

Please familiarize yourself with the Organizational Structure of the Willingboro Public Schools. (See Appendix II, Page 66).

### **JOINING THE ORGANIZATION**

- **Working Hours**

The District’s central office business hours are 8:30 am – 4:30 pm Monday through Friday. Your work hours may vary depending on your title, duties and whether you are part of a collective bargaining unit. In addition, there are holidays, professional development days and leave time, which you are entitled to, that will make your work days and time vary during the school year. You are reminded to remain aware of your working hours and the need to arrive at your location, prepared to work, in a timely manner.

- **Access to Building and Car Parking**

School hours and parking vary by location and type of school (i.e. Elementary School versus High School) throughout the District. The District’s primary goal is the safety of our staff and students. Please be mindful when entering/exiting the parking lots of each school and be aware of students at all times while traveling through the District. Please stow your personal effects out-of-sight and ensure your vehicle is locked. When traveling between schools or other locations within the District, please have your District identification visible, as you may be asked to produce same, by security, upon entering the building.

- **Dress Code**

The District’s dress code is clearly articulated in Willingboro Board of Education Policy (“Board Policy”) 3216. The District believes the attitude of staff members regarding their professional responsibilities and the importance of education is reflected in each staff member’s dress and appearance. Accordingly, please align your dress and appearance with the standards established by the District.

### **REMUNERATION AND BENEFITS**

- **Salary and Wage Payments**

For all staff members of a collective bargaining unit, your salary is set by your respective salary guide and you will receive increases as appropriate based on your attainment of a new level or because of yearly movement in step and salary adjustment, subject to any increment withholdings.

- **Salary Deductions**

Each employee is entitled to their full pay for time worked, subject to Federal/State deductions, Court Order, Collective Bargaining Agreement and any other deduction required by law or under the rule of law. In addition and as a matter of Board policy, no deductions will be made from your salary without your authorization, except for time lost through leave (with/without District consent), overuse of days absent.

### **TRAVEL POLICY**

- **Mileage Reimbursement**

For those employees who utilize their personal vehicles to conduct District business, based upon the prior written consent of the Superintendent, you will be entitled to the OMB reimbursement rate.

- **Expense Reimbursement**

Where expenses have been incurred in the performance of your duties, and provided that you have obtained written pre-approval to incur this expense with reimbursement, the District will reimburse you for all reasonable travel and other expenses incurred as part of undertaking your role. You should submit all receipts in accordance with the expenses claimed. Please note that, where expenses are submitted to the District for repayment more than thirty (30) days after the expense is incurred, the expense will not be reimbursed.

- **Personal Effects/Insurance**

Outside of any Workers' Compensation or other insurance maintained by the District for the safety of our staff, you are responsible for procuring and maintaining insurance coverage for your person and all personal property traveling with you.

### **VEHICLE POLICY**

- **Use of Company Cars**

All staff that operates District vehicles while carrying out their professional duties are reminded of the following:

- the District vehicle is for District related business only any personal use shall result in disciplinary action;
- you must remain fully qualified to operate a motor vehicle under the laws of NJ and be prepared to

present your license upon demand;

- you must ensure the vehicle is operated in a safe and lawful manner, including advising the appropriate maintenance staff of any unusual operation (i.e. the vehicle fails to start consistently) or of any incident which could impair the mechanical/physical soundness of the vehicle (i.e. hitting a pothole);
- no one other than a duly authorized District employee may operate the vehicle;
- you must not operate the vehicle in an illegal manner (e.g. under the influence of alcohol, speeding etc); and
- you are required to pay for any traffic infringement/parking fines imposed while operating the vehicle.

- **Use of Own Car – Reimbursement**

As stated above, there will be times when you use your car for work-related business. If you use your own car to conduct the District’s business then the following will apply:

- mileage for the District’s business will be paid at the OMB approved rate(s), with proper Board approval;
- parking, towing and traffic fines (e.g. speeding) will not be reimbursed; and
- car parking costs will be reimbursed for business-related parking as long as a receipt is submitted in line with the expense reimbursement procedure.

### **PERFORMANCE DEVELOPMENT**

- **Annual Appraisal Process**

In 2012 the New Jersey Legislature unanimously passed the TEACHNJ ACT, which mandated the implementation of a new teacher evaluation system starting in the 2013-2014 school year and linked tenure decisions to evaluation ratings. Evaluations are considered unannounced and announced, 30 minutes in length, and include a post-conference. In addition, a Summative Evaluation is performed annually and measures the overall evaluation of the staff member based on the prior evaluations during the school year and other factors such as student growth. The staff member will also have an annual summary conference regarding this Summative Evaluation.

#### Non-Tenured Teachers:

You will receive at least three (3) observations each year (one per semester):

- As long as you remain in a non-tenured status, you will receive a minimum of three (3) observations; one (1) announced and two (2) unannounced:
  - o The one observations must be “announced” and have a pre-conference; and
  - o The two observations must be “unannounced”;
  - o All observations will have a post-conference;
  - o Multiple observers are required, so you will be seen by a minimum of two (2) different

administrators during the year.

- If you are considered a “Novice” teacher, you will have a Mentor:
  - The mentor must be certified in your content area;
  - Must have been teaching for three (3) years;
  - Must have a Summative rating for the preceding year of “Effective” or “Highly Effective”;
  - and
  - Must have received training from the District to serve in this role.
- Also, you will be responsible for paying the mentor for their services. For more information on this process, you must contact the District’s Human Resources Department.

### Tenured Teachers:

At least two (2) observations each year (one per semester):

- At least one of the two must have a pre-conference and prior notice;
- Multiple observers is recommended; and
- All observations must have a post-conference.

Note: After the first year, teachers who receive an “Ineffective” or “Partially Ineffective” rating will be placed on a corrective action plan and are required to have one (1) additional observation. For further information on the evaluation process, please consult with your immediate supervisor.

*The aim of our performance appraisal process is to provide you with guidance, to help you to achieve your job and career goals, to recognize your achievements and to ensure the District’s strategic goals are achieved. You will have the opportunity to participate in planning your work and setting your goals in conjunction with your supervisor on a regular basis and formally during your annual appraisal meeting. Your supervisor will provide you with regular coaching and feedback. The performance appraisal process is an opportunity for two way communication and honest feedback about your work and your future career with the District.*

### ● **Professional Development Plan (PDP)**

Professional Development regulations adopted on June 5, 2013 promote a more streamlined process that the District adheres to in development of specific standards for staff. An individual professional development plan is a written statement of goals developed by an Administrator in collaboration with a teaching staff member, that: aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3, N.J.A.C. 6A:9-15.2, N.J.A.C. 6A:9-15.3(a) and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

The District shall provide staff members with on-going professional development that supports student achievement. To the greatest extent feasible, professional development opportunities shall be developed in consultation with the School Improvement Panels established pursuant to N.J.S.A. 18A:6-120, in order to be responsive to the unique needs of different instructional staff members in different instructional settings. The District shall provide additional professional development for any teaching staff member who fails or is struggling to meet the performance standards established by the District, as documented in the teaching staff member's annual summative evaluation. The additional professional development shall be designed to correct the needs identified in the annual summative evaluation.

A Corrective Action Plan shall be developed by the administrator and staff member to address deficiencies outlined in the evaluation when the employee is rated ineffective or partially effective. The Corrective Action Plan shall include timelines for corrective action and responsibilities of the staff member and the District for implementation of the plan. At all times, staff members remain responsible for completing the revised New Jersey professional development credit hours of twenty (20) hours per year.

The Professional Development Plan (PDP) is a written statement of actions developed by administrators and the teaching staff member to meet the needs of the individual teacher in the context of his or her job. A high quality PDP contains experiences for a teacher that are district-provided professional learning opportunities, school-based team experiences as well as individual opportunities provided outside the district through universities or other professional development providers. Outside options could include, but are not limited to, formal courses, on-line offerings, conferences, workshops, seminars and institutes sponsored by professional associations, colleges and universities, district boards of education, training organizations or other entities.

A teacher and his/her supervisor should consider individual professional learning that supports student learning. This learning may include, but is not limited to, individual action research, sabbaticals, fellowships, internships, textbook review, portfolio development, and contributions to professional literature. Other options include grant writing, mentoring a pre-service or novice teacher, professional service on boards or committees, teaching a course or making presentations and developing curriculum.

### **Guidance for Completing the Professional Development Plan**

When creating a PDP, teachers and their administrator should discuss the kinds of professional learning that would deepen the practitioner's knowledge of content, pedagogy and social-emotional learning. Options that provide sustained, intensive, and collaborative team based opportunities should also be considered, so a teacher can benefit from learning with colleagues.

The content of each teacher's professional development plan shall align with the Professional Standards for Teachers. The activities in each teacher's professional development plan shall align with the Professional Development Standards for New Jersey Educators.



Goals for the Professional Development Plan (PDP) are created in collaboration with a building and/or district administrators. PDP goals must be aligned with the New Jersey Professional Development Standards for Teachers.

Novice teachers and teachers who are new to the district must complete a PDP with the supervisor within the first 30 days of beginning work within the district. This PDP will guide the professional learning of the individual teacher for the year.

## **THE 20-HOUR PER YEAR PROFESSIONAL DEVELOPMENT REQUIREMENT**

On May 6, 1998, the New Jersey State Board of Education adopted a plan requiring all school personnel - tenured and non-tenured alike - who hold instructional licenses or educational services licenses (guidance counselors, nurses, school psychologists, etc.) to complete 100 hours of continuing education every five years, starting Sept. 1, 2000. This was amended and put into effect January 5, 2009. The requirement was amended again on May 5, 2014 to require 20 hours of professional development each school year July 1<sup>st</sup> - June 30<sup>th</sup>

### **What Counts**

The Professional Teaching Standards Board has currently identified the following general categories of professional development:

1. Formal courses, offered on or off line, and conferences (including, but not limited to, workshops, seminars, institutes, and/or such programs) sponsored by colleges and universities, district boards of education, professional associations, training organizations or other entities approved through the local district plan process or as part of the provider registration system. Such activities shall accrue hour-for-hour for professional development credit.
2. Courses, seminars, or other activities which are required for maintenance of licenses or certificates issued by professional organizations or government entities (for example, social workers, nurses). Such activities shall accrue hour-for-hour for professional development credit. In instances where the same course must be taken twice within the five-year period, please note that the hours will count only once toward fulfilling the professional development requirement.
3. The process of developing curriculum focused on the New Jersey Student Learning Standards, including, but not limited to, research, writing, and revision. Such activities shall accrue hour for hour for professional development credit.
4. Activities that support and/or enhance the profession including, but not limited to, grant writing, mentoring a pre-service teacher or a novice teacher, professional service on boards or committees, and teaching a course or workshop.

The following provides the number of hours that can be accrued in various activities that serve the profession:

- a. The total number of hours for service on boards/committees will not exceed ten (10) hours per year of professional development credit, provided that such service is identified in the PDP with the specific goals of the experience outlined therein.
- b. A mentor or cooperating teacher will accrue one hour of professional development credit for each week of supervision. An educator who works with a preservice teacher or a team of preservice teachers in a junior practicum will earn three professional development hours per semester.
- c. In addition to the actual clock hours spent in delivery of the first presentation, presenters or teachers of courses or workshops will accrue professional development hours on the basis of two hours of preparation time for every hour of delivery time. The teaching or presenting of the same or a similar course or workshop will count only once in a five-year cycle.

5. Willingboro Public Schools will also count the following in the 20-Hour Requirement:

- 1. District In-Service Days
- 2. Staff turnkey Sessions (to be granted only if the turnkey is a minimum of one hour and no time will be granted for preparation)
- 3. Saturday Workshops
- 4. Summer Workshops
- 5. After School Workshops
- 6. Committees that have an instructional focus and meet after school hours  
(Ex: A Committee to analyze student writing samples)

### Special Situations

- 1. If you participate in independent professional studies such as action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, textbook review, portfolio development, online workshops or programs, and/or contributions to professional literature, you must
  - (a) Discuss the projected number of hours, which will accrue in the study with your immediate supervisor and
  - (b) Maintain a log of actual hours completed.
- 2. Courses, seminars, or other activities required for maintenance of licenses or certificates (ex: social worker, school nurse) issued by professional organizations or government entities count hour-for-hour. You may count these hours only once during the five-year period.

- **Training and Development**

The District believes the training and development of its employees is essential to achieving its goals. You

are invited to discuss your training needs during your formal performance appraisal meeting or with your immediate supervisor at any time. Your supervisor is responsible for approving all training or courses of study.

## CODE OF CONDUCT

- **Conflict of Interest**

During your employment, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contract) with any person or in any organization which may constitute a conflict of interest with the District. You must notify your immediate supervisor immediately upon becoming aware of any potential or actual conflict of interest involving you or another staff member during your employment.

- **Code of Ethics**

The District abides by the Code of Ethics set forth by Federal and State law, the National Education Association, and Board policy. The District believes each staff member has an inherent responsibility to serve as an example to the students of this District and to act towards his/her colleagues, school parents and members of the community with the highest possible degree of ethical conduct. For additional guidance please refer to Board Policy 3211 and 4215.

- **Inappropriate Staff Conduct**

The District holds all staff to the highest level of professional responsibility in their conduct with all students. Such conduct should be solely purposed to protect the health, safety and welfare of each student. Staff members shall conduct themselves appropriately at all times and shall not engage in inappropriate conduct, language and/or expression towards or in the presence of students; staff members shall not be in the presence of students outside of their professional responsibilities; and staff shall not permit students in their vehicles. Further, to the extent not covered by the above, staff members shall comport themselves in a manner that avoids actual and/or the appearance of inappropriate conduct. Please refer to Board Policy 3281 and 4281 for further guidance.

- **Smoking in the Workplace**

The District operates a non-smoking workplace on all premises owned/controlled by the District. Smoking is not permitted anywhere on District property. Anyone in violation of this policy will be subject to severe disciplinary action.

- **Confidentiality**

The District is a public entity subject to the disclosure laws of the Open Public Records Act and the Open Public Meetings Act, in addition to subpoenas, Court Orders and other legally issued documents.

Notwithstanding, those same laws and additional laws (HIPPA) require that the District maintain employee records and conduct other business with the strictest confidence. To that end, in the course of your employment you may come in contact with or have access to confidential information. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by you, either during or after your employment with the District. A breach of confidentiality is a very serious matter and may be grounds for your dismissal.

- **Copyright and Protection of Intellectual Property**

You agree that you are not entitled to any copyright or moral right in or arising from any work you produce in the course of your employment with the District. This includes any program, strategy or system you develop during your employment with the District. Any copyright or merchandising rights in such work shall be the sole and exclusive property of the District in accordance with the Copyright Act 1994.

- **Distribution of Media**

The written approval of the Superintendent is required before any staff member distributes any material/solicitation on or around District property.

- **Privacy Relating to the Treatment of Personal Information**

The District is a public entity subject to the requirements of the Open Public Records Act (OPRA). Notwithstanding, personnel records are not public and therefore not open to inspection except as authorized in Board Policy 8320. These personnel records are maintained by the Department of Human Resources and the confidentiality of the contents therein are protected by Federal/State statute and regulation.

### **DISCIPLINARY PROCEDURES**

The District imposes discipline only where appropriate and seeks to do so in a progressive manner. The Superintendent, Director of Human Resources, and/or your Supervisor shall deal with disciplinary matters on a case by case basis and can issue discipline ranging from verbal warnings to a recommendation to the Board of Education for termination. Please refer to Board Policy 3150 and 4150 for more information. If you are a member of a bargaining unit, please refer to your collective bargaining agreement as well.

- **Disciplinary Action**

The District may invoke the following procedures in a situation where there is, for example: inadequate performance, misconduct, a breach of the employment agreement and/or employee handbook. The District may, but is not limited to:

- Step 1. Issue a verbal warning or a formal written warning, which will be placed in your file. The warning will remain on file unless the Superintendent decides to remove it.
- Step 2. Issue an increment withholding or a suspension with pay in addition to a final warning where the

formal written warning is not heeded or there is further misconduct or poor performance. This will state that further poor performance or misconduct will result in dismissal. This warning will also remain on file unless the Superintendent decides to remove it.

Step 3. Suspend you without pay (when applicable).

Step 4. Dismiss you, either summarily or on notice, if the final warning is not heeded, or if there is further poor performance or misconduct.

Where serious misconduct is deemed to have occurred you may be dismissed without notice. In the case of tenured staff members, tenure charges will follow. The District reserves the right to issue a corrective action plan to correct deficient performance. Examples of serious misconduct may include, but are not limited to:

- (a) Any material breach of the terms of the employment agreement or employee handbook;
- (b) Any dishonesty or theft;
- (c) Any situation where you behave in a manner likely to bring you, or the District into disrepute;
- (d) Willful damage of the District's property;
- (e) Falsification of the District's records;
- (f) Any acts of violence, threatened violence or harassment against another person while in the course of duties for the District;
- (g) Any situation where you take unauthorized absence from work;
- (h) Wrongfully disclosing the District's records/information;
- (i) Intoxication or using illegal substances or drugs while on District's business; and
- (j) The inappropriate use of electronic media, including pictures and the internet.

- **Resolving Employment Relationship Problems**

- Employees are encouraged to talk to their immediate supervisor. It is ideal if problems can be resolved among the individuals involved.
- If the problem can't be resolved informally, all members of a bargaining unit are directed to consult their respective collective bargaining agreement and follow the grievance procedure therein. For non-affiliated employees please seek the assistance of the next-level administrator in resolving the issue.
- If the matter is of a discriminatory, retaliatory or harassing nature, please refer to the following Employment Related Policies.

### **EMPLOYMENT RELATED POLICIES**

- **Equal Employment Opportunity (EEO)**

The District is an equal opportunity employer and is committed to promoting equal opportunities regardless of religious belief, age, color, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status or any disability you may have. This commitment applies to all areas of the work

environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant experience, merits and abilities.

- **Discrimination and Harassment**

Employees need not tolerate harassment in the workplace. If any staff member feels they have been subjected to any form of discrimination/harassment (sexual, racial, political, social, or religious) it may be discussed (confidentially) with the Director of Human Resources. The District does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct.

*What is discrimination?*

Discrimination is the prejudicial (prejudicial or inferior) treatment of an individual or group based on their actual or perceived membership in a certain group or category. It is illegal to discriminate on the basis of age, sex, sexual orientation, race, disability, family, marital or employment status, political opinion, religion, and ethnic origin.

*What is harassment?*

Inappropriate, unwanted behavior that offends another or makes a person feel humiliated or intimidated at work. Harassment may include bullying, intimidation, insults, malicious gossip, insults and/or victimization.

*What is sexual harassment?*

Sexual harassment is behavior of a sexual nature (including the use of words, actions or visual material) that is unwanted by the receiver and has a detrimental effect on their work, performance or job satisfaction. (See Board Policy 3362). Examples are:

- sexual assault
- uninvited touching
- jokes or comments of a lewd character
- making promises or threats in return for sexual favors
- obscene or pornographic email messages, images, items
- inappropriate or excessive comments on clothing or physical characteristics; and
- unwelcome social attention or telephone calls at home or work

*How do I deal with discrimination and/or harassment?*

Any person who is being discriminated against or harassed has the right to complain and take action to stop this behavior. If you experience harassment or discrimination you should:

- immediately notify the violator that the behavior is unwanted and unacceptable to you; and
- report the matter to the building administrator and/or District Affirmative Action officer.

*How do I deal with retaliation?*

The District strictly forbids any form of discipline or negative treatment towards any staff member because that staff member has conscientiously acted in accordance with Federal/State law, reported any unwanted treatment or discrimination and/or provided information to any public body responsible for the oversight of the District. Any staff member who feels they are being retaliated against and/or subjected to a hostile work environment is entitled to protection from this treatment by the Superintendent and shall forward, in writing, allegations to this effect to the Superintendent in order to allow an opportunity to investigate these claims in accordance with Board Policy 3381. Further, this individual can follow the same process for reporting discrimination and/or harassment.

- **Health and Safety and Workers' Compensation**

The District takes the welfare of its staff members with the utmost care. To that end, staff members are directed to follow all safety protocols for each building, emergency situations and work procedures, as a failure to do so could result in harm to yourself and others. Staff members are reminded of the following:

The District will take all steps necessary to ensure that your health and safety are protected at all times.

As your employer it is our responsibility to:

- identify, manage and control hazards to establish safe work practices;
- provide information to foster awareness of health and safety;
- provide protective clothing and equipment as required;
- make adequate preparations for emergencies;
- record all accidents and investigate where necessary to ensure future accidents are avoided;
- ensure you are properly trained and supervised to do your work in a healthy and safe manner; and
- provide reasonable opportunities for you to be involved in the development of further health and safety.

As an employee it is your responsibility to:

- contribute to the process of hazard identification, analysis and control;
- ensure all work accidents and illnesses are reported and recorded;
- use any protective clothing and equipment provided;
- avoid any work which is unsafe;
- look out for the safety of fellow employees; and

- observe all workplace safety rules and hazard controls.

The District utilizes a third party administrator, QUALCARE, for Workers Compensation services. Any accident or injury at work should be recorded/reported to the school/building Nurse and brought to the attention of your immediate supervisor and/or building administrator. The employee is responsible for contacting QUAL-LYNX directly. Contact should be made immediately, if possible, or within 24 hours of the incident. If you have any concerns about health and safety in your building (at your location) or any ideas about how health and safety can be improved, please discuss these with your association representative and/or your immediate supervisor. For further guidance please refer to the Employee Accident/Injury Report and Workers' Compensation Guidelines. (See Appendix I, Page 57)

Staff members on Workers' Compensation are responsible for keeping their immediate supervisor and Director of Human Resources informed of their work status. All disability documentation from the physician noting the employee's date(s) of absence from work and the diagnosis of the injury or illness must be provided to the Director of Human Resources by the Workers Compensation administrator. If this documentation is not provided, the employee's continued absence from work will be considered unauthorized and the Workers Compensation benefits, if any, will be suspended and disciplinary action will follow.

When an employee is able to fully return to work, the Workers Compensation administrator will advise the employee and Director of Human Resources and provide written clearance from the treating physician documenting that the employee is fully capable of performing regular job duties (not light duty). Any employee returning from an absence due to Workers' Compensation must obtain a Return to Work Notice from the Human Resources Department. All Workers' Compensation claims are subject to investigation by the worker compensation administrator and the District. Lastly, in accordance with Title 6A, the District reserves the right to have any employee independently examined for fitness for duty.

The District does not provide for "light duty." All employees are expected to perform their essential job duties at all times. If at any time the need for a "504 Accommodation," which will allow a staff member to perform his/her essential functions, arises, staff members are expected to engage in the "interactive process" with the District 504 Officer. For further guidance on the applicable form and District Officers please refer to [https://coredocs.s3.amazonaws.com/documents/asset/uploaded\\_file/218484/504\\_Employment\\_Accommodation\\_Request.pdf](https://coredocs.s3.amazonaws.com/documents/asset/uploaded_file/218484/504_Employment_Accommodation_Request.pdf)

- **Abandonment of Employment**

The District adheres to strict requirements regarding staff attendance. The District expects employees to be present for a minimum of 95% of their scheduled work days. Notwithstanding any leave of absence, sick day, personal day or vacation allotted or taken by a staff member, your whereabouts and reason(s) for your absence are to be communicated to the District at all times. Any failure to do so will result in your being designated Absent Without Leave (AWOL) and will result in disciplinary action, up to and including termination or tenure charges.



For additional information please refer to Board Policy 3212 and 4211 and your collective bargaining agreement (if applicable).

- **Alcohol and Drugs**

The Board recognizes that chemical dependency is an illness. Notwithstanding, employees under the influence of drugs, alcohol and medication(s) can cause injury to themselves and others. The District has a responsibility to ensure the health, safety and welfare, at work, of their students, employees and visitors. While at work, an employee is prohibited from the following:

- possessing or using illegal drugs at the workplace; and
- being under the influence of drugs or alcohol

Further, there is a range of medication which can affect performance, including pain relievers and sleeping pills. An employee, who is using legally prescribed medication that may impair performance, is required to advise his/her immediate supervisor of this.

*It is every employee's responsibility to take reasonable care of the health and safety of others in the workplace and ensure that their performance and actions are not impeded by the use of drugs (either legal or illegal). If you suspect that any employee is under the influence of drugs or alcohol, it is your responsibility to communicate this to your immediate supervisor. For additional guidance, please consult Board Policies 3218 and 4218.*

- **Harassment, Intimidation and Bullying (HIB)**

The District firmly believes it is the duty of all staff to deter and intervene in instances of Harassment, Intimidation and Bullying. All staff members are expected to review the District's guidelines regarding HIB and to monitor student behavior and report instances of HIB to ensure appropriate remediation of the issue. Moreover, the District expects staff members to comport themselves in a manner that promotes civility and respect. For additional guidance, please consult Board Policy 5512.01.

- **Media**

Only the Superintendent and the Board President are permitted to speak with local, regional and national media on behalf of the District. You must refer all media requests to the Office of the Superintendent.

- **Division of Child Protection and Permanency (DCPP)**

By law all staff members must report suspected abuse to DCPP. A DCPP form is available in all school buildings. This form must be submitted to the Principal upon completion.

- **Reassignment Room**

At times, it may be necessary to re-assign a staff member while an investigation into potential inappropriate conduct is being conducted. This re-assignment is not disciplinary and no record of the staff member being re-assigned to duties outside of the classroom will be made if the complain/allegations are deemed unfounded.

### LEAVES OF ABSENCE

- **Family Medical Leave Act (FMLA)**

The District provides FMLA in accordance with Federal law. Eligible staff members shall be entitled up to twelve (12) weeks of leave in any twelve (12) month period, upon advance notice, for the allowable reasons provided under FMLA. For additional guidance, please consult Board Policy 3431.1.

- **New Jersey Family Leave Act (NJFLA)**

The District provides NJFLA in accordance with State law. Eligible staff member shall be entitled to up to twelve (12) weeks of leave in any twenty four (24) month period, upon advance notice, for the allowable reasons provided under NJFLA. For additional guidance, please consult Board Policy 3431.1.

- **New Jersey Family Leave Insurance Program (NJFLI)**

The District provides NJFLI in accordance with State law. Eligible staff members shall be entitled to up to six (6) weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or the District Plan (if applicable) upon advance notice. For additional guidance, please consult Board Policy 3431.3.

- **Disability**

The District will provide for a disability leave in accordance with Federal and State law and the policies of the District and the Collective Bargaining Agreement (if applicable). Any leave requested in excess of ten (10) days shall be submitted to the Board for approval.

- **Military Leave**

The District will provide for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Further, members of State militia (i.e. New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled to pay for the duration of any deployment. For additional guidance, please consult Board Policy 3437.

- **Sexual Violence Leave**

The District will provide for leave in accordance with the provisions of N.J.S.A. 34:11C-1 et seq. For additional guidance please consult Board Policy 1581.

- **Other Types of Leave:**

- Sick Leave
- Personal Leave
- Vacation

In accordance with Title 6A, the District reserves the right to have any employee, who takes a leave in excess of three (3) months, independently examined for fitness for duty before his/her return. With respect to the above, your entitlement to time off will vary if you are a ten (10) month versus twelve (12) month employee and your collective bargaining unit. For additional guidance, please consult Board Policies 4432, 3436, 4433 and 4434.

- **Jury Service**

Jury duty is a civic requirement of all employees and the District expects each employee to participate in this service and will support their participation in same. Notwithstanding, abuse of jury duty to gain additional time-off will not be tolerated. For example, if you are called for jury duty but dismissed so early as to not receive credit for service, you are expected to return to work. Only those days, noted by the Superior Court as “credited” for service will be accepted by the District. All other time, not accounted for, may result in disciplinary action.

- **Applying for a Leave**

You should apply for a leave, in writing, at least thirty (30) days in advance of your anticipated absence, in order to receive timely Board approval. You must attach all necessary documents to your request for a leave, including a doctor’s certification. For additional guidance, please refer to the Medical/Maternity Leave of Absence Procedures (Appendix I, page 61) and/or contact the Benefits Clerk at (609) 835-8600 x 1002.

- **Returning to Work**

For all approved leaves involving a physical injury or medical need, you are required to obtain a clearance to return to work, without restrictions from a physician and a Report to Work Notice from the Human Resources Department. For all other approved leaves you are required to obtain a Report to Work Notice from the Human Resources Department. You must contact the Human Resources Department five (5) business days in advance of your anticipated return date to schedule a meeting to obtain your Report to Work Notice (See Appendix I, Page 58).

**INTERNET/EMAIL/PHONE USAGE**

The District strictly forbids the use of District owned equipment (i.e. phones, computers, iPads, copiers, etc.) and servers/Wi-Fi/internet for personal use at any time during the course of the school day, including preparation period, lunch, and break time(s). The District further forbids the personal use of any District property before/after working hours while on/off District property. All personal data located on District property, including downloads, pictures, documents and other data is subject to seizure by the District at any time.

- **Misuse of Internet/Email/ Phone**

The District's electronic media are not to be used for any unauthorized purposes, including, but not limited to:

- The transmission of abusive, defamatory, obscene or racist communications;
- The searching for, perusal and /or downloading of pornographic or other objectionable material;
- Offensive material through the internet;
- The transmission of sensitive information about an individual; or
- Where such transmission would, or would be likely to, place the company in breach of the Privacy Act of 1974 and its revisions, federal statute and/or State law/regulation.

Vandalism is any malicious attempt to harm or destroy equipment/data of another user or any other agency or network(s) that are connected to the District's system. This includes but is not limited to, the physical destruction of equipment and the uploading or creation of computer viruses. Such conduct, as described above, is grounds for immediate termination.

- **Security**

You should never share access with someone else by giving him or her, your passwords, unless it is a supervisor or administrator. If this does occur, then you should alert Department of Technology and change the password (when possible), to ensure that your computer files are not exposed to abuse. You are responsible for your own account(s) and this means taking measures to ensure others cannot use it. Passwords are only effective if they are selected wisely; therefore your spouse's name or your birth date are not acceptable.

You should ensure your computer(s) or other electronic device (i.e. iPad) are shut down correctly and turned off when you leave the office or classroom. This ensures unauthorized persons do not have access to the network in your absence.

- **Physical Security of Computer and Phones**

You are required to take reasonable steps to ensure the protection of all District equipment provided to you in connection with your duties, including your computer and phone, from damage from improper use, food and drink spillage, and good housekeeping procedures.

- **Software Purchases and Copyright Infringement**

All software used on the District's computing systems is copyrighted. All purchases of new software must be approved by the Superintendent. Software must not be copied unless the relevant license agreements allow it. You cannot use District equipment and software to violate US copyright laws and any violation(s) will result in disciplinary action, including dismissal.

- **Internet Use**

Internet usage is limited to educational purposes and must not result in the access of material that is offensive or objectionable. Moreover, the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of the internet is PROHIBITED. For additional guidance, please refer to Board Policy 3321.

*The District may, at any time, review, intercept access and disclose your internet usage. Staff must comply with US copyright law and all other applicable laws.*

- **Email Use**

Email messages are limited to educational purposes and must not contain offensive or objectionable material and the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyright materials, district, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of email is PROHIBITED. For additional guidance, please refer to Board Policy 3321.

The email system belongs to the District and all email messages created, sent or received are the property of the District and subject to publication, distribution and/or deletion at any time. Further you should be aware that there is no guarantee of privacy with an email message and that the District reserves the right to access all aspects of employees' email at any time for any reason without notice to the employee.

- **Mobile Phone Use**

The goal of the District is to educate students. Personal phone usage should never interfere with the academic process or occur during the performance of assigned duties. For additional guidance, please refer to Board Policy 3322.

The District's internet, email and phone policy may be amended or revised from time to time. Public notice of all revised policies will occur in accordance with the District's legal obligations. All staff will be required to be aware of current policies at all times. A breach of these policies may result in disciplinary

action which could result in dismissal.

## **SEPARATION PROCEDURES**

- **Required Notices**

It is incumbent upon you to provide appropriate notice to the District when you are concluding your employment:

- resignations – the majority of all District contracts, and, in the case of certificated staff especially, require a minimum of sixty (60) days’ notice prior to an employee resigning. Failure to provide appropriate notice of your resignation can subject you to legal action which could jeopardize your certificate.
- retirements – retirements can occur immediately when based on health or other factors, which render appropriate notice impossible. However, notice in accordance with retirement is the responsibility of each employee. Moreover, with respect to payment of retirement benefits, such as terminal pay, one (1) year’s notice is necessary prior to the receipt of the same by the employee or as addressed in each collective bargaining agreement.

- **Exit Interviews**

Prior to your separation from the District, you will be required to complete an Exit Control Form. (See Appendix II, page 63). Any additional compensation to which you may be entitled (i.e. payment of vacation or sick days) will not be processed until all items are returned and this form is executed by your immediate supervisor and the relative departments.

## **TEACHER EVALUATION POLICY AND PROCEDURES**

### **Section 10.01 Evaluation of Tenured Teachers**

There shall be a pre-evaluation conference with each teacher prior to direct classroom observation. Each classroom observation shall be for 30 minutes, during which the evaluator shall record his/her observations on the district’s Observation template. Teachers shall receive a draft copy of the lesson observation at 24 hours prior to the post conference. However, there may be instances in which the draft is provided at the post conference. Following the conference, the teacher will be given a copy of the evaluation report prepared by the evaluator, whereupon the teacher will sign indicating agreement or disagreement with the evaluation. Said evaluation will be completed within fifteen (15) calendar days of the observation.

### **Section 10.02 Evaluation of Non-Tenured Teachers**

Non-tenured teachers shall be evaluated at least three (3) times in each school year; to be followed in each instance by a written evaluation report and by a conference between the teacher and the evaluator for the purpose of identifying any deficiencies, extending systems for their correction and improving instruction. Such

evaluation, in each instance, shall consist of at least three (3) in-classroom observations, each occurring on separate dates, at different times.

## Teacher Evaluation Protocols

### **DIFFERENTIATED TEACHER OBSERVATIONS**

Non-Tenured	Years 1-2	3 (1 announced and 2 unannounced)	Multiple Observers Required
	Years 3-4	3 (1 announced and 2 unannounced)	
Tenured		2 (1 announced and 1 unannounced)	Multiple Observers Recommended

All evaluations are thirty (30) minutes long with a post-conference.

**Notes:**

- Corrective Action Plans: Teachers rated Ineffective or Partially Effective are required to have one additional observation; multiple observers are required.
- All teachers must have at least one unannounced and one announced observation.

## 5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

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#### **A.     Policy Statement**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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 and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating



appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which 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.

## **B. Harassment, Intimidation, and Bullying Definition**

“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.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

### **C. Student Expectations**

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1.

These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all

students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### **D. Consequences and Appropriate Remedial Actions**

##### Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct.

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

##### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);

5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

#### Factors for Determining Remedial Measures

##### **Personal**

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

##### **Environmental**

1. School culture;
2. School climate;
3. Student staff relationships and staff behavior toward the student;

4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences 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 of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1.

Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7.

Student Conduct.

The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures 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.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Examples of Consequences**

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;

6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion

### **Examples of Remedial Measures**

#### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student’s feelings about the incident;
2. Develop a plan to ensure the student’s emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

#### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

#### Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;

12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;



32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

#### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student.

The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### **Target/Victim Support**

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;

9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

**E. Harassment, Intimidation, and Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident.

All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district

may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

**F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)**

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and

- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year.

The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of student that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying

Coordinator may request.

The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and

- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set

forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

#### **G. Harassment, Intimidation, and Bullying Investigation**

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.).

As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences

were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students.

At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision.

The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### **H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying**

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy.

The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts.

Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "up stander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

#### **I. Reprisal or Retaliation Prohibited**

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying.

The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

#### **J. Consequences and Appropriate Remedial Action for False Accusation**

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.



Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### **K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination**

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

#### **L. Harassment, Intimidation, and Bullying Training and Prevention Programs**

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students.

The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board members must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14.

Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members.

The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

**M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review**

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

**N. Reports to Board of Education and New Jersey Department of Education**

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46.

The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

**O. School and District Grading Requirements**

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq.

The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46.

A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

**P. Reports to Law Enforcement**

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

**Q. Collective Bargaining Agreements and Individual Contracts**

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

**R. Students with Disabilities**

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq. 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education Memorandum New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Board Approved: November 20, 2013

DRESS AND GROOMING

The Board of Education believes that the appearance and dress of all District staff members are important components of the educational program. The attitude of staff members about their professional responsibilities and the importance of education in the lives of students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for authority and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of staff members in the performance of their professional duties:

1. The clothing and appearance of all staff members shall be clean and neat.
2. No clothing may be worn that constitutes a danger to the health or safety of the wearer or to others, and no clothing may be worn that interferes with the instructional program.
3. A staff member may request a waiver of this dress code for the performance of particular duties or activities. The waiver must be in writing and addressed to the staff member's immediate supervisor 48 hours prior to the duty or activity.
4. The Building Principal (or his/her designee) or Superintendent (or his/her designee) shall determine whether a violation of this dress code has occurred and shall discuss, in private, the violation with the staff member concerned. The penalties for violation of the Dress and Grooming Policy are as follows:
  - a. The first violation will result in a verbal warning and at the discretion of the Principal or his/her designee or the Superintendent or his/her designee, the staff member may be sent home to change his/her clothing.
  - b. The second violation will result in a written reprimand to the staff member's personnel file and the staff member will be sent home to change his/her clothing.
  - c. The third violation will result in a written reprimand to the staff member's personnel file, the staff member will be sent home to change his/her clothing, and the staff member will be charged, at a minimum, a half Personal Business Day for the time spent out of the school building to change into appropriate clothing.
  - d. The fourth and any subsequent violations will result in written reprimands to the staff member's personnel file, he/she will be sent home to change his/her clothing, he/she will be charged, at a minimum, a half Personal Business Day for the time spent out of the building to change into appropriate clothing, and the Principal or his/her designee or Superintendent or his/her designee may recommend more stringent disciplinary action such as, but not limited to, the following:

- i. Denial of increment
  - ii. Insubordination charges
  - iii. 60-Day Improvement Plan
  - iv. Denial of tenure
  - v. Tenure charges
5. It shall be the policy of the Board to review this professional staff dress code at intervals of not less than three years and to invite the comments of staff members in that review.
6. Physical Education teachers may wear clothes, which are conducive to the subject area. Athletic jackets, pullover shirts, slacks, jogging suits, and shorts in the gymnasium or outdoors are acceptable. Sweat pants and tee-shirts must be plain, have a college or university logo, or have the school's logo.
7. When appropriate, the Superintendent or his/her designee may relax the dress code (i.e., inclement weather, excessive temperature, etc.).
8. When necessary, and in a consistent manner, the building principal or his/her designee may relax the dress code for the faculty members under the following circumstances:
  - Inclement weather
  - Excessive temperature
  - Field Trips
  - Unique school activities
  - Fun Day
  - Field Day/Picnic
9. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and offices (except for religious reasons). No clothing shall be worn by staff members that constitute a danger to the health and/or safety to him/her or others, and no clothing may be worn that distracts and/or disrupts the instructional program. Staff members must keep in mind that they represent the Willingboro Public Schools and therefore should consider their job responsibilities and duties for the workday.
10. A staff member may appeal the denial of a waiver of this dress code or the receipt of a reprimand through the Grievance Procedure.
11. Those employees required to wear uniforms (security guards, cafeteria workers, and custodians) must wear the entire uniform during their workday.

Examples of unacceptable dress for all personnel are as follows:

1. Tee shirts, hoodies, tank-tops, thin-strapped shirts or blouses
2. Midriff, halter, tube tops, strapless or spaghetti strap tops
3. Shirt or blouse buttons opened beyond the mid-point of the chest or low cut tops
4. T-shirts, undershirts as outerwear
5. Work boots, work shoes, flip-flop thongs, beach like sandals, or slippers
6. Warm-up suits, sweat pants or shorts
7. Painter's pants or overalls
8. Blue jeans or Capri pants made of sweat shirt material
9. Spandex, leggings
10. Shorts
11. Faded, torn, patched, frayed and/or dirty clothing
12. Athletic sneakers
13. See-through clothing
14. Excessively tight/form-fitting clothing (skinny pants)
15. Clothing with obscene language/gestures
16. Sweatshirts, sweatshirts with hoods (hoodies) sweatpants and sweat suits (exception – physical education teachers)
17. Caps or hats in the building
18. Dark eyeglasses (except for documented medical reasons)
19. Distracting attire such as mini-skirts exceeding three (3) inches above the knee or skirts with high slits

Samples of acceptable dress for all personnel are as follows:

1. Khakis, linen, cotton or silk pants or dress slacks
2. Dress shirts or blouses, casual shirts with collars, polo shirts, turtlenecks, knit tops, dresses and shirts or Capri pants which fall below the knee
3. Skirts and dresses that are no more than 3 inches above the knee
4. School uniforms

N.J.S.A. 18A:27-4

ADOPTED December 20, 2012

# APPENDIX I

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# WORKERS COMPENSATION



Provider Network and Billing Instructions  
Precertification is Required Prior to Treatment  
CALL: 1-800-425-3222

Submit All Bills to:  
QualCare, Inc.  
P.O. Box 309  
Piscataway, NJ 08855-0309

***FAILURE TO FOLLOW THE PROCEDURES BELOW WILL RESULT IN A REJECTION OF A WORKER'S COMPENSATION CLAIM.***

## **WORKER'S COMPENSATION PROCEDURES**

The following procedures must be used for work-related injuries:

1. The employee should report to the school nurse, if available, for immediate medical evaluation and/or treatment. Employee must call Qual-Lynx at 1-800-425-3222
2. Do not go to your own private doctor or chiropractor
3. In case of emergency, go to the nearest hospital. Report the incident to your employer and Qual-Lynx within 24 hours.
4. Present the card (available in the nurse's office and Human Resources) at the admitting office or doctor's office at time of registration.

Note: The employee must report the injury to QUAL-LYNX and his/her immediate supervisor, or nurse and as soon as possible, within 24 hours.

All employees must follow the above procedures concerning the treatment for a work-related injury, in order to qualify for workers compensation benefits. If these procedures are not followed, all medical treatment and lost time may be denied by the Workers Compensation Insurance administrator.

**WILLINGBORO PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**Return from Leave of Absence**

Name: \_\_\_\_\_

Date leave was approved through: \_\_\_\_\_

I will be returning from my (check one):

Family Leave    Maternity Leave    Military Leave    Medical Leave    Workers Compensation

I would like to return to my position on \_\_\_\_\_.  
(Date)

You can notify me at \_\_\_\_\_ if there are any questions.  
(Your Phone Number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Returning this form to Human Resources will insure proper class coverage and is required in order to reinstate your pay.

Willingboro Public Schools, Human Resource Office  
440 Beverly-Rancocas Road, Willingboro, NJ 08046  
609-835-8676

# POLICY

## BOARD OF EDUCATION

Section: Operations  
8442 REPORTING ACCIDENTS  
Date Created: September 2007  
Date Edited: September 2007

### 8442- REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the pupils and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a pupil, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured pupil shall complete a form, available in the office of the Building Principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Building Principal or job supervisor, as appropriate, no later than twenty-four hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

Adopted: 10 September 2007

## Medical / Maternity Leave of Absence Procedures For Employees of Willingboro Board of Education

1. The employee must submit notice of proposed leave of absence by letter or e-mail, in advance if possible. Original notice goes to the Superintendent of Schools and copies to building Principal/Department Supervisor and Benefits Clerk. Include the following:
  - Name
  - School Location & Position/Job Title
  - Type of leave (maternity or medical)
  - Start date of leave; expected date of return
  - State the number of personal illness days to be used
    - Vacation or personal business days may be used if personal illness days are exhausted
2. Maternity leaves are addressed in each collective bargaining agreement
  - a. Ex: Teachers – 30 calendar days before and 30 calendar days after birth
  - b. NJ Family Medical Leave is available to bond with newborn child and provides up to 12 weeks of unpaid leave with continued benefits.
  - c. NJ Family Leave Insurance provides a benefit payment for up to 6 weeks during a NJ Family Medical Leave. The employee must apply for this benefit directly to the State of NJ. Applications are available online at [http://lwd.dol.state.nj.us/labor/fli/content/program\\_info\\_menu.html](http://lwd.dol.state.nj.us/labor/fli/content/program_info_menu.html)
3. Employee must provide a [Certification of Employee's Serious Illness Form](#) that has been completed by physician that includes diagnosis, treatment plan and expected duration of leave to Benefits Manager. This Certification is treated as Personal Health Information and is protected as HIPAA requires.
4. Request for leave is submitted as a resolution to the Board. Written confirmation of leave approval is sent from Human Resources following the Board meeting.
5. Notify the Benefits Manager if leave extends beyond original dates. Updated medical certification will be required.
6. **Employees must also notify immediate supervisor or principal of extended medical leave.**
7. Report to Human Resources with Medical Clearance Note on your first day back to work. You will receive a Return to Work Note from HR that you take to your school principal.

## IMPORTANT FMLA AND BENEFIT INFORMATION

If eligible, your medical leave of absence will be designated as Family and Medical Leave and you will be **automatically** afforded benefit continuation for up to 12 weeks as permitted.

### **FMLA Rights and Responsibilities**

- You have the right under the FMLA for up to 12 weeks of unpaid leave in a 12- month period calculated as a “rolling” 12-month period measured backward from the date of any FMLA usage.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.

Under NJ Law, you are required to make premium contributions towards the cost of health insurance benefits. These premium contributions will be collected via payroll deductions while you are in a paid leave status. Should your leave transition to an unpaid status, the Board will make premium contributions on your behalf. You will be required to return said premium advances to the Board upon your return to work through salary deductions.

Should you choose **not** to continue benefits during a medical leave of absence, it is your responsibility to notify the Benefits Manager promptly. Benefits will be terminated on the first of month following receipt of your request.

**Department of Human Resources  
EXIT CONTROL FORM**

**TO:** Department of Human Resources

**FROM:** \_\_\_\_\_  
*School/Department/Office*

**RE:** \_\_\_\_\_  
*Employee Name*

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Exit*

*Final Pay will not be issued until this form is properly completed and signed.*

The following items have been returned and/or satisfactorily completed:

ITEMS	YES	NO	N/A	INITIALS
All district keys				
Computer				
Calculator				
Camera				
Cassette Player				
Cell Phone				
Radio/Boom/CD Player				
Other Equipment (List):				
Books (teacher edition)				
Other materials/supplies				
Reports				
Roll Book (if applicable)				
Completed grades				
Lesson Plan Book				
Printer, record player, overhead projector, electric sharpener, etc.				
VCR, software, surge protectors, easel/melanin board and scissors				

My Signature below affirms that I do not have any Willingboro Public Schools property and I have satisfied my obligations as an employee of this district by completing and submitting all assignments.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Site Administrator's Signature**

\_\_\_\_\_  
**Date**

**Do not write below this line**

Based on contract, the following days are due this employee:

Vacation \_\_\_\_\_ Terminal Pay \_\_\_\_\_ Payroll Notice Attached: Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
**HR Personnel**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Payroll Personnel**

\_\_\_\_\_  
**Date**

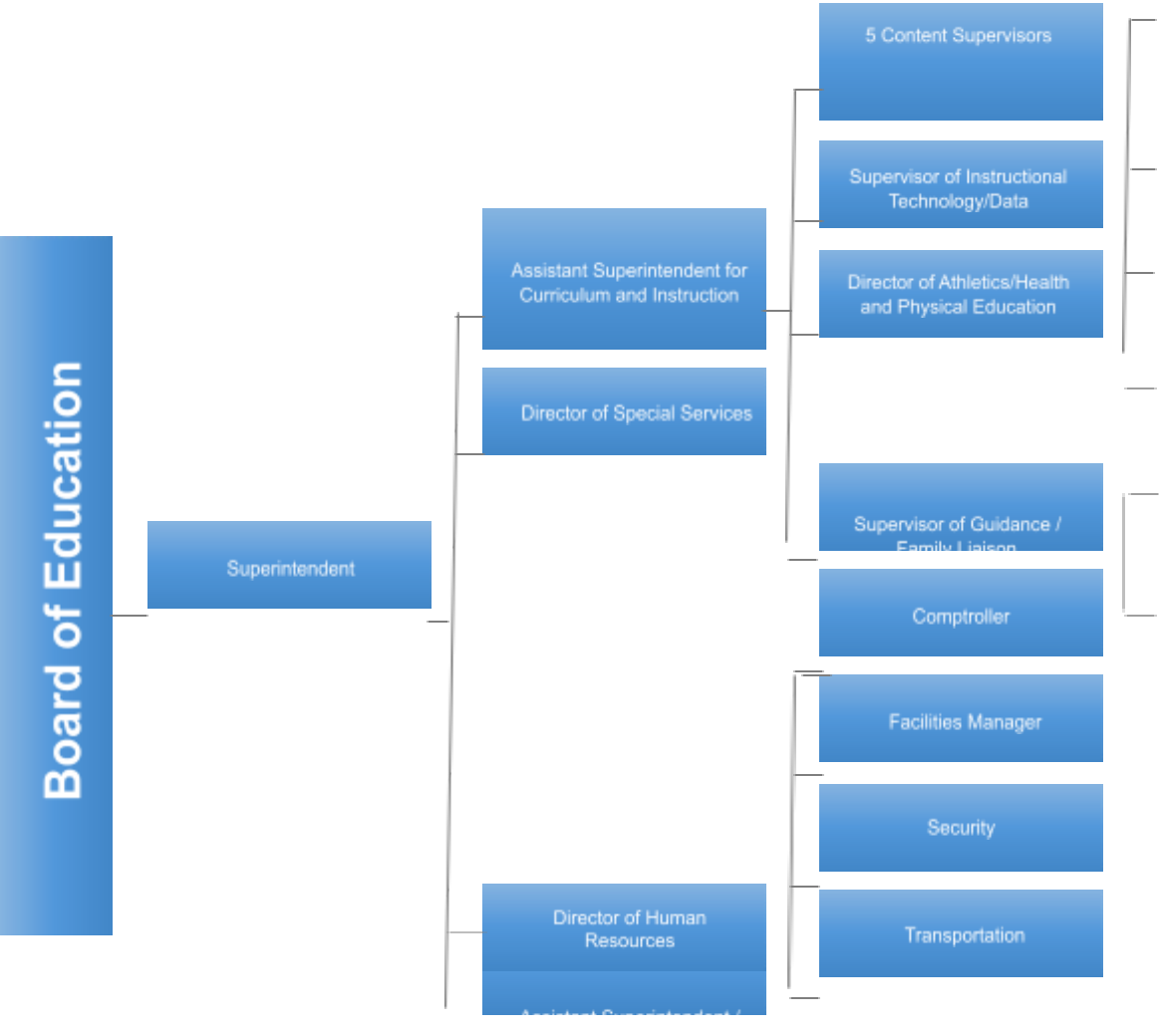
**Payroll to return signed copy to HR for distribution to: Site Administrator and Employee**

# APPENDIX II

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# ORGANIZATIONAL CHART





# POLICY

## BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
3152 / Page 1 of 1  
WITHHOLDING OF INCREMENT

### 3152 WITHHOLDING AN INCREMENT

Advancements on the salary guide, including annual employment and adjustment increments, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee's performance of assigned duties, a satisfactory attendance record, and adherence to the rules of this district and high standards of professional conduct.

The Board of Education may determine, by recorded roll call majority vote of the full membership and at any time prior to the commencement of the school year or contract year in which the employee's salary will vest, to withhold any or all of the increments indicated by the salary guide or by Board policy. In no case will the Board withhold a portion of an increment.

The Superintendent shall, within five days of its formal action to withhold an increment, give written notice to the affected employee of both the action and the reason or reasons for which it was taken.

The purpose of the Board in withholding increments is to improve the educational program and encourage the highest possible professional performance of its employees. Accordingly, all reasonable efforts will be made to inform employees of any deficiencies that may result in the withholding of an increment and to assist them in the correction of those deficiencies.

An increment withheld may be restored only after recommendation of the Superintendent and by action of the Board. Nothing in this policy shall limit the right of a successor Board to restore an employee from whom an increment or increments have been withheld to that place on the salary guide he/she would have achieved had the increment or increments not been withheld.

N.J.S.A. 18A:25-7; 18A:29-14

N.J.A.C. 6A:3-4.1

Adopted: 30 June 2010

# POLICY

## BOARD OF EDUCATION

SUPPORT STAFF  
4152 / Page 1 of 1  
WITHHOLDING OF INCREMENT

### 4152 WITHHOLDING AN INCREMENT

The Board of Education recognizes that any advancement on a salary schedule, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary schedule shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent shall base a recommendation for withholding an increment on evaluations of the employee's performance and conduct (which may include excessive absenteeism). The Superintendent must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

N.J.S.A. 18A:29-14

Adopted: 30 June 2010

# POLICY

## BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3321 / Page 1 of 3

ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY

TEACHING STAFF MEMBERS

### 3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

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.

# POLICY

## BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3321 / Page 2 of 3

ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY

TEACHING STAFF MEMBERS

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:

# POLICY

## BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3321 / Page 3 of 3

ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY

TEACHING STAFF MEMBERS

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.

N.J.S.A. 2A:38A-3

Adopted: 30 June 2010

# POLICY

## BOARD OF EDUCATION

Teaching Staff Members  
Date Created: June 2010  
Date Edited: November 2012

### 3322- STAFF MEMBER'S USE OF CELLULAR TELEPHONES

The Willingboro Board of Education recognizes a school teaching staff member may need to make a personal telephone call during their workday when the telephone call cannot be made before the staff member reports to work and/or after the staff member's workday has concluded.

In the event the staff member has an occasion to make a personal telephone call during their workday, and the telephone call is of such a nature that it cannot be made before the staff member's workday begins or after the workday has concluded, the school staff member may make a personal telephone call using their personal cellular telephone during the workday provided the telephone call is made during the staff member's duty free lunch or break periods and/or preparation periods for teaching staff and is made outside the presence of pupils in an area inside the school building designated by the staff member's Building Principal or immediate supervisor.

A personal telephone call by a school staff member on their personal cellular telephone shall not be made while the staff member is performing assigned school district responsibilities.

In the event the staff member has an emergency requiring immediate attention that requires the personal use of their personal cellular telephone, the teaching staff member shall inform their Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

Due to the advent of new hands-free telephone technology; aka, blue tooth, the following is also to be adhered to. Willingboro Board of Education employees should not wear the phone earpiece while working. The exception to this rule would be bus drivers.

Adopted: 30 June 2010

# POLICY

## BOARD OF EDUCATION

Teaching Staff Members  
Date Created: September 2014  
Date Edited: September 2014

### 3283-Electronic Communications Between Teaching Staff Members and Students

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 responsibility 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, "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 a 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 student's 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 Principal 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 Principal 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.
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 Principal 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 Principal 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 Principal 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 Principal or designee in writing by the next school day. The Principal 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 parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

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.

N.J.S.A. 18A:36-40

Adopted: September 17, 2014

# POLICY

## BOARD OF EDUCATION

Section: Support Staff  
Date Created: September 2012  
Date Edited: June 2013

### 4282- USE OF SOCIAL NETWORKING SITES

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.

Improper fraternization with students using Social networking websites on the internet and with phones on networking sites include listing current students as "friends."

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.
10. No staff member, coach or volunteer shall text message any student individually. All text messages to students shall be sent to the class, team, club or organization. Staff shall not send messages that contain materials that may be defined by a reasonable person as profane or obscene; messages that are racist or sexist; messages that promote illicit, illegal, unprofessional or unethical activity.

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.

The Superintendent or designee will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. If inappropriate use of computers and websites is discovered, the school principals and/or Superintendent will download the offensive material and promptly bring that misconduct to the attention of supervisors and employees involved for appropriate 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.

Adopted: June 16, 2013

# POLICY

Willingboro Township

## Board of Education

Section: Teaching Staff Members

3282. USE OF SOCIAL NETWORKING SITE

Date Created: August 2012

Date Edited: April 2015

### 3282- USE OF SOCIAL NETWORKING SITE

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 certification 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 not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any 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 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 sites. Staff members should adhere to the following guidelines, which are consistent with the district's work 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;
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9. Shall not post or publish any information the Commissioner of Education would deem 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, m or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes 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 member on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community using social networking sites.

Adopted: 13 August 2012

Revised: 27 April 2015



DECLARATION:

Employee Name: \_\_\_\_\_ (please print)

Please be advised that all of the Willingboro Board of Education policies and regulations are posted on the District's website at [www.willingboroschools.org](http://www.willingboroschools.org). This employee handbook only contains a sampling of the District's policies and regulations. Every employee of the Willingboro Board of Education is responsible for logging onto the District's website to view District policies and regulations.

I acknowledge and understand that it is my responsibility to read the Willingboro Public Schools Employee Handbook. Further, I understand this document forms part of the Terms and Conditions of my employment, and I am bound to adhere to the requirements therein.

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please sign and date this page acknowledging that you have read the Willingboro Public Schools Employee Handbook and return it to the attention of your immediate Supervisor.