

Staff Policy Handbook



2023-2024

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Superintendent of Schools

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LAKEWOOD PUBLIC SCHOOLS
Lakewood, New Jersey

MISSION STATEMENT

Lakewood Public Schools is a diverse educational community of students, staff and parents who work cooperatively to create a positive and safe environment where all students are provided the opportunity to learn and reach their full potential through an academic emphasis on the New Jersey Student Learning Standards. We recognize that all students are unique individuals and that their differences are to be respected and lauded. Our general education and special education plans implement inclusive practices and programs; make use of pupils' needs, abilities and interests; and emphasize basic skills in mathematics, critical thinking, and oral and written communication. We modify programs and offer support as necessary to assure access and progress for students with disabilities in the general education programs; help students reach their full potential; and promote intellectual, physical, moral, social and cultural growth through curricular and co-curricular programs available to all.

EMPLOYEE CONFLICT OF INTEREST/CONFIDENTIALITY

Policy: #3214

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

**FINANCIAL
INTERESTS**

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

1. Contracts with the Board

An employee shall not do any of the following:

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

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

2. Non-School Employment

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

Any such employee will not engage in the following:

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

- business purposes, unless prior approval is provided by the Superintendent; or
- e. any type of private business during school time or on school property.
- f. using paid sick days to engage in private business.

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

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

3. Tutoring for Pay

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

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

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

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

4. Professional Personnel Consulting

- 1) The board authorizes the Superintendent to review requests by professional personnel to engage in consulting activities and to approve such requests within the Superintendent's

discretion. Such activities will not be permitted to infringe upon the contractual obligations of school employees or the educational programs of the school district. Activities that include

work of any type, where the sources of information concerning customer, students (current or prior), client or employer, originates from any information obtained through the school district will not be permitted.

RECEIPT OF GIFTS

No gifts from any person or group desiring or doing business with the school district will be accepted by a school employee except for honorariums for participating in meetings, nominally valued instructional products or advertising items which are widely distributed or meals provided at a banquet.

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

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

CONFIDENTIAL INFORMATION

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

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

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

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

PROFESSIONAL RESPONSIBILITIES

Faculty Expectations

To create the best possible learning environment

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

To demonstrate professionalism

- Pursue knowledge about current thinking, trends, and practices in education and in your field.
- ☐ Cooperate and work with others to bring about the success of school programs.
- ☐ Seek out professional development opportunities.

- Create a community of learners.
 - ☐ Offer positive suggestions for change to the administration.
 - ☐ Help to communicate the purposes of the school program to the community.
 - ☐ Respect the needs and feelings of others, respect confidentiality, and avoid words and actions that hurt.
 - ☐ Dress in a way that says you are proud of what you do and we are professionals. (See Dress Code)

To maintain a safe and orderly school

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

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

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

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

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

How do you report something anonymously?

Go to: www.lakewoodpiners.org

Click on:



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

THREAT ASSESSMENT TEAMS:

The Lakewood School District has a threat assessment team in each school building and district wide team. The team is a multi-disciplinary team made up of a group of staff members and mental health partners who convene to identify, evaluate and address threats or potential threats to students, staff and property. The Threat Assessment Team reviews incidents of threatening behavior by students, parents, school employees or other individuals.

Based on individual cases, outside medical and mental health professionals and local law enforcement officers may be included.

Threat Assessment Team Process

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

- d. If there is a need for a threat assessment, proceed with a full threat assessment using the steps below.
- iii. **Gather Information from Multiple Sources** – Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to; teachers, coaches, parents and peers.
- iv. **Organize and Analyze** – Complete the **Threat Assessment using District Form**.
- v. **Make the Assessment** – Make assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
- vi. **Develop and Implement a Case management/Intervention Plan**- Develop and implement a case management plan to reduce risk. Refer the individual student for an evaluation.
- vii. **Re-Assess** – (Case Monitoring) – Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention (s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - a. Re-assess the person of concern, going through the assessment questions again.
 - b. If there are still concerns, the team will continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
- viii. **Document and Close the Case** – When the team’s assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on inactive status.
 - a. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up as needed.
 - b. The documentation should be stored in a confidential file, with only authorized personnel having access.

Title IX Coordinator

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

Title IX Coordinator: Robert DeSimone, Director of Security

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

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

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

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

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

LAKEWOOD PUBLIC SCHOOL DISTRICT

CONSENT FOR DEPRESSION & ANXIETY SCREENING

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

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

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

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

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

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

Student's Last Name (Print): _____

Student's First Name (Print): _____

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

Parent/Guardian name (Print): _____

Best Parent/Guardian Phone Number: _____

Signature of Parent/Guardian

Date

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

2023-2024 Testing Schedule

| Assessment | Subject & Grade(s) | Test Dates | Resources |
|---|--|--|---|
| New Jersey Graduation Proficiency Assessment (NJGPA) Fall Administration | 11 and 12 Note: Students in grade 12 and students repeating grade 11 may take the NJGPA if needed to meet the State graduation assessment requirement. | October 10, 2023 to October 16, 2023 Makeup: October 17, 2023 to October 20, 2023 | https://nj.mypearsonsupport.com/njgpa/ |
| New Jersey Student Learning Assessment (NJSLA)-English Language Arts (ELA) and Math Fall Block Administration | ELA: 9 Math: 9 through 12 (Algebra I, Geometry, or Algebra II for federal accountability) | November 27, 2023 to December 15, 2023 Makeup: December 18, 2023 to December 22, 2023 | https://nj.mypearsonsupport.com/ForParent/ |
| Portfolio Appeals | Grade 12 | January 2, 2024 to May 3, 2024 | https://www.nj.gov/education/assessment/requirements/2023_2025.shtml |
| ACCESS and Alternate ACCESS for ELLs | ACCESS: K through 12 Alt. ACCESS: 1 through 12 | February 5, 2024 to March 29, 2024 | https://www.wida.us/assessment/ACCESS20.aspx |
| NJGPA Spring Administration | Grade 11 ELA & Math | March 11, 2024 to March 15, 2024 Makeup: March 18, 2024 to March 22, 2024 | https://nj.mypearsonsupport.com/njgpa/ |
| Dynamic Learning Maps (DLM) Year End (YE) Model: ELA, Math & Science | ELA and Math: 3 through 8, & 11 Science: 5, 8 and 11 | April 8, 2024 to May 31, 2024 | https://www.nj.gov/education/assessment/dlm/ |
| NJSLA-ELA and Math Spring Administration NJSLA-Science Administration | ELA: 3 through 9 Math: 3 through high school (Algebra I, Geometry, or Algebra II) | April 29, 2024 to May 24, 2024 Makeup: May 28, 2024 to May 31, 2024 | https://nj.mypearsonsupport.com/ForParent/ |

| | | | |
|--|---|---|---|
| | Science: 5, 8 and 11 | | |
| NJGPA Summer Administration | Grades 11 and 12 Note: Students in grade 12 and students repeating grade 11 may take the NJGPA if needed to meet the State graduation assessment requirement. | July 22, 2024 to July 26, 2024 Makeup: July 29, 2024 to August 1, 2024 | https://nj.mypearsonsupport.com/njgpa/ |
| National Assessment of Educational Progress (NAEP) | Grades 4, 8, and 12 Students age 13 Reading, Math and US History/Civics | TBD | https://nces.ed.gov/nationsreportcard/ |
| AP:Advanced Proficiency Exams | Grades 9-12 | May 6-May 10 | https://apstudents.collegeboard.org/ |
| STAMP | Eligible students in grade 12 | TBD | https://avantassessment.com/stamp4s/test-taker-guide |
| SAT School Day | Grades 11 and 12 | | https://www.collegeboard.org/ |
| PSAT/NMSQT School Day | Grade 10 | | https://www.collegeboard.org/ |

ATTENDANCE (STAFF)***Recording Attendance-In***

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

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

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

Recording Attendance-Out

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

Returning/Entering at a New Location

- (1.) Upon returning to a building or reporting to a new location, All Staff must enter their assigned location by swiping their ID Badge in the Card Reader located next to the door (Swipe 1).
- (2.) A staff member must report to the building's main office to swipe their badge for log-in (Swipe 2).

A report will be generated daily for the building Principal to compare to the daily report for absenteeism from Source4Teachers and Liz Ballesteros.

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

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

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

Absent - Arranging For A Substitute

If you have an emergency or are unexpectedly ill Paraprofessionals **must email the Sub Caller (lballesteros@piners.org)** and Certified staff **must sign-in to Source4Teachers whether you need a substitute or not.** The procedure is as follows:

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

1. Please log into your SAMS account at www.Source4Teachers.com/SAMS, before 5:30 a.m. for High School / Middle School or 6:30 a.m. for Elementary and Preschool, or call (856) 482-0300, and follow the Tip Sheet from Source4Teachers.
2. Please email the sub caller, Mrs. Liz Ballesteros at lballesteros@lakewoodpiners.org, before 5:30 a.m. for High School / Middle School or 6:30 a.m. for Elementary and Preschool, if you cannot email for any reason then you must call Mrs. Liz Ballesteros at **732-785-3300**, and follow the MEMO instructions written by Liz Ballesteros. Please give the sub caller any additional information that the office will need to know.

Certified Staff (excluding School Nurses)

Please log into your SAMS account at www.Source4Teachers.com/SAMS, before 5:30 a.m. for High School / Middle School or 6:30 a.m. for Elementary and Preschool, or call (856) 482-0300, and follow the Tip Sheet from Source4Teachers. Please provide any additional information that the office will need to know, i.e. Lunch Duty, parent meeting, After School Club, etc. that will need to be covered and/or cancelled.

School Nurses

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

The school nurse [or Principal] should contact Liz Ballesteros at email lballesteros@lakewoodpiners.org and copy Omaida Segui at osegui@lakewoodpiners.org or call 732-785-3300 to report the absence and to arrange for a substitute if needed.

If possible, excluding an emergency, please provide 1-day notice when requesting a substitute. Please leave a message with the service providing the following information:

Please provide the following information:

- ☐ **Provide your name**
- ☐ **Request the need for a substitute nurse; specify the date and hours of need.**
- ☐ **Provide the name, address and phone number of the school.**
- ☐ **Leave a call back number so a return call will be provided to verify coverage.**

You may record an absence 24 hours a day, seven days a week. **It is your responsibility to arrange for a substitute for all sick, personal and professional days.** Please remember to complete a Request

Form for any personal or professional days you take.

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

If you have any concerns regarding securing a substitute nurse, please contact Devorie Stareshesky at dstareshesky@lakewoodpiners.org.

A SICK/ABSENT NOTE must contain the following information:

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

PERSONAL / PROFESSIONAL DAY REQUEST

1. **PERSONAL DAY REQUESTS** must be submitted at least 48 hours (2 business days) in advance of the requested date on the Source4Teachers/Frontline Absence Management portal.
2. Personal days that are before or after a regularly scheduled school holiday are subject to approval at the discretion of the Superintendent or his/her designee.
3. **PROFESSIONAL DAY REQUESTS** must be submitted on the Source4Teachers/Frontline Absence Management portal a **minimum of ten (10) business days prior to a Board Meeting** that precedes the date of the Workshop/Seminar, for approval by the Superintendent and the Board, with a justification attached i.e. program, agenda, flyer, email, etc. Professional day forms cannot be processed without this documentation. All staff should be prepared to summarize or present the information from the workshop/seminar at a grade level or PD meeting.
4. When submitting your Professional Day Request in the Absence Management Portal, you must upload a Professional Day Form (available on the website under the Information Tab). All expenses related to the professional day must be included on the Professional Day Form i.e. registration fee, travel, mileage, tolls, etc. (Only expenses listed on the Professional Day Form and approved will be reimbursed.) Under the Notes to the Administrator, you should place the Unique ID number that your supervisor has issued. You are to attach backup along with the certified agenda page showing the professional day was approved. In addition, your Administrator must include the budget account number that the expenses will be charged to. If there is more than one budget account than all accounts numbers **MUST** be listed and the amount

to be charged to each.

5. ALL Professional Day request are subject to approval by:
 - a. Building Administrator / Supervisor / Director
 - b. Superintendent
 - c. Board of Education (When expenses will be incurred. Be sure to allow additional time as it must be presented to the board.)
6. It is your responsibility to arrange for a substitute, report the reason for being absent and arrange for coverage if warranted.

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

REQUEST FOR REIMBURSEMENT FOR TRAVEL (see Appendix A)

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

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

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

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

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

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

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

ACADEMIC DOCUMENTATION AND PROCEDURES

Lesson Plans

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

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

Instructional Coaches

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

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

Instructional Coaches:

- ☐ Will visit all classrooms.
- ☐ Will assist teachers with materials, tools, information, etc. to support classroom instruction.
- ☐ Are the liaisons between research and practice, helping teachers learn to improve their practice in a supportive setting.
- ☐ Support teachers in using data to improve instruction on all levels.
- ☐ Supports teachers by helping with the “what” of teaching.
- ☐ Collaborate and support teachers in using the curriculum to analyze students’ strengths and target areas for improvement.
- ☐ Tap into the content expertise of the classroom teacher.
- ☐ Supports teachers by helping with the “how” of teaching.

- ☐ Collaborate with teachers in designing instruction to meet the needs of all students.
- ☐ Share multiple instructional strategies/processes with teachers.
- ☐ Must maintain confidentiality and be responsive to the “territorial” limitations of teachers’ classrooms.
- ☐ Are critical friends, supporting all teachers, novice and experienced.
- ☐ Are classroom supporters, a co-teacher, and a feedback provider. They help facilitate discussions resulting in the collaborative, reflective, self-evaluative and participative practices that support the educational processes of all students and teachers.
- ☐ Help coordinate and facilitate learning experiences for school staff. A coach engages teachers in inquiry, collaborates with teachers to determine areas of need and together they design ways to address the issues of concern. Coaches coordinate cross department classroom visitations, organize professional learning communities within and among schools, help manage study groups, design professional development opportunities, arrange lesson study groups, discuss case studies and examine student work. A coach helps provide opportunities for professional growth on all levels
- ☐ Help align individual goals and school goals in a non-evaluative way. The coach is not an administrator, a district overseer nor a classroom peer.
- ☐ Model continuous learning.

What do Instructional Coaches Do?

Curriculum Writing

Marketing their services

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

Analyzing teachers' needs

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

Observing classes

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

Collaborating on interventions

Together, instructional coaches and teachers identify interventions that best address the teacher's most pressing need. As an example, an instructional coach and teacher might determine that a graphic device could help the teacher clearly organize and communicate the standards and content that will be taught in a

unit. When necessary, instructional coaches and teachers collaborate to develop a plan for using the chosen instructional method.

Modeling

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

Feedback-modeling-observing-feedback

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

Source:

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

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

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

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

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

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

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

Progress Reports

Elementary School (K-6)

Progress reports will be available on the parent portal for all students in grades Kindergarten through 6th, the 4th Friday of the month. If there is no school on the 4th Friday of the month, progress reports will go home the last day of school prior to the 4th Friday of the month. Months in which report cards go home, progress reports will not be issued/distributed. **Hard copies will also be sent home with students for parents/guardians.**

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

Tutor Me

ALL Lakewood High School students have access to Tutor Me for:

- **1:1 Tutoring 24 hours a day (Live)**
- **Feedback on Writing Assignments**

Credit Recovery

Edmentum online learning courses are used for:

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

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

Warning Notices

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

Report Cards

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

- ☐ There must be a comment for every student for **every** marking period. The comment must match the grade.
 - ☐ Comments are available in a drop-down menu
 - ☐ English and Spanish available
 - ☐ Two Comments per subject area
 - ☐ Specials have one comment
 - ☐ There is no free-write comment box
- ☐ Attendance/tardiness must be addressed in the comment section.
- ☐ Above/Below Grade Levels – If a student is working below and/or being given work below level you must indicate below level on the report card. The same would apply if the student is given work above level.
- ☐ Report Cards will be prepared electronically.
- ☐ **Report Cards must be approved by administration prior to them being sent home!**
- ☐ **Report Cards must be available to parents through the parent portal on the 7th day after end of the Marking Period. Schedule to follow.**

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

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

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

Special Education Goals and Objectives

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

ACADEMIC**District-wide Grading**

Homework – 5%

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

K-2 – Quizzes – 25%

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

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

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

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

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

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

Report Cards for Middle School and High School Students

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

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

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

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

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

K-5, Science & Social Studies

Science and Social Studies in the Elementary Schools will be taught on a weekly rotating basis.

All teachers must follow the district mandated Science/SS calendar.

Social Studies will be taught first (Week of September 11, 2023).

Science will be taught the week of September 18, 2023.

Students in **Grades 6-12** who receive a final failing grade, must:

- 1) Attend Summer School or
- 2) Repeat the class in the upcoming school year. For instance, if a 6th grade student fails ELA, and does not attend summer school, he/she will go to 7th grade, and placed in a 6th grade ELA class, and an additional 7th grade ELA class.

Students in Grades 6-8, who receive a final failing grade in both **ELA and Mathematics**, and do not attend summer school, will be retained.

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

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

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

Writing Expectations & Framework

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

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

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

All writing samples will be reviewed by Building Administration.

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

All writings must be graded with the NJSLA writing rubric.

Portfolios must be available for review during walkthroughs.

Report Card Grading for Kindergarten**Grading Legend**

- 4 - Completes skill independently
- 3 - Completes skill with some assistance
- 2 - Completes skill with much assistance
- 1 - Cannot complete the skill
- X – Not introduced
- N/A- Not applicable

Special Legend

- Y – Participates
- N – Does Not Participate

Report Card Grading for First and Second Grade**Grading Legend**

- E - Excellent
- G - Good
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory
- N/A - Not Applicable

Levels of Support

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

Library Legend

- Y – Participates
- N – Does Not Participate

Skills Legend

- + Area of Strength
- Needs Improvement

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

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

I - Incomplete

Levels of Support

WI – Works Independently

SN – Sometimes Needs Support

FN – Frequently needs Support & Modifications

RA – Requires 1-on-1 Assistance & Modifications

Library Legend

Y – Participates

N – Does not participate

Skills Legend

+ Area of Strength

- Needs Improvement

Middle School Grading Key**Grading Legend**

A - 90-100

B - 80-89

C - 70-79

D - 65-69

F - 0-64

I - Incomplete

M- Medical NM- No

Mark P – Pass

High School Grading Key**Grading Legend**

A - 90-100

B - 80-89

C - 70-79

D - 65-69

F - 0-64

I - Incomplete

M – Medical N

M – No Mark

W - Withdrawn

W- Withdrawal Fail

WP- Withdrawal Pass

CR – Credit Recovery

P – Pass

Report Cards for Middle School and High School Students

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

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

Half-Year courses final grade calculation:

(MP1 20% + MP2 20% + Final Exam 10%)

x 2

Electives (Single MP) final grade

calculation: Final Grade = MP Grade

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

Retention Letters - Possible / Final Notices

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

Back to School Nights:

| School | Grade Levels | Day of Week | Date | Time |
|-----------------------------|--------------------------|-------------|--------------------|-----------|
| LECC, Campus 1, 2 &3 | Preschool & Kindergarten | Tuesday | September 12, 2023 | 6:00 p.m. |
| Lakewood High School | Grades 9 through 12 | Thursday | September 14, 2023 | 6:00 p.m. |
| Spruce Street School | Grade 1 | Tuesday | September 19, 2023 | 6:30 p.m. |
| Lakewood Middle School | Grades 7 through 8 | Wednesday | September 20, 2023 | 6:00 p.m. |
| Piner Elementary School | Preschool & Kindergarten | Thursday | September 21, 2023 | 6:00 p.m. |
| Ella G. Clarke School | Grades 3 through 6 | Tuesday | September 26, 2023 | 6:00 p.m. |
| Oak Street School | Grades 2 through 6 | Wednesday | September 27, 2023 | 6:30 p.m. |
| Clifton Avenue Grade School | Grades 2 through 6 | Thursday | September 28, 2023 | 6:30 p.m. |

ANNOUNCEMENTS

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

Video/Movies in the Classroom

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

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

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

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

AUTOMOBILE REGISTRATION

All employees are required to:

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

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

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

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

The procedures are as follows:

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

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

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

DISTRICT ID POLICY (HIGH SCHOOL)

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

- ☐ The ID cards shall appear on a lanyard around your neck throughout the school day.
- ☐ The ID cards should not be defaced or altered (no stickers, no colors, etc) and the students picture and name needs to be visible
- ☐ ID cards must be hung on the outside of clothing and visible at all times.
- ☐ Students must present their ID cards to enter the lunchroom, library, bathroom, and any school sponsored event.
- ☐ Students without an ID card should proceed directly to the main office/attendance office and obtain a temporary ID card.
- ☐ The cost of replacing a lost ID card for a student is \$2.00 and a lanyard is \$1.00. Payment must be received before the ID card will be issued.

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

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

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

BUILDING SECURITY & STUDENTS

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

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

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

- ☐ All outside doors must remain locked and may not be propped open for any reason. When walking in the halls (to/from specials, to lunch, from recess, etc.), please make it a habit to check any outside door you may walk past.
- ☐ All students must be instructed not to open locked exterior doors for anyone regardless if the person is known to them or a stranger.
- ☐ All visitors must enter through the main door.
- ☐ All visitors must report directly to Security.
- ☐ All visitors MUST be accompanied by the staff member they are visiting, a building

administrator or a Security Specialist. No Exceptions!

- ☐ All windows should be closed and locked at the end of each school day.
- ☐ Any student being picked-up by a parent or designee must be signed out through the main office. If a parent shows up at your classroom, DO NOT release the child. They MUST be directed back to the main office and follow protocol.
- ☐ **ALL classroom KEYS are to be returned at the end of the day. Classroom keys may NOT be taken home with staff.**

USE OF METAL DETECTOR #7444

POLICY

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

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

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

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

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

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

volunteers.

SCHOOL VOLUNTEERS #9180

POLICY

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

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

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

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

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

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

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

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

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

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

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

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

BATHROOM / LAVATORY PROCEDURES

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

BULLETIN BOARDS

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

ALL WORK DISPLAYED IS REQUIRED TO HAVE THE FOLLOWING:

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

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

DISPLAYS AND DECORATIONS

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

DISMISSAL

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

Dismissal will begin at the end of last period. Students may not be dismissed 30 minutes prior to the end of the school day. If you have last period special, make sure your students are prepared to be dismissed from the special.

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

CELL PHONES

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

STAFF MEMBER'S USE OF CELLULAR TELEPHONES POLICY #3322

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

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

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

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

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

ALSO, SEE ELECTRONIC DEVICES

HOW AND WHEN TO REPORT CHILD ABUSE/NEGLECT

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

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

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

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

Do callers have immunity from civil or criminal liability?

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

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

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

What happens after I make the call?

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

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

Abuse of a child shall consist in any of the following acts: (a) disposing of the custody of a child contrary to law; (b) employing or permitting a child to be employed in any vocation or employment injurious to its health or dangerous to its life or limb, or contrary to the laws of this State; (c) employing or permitting a child to be employed in any occupation, employment or vocation dangerous to the morals of such child; (d) the habitual use by the parent or by a person having the custody and control of a child, in the hearing of such child, of profane, indecent or obscene language; (e) the performing of any indecent, immoral or unlawful act or deed, in the presence of a child, that may tend to debauch or endanger or degrade the morals of the child; (f) permitting or allowing any other person to perform any indecent, immoral or unlawful act in the presence of the child that may tend to debauch or endanger the morals of such child; (g) using excessive physical restraint on the child under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or (h) in an institution as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), willfully isolating the child from ordinary social contact under circumstances which indicate emotional or social deprivation.

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

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

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

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

For purposes of this act:

- a) "Abused child" means a child under the age of 18 years whose parent, guardian, or other person having his custody and control:
- b) Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
- c) Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; or
- d) Commits or allows to be committed an act of sexual abuse against the child;
- e) Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent or guardian, or such other person having his custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or by any act of a similarly serious nature requiring the aid of the court;
- f) Or a child who has been willfully abandoned by his parent or guardian, or such other person having his custody and control;
- g) Or a child who is in an institution as defined in section 1 of P.L. 1974, c. 119 (C. 9:6-8.21) and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical

well-being or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

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

9:6-8.10. REPORTS OF CHILD ABUSE

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

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

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

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

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

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

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

Indicators of Child Abuse / Neglect

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

PHYSICAL ABUSE

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

PHYSICAL NEGLECT

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

SEXUAL ABUSE

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

EMOTIONAL MALTREATMENT

| Physical Indicators | Behavioral Indicators |
|---|---|
| Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructible, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play) | Behavior extremes: ▪ Compliant, passive ▪ Aggressive, demanding Overly adoptive behavior: ▪ Inappropriately adult ▪ Inappropriately infant |

CLASS TRIPS

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

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

Bus Trip Procedures

1. Obtain a trip form from the main office of your building. All trip forms require a minimum of 60 days' notice for processing and board approval. All trips must be Board approved prior to the trip date.
2. Trip forms must be filled out in their entirety and must include the following:
Omittance of any of this information will cause delays in processing.

- a. Time of pick up
 - b. Return time to school (the time in which the bus will arrive back at the school)
 - c. Account Number
 - d. Supervisors Signatures
 - e. Full Itinerary
 - f. Contact Phone and email for the person responsible for approving transportation costs once received.
3. Forward all forms to Attn: Amy Transportation
 4. Transportation and costs will then be procured. Responsible party will be notified of costs for approval.
 5. Once costs are approved they will be placed on the following agenda for approval.
 6. After board approval a check (club funds) or PO must be created. This information must be received by the transportation office a minimum of 1 week prior to the trip date. Failure to do so will result in cancellation of the trip.

Notes for booking:

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

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

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

- 1) All request forms are to be fully completed in all areas including **ACCOUNT NUMBERS** and pertinent information.
- 2) In completing the bus request form, please be sure to state if there is any fee or admission charge (regardless of how it is being funded).
- e. Teachers with assigned duties on the days they have scheduled field trips are to arrange for duty coverage if they will not be present. Only the classroom teacher attends class trips unless otherwise approved by the building administrator. Other teachers working with the class should see the building administrator for permission to accompany the class.
- f. Teachers must call and confirm buses for trips one-week prior.
- g. The teacher arranging the trip must confirm with the site/location of the trip, 48 hours prior to the trip day, to ascertain that the trip is still accepted and not overbooked, etc.
- h. Procedures for a child injured or sick while on a trip:
 - Don't move the student.
 - Call the school.
 - Don't release the student to the parents without prior consent of the administration.
 - Parents cannot transport other children or their own.
 - Parents cannot take their younger children on a class trip. Please note: District insurance will not cover them.

- Find out the emergency procedures for the destination when you are making reservations or plans.
- i. The cafeteria must be given **three-days' notice** if bag lunches will be needed. Please include the day, time of trip and a class roster denoting the number of students attending and whether they are free or reduced.
- j. Permission Slips – A child will not be allowed on a trip without a permission slip (**Calling home is no longer acceptable.**) Permission slips must be handed in to the building Principal by the day of the trip. Check for permission slips early to ensure each student has returned one. Do not wait until the day of the trip for permission slips.
- k. Self-contained Special Education students must be included on all trips. Please contact the Principal to determine grade level appropriate students.
- l. It is the classroom teacher's responsibility to secure the services of the nurse two weeks in advance if necessary.
- m. Teachers need to print the class list from RealTime or request a class list from the main office for each trip – a notation on each class list as to which trip bus the class/student is on and a teacher's cell phone number for each bus must be submitted to the main office before departing/leaving the school grounds.
- n. **A Substitute teacher may not take a class on a class trip.**

CLASSROOM KEY PROCEDURES

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

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

LOST KEYS MUST BE REPORTED IMMEDIATELY TO SECURITY.

CLASSROOM MANAGEMENT

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

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

To plan effectively

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

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

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

THE FIVE STEP PROCESS FOR TEACHING STUDENTS HOW TO BEHAVE

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

CLASSROOM SUPERVISION

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

COPYING PROCEDURES/PREPARATIONS

In order to conserve and be environmentally friendly all copying will be done 2 sided unless specifically required. Please take this into account when completing your requests form.

All requests for less than 100 copies per page will be processed in the school building. Only requests for 100 or more per page will be done at the copier center. In the event a request is sent in error it will be returned to the school for processing.

Building

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

Central

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

ALL requests for copying must be approved by the Building Principal

1. **MAKE** sure your request form is completely filled out.
2. **ALL** staples are to be removed.
3. **DO NOT** glue, tape or staple pages together.
4. **ALL** collated copying must be numbered and must be all the same size (8.5 x 11).
5. **ALL** un-collated copying must be all the same size (8.5 x 11).

6. **NO** ragged edges.
7. **NO** books will be copied.
8. **ALL** originals to be copied must be in an interoffice envelope and must contain the signature of a building Administrator.

CURRICULUM GUIDES

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

DISCIPLINE REPORT

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

ADMINISTRATIVE DISCIPLINE REPORT

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

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

**DRESS & GROOMING – All Personnel
#3216/#4216****POLICIES:*****CONDUCT AND DRESS***

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

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

District level employees must adhere to the Staff Dress Code.

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

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

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

Bus Drivers must wear District provided uniform collared polo shirt and Khaki bottoms. Pants length cannot be below the shoe line or touching the floor. Khaki shorts are permitted but must not be more than four inches above the knee. Shoes, for safety reasons, must be closed back with non-slip soles.

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

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

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

Appropriate dress for female staff:

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

Appropriate dress for male staff:

- Men must wear a dress shirt and tie.
- Physical education teachers may wear a collared sport/golf shirt.
- Slacks and casual dress pants are acceptable. Physical education teachers may wear shorts. All other male staff may not wear shorts.
- No jeans or jean shirts of any color are acceptable.
- T-shirts or tank tops are not allowed.
- Shoes and sandals without a back strap are unacceptable. Flip-flops are not

allowed.

- Athletic shoes/sneakers are not allowed for nonphysical education teachers.
- Facial hair must be kept neat and clean. Hair length should not impair vision.
- Hats are not to be worn inside.
- Earrings on males are the only visible piercing allowed.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

APPROPRIATE DRESS FOR MALE STAFF BETWEEN

May 15th and June 30th and September 1st and October 15th

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

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

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

EVALUATION OBSERVATIONS

GENERAL INFORMATION

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

Student achievement data will be documented on all teacher evaluations.

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

Short Observations: 20 minutes, with a post-conference

Long Observations: 40 minutes, with a post conference

NON-TENURED CERTIFIED TEACHERS

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

Two observations will be conducted by February 13, 2024, and the third observation will be conducted between February 14, 2024 and April 19, 2024.

Summative Conferences for Non-Tenured Staff will be **completed on or before April 30, 2024.**

TENURED CERTIFIED TEACHERS

All **tenured** certified teachers will receive **two** long observations by **May 24, 2024**. **One will be an announced observation (with a pre-conference) and the other will be unannounced (without a pre-conference).** First observations will be conducted on or before January 31, 2023 and the second must be conducted between February 1, 2024 and May 24, 2024.

Summative Conferences for Tenured Staff will be completed by **June 7, 2024.**

OTHER CERTIFIED STAFF**NON-TENURED OTHER CERTIFIED STAFF**

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

TENURED OTHER CERTIFIED STAFF

Will receive 1 observation and are not required to complete an SGO.

SUMMATIVE RATINGS

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

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

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

TEACHER PRACTICE

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

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

STUDENT ACHIEVEMENT & STUDENT GROWTH PERCENTILE (SGPs)

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

STUDENT GROWTH OBJECTIVES (SGOs)

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

Common district-developed assessments must be utilized for SGO goals for the 2023-2024 school year.

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

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

The following staff members will be exempt from creating SGOs:

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

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

1) One SGO must be a Math SGO

2) One SGO must be an ELA SGO

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

SUPPORT STAFF

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

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

SUPPORT STAFF INCLUDES:

Secretaries

Paraprofessionals - (Are

Non-tenured staff, must be
evaluated twice.)

Grant Facilitators
Grant Coordinators
Grant Department Clerks
Administrative Assistants
Receptionist
Central Registration
Transportation Department
Business Office Personnel

INSTRUCTIONAL WALKTHROUGHS (Pre-K through High School)

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

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

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

EVALUATION OF TEACHERS #3221

POLICY

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

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

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

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

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

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

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

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

EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS**Policy #3222**

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

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

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

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

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

Observations and evaluations for non-tenured teaching staff members shall be in accordance with the

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

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

In order to RENEW NON-TENURED STAFF, a portfolio must be created and sent electronically, with all documents in PDF or Word, to portfolios@lakewoodpiners.org by April 12, 2024.

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

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

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

Requirements for Fourth Year Non-Tenured Staff Members Electronic Portfolio:**Portfolios must contain the following:**

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

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

A District-Wide Tenure Committee will review and submit qualified tenure requests.

All recommendations are subject to approval by the Superintendent.

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

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

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

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

Standards for Use of Computer Network(s)

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

1. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - d. Steals data or other intellectual property;
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges electronic mail messages or uses an account owned by others;
 - h. Invades privacy of others;
 - i. Posts anonymous messages;
 - j. Possesses any data which is a violation of this policy; and/or
 - k. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

Violations

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

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

**USE OF SOCIAL NETWORKING SITES
#3282/#4282****POLICIES:**

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

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

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

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff

members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

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

When using personal social networking sites, school staff members:

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

The Policy of this district is to maintain a level of professionalism both during and after the school day.

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

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

and/or the community while using social networking sites.

ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

POLICIES #3283/#4283

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

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

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

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

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

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

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or

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

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

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

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

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

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

member and a student.

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

Reporting Responsibilities

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

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

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

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

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

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

COOPERATION BETWEEN PARENTS AND SCHOOL #9200

POLICY

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

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

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

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

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

**TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING
RESPONSIBILITIES POLICY #3159**

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

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

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

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

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

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

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance

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

SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES POLICY #4159

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

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

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

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

FACULTY AND WORK ROOMS

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

FACULTY/GRADE LEVEL MEETINGS

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

FIRE AND SECURITY DRILLS

FIRE DRILL PROCEDURES

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

SECURITY DRILL PROCEDURES

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

FORMS AND PROCEDURES

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

Community Eligibility Provision (CEP)

We are pleased to announce that Lakewood Public Schools qualified to participate in the 2023-2024 Community Eligibility Provision (CEP), a National School Breakfast and Lunch program for our schools. All students are eligible to receive a healthy breakfast, snack and lunch at school at **NO CHARGE**. Lunch Forms – Replaced with the CEP NJDOE Household Information Survey for the 2023-2024 school year. **All students must return a form to school by September 22, 2024.**

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

Health Benefits/Human Resources/Payroll – Inquiries should be submitted through the district help desk - <http://swapps.lakewood.schoolwires.net/SignIn.aspx>

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

Sick Day Updates for the 2023-2024 SY

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

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

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

| | | |
|--|---------------|--|
| If their child's school or childcare place has been closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; and | Unforeseeable | Reasonable documentation in the form of a copy of the order of the public official or the determination by the health authority to close the school/childcare. |
| If the employee has been exposed to a contagious disease or is quarantined because the contagious disease is in their immediate household. | Unforeseeable | Documentation in the form of a health care professional advising quarantine or any other reasonable documentation. |

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

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

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

It is important to also note the following:

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

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

EMPLOYEE DONATED LEAVE PROGRAM

POLICY

Section 1 General

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

Section 2 Purpose

The Employee Donated Leave Program will consist of voluntarily donated benefit days given by employees to assist an employee suffering from a prolonged or reoccurring illness or catastrophic injury for which the employee has exhausted his/her benefit leave days, and the prolonged or reoccurring illness or catastrophic injury continues.

Section 3 Definition of a Prolonged or Reoccurring Illness or Catastrophic Injury

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

The employee must be expected to be out of work for over 30 days.

Section 4 Donated Leave Program

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

An Active Employee may not donate more than ten (10) days per person.

PROCEDURE:

Section 1 General

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

Section 2 Eligibility

A. Donors must meet the following eligibility requirements:

Donors must maintain 35 days of their own sick leave balances.

B. Recipients must meet the following requirements:

1. The employee must be suffering from a prolonged or reoccurring illness or catastrophic injury that necessitates the employee's extended or reoccurring absence from work.
2. Employee must be out of work for 14 calendar days before eligible for donation of days.
3. The prolonged or reoccurring illness or catastrophic injury is documented by medical evidence signed by a physician describing the nature of the illness, the diagnosis and prognosis and the anticipated duration of the leave.
4. The employee must have used all available sick leave from his/her individual balance and is required to exhaust all but 5 days' vacation and/or personal leave, although he/she may elect to use all of his/her paid vacation and personal leave time.
5. The employee must have successfully completed his/her probationary period with the school district.

Section 3 **Application for Donated Leave**

- A. Participation may be initiated in one of three ways:
 - 1. The employee applies.
 - 2. The supervisor recommends that the employee be a recipient.
 - 3. The Personnel Department of the Superintendent's Office recommends that the employee be a recipient.
- B. A physician statement must accompany the application, indicating the prognosis of the illness/injury, the extent, and anticipated duration of the leave.
- C. The Employee Donated Leave Committee will review the application and may allocate up to 45 days in a twelve-month period to the employee, or the anticipated length of the illness, whichever is less.

Section 4 Use of Donated Leave

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

Miscellaneous:

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

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

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

All Student Lockers are subject to cleaning and random searches.

LOCKER ROOM SUPERVISION

POLICY #3284

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

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

6. All coaches are required to walk their student/athletes to the district provided late buses and wait until the late buses exit school property. No student/athlete shall be left by a coach until the student enters a late bus and the bus exits the school district property or the student is picked up by their parent or other authorized person.
7. As a preventative measure, school building administrators will conduct gym/**locker room** sweeps to ensure these guidelines are being followed.
8. Failure to follow these procedures will result in appropriate disciplinary action.

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

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

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

Staff Voucher Procedures - It is imperative that vouchers are submitted for all work completed over and above contracted salary.

All employees that use vouchers will start using the new Voucher form and must adhere to the following procedures listed below:

Please be sure you are using the **NEW** Voucher Form and have included all of the following information:

1. Date of Board Approval – **MUST BE INCLUDED TO BE PAID** – include copy when available
2. Date – The date work was performed is now preprinted on the vouchers
3. Total Number of Hours worked
4. Description of Services - Include all available detailed information
5. Position – What is the position services were provided for
6. Where – Where were the services performed, what type of classroom (i.e. MD, BD)
7. Hourly Rate – What is the rate that was approved
8. Daily Total – Total for the day
9. Account number to be charged (must be included). **Please use one voucher per account number.**
10. Claimant's Signature (employee's signature)
11. Supervisor's signature

PLEASE BE AWARE OF THE FOLLOWING IMPORTANT INFORMATION:

- ☐ Vouchers must be submitted as outlined on the Payroll Voucher schedule.
- **Employees will not be allowed to hold vouchers or delay submission of vouchers.**
- ☐ Vouchers should be submitted for the period listed on the voucher with the due date stated.
- ☐ **Any vouchers submitted late will need to be reviewed by the Business Administrator to determine when they can be paid. TYPICALLY, THE NEXT PAY PERIOD.**
- ☐ All vouchers should be maintained in the 3 ring binder located in the main office.
- ☐ **No employee should be carrying a voucher around.**
- ☐ All completed vouchers will be sent to the payroll office **by the main office.**
- ☐ **Vouchers not received from the main office will not be accepted and will be sent back to the supervisor.**
- ☐ All incomplete vouchers will be returned to the supervisor. Any delay in payment will be communicated by the supervisor to the staff member.

FUNDRAISING

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

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

See the Student Activities Handbook for more information.

HOMEWORK

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

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

- j) ALL teachers are responsible for sub plans except for K-2 Interventionists.

MAILBOXES - DISTRICT EMAIL

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

MEDICAL

INJURIES

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

STUDENT INJURY/ILLNESS

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

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

SUICIDE THREATS

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

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

1. When a student expresses suicidal or homicidal ideation or self-harm, the school personnel must immediately take the situation seriously and take action.
2. The school personnel must contact the Director of School Counseling to conduct a risk assessment of the student.
3. If the student is found to be an immediate threat to themselves or others, parents and PESS must be notified by the school counselor. The student must be sent to PESS by their parent(s) or guardian(s) for evaluation and treatment. The student cannot return to school without clearance in writing from PESS. If a parent is reluctant or refuses to comply, DCPD must be notified immediately.
4. If the student is not an immediate threat, but still requires attention, the parent(s) or guardian(s) must be called to come into the school and informed of the situation. The school counselor or social worker (if the child is special needs) must also contact Mobile Response (Perform Care) with the parent(s) or guardian(s) to provide services for the student. If necessary, Mobile Response may take the student to a hospital for evaluation and treatment. A safety plan is to be created for that student.
5. If the student is not a threat at all, the student may return to class. The Director of School Counseling will be the one to make this determination.
6. In all cases, parent(s) or guardian(s) must be notified of the situation and be informed of the steps taken to address the issue.
7. The building administration must document the incident report and all actions taken in response to the situation. Incident reports must be reported via telephone to the superintendent's office immediately and followed up with a report of incident nad timeline via email to:
LWINTERS@LAKEWOODPINERS.ORG, RDESIMONE@LAKEWOODPINERS.ORG,
BMORCOS@LAKEWOODPINERS.ORG, OSEGUI@LAKEWOODPINERS.ORG,
DZARRO@LAKEWOODPINERS.ORG
8. Upon the student's return to school, the school counselor or social worker (if the child is special needs) will follow up with the student and ensure counseling is put in place for the student.

MENTOR – TENURED - CERTIFIED TEACHER

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

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

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

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

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

MONITORING DEVICES ON SCHOOL VEHICLES**POLICY #8690**

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles are paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

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

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

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

**NEWS MEDIA RELATIONS/PUBLICITY RELEASES
POLICY #9400**

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

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

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

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

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

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

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

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

Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image

of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

NOTICES HOME

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

OPENING EXERCISE

Flag Salute and Pledge of Allegiance

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

Moment of Reflection

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

PARAPROFESSIONAL RESPONSIBILITIES

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

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

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

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

PARENT CONTACTS

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

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

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

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

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

PROFESSIONAL DEVELOPMENT PLANS (PDP'S)

- ☐ All Staff Members must have an updated PDP by **September 29, 2023.**
- ☐ Principals must meet with staff regarding their PDP.

AFTER SCHOOL PD

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

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

OUT OF CLASSROOM – PLAYGROUND, ANOTHER ROOM, ETC.

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

PLAYGROUND AREA AND EQUIPMENT

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

PURCHASES

Purchase of Supplies and Equipment

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

SCHOOL HOURS**Lakewood Early Childhood Center**

Student Hours: 8:30 a.m. – 3:00 p.m.

Teacher Hours: 8:20 a.m. – 3:10p.m.

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

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

Delayed Opening - 90 Minutes Delay

10:00 a.m. – 3:00 p.m.

Early Dismissal

8:30 a.m. – 1:00 p.m.

Elementary Schools (CAS, EGC, OSS):

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

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

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

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

Delayed Opening - 90 Minutes Delay

9:15 a.m. – 2:15 p.m.

Early Dismissal

7:45 a.m. – 12:15 p.m.

Elementary Schools (PINER, SSS):

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

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

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

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

Delayed Opening - 90 Minutes Delay

10:00 a.m. – 3:00 p.m.

Early Dismissal

8:30 a.m. – 1:00 p.m.

Lakewood Middle School

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

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

Hours: 7:00 a.m. – 1:30 p.m.

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

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

First period begins at 7:00 a.m.

Delayed Opening - 90 Minutes Delay

8:30 a.m. – 1:30 p.m.

Early Dismissal

7:00 a.m. – 11:30 p.m.

Lakewood High School

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

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

Hours: 7:00 a.m. – 1:30 p.m. Secretaries: 8:00 a.m. - 4:00 p.m.

Breakfast begins at 6:45 a.m.

First period begins at 7:00 a.m.

Delayed Opening - 90 Minutes Delay

8:30 a.m. – 1:30 p.m.

Early Dismissal

7:00a.m. – 11:30 a.m.

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

SMOKING

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

SPECIAL EDUCATION AND RELATED SERVICES**Referral**

What is a referral?

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

Who can make a referral?

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

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

What happens when a referral is made?

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

Decision-Making and Participation in Meetings

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

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

- ☐ Identification (decision to evaluate or not)
- ☐ Evaluation (nature and scope of assessment procedures)
- Classification (determine whether your child is eligible for special education and related services)
- ☐ Development and review of your child's individualized education program (IEP)
- ☐ Educational placement of your child
- ☐ Reevaluation of your child

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

Intervention and Referral Service procedure (I&RS)

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

The I&RS team helps classroom teachers by:

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

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

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

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

SECTION 504

Processed by the building administrator and the Guidance Counselor

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

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

STATE RESIDENCY REQUIREMENT

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

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

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

SUBSTITUTE FOLDERS

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

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

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

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

STUDENT: DISTRICT WIDE – ATTENDANCE / DISCIPLINE POLICY, PROCEDURES & RULES POLICY #5200

Student Attendance

Elementary / Middle Schools

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

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

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

A. Student Responsibilities:

- a. To arrive on time to school.
Clarke, Oak & Clifton - 7:45 a.m.
Spruce, Piner & LECC – 8:30 a.m.
High School – 7:00 a.m.
Middle School – 7:00 a.m.
- b. To attend school regularly.
- c. If a student is absent due to an illness he/she must provide medical documentation to the

- teacher upon return to school within (2) days.
- d. To make up any assignments that will be missed or were missed during his/her absences.

B. Teacher Responsibilities:

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

C. Unexcused Absences

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

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

- a. Personal Observance of Recognized Religious Holiday(s) as published by the New Jersey Department of Education.
- b. Death in the immediate family which includes a parent or guardian, sibling, grandparent, and others at the discretion of the administration.
- c. Bedside Instruction
- d. Administrative excuse with required documentation, which includes, but is not limited to, the following:
 - i. Chronic illness with written verification from a physician, which should be registered in the nurse's office by September 15th of the academic year or within three weeks of the diagnosis, in the event that verification of a chronic illness is not provided within the time limits set forth above, it must be provided promptly after the first absence caused by the chronic illness.
 - ii. Court appearance with written documentation from the court.
- e. Classified students are expected to adhere to the same attendance regulations as general education students, unless otherwise noted in the student's Individualized Education Plan (IEP). Any additional exception(s) would be determined by the Child Study Team (CST) in consultation with the school administration.

E. Notification Process

- a. Warning Letter: The Office at Attendance will generate a form letter that is mailed to the home of the student informing the parent/guardian of excessive absences. The

office will keep a copy of the letter. This warning letter will state that because of excessive absences, the student is in danger of facing truancy charges. This letter is generated at the 5th unexcused absence in a full year course.

- b. Phone Call to Parent/Guardian: An automated phone call will be made to the parents/guardians of the student alerting them of their child's absences/tardies.
- c. Filing Letter: The Office of Attendance will generate a form letter informing the parents/guardians that truancy charges are filed in the Lakewood Municipal Court after 10 unexcused absences.

F. Intervention process for unexcused absences.

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

REALTIME

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

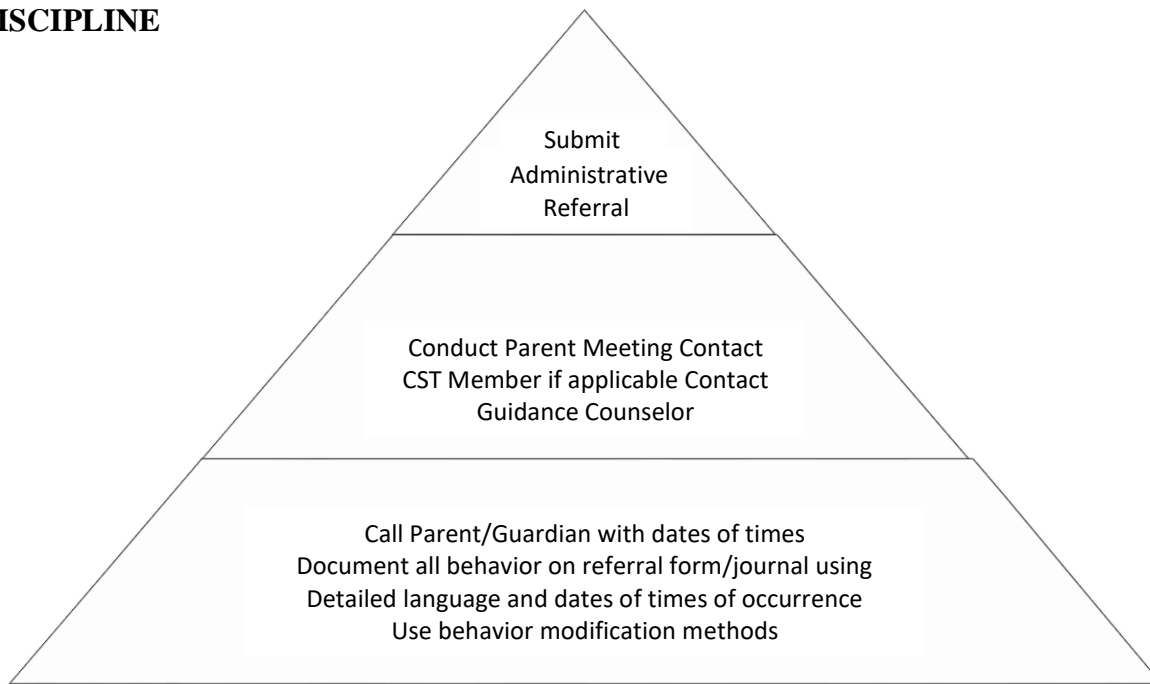
PUPIL ATTENDANCE

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

BATHROOM / LAVATORY PRIVILEGES

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

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

DISCIPLINE**DISCIPLINE POLICY**

1. The Code of Conduct Booklet and individual classroom “Consequence” plan must be sent home and signed by parents.
2. In accordance with NJSA Title 18A, any form of group or class punishment is prohibited.
3. All classroom teachers, regular and special education, will stand outside their classroom door from first bell to the start of 1st period **and** from start of bus dismissal until the “All buses have been called” announcement. At this time, teachers will maintain order in the hallways. All bathrooms will remain locked until after first period bell with the exception restroom designated by the building administrator.
4. Attendance will be taken at this time in order to start the instructional day promptly at first bell
 - a) All students must have a pass when walking unattended throughout the building. The pass must be visible at all times, (elementary) student ID badge (secondary schools).
 - b) All staff members / security are responsible for asking students for their pass.
 - c) If the student(s) do not have a pass, ask the student(s) the name of their teacher, and direct the student(s) back to their classroom to obtain a pass.
 - d) Report the names of habitual student offenders to the office/security.
 - e) The office staff will NOT provide service to ANY student(s) without a pass.
5. All teachers will walk quietly with their students throughout the building. (elementary only)
6. Walk to the right of any given hallway and stairwell. Students must walk with their hands at their sides. [The teacher must walk behind the class so that all students are in full view of the teacher at all times. (elementary only)]
7. Instruct students to always walk to the right of the hallways and stairwells at all times.
8. The school-wide classroom rules must be posted and visible at all times. The classroom teacher is responsible for strictly enforcing the rules. Teachers are responsible for calling the

parent/guardian of any student(s) who fail to comply with the rules - even if you must call every day. For difficult students, you must keep a daily log of student misbehaviors and request an IR& S meeting. In your log, you must include what took place before the misbehavior and how the misbehavior was handled. Include the time of day and ALL parent/guardian contacts you made. If the student has an IEP, speak to the case manager immediately. Do not ignore student behaviors, they will only get worse

9. **Confronting Students:** Do not confront students or challenge them. Do not take articles of clothing off students – ask them to remove it. If a student is about to lose control, and/or is in the middle of having an episode, try to redirect his/her attention to a completely different activity. As adults, we should not feel we have to win...even if it means a student does not do his/her work. The work issue can be addressed with his/her parents.
Do not send students who need constant monitoring on errands or to the restroom alone.
10. Some levels of student misbehavior are inevitable. It is important for us to be proactive, not reactive. We must take effective steps to minimize occurrences of misbehavior. Preventive measures indicate a teacher's awareness that misbehavior might occur and establish guidelines for appropriate classroom behavior. Still, misbehavior will occur in the best of classrooms. That is why supportive measures are necessary to quell disturbances at the outset. Corrective guidelines are necessary when preventive and supportive steps are inadequately implemented or ineffective with more severely disruptive students.
11. Corporal punishment is defined in N.J.S.A. 18A:6-1 which provides the following guidance: No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:
 - a. To quell disturbance, threatening physical injury to others;
 - b. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
 - c. for the purpose of self-defense; and
 - d. or the protection of persons or property.
12. Develop a classroom discipline system or plan that incorporates all three stages of discipline: preventive, supportive and corrective. Preventive discipline is the planning stage. It includes all the steps teachers take to establish a positive classroom environment with high expectations that is conducive to student learning.

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

- a. Develop stimulating lessons.
- b. Match students with learning styles and preferences: visual, auditory and kinesthetic.
- c. Organize the physical environment. Make sure all seats are positioned to ensure visibility and allow you to gain proximity to any student as quickly as possible. Ensure that the room is uncluttered.
- d. Strictly enforce classroom rules. Contact parents/guardians on a daily basis if needed.

- Rules establish clear expectations. They let the students know what performance and behaviors you deem acceptable.
- e. Develop classroom procedures. Procedures tell the students what to do and when. Be consistent.
 - f. Clear classroom rules and procedures will limit and possibly eliminate most discipline problems. Our most difficult students do best when the rules and procedures are consistent, and they know and understand what you want them to do and when.
 - g. Research indicates that effective classroom managers spend time teaching rules and procedures. Teaching and reinforcing rules and procedures is time well spent and may do much toward preventing inappropriate behavior.
 - h. Do not have any down time. Down time is when most student misbehavior occurs.
 - i. Students should not be sent out of the room, even though it has been a past practice. j. Please seek the help of the guidance counselor and/or administrative assistance for extreme behavior problems.

BULLYING REPORTING AND PROCEDURAL REQUIREMENTS

The NJDOE requires that all districts across New Jersey utilize **Form 338** during the 2023-2024 school year.

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

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

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

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

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

Anti-Bullying Coordinator

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

Bmorcos@Lakewoodpiners.org

(732) 364-2400, Extension 7037

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

| School | Anti-bullying Specialist | Phone Number | Email Address |
|-----------------------------|--------------------------|-----------------------------------|--------------------------------|
| LECC | Deidre Krok | (732) 364-2400, Extension 7807 | DKrok@Lakewoodpiners.org |
| Spruce Elementary School | Rachael Liebhauser | (732) 905-3660, Extension 7714 | RLiebhauser@Lakewoodpiners.org |
| Piner Elementary School | Nyomi Garcia | (732) 905-3566, Extension 7903 | Ngarcia@Lakewoodpiners.org |
| Clifton Avenue Grade School | Mariana Bernaski | (732) 364-2400, Extension 7210 | Mbernaski@Lakewoodpiners.org |
| Oak Street School | Jessica Bliss | (732) 905-3670, Extension 7621 | JBliss@Lakewoodpiners.org |
| Ella G. Clarke School | Tara Napolitano | (732) 905-3620, Extension 7306 | Tnapolitano@Lakewoodpiners.org |

| | | | |
|------------------------|------------------|-----------------------------------|------------------------------|
| Lakewood Middle School | Katie Bonelli | (732) 364-2400, Extension 7509 | Kbonelli@lakewoodpiners.org |
| Lakewood High School | KeriAnn Hefferon | (732) 364-2400, Extension 7434 | KHefferon@Lakewoodpiners.org |

New Jersey Department of Education's State School Climate Coordinator

Hib@doe.nj.gov

The law defines harassment, intimidation or bullying as:

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

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

What do we mean by bullying?

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

People can be bullied on the grounds of:

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

Type/Nature of Incident:

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

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

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

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

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

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

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

Cyber bullying: Cyber bullying, instead of happening face-to-face, happens through the use of Technology such as computers, cell phones and other electronic devices. Examples include: sending hurtful, rude or mean text messages to others, spreading rumor or lies about others by e-mail or social networks (Facebook, etc...) Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others.

DETENTION

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

DEFINITIONS OF VIOLATION / CONSEQUENCE***Assault, Battery, or Harassment of School Personnel***

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

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

Defiance of Authority/Insubordination

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

Disruptive Behavior

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

Expulsion

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

Extortion

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

Fighting

Fighting is a physical conflict between two or more individuals.

Illegal Substance

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

Retaliation/False Allegation

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

Sexual Harassment

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

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

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

Definition

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

Possession and use of Electronic Devices in School is Strictly Prohibited

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

Confiscation

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

consequences that are imposed.

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

Prohibitions on audio or camera recording

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

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

Security of devices

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

Reporting

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

Disciplinary Actions

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

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

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

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

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

GANGS AND GANG-RELATED ACTIVITY POLICY #5615

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

In that connection, the District acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contributing to the proliferation

of gangs. A gang in this policy is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying with gang or gang- related activity signs, colors, and/or symbols.”

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

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

- B. The Board further prohibits the following in school and at school-related events:
- 1) Wearing of gang apparel, accessories, signs, insignias, or symbols on one’s clothing or person.
 - 2) Display of gang apparel, accessories, signs, insignias, or symbols on personal property.
 - 3) Communication in any method (verbally or non-verbally) designed to convey gang membership or affiliation.

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

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

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

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

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

SCHOOL WIDE RULES AND BEHAVIOR STANDARDS FOR ALL STUDENTS

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

Classroom Rules

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

9. Students will keep hands, feet, and objects to themselves and respect others.

Hallway Rules

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

Restroom / Lavatory Rules

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

Assembly Rules

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

Fire Drill Rules

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

Bus Safety Rules

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

Cafeteria Rules

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

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

Recess/Playground Rules – Primary Grades only

1. Line up in a straight and quiet line.
2. Play where directed.
3. Keep hands and feet to yourself.
4. No rough play or tackle games.
5. No fighting, touching, hitting or wrestling.
6. Things on the ground stay on the ground.

7. No throwing rocks or sand.
8. Use equipment safely and appropriately.
9. Line-up immediately when the teacher signals to end recess

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

Procedures of Lunch Duty Teachers

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

Procedures for Classroom Teachers

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

Breakfast Rules and Procedures

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

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

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

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

LAKEWOOD SCHOOL DISTRICT'S
Consequences for Violation of School Rules

| School | | 2023-2024 Academic & Behavioral Supports |
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| | Detention (Elementary, MS & HS) | Cutting class/leaving the cafeteria/commons without permission, not completing assignments, dress code violations, cutting class, texting/using phone during class, Leaving class without permission, Late to Class, Late to School, wearing a sweatshirt with a hood over their head. |
| | Level One Intervention (Elementary, MS & HS) | Repeatedly cutting class/leaving the cafeteria/commons without permission, repeated dress code violations, repeated ID Badge violations, refusal to do class work, repeated phone violations, inappropriate behavior, leaving class without permission (2 nd Offense), Cursing and/or abusive use of language, Vandalism, Forgery, Failure to go to detention, Repeatedly late to class, Repeatedly late to school, repeatedly wearing a sweatshirt over their head. |
| | Level Two Intervention -(MS & HS) (Elementary – Follow Level One Intervention) | Racial/Religious Slurs, Smoking including e-cigarettes, disruption of school time, under the influence of alcohol/drugs, defiance of authority/Insubordination, sexual harassment and intimidation, Bullying, Retaliation/False allegation for reporting harassment, intimidation or bullying, leaving campus without permission, repeated inappropriate behavior, repeatedly leaving class without permission, repeated cursing and/or abusive use of abusive language, Defiance of Authority, Actions that threaten the safety of people or property, Threatening to physically harm another student, Damaging School Property, Gambling |
| | Level Three Intervention (Remote Instruction pending evaluations followed by Level Two Intervention) | Assault, Battery, Harassment of School Personnel, Threats, Videotaping and Posting videos that cause a disruption to the learning environment. |
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| Violation | Consequence | What needs to be done? |
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| Aberrant Behavior Atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications or responses that are unusual for the person or situation, or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person. | Remote Instruction pending <u>In-Person Fitness for Duty Exam to Return to School</u> , which is processed through the Superintendent's Office, Mandatory Counseling and increased supports. | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 2. Notify Superintendent and Director of Security. 3. Police Report if warranted. 4. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 5. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 6. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Actions that jeopardize the safety of people or property before, during or after school | <u>MS & HS</u> 3-days of Level Two , Intervention <u>Elementary School</u> 3-days of Level One , Intervention *Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report. 1. Notify Superintendent and Director of Security. 2. Police Report if warranted. 3. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes and Discipline</u>. INCLUDE: the consequence the student received. 4. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 5. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records |

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

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

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

| Violation | Consequence | What needs to be done? |
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| Bullying | <p><u>MS & HS</u> 3-days of Level Two Intervention <u>AND Complete the Bullying Awareness and Prevention Course</u></p> <p><u>Elementary School</u> 3-days of Level One Intervention <u>AND Complete the Bullying Awareness and Prevention Course</u></p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, to seek additional guidance and support. <u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Submit a detailed Superintendent's Incident Report 2. Notify Superintendent and Director of Security. 3. Notify Guidance Counselor. 4. Notify parents/guardians. 5. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes</u> and <u>Discipline</u>. INCLUDE: the consequence the student received. 6. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 7. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |
| Cheating/Academic Dishonesty | <p>Automatic failure of the test/assignment in question and after school detention</p> <p>* Consistent Repeat Offenders must be brought to the Intervention Team, as to seek additional guidance and supports.</p> <p><u>Intervention Team:</u> Michelle DiPietro Devorie Stareshesfsky Adina Weisz Barbara Morcos Malka Stein Building Principal Case Manager, if applicable</p> | <ol style="list-style-type: none"> 1. Enter a <u>detailed description</u> of the incident in Realtime under <u>Notes</u> and <u>Discipline</u>. INCLUDE: the consequence the student received. 2. Parent/guardian notification. 3. If video was utilized, it must be saved, as it is now part of the student's record. In the NOTES section, a link to the video must be included. The link must be made Public for all to view (no restriction or access needed.) 4. The Director of Security & Director of IT must keep a spreadsheet of all videos requested, as they are now student records. |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Academic & Behavioral Intervention Program will include:

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

Students:

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

Prior to Special Education Students Being Disciplined:

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

- Principal

- Supervisor of Child Study Teams
- Supervisor of Special Education
- Supervisor of Related Services
- Supervisor of Math
- Director of School Counseling Services
- Case Manager, if applicable

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

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

2023-2024

Counseling & Mental Health Programs for Students & Families

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

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

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

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

NURSING OFFICE – HEALTH OFFICE

Medication Policy

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

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

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

Emergency Information

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

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

Injuries at School

Due care is always exercised to prevent accidents. If a student becomes ill or an accident occurs at school, the student should report to the teacher or school supervisor who will refer him/her to the health office. If the injury is of a serious nature, the parent will be notified immediately. If the parent cannot be contacted,

the school will make the decision as to the treatment. Please understand that the school is responsible for first aid only.

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

PEANUT FREE TABLE

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

RECESS FOR GRADES KINDERGARTEN THROUGH 6TH

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

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

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

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

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

RESPECT FOR OTHERS

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

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

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

Policy 5530 - SUBSTANCE ABUSE (M)**M**

The Board of Education recognizes that a student’s abuse of harmful substances seriously impedes that student’s education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9

N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

C. Instruction

N.J.S.A. 18A:40A-1 et seq.

N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17

N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining

physician, unless the student was also removed for violating the Code of Student Conduct.

- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
- d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.

- e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
 - f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
- 3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
 - 4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
 - 5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
 - 6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2

N.J.S.A. 18A:40A-7.1; 18A:40A-7.2

N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14

N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.

N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.;

6A:16-6.1 et seq.

Adopted: 17 October 2013

Revised: 25 January 2017

Regulation's for Policy 5530 SUBSTANCE ABUSE (M)

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.
7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having

the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

9. “Substance abuse” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

9. “Under the influence” of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

a. First Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Recommendation is made to School Based Youth Counseling
- (5) Notify Law Enforcement (Possession)

b. Second Offense

- (1) Three (3) days of Level Two Intervention
- (2) Complete the Alcohol & Drug Awareness Course
- (3) SAC Counseling
- (4) Attend an out of school substance abuse program
- (5) Notify Law Enforcement (Possession)

c. Third Offense

- (1) Three (3) days of Level Two Intervention
 - (2) Complete the Alcohol & Drug Awareness Course
 - (3) SAC Counseling
 - (4) Attend a substance abuse placement, for a minimum of 45 days
 - (5) Obtain a Fit to Return Clearance
 - (6) Notify Law Enforcement (Possession)
 - (7) Referral to BOE for possible Expulsion
2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:
 - a. First Offense
 - (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
 - (2) Three (3) days of Level Two Intervention
 - (3) Complete the Alcohol & Drug Awareness Course
 - (4) SAC Counseling
 - (5) Recommendation is made to School Based Youth Counseling
 - (6) Notify Law Enforcement (Possession)
 - b. Second Offense
 - (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
 - (2) Three (3) days of Level Two Intervention
 - (3) Complete the Alcohol & Drug Awareness Course
 - (4) SAC Counseling
 - (5) Attend an out of school substance abuse program
 - (6) Notify Law Enforcement (Possession)
 - c. Third Offense
 - (1) **Notify The Division of Child Protection and Permanency (DCP&P)**
 - (2) Three (3) days of Level Two Intervention
 - (3) Complete the Alcohol & Drug Awareness Course
 - (4) SAC Counseling
 - (5) Attend a substance abuse placement, for a minimum of 45 days
 - (6) Obtain a Fit to Return Clearance
 - (7) Notify Law Enforcement (Possession)

(8) Referral to BOE for possible Expulsion

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

- a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.

- b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

- (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)
 - a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
 - b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
 - c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
 - d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.

- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
 - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
 - f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)
- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately

notified.

- (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
- b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.

- (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
 - (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.
 - (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
 - (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
 - (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
 - (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will

be immediately returned to school.

- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;
 - (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
 - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

- (a) The findings of the assessment alone shall not prevent a student from attending school; and
 - (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
 - (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

- 1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
 - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
 - c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
 - d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.

- (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

- c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
- a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

- 1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
- 2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.

3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
 - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or

disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the SSDS.

3281 - INAPPROPRIATE STAFF CONDUCT

Section: Teaching Staff Members Date Created: October 2013 Date Edited: October 2013

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's

professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and to protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Assistant Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The Assistant Superintendent or the Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

4281 - INAPPROPRIATE STAFF CONDUCT

Section: Support Staff Date Created: October 2013 Date Edited: October 2013

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct

by the Building Principal or the immediate supervisor, the school staff member may report directly to the Assistant Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The Assistant Superintendent or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.
N.J.A.C. 6A:16-11.1

Adopted: 17 October 2013

4352 - SEXUAL HARASSMENT (M)

Section: Support Staff Date Created: October 2013 Date Edited: October 2013

M

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 17 October 2013

8601 - PUPIL SUPERVISION AFTER SCHOOL DISMISSAL (M)**M**

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades Kindergarten to twelve who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to twelve, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least sixteen years old. The parent(s) or legal guardian(s) may designate up to two escorts. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available upon request to the Principal, or designee, or the program administrator.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

District Policy

6660 - STUDENT ACTIVITY FUND (M)

Section: Finances Date Created: October 2013 Date Edited: October 2013

M

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

Funds collected for a student activity shall be deposited in the bank within two working days after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. The interest earned shall be disbursed to each individual student activity fund in proportion to the balances on deposit for each activity.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.

The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public

school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school's activity accounts in the same manner as interest earned on the bank account is disbursed.

N.J.S.A. 18A:19-14; 18A:23-2
N.J.A.C. 6A:23A-16.12

Adopted: 17 October 2013

STEPSTOOL/STEPLADDER/PORTABLE LADDER SAFETY FORM

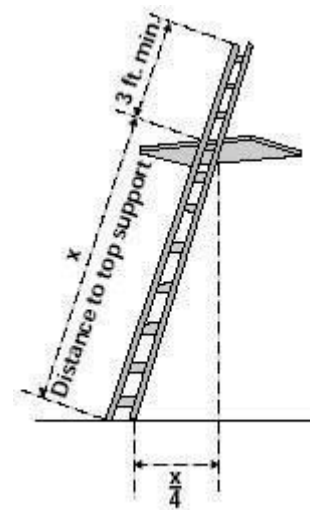
Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- ☐ Read and follow all labels/markings on the ladder.
- ☐ Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- ☐ Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- ☐ Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- ☐ Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- ☐ Ladders must be free of any slippery material on the rungs, steps or feet.
- ☐ Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- ☐ Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- ☐ Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- ☐ Do not place a ladder on boxes, barrels or other unstable bases to obtain



additional height.

- ☐ Do not move or shift a ladder while a person or equipment is on the ladder.
- ☐ An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- ☐ The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- ☐ A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- ☐ Be sure that all locks on an extension ladder are properly engaged.
- ☐ Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



Lakewood Board of Education

APPENDIX A

TRAVEL REIMBURSEMENT GUIDELINES

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

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

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

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

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

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

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

Travel approval procedures

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

The board may also exclude from the requirements of prior school board approval any travel caused by, or subject to, existing contractual provisions. However, for the exclusion to apply the required travel event must be detailed with the number of employees, the total cost of the applicable contracts, and the identity of the funds for the payment thereof.

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

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

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

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

Sanctions for violations

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

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

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

Prohibited travel reimbursements

The following are not eligible for reimbursement:

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

Travel methods

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

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

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

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

employees are **prohibited** from acquiring benefits such as frequent flyer miles from any school district purchased travel.

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

Rail Travel

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

Automobile usage

As the district does not currently own or lease a vehicle for ground transportation the use of your personally owned vehicle on a mileage basis is permitted for official business. Mileage allowance, in lieu of actual expenses of transportation, shall be allowed to the extent authorized by the state which is currently \$.35 per mile. In addition to mileage allowance, parking and toll charges shall be allowed.

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

Travel route

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

Food allowance – overnight travel

As a general rule one-day trips that do not involve overnight lodging will not be eligible for food allowance. Furthermore, overnight travel shall not be eligible for reimbursement within the state unless it is authorized pursuant to the Commissioner of Education granting a waiver to the applicable in-state conference or if it is a required component by the entity issuing a grant, donation or other funding agreement with the district. When the Commissioner grants such waivers, individual school district employee will not be required to submit a copy of the waiver with their requests for attendance at the conference. Please note that even in cases where the waiver has been granted, only those individuals whose

mileage from home to the site of the event exceeds 50 miles are eligible for lodging expenses and hence food allowance. Also no food or lodging expenses will be recognized for the day prior to the start of the conference or event. Furthermore, reimbursement shall be prohibited for any lodging prior to the first day of the event or after the last day of the event.

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

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

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

You should also note that reimbursement for lodging expenses for overnight travel, out-of-state or in- state as authorized by the Commissioner may exceed the federal per diem rates so long as the hotel at which you are staying is the **actual site** of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the scheduled rate.

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

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

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

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

Meal allowance

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

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

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

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

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

When an employee is required to attend a regular meeting, special meeting, or work session of the Board of Education and where it is impractical for that employee to commute to and from his residence between the end of the workday and the beginning of the event for which the employee is required to remain at the school district, or to prepare for the event, the employee shall be permitted to have a light meal not to exceed \$10 and/or refreshments.

Incidental travel expenses

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

Records and supporting documents

All employees authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district noting each item at the time the expenses incurred together with the date. The travel voucher shall be completed by the employee to document the details of the travel event. Travel voucher must be signed by the employee certifying to the validity of the charges for which reimbursement is sought. Each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement. Documentation for request for travel reimbursement shall include the following:

- ☐ A copy of the signed Professional Day Form approved before the date of travel.
- ☐ The dates and individual points of travel, number of miles driven between such points and the kind of conveyance used
- ☐ The hours of the normal workday and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel
- ☐ Original receipts shall be required for all reimbursable expenses, except for parking meters and for meals that qualify for per diem allowances
- ☐ Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests (credit card statements **will not** be accepted)
- ☐ Personal charges of the hotel bill shall be deducted
- ☐ If lodging is shared jointly that fact must be stated on travel voucher along with the name of the employee who shared the lodging
- ☐ If travel was not the most economical, the employee shall submit details of the expenses actually incurred and an explanation of the use of costly travel arrangements
- ☐ When travel is made using the employees own vehicle on a mileage basis, the points between travel need to be identified and a copy of the vehicle registration as well as auto insurance identification card shall be submitted. Travel is to be calculated from the school to the location, not from home.
- ☐ The voucher shall be itemized for all reimbursements that must be supported by receipts as noted above
- ☐ Reimbursement requests shall be rendered monthly when in excess of \$25.00
- ☐ All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of the amount, but not later than July 31st.
- ☐ Travel mileage reimbursement requests completed during the school year that are not submitted by July 31st or the date approved by the district for the closing of its books, whichever is earlier, for the completed school year shall not be approved or paid
- ☐ Reimbursement Request Form must be signed by employee and Supervisor
- ☐ The Board approval date must be noted
- ☐ The request should have a brief report explaining the travel event
- ☐ The request must have supporting documentation showing miles traveled, i.e., MapQuest, Google maps

Should you have any questions please do not hesitate to contact Diane Piasentini at x7019.

We thank you for your time and anticipated cooperation with this sometimes complex subject.

APPENDIX B

Notice of Language Assistance

Notice of Language Assistance: If you have difficulty understanding English, you may, free of charge, request language assistance services for this Department information by calling 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), or email us at: Ed.Language.Assistance@ed.gov.

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), o envíe un mensaje de correo electrónico a: Ed.Language.Assistance@ed.gov.

給英語能力有限人士的通知: 如果您不懂英語, 或者使用英語有困難, 您可以要求獲得向大眾提供的語言協助服務, 幫助您理解教育部資訊。這些語言協助服務均可免費提供。如果您需要有關口譯或筆譯服務的詳細資訊, 請致電 1-800-USA-LEARN (1-800-872-5327) (聽語障人士專線: 1-800-877-8339), 或電郵: Ed.Language.Assistance@ed.gov.

Thông báo dành cho những người có khả năng Anh ngữ hạn chế: Nếu quý vị gặp khó khăn trong việc hiểu Anh ngữ thì quý vị có thể yêu cầu các dịch vụ hỗ trợ ngôn ngữ cho các tin tức của Bộ dành cho công chúng. Các dịch vụ hỗ trợ ngôn ngữ này đều miễn phí. Nếu quý vị muốn biết thêm chi tiết về các dịch vụ phiên dịch hay thông dịch, xin vui lòng gọi số 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), hoặc email: Ed.Language.Assistance@ed.gov.

영어 미숙자를 위한 공고: 영어를 이해하는 데 어려움이 있으신 경우, 교육부 정보 센터에 일반인 대상 언어 지원 서비스를 요청하실 수 있습니다. 이러한 언어 지원 서비스는 무료로 제공됩니다. 통역이나 번역 서비스에 대해 자세한 정보가 필요하신 경우, 전화번호 1-800-USA-LEARN (1-800-872-5327) 또는 청각 장애인용 전화번호 1-800-877-8339 또는 이메일 주소 Ed.Language.Assistance@ed.gov 으로 연락하시기 바랍니다.

Paunawa sa mga Taong Limitado ang Kaalaman sa English: Kung nahihirapan kayong makaintindi ng English, maaari kayong humingi ng tulong ukol dito sa inpormasyon ng Kagawaran mula sa nagbibigay ng serbisyo na pagtulong kaugnay ng wika. Ang serbisyo na pagtulong kaugnay ng wika ay libre. Kung kailangan ninyo ng dagdag na impormasyon tungkol sa mga serbisyo kaugnay ng pagpapaliwanag o pagsasalin, mangyari lamang tumawag sa 1-800-USA-LEARN (1-800-872-5327) (TTY: 1-800-877-8339), o mag-email sa: Ed.Language.Assistance@ed.gov.

Уведомление для лиц с ограниченным знанием английского языка: Если вы испытываете трудности в понимании английского языка, вы можете попросить, чтобы вам предоставили перевод информации, которую Министерство Образования доводит до всеобщего сведения. Этот перевод предоставляется бесплатно. Если вы хотите получить более подробную информацию об услугах устного и письменного перевода, звоните по телефону 1-800-USA-LEARN (1-800-872-5327) (служба для слабослышащих: 1-800-877-8339), или отправьте сообщение по адресу: Ed.Language.Assistance@ed.gov.

APPENDIX C

Lakewood Public Schools Mentoring Plan “2023-2024”

Mission

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

Goals

The goals of the Lakewood Public School Mentoring Program include:

- Supporting the success of the novice teacher.
- Insuring a successful transition into the first year of teaching.
- Retaining quality teachers.
- Building novice teachers' morale, communication skills, and collegiality.
- Preventing isolation.
- Improving beginning teachers' skills and performance.
- Helping novice teachers put theory into practice.
- Enhancing teacher knowledge of and ability to put into practice the New Jersey Core Curriculum Content Standards
- Building a sense of professionalism and positive attitudes.
- Assisting novice teachers in the performance of their duties and adjustment to the challenges of teaching.

Criteria for mentor teacher selection

The mentor teacher

- Earned a summative rating of Effective or Highly Effective on his/her most recent summative evaluation. In cases where summative evaluation is delayed, mentor has earned rating of effective or higher on teacher practice instrument.
- Has at least 3 years teaching experience, with at least 2 completed within previous 5 years.
- Teacher must be currently active.
- Teacher confidentiality is a must!
- Is tenured, under contract, and teaching in the district.
- Holds certification in the appropriate subject area or grade level.
- Has confidence in his/her own instructional skills.
- Is regarded by colleagues as an outstanding teacher.
- Exhibits strong commitment to the teaching profession, believes mentoring improves instructional practice, and believes in the goals of the Lakewood Mentoring Plan.
- Conveys a passion for teaching.

- ☐ Has excellent knowledge of pedagogy and subject matter.
- ☐ Demonstrates a commitment to lifelong learning.
- ☐ Is willing to learn new teaching strategies from the novice teacher.
- ☐ Is reflective and able to learn from mistakes.
- ☐ Asks questions that prompt reflection and understanding.
- ☐ Is resilient, flexible, persistent, and open-minded.
- ☐ Collaborates well with other teachers and administrators.
- ☐ Is able to articulate effective instructional strategies.
- ☐ Is eager to share information and ideas with colleagues.
- ☐ Is willing to be a role model for other teachers.
- ☐ Demonstrates excellent classroom-management skills.
- ☐ Feels comfortable being observed by other teachers.
- ☐ Understands and agrees to keep all mentor teacher/novice teacher interactions confidential.
- ☐ Is a gifted observer of classroom practice.
- ☐ Listens attentively.
- ☐ Knows how to express care for the novice teacher's emotional and professional needs.
- ☐ Offers critiques in positive and productive ways.
- ☐ Is knowledgeable about the social and workplace norms of the Lakewood Board of Education and the Lakewood community.
- Serves as a resource concerning professional development opportunities in the district.

Provisions for comprehensive mentor/mentee training.

A comprehensive training program for mentee's fosters the success of the teacher assistance program. The following topics are incorporated into training sessions of one to three hours.

- New Teacher Training, which covers district policies and procedures.
- Teacher Evaluation Rubric
- NJ Professional Standards for Teachers
- NJ Core Student Learning Standards
- Classroom Observation Skills
- Facilitating Adult Learning
- Leading Reflective Conversations about Practice

Identification of mentor teacher responsibilities

The Lakewood Public School District mentor teachers will:

- Meet with the mentee at least once a week for the first 8 weeks of assignment.
- Complete one full school year of 1-1 mentoring from beginning of assignment.
- Lead the mentee in guided self-assessment on district's teacher practice instrument.
- Communicate expectations and objectives to novice teachers at the beginning of the mentoring relationship.
- Mentor may not serve as mentee's direct supervisor or conduct evaluations.
- Support novice teachers as they develop their own teaching styles.
- Discuss and offer suggestions concerning district and school policies.
- Review novice teachers' management plans.
- Arrange for novice teachers to observe experienced teachers in classes with students of various ability and in different grade levels at least once per month. Discuss the experience.
- Observe novice teachers at least once per month, discuss strengths and make suggestions after the observations.
- Arrange introductions to other staff members, administrators, and school personnel.
- Maintain confidentiality.
- Encourage social interactions among the novice teachers.
- Identify and discuss how teaching styles affect teaching.
- Encourage novice teachers to implement a variety of curricular, teaching and assessment strategies.
- Model how to include multiculturalism into their classes.
- Model formative assessment and differentiated instruction.
- Communicate with novice teachers on a daily basis.
- Model effective interpersonal communication skills (e.g. parents, administrators, colleagues, students).
- Discuss and explain important legal issues.
- Provide information on state requirements and mandates and describe processes for meeting these expectations in the classroom.
- Share curricular materials.
- Review and discuss lesson plans.
- Serve as an advocate when issues or concerns become problematic.

Clinical experience

- Focused classroom visits and observations. The novice teacher records observations, generates questions about the practice, gains insight into best practices, and prepares questions for discussion.
- Co-planning. The experienced teacher works with the novice teacher to align instruction to the content standards, sets goals, plan lessons, monitor students' ongoing performance, generate data and modify instruction.

- Practice teaching. The experienced teacher observes the novice teacher as [s]he puts the plan into action.
- Co-teaching. The experienced and novice teachers develop lesson planning protocols, identify desired outcomes, and implement the lesson using a variety of co-teaching approaches (alternate, complementary, one teach, one observe, parallel, station, supportive, and team teaching).
- Debriefing. Experienced and novice teacher analyze and reflect on the lesson, work together, and determine strengths and possible weaknesses.

Logistics for Mentor implementation

September – June

Mentors and novice teachers will meet frequently both formally and informally to discuss issues of instruction and classroom management.

Mentors provide emotional support for novice teachers.

On-going mentor training

Mentor teachers observe novice teachers frequently and give feedback.

Consideration of collaborative arrangements with colleges and universities

The Lakewood School District will continue to investigate working with local colleges including Ocean County College and Georgian Court College. We will seek support in the area of staff development for novice teachers and mentors. The Lakewood School District has partnered successfully with these two colleges in the past through grant funded programs.

Use of State funds

The Lakewood School District anticipates using a variety of funding sources including NCLB to support the mentoring program.

Application process for selecting mentor teachers

The district will notify all district teachers of the mentor application process and make available the:

Mentor teacher application

Teachers who are interested and eligible must submit an application with letter of recommendation from a colleague to Mrs. Laura Winters, Superintendent of Schools.

Principals will match mentors to novice teachers based on mentor teacher expertise and novice teacher needs.

Lakewood School
District
**Novice Provisional Teacher Mentoring Log
Template**

Instructions: Please log each session with your mentee. Submit this log form to the district office on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also. Include Mentor/Mentee Observation Dates.

Month: _____ Year: _____ School/District: _____

Mentor Name: _____ Mentor Signature: _____

Mentee Name: _____ Mentee Signature: _____

Total No. of Mentoring Hours This Month:

| <u>Date</u> | <u>Time</u> From: To: | <u>Description of Activities</u> | <u>Total</u> <u>Time</u> |
|-------------|--------------------------|----------------------------------|-----------------------------|
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DUE TO THE SUPERINTENDENT EVERY MONTH!

Mentor Application Form
LAKEWOOD SCHOOL DISTRICT

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

Please provide the following contact information:

Applicant's Name: _____ Grade/Department: _____ School: _____

Telephone: _____ Email: _____

Preferred method of contact: _____ telephone _____ email

To help facilitate an effective mentor/mentee match, respond to the following:

1. Reason(s) for wanting to be a Mentor: _____
2. Is there a particular area / aspect of the profession you would most like to work on with a mentee?
If so, please provide details: _____
3. It is recommended that at least 60 minutes each week be set aside for interaction specific to the mentoring relationship. Will it be possible for you to provide this time to the program?
____yes ____no
If no, please indicate the type / amount of time you could commit in a 12 month period: _____
4. Beginning in 2014-2015, mentors must have earned a summative rating of effective or highly effective on their most recent summative evaluation.

What was your most recent summative rating? Please attach a copy.

5. How many years of experience do you have teaching? _____
6. Are you a tenured Lakewood School District teacher? _____
7. Have you read the Lakewood School District 2021-2022 Mentor Plan and

Understand your responsibilities as a Lakewood School District Mentor? _____

8. Please attach a letter of recommendation from a colleague.

Lakewood Board of Education

DCP&P CONFIDENTIAL REPORT

Report to/from DCP&P: date: _____ time: _____

Referred by: _____ time: _____

Student Name: _____ ID #: _____

Description of Incident: (How, when, where, why, if known)

Reported to Nurse (check) yes ___ no ___

date: _____ time: _____

Reported to Lakewood P.D. yes ___ no ___

date: _____ time: _____

DCP&P worker Notified:

date: _____ time: _____

Name of DCP&P Worker/Supervisor: _____

Outcome – (check) Active _____ Inactive _____ Unknown

Signature of Guidance Counselor: _____ date: _____

Signature of Principal: _____ date: _____

LAKEWOOD SCHOOL DISTRICT

“2023-2024”

Stepstool/Stepladder/Portable Ladder Safety Form

Staff Member: _____

School: _____

Date: _____ Grade/Dept.: _____

Stepstool/Stepladder Safety

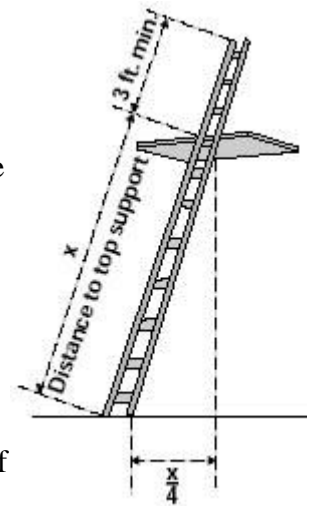
- When using a stepstool or stepladder you should not over reach or put yourself in a position where you will be off balance. Also, you should make sure that you can safely handle the weight, size and shape of whatever it is you are removing or placing on a shelf or wall. If necessary, ask a coworker for help by having them stand on the ground and support the weight of the object being lifted into place or removed; this should enable you to not have to lift the object the full distance.
- Do not stand on the top two steps of a folding stepladder or stepstool. If you need to go higher to perform your work, use a taller ladder. Make sure that all four legs of the stepladder or stepstool are on even footing and that the spreader is fully opened. Don't use a stepladder as a straight ladder; the legs are not designed for this and, thereby, the base can kick out and injure you.
- Make sure the stepladder or stepstool is latched in the best position to perform the work. If you must reach out or bend excessively, stop and reposition the ladder.
- Inspect stepladders and stepstools for damage regularly. Cracked steps and uprights or loose or missing parts can result in total collapse of the ladder/stool.

Portable Ladder Safety

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.



- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



I hereby certify that I have read and understand the Stepstool & Stepladder Safety Procedures.

Signature of employee borrowing Stepstool or Stepladder

Date

Signature of Witness

Date

Signature of Principal

Date

ALL LAKESWOOD SCHOOL DISTRICT POLICIES & REGULATIONS CAN BE FOUND AT:

WWW.LAKESWOODPINERS.ORG

CLICK ON INFORMATION

CLICK ON POLICY

OR

<https://www.straussesmay.com/seportal/Public/districtpolicysearch.aspx?id=69d917eec73348b88ae66af620e165e5>