At all regular meetings, two opportunities are provided for citizens to make comments. The public comment periods will be scheduled after presentations and approximately 9:00 p.m. or just prior to the end of the meeting, whichever occurs first. The first opportunity may be limited by the presiding officer to conclude at about 8:00 p.m. in order for the Board to continue with its scheduled agenda. The second opportunity will occur at about 9:00 p.m. at the discretion of the presiding officer taking into consideration a break point in the agenda.

At every opportunity for public comment, citizens are invited to comment on subjects on the agenda or general topics.

At the discretion of the presiding officer, public comments may be permitted at other times.

Persons wishing to speak must, upon being recognized, rise, sign in, and state their names and addresses. Each speaker shall be limited to four minutes. The Board Recorder will note the time. A speaker who has not finished in the allotted time will be directed by the presiding officer to summarize quickly and relinquish the floor within 30 seconds.

Comments shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require the speaker to stop. No person will be recognized for a second time until all others asking to speak have been heard.

**Mission Statement**

_The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens._
I. CALL TO ORDER AND ROLL CALL
   Mr. Loncto

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE
    Mr. Loncto

III. OPENING STATEMENT BY PRESIDING OFFICER
     Mr. Loncto

IV. PRESENTATIONS
    Mr. Loncto

   A. ACKNOWLEDGEMENT OF THE JONES’ FAMILY DONATION TO RHS AND REVIEW OF PROJECTS
      Dr. Fishbein
      • Dr. Gorman and Ms. Tara Taylor

   B. FULL DAY KINDERGARTEN UPDATE
      Dr. Fishbein
      • Elementary School Principals

   C. THE REFLECTIVE EDUCATOR
      Dr. Fishbein
      • Susan Nold

   D. STUDENT REPRESENTATIVE REPORT
      Dr. Fishbein

V. COMMENTS FROM THE PUBLIC
   Mr. Loncto

VI. CONSENT ITEMS
    Dr. Fishbein

   A. ATTENDANCE AT CONFERENCES
      Dr. Fishbein
      As listed on Attachment A.

   B. ADMINISTRATION
      Dr. Fishbein

      i. Approval: Receipt of Suspension and Harassment, Intimidation, and Bullying (HIB) Reports
         The Board has received confidential information regarding suspensions and investigations of HIB that have occurred since the last Board meeting.

      ii. Approval: Authorization to Submit an Amendment to the 2017-2018 Every Student Succeeds Act (ESSA) Grant Application
         Approval to submit an amendment to the ESSA FY18 grant application budgeting $7,977 in FY17 carryover funds; $699 in Title I, $2,891 in Title III, and $4,387 in Title III Immigrant. The original FY18 application was approved by the Board on August 28, 2017.

         The Board has received background information.
iii. **Approval: Settlement Agreement SE#2/2017-2018**

Dr. Fishbein

Approval of Settlement Agreement SE#2/2017-2018 between the parents of Student #601851 and the Ridgewood Board of Education.

The Board has received background information.

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C. **CURRICULUM & INSTRUCTION**

Dr. Fishbein

i. **Approval: Field Trips**

Dr. Fishbein

Approval of field trips as listed on Attachment B.

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ii. **Approval: Agreement with Bergen County Vocational and Technical Schools District**

Dr. Fishbein

Approval of an agreement with Bergen County Vocational and Technical Schools District for a workshop, “Makerspace Activities for the Arts”, on February 28, 2018, in the amount of $625.

The Board has received background information.

---

iii. **Approval: Additional 2017-2018 Out-of-District Placements**

Dr. Fishbein

Approval of the additional 2017-2018 out-of-district placements as listed below.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th># OF STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windsor Bergen Academy, Ridgewood, NJ</td>
<td>1</td>
</tr>
<tr>
<td>Daytop New Jersey Academy, Mendham, NJ</td>
<td>1</td>
</tr>
</tbody>
</table>

(18 days)

---

iv. **Approval: Professional Development for Grades 6-12 Math Teachers Provided by National Museum of Mathematics (MoMath)**

Dr. Fishbein

Approval of a professional development day for grades 6-12 Math teachers on March 29, 2018, provided by National Museum of Mathematics (MoMath), in the amount of $2,350.

---

D. **HUMAN RESOURCES**

Dr. Fishbein

i. **Appointments**

Dr. Fishbein

(Appointments subject to receipt of appropriate documentation and the New Jersey Department of Education (NJDOE) certificate, if required.)

**School Safety Security Officer**

REINKE, Michael – School Safety Security Officer, District, effective February 6, 2018, or as soon after as possible, through June 30, 2018

$25.00 per hour pro-rated
**Long-Term Substitute**  
Revision: FISCHER, Katherine – Fifth Grade Teacher, Ridge School, **from** effective March 1, 2018 through June 13, 2018, approved by the Board at its meeting on January 8, 2018, **to** effective January 17, 2018 through June 13, 2018, at a daily rate of $125 per day, until the assignment ends

**Field Placements**  
DEPAOLA, Mikaela – Bergen Community College, to observe Ellen Wolff, Fourth Grade Teacher at Orchard School, for a total of twenty hours between February 6, 2018 and May 3, 2018

GIESELMANN, Christina – Ramapo College, to observe Joseph Gyulay, Math Teacher at Ridgewood High School, from February 1, 2018 through March 30, 2018

LEDERER, Sarah - Rutgers University, to shadow Gila Elbaum, School Psychologist, Ridge School, effective February 1, 2018 through June 21, 2018

PRATA, Gabriella – Seton Hall University, student athletic trainer placement, to shadow Nikitas Nicholaides, Ridgewood High School, effective January 11, 2018 through May 31, 2018

RUFFIN, Sharae – Montclair State University, student athletic trainer placement, to shadow Nikitas Nicholaides, Ridgewood High School, effective January 11, 2018 through May 31, 2018

THEISS, Dylan – Montclair State University, student athletic trainer placement, to shadow Nikitas Nicholaides, Ridgewood High School, effective January 11, 2018 through May 31, 2018

**Classroom Aides**  
CARBONE, Kevin - Behavior Instructional Aide, Ridge School, effective February 6, 2018, or as soon after as possible, through June 20, 2018, **5.75 hours per day, 5 days per week, at an hourly rate of $19.00**

CLARK, Riley - Inclusion/Resource Room Special Education Classroom Aide, Benjamin Franklin Middle School, effective January 26, 2018, or as soon after as possible, through June 20, 2018, **5.75 hours per day, 5 days per week, at an hourly rate of $16.49**

DePERRO, Amy - Inclusion/Resource Room Special Education Classroom Aide, Willard School, effective February 6, 2018, or as soon after as possible, through June 20, 2018, **5.75 hours per day, 5 days per week, at an hourly rate of $16.49**
GOLABEK, Alexandra - Inclusion/Resource Room Special Education Classroom Aide, George Washington Middle School, effective February 2, 2018, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of $16.49

McCLARY, Kaitlin - Inclusion/Resource Room Special Education Classroom Aide, Travell School, effective February 8, 2018, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of $16.49

MAURER, Ava* - Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective February 5, 2018, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of $16.49

THOMAS, Jeanette - Inclusion/Resource Room Special Education Classroom Aide, Somerville School, effective February 6, 2018, or as soon after as possible, through June 20, 2018, 5.75 hours per day, 5 days per week, at an hourly rate of $16.49

*Related to staff member

Infant/Toddler Development Center
RAU, Olivia - High School Aide, effective February 6, 2018, or as soon after as possible, through June 30, 2018, 5 hours per day, 5 days per week, at an hourly rate of $8.60

Dr. Fishbein

ii. Resignation for Purpose of Retirement
FIOCCHI, John - Social Studies Teacher, Benjamin Franklin Middle School, effective July 1, 2018, with thirty years of Ridgewood service

Dr. Fishbein

iii. Resignations
Classroom Aides
COOPER, Emily - Inclusion/Resource Room Special Education Classroom Aide, Willard School, effective January 31, 2018

DeBOER, Sherry - One-to-One Special Education Classroom Aide, George Washington Middle School, effective February 7, 2018

GRILLO, Teresa - Behavior Instructional Aide, Ridge School, effective February 2, 2018

UNLUSOY, Christine - Inclusion/Resource Room Special Education Classroom Aide, Ridge School, effective February 9, 2018
iv. **Changes in Salary Classification, effective February 1, 2018 through June 30, 2018, in accordance with the REA/Board Agreement, as listed on Attachment C**

Dr. Fishbein

v. **Leave of Absences**

CLARK, Clare – Resource Room Teacher, Orchard School, effective April 17, 2018 through June 21, 2018, with a reinstatement date of September 1, 2018, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement

DEPINTO, Lauren – School Social Worker, Benjamin Franklin Middle School and Ridgewood High School, effective March 16, 2018 through January 1, 2019, with a reinstatement date of January 2, 2019, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement

Revision: MITCHELL, Lindsay - Fifth Grade Teacher, Ridge School, **from** effective March 6, 2018 through June 13, 2018, with a reinstatement date of June 18, 2018, **to** effective January 17, 2018 through June 13, 2018 with a reinstatement date of June 14, 2018, using sick days in accordance with the REA/Board Agreement and utilizing the FMLA and/or NJFLA leave entitlement

vi. **Administrative Leave of Absence**

It is recommended that the Board approve employee #3175 for an administrative leave of absence with pay, effective January 31, 2018 through March 2, 2018, with a reinstatement date of March 5, 2018

Dr. Fishbein

vii. **Supplemental Pay Beyond Contract**

Hawes School

Classroom Aides Training - January 31, 2018 through June 20, 2018, each not to exceed 30 minutes a month, at the contracted rate listed ($1,339.95)

- Emily Borelli, at an hourly rate of $16.49 ($49.50)
- Christi Cadorette, at an hourly rate of $16.49 ($49.50)
- Kamber Chaiken, at an hourly rate of $16.49 ($49.50)
- Denise Falcone, at an hourly rate of $14.15 ($42.45)
- Jessica Franklin, at an hourly rate of $16.49 ($49.50)
- Melanie Garcia, at an hourly rate of $16.49 ($49.50)
- John Herlihy, at an hourly rate of $16.49 ($49.50)
- Bryan Kaminsky, at an hourly rate of $16.49 ($49.50)
- Dorothy Koski, at an hourly rate of $16.49 ($49.50)
- Daniela Levy, at an hourly rate of $16.49 ($49.50)
- Michelle Llamas, at an hourly rate of $16.49 ($49.50)
- Lara Megalos, at an hourly rate of $19.00 ($57.00)
- Danielle Miller, at an hourly rate of $16.49 ($49.50)
● Brian Monnerat*, at an hourly rate of $16.49 ($49.50)
● Amy Muzilla, at an hourly rate of $16.49 ($49.50)
● Shannon O’Connor, at an hourly rate of $16.49 ($49.50)
● Lisa Palughí, at an hourly rate of $20.00 ($60.00)
● Gissell Pineda, at an hourly rate of $16.49 ($49.50)
● Megan Ranges, at an hourly rate of $20.00 ($60.00)
● Alexandra Russo, at an hourly rate of $20.00 ($60.00)
● Julianne Saltalmacchia, at an hourly rate of $16.49 ($49.50)
● Robert Sapherstein, at an hourly rate of $16.49 ($49.50)
● Jessica Stevens, at an hourly rate of $20.00 ($60.00)
● Angela Tattoli, at an hourly rate of $16.49 ($49.50)
● Tina Tilyou, at an hourly rate of $20.00 ($60.00)
● Barbara Wallace, at an hourly rate of $16.49 ($49.50)

Orchard School
Classroom Aides Training - January 31, 2018 through June 20, 2018, each not to exceed 30 minutes a month, at the contracted rate listed ($544.50)
● Daniel Ardito, at an hourly rate of $16.49 ($49.50)
● Kimberly Brickner, at an hourly rate of $16.49 ($49.50)
● Karen Fortunato, at an hourly rate of $16.49 ($49.50)
● Kathleen Keenan, at an hourly rate of $16.49 ($49.50)
● Brian Kuiken, at an hourly rate of $16.49 ($49.50)
● Joan Marrone, at an hourly rate of $16.49 ($49.50)
● Judith Meany, at an hourly rate of $16.49 ($49.50)
● Susan Pielka, at an hourly rate of $16.49 ($49.50)
● Jillian Plotkin, at an hourly rate of $16.49 ($49.50)
● Rebecca Tutschek, at an hourly rate of $16.49 ($49.50)
● Nicole Wahler, at an hourly rate of $16.49 ($49.50)

Somerville School
Classroom Aides Training - January 31, 2018 through June 20, 2018, each not to exceed 30 minutes a month, at the contracted rate listed ($742.50)
● Elizabeth Aynilian, at an hourly rate of $16.49 ($49.50)
● Noelle Caramanna, at an hourly rate of $16.49 ($49.50)
● Matthew Cavender, at an hourly rate of $16.49 ($49.50)
● Gina Dekens, at an hourly rate of $16.49 ($49.50)
● Maura Eidschun, at an hourly rate of $16.49 ($49.50)
● Anna Haworth, at an hourly rate of $16.49 ($49.50)
● Mia Howard, at an hourly rate of $16.49 ($49.50)
● Jordyn Kessler, at an hourly rate of $16.49 ($49.50)
● Nari Kim, at an hourly rate of $16.49 ($49.50)
● Kimberley Manziano, at an hourly rate of $16.49 ($49.50)
● Benjamin Oosting, at an hourly rate of $16.49 ($49.50)
● Lianna Palladino, at an hourly rate of $16.49 ($49.50)
● Patricia Taylor, at an hourly rate of $16.49 ($49.50)
● Karen Trujillo, at an hourly rate of $16.49 ($49.50)
● Joanna VanVliet, at an hourly rate of $16.49 ($49.50)
Travell School
Classroom Aides Training - January 31, 2018 through June 20, 2018, each not to exceed 30 minutes a month, at the contracted rate listed ($912.30)

- Meghan Callaghan, at an hourly rate of $16.49 ($49.50)
- Brenda Felipe, at an hourly rate of $16.49 ($49.50)
- Jennifer Galvin, at an hourly rate of $16.49 ($49.50)
- Shayna Gillum, at an hourly rate of $16.49 ($49.50)
- Kara Hadfield, at an hourly rate of $16.49 ($49.50)
- Jeanne Hughes, at an hourly rate of $14.15 ($42.45)
- Patricia Jahnke, at an hourly rate of $16.49 ($49.50)
- Dalissa Lopez, at an hourly rate of $16.49 ($49.50)
- Kaitlin McClary, at an hourly rate of $16.49 ($49.50)
- Edna Manrara, at an hourly rate of $16.49 ($49.50)
- Kimberly Mastronardi, at an hourly rate of $14.15 ($42.45)
- Victoria Morano, at an hourly rate of $16.49 ($49.50)
- Tammy Nardone, at an hourly rate of $14.15 ($42.45)
- Joann Porfido, at an hourly rate of $16.49 ($49.50)
- Kimberly Schoenbarg, at an hourly rate of $16.49 ($49.50)
- Stacie Tornatore, at an hourly rate of $16.49 ($49.50)
- Judith Sklar, at an hourly rate of $16.49 ($49.50)
- Leticia Young, at an hourly rate of $16.49 ($49.50)
- Jessica Yucis, at an hourly rate of $14.15 ($42.45)

Willard School
Classroom Aides Training - January 31, 2018 through June 20, 2018, each not to exceed 30 minutes a month, at the contracted rate listed ($1,308.30)

- Deborah Barnes, at an hourly rate of $16.49 ($49.50)
- Erin Bianchi, at an hourly rate of $14.15 ($42.45)
- Karen Bragg, at an hourly rate of $16.49 ($49.50)
- Breanna Broesler, at an hourly rate of $16.49 ($49.50)
- Stacey Bukowski, at an hourly rate of $16.49 ($49.50)
- Rebecca Burger, at an hourly rate of $16.49 ($49.50)
- Jennifer Burgess, at an hourly rate of $16.49 ($49.50)
- Carol Cunningham, at an hourly rate of $16.49 ($49.50)
- Amy DePerro, at an hourly rate of $16.49 ($49.50)
- Adele Ellis, at an hourly rate of $14.15 ($42.45)
- Penny Glass Boag, at an hourly rate of $16.49 ($49.50)
- Kaitlyn Lawler, at an hourly rate of $14.15 ($42.45)
- Adam Lubatkin, at an hourly rate of $16.49 ($49.50)
- Elizabeth Luongo, at an hourly rate of $16.49 ($49.50)
- Shannon Lynch, at an hourly rate of $16.49 ($49.50)
- Patricia McCreath, at an hourly rate of $14.15 ($42.45)
- Gina Matano, at an hourly rate of $16.49 ($49.50)
- Suzanne Mayer, at an hourly rate of $16.49 ($49.50)
- Margaret Neilson, at an hourly rate of $16.49 ($49.50)
- Karen O'Neill, at an hourly rate of $16.49 ($49.50)
- Amber Paris-Rodriguez, at an hourly rate of $16.49 ($49.50)
- Patricia Pender, at an hourly rate of $16.49 ($49.50)
- Louise Sclafani, at an hourly rate of $16.49 ($49.50)
- Angelica Spano, at an hourly rate of $16.49 ($49.50)
- Chelcie Sturm, at an hourly rate of $16.49 ($49.50)
- Marcella Sweeney, at an hourly rate of $16.49 ($49.50)
- Laura Wigginton, at an hourly rate of $16.49 ($49.50)

*Related to staff member

**Benjamin Franklin Middle School**

Chaperones, Winter Concerts, each not to exceed 3 hours, each to receive an hourly rate of $40.17 ($2,892.24)

Revision: from Seven Chaperones: Grades 6 and 7 Strings & Band Concert, January 10, 2018 ($843.57), approved by the Board at its meeting on January 22, 2018: Lisa Caron, Tara Cullen, Lindsey Barclay, Kristine Krasinski, Zsuzsanna Nagy, Benjamin Ran, and Catherine Vaughan, to Eight Chaperones: Grades 6 and 7 Strings & Band Concert, January 10, 2018 ($964.08), Lisa Caron, Tara Cullen, Lindsey Barclay, Kristine Krasinski, Sean Leonard, Zsuzsanna Nagy, Benjamin Ran, and Catherine Vaughan

Revision: from Eight Chaperones: Grade 8 Orchestra, Chorus and Band Concert, January 18, 2018 ($964.08), approved by the Board at its meeting on January 22, 2018: Amy Briggs, Susan Christopher, Ann Daly, Ashley Foster, Michelle Ghiorsi, Zsuzsanna Nagy, Kyle Schulke, and Benjamin Ran, to Nine Chaperones: Grade 8 Orchestra, Chorus and Band Concert, January 18, 2018 ($1,084.59): Amy Briggs, Susan Christopher, Ann Daly, Ashley Foster, Michelle Ghiorsi, Sean Leonard, Zsuzsanna Nagy, Kyle Schulke, and Benjamin Ran

Revision: from Six Chaperones: Winter Wonderland Dance, January 27, 2018 ($723.06), approved by the Board at its meeting on January 22, 2018: Eric Centrelli, Alyssa Giardina, Danielle Klion, Jason Ordini, Benjamin Ran, and Kerriann Reilly to Seven Chaperones: Winter Wonderland Dance, January 27, 2018 ($843.57): Eric Centrelli, Alyssa Giardina, Danielle Klion, Jason Ordini, Benjamin Ran, Kerriann Reilly, and Julie Siebold

Region One Auditions - Clifton High School

Advisors: Jason Curcio, Justine Kawash, and Carol Sharar, each not to exceed 4 hours, each at an hourly rate of $40.17 ($482.04)
Ridgewood High School
Revision: Co-curricular Activity Advisors and Stipends, for the 2017-2018 School Year, approved by the Board at its meeting on September 25, 2017

Drama Musical Assistant
Remove: Aaqib Hassan
Replace: John Luckenbill

Rescind: Three Chaperones: Jeff Haas, Jennifer Landa, and John Luckenbill, each for one night, each at $200 per night ($600), for an Overnight Music Program Field Trip to Purchase & Manhattan, NY, approved by the Board at its meeting on January 8, 2018

Revision: Overnight Field Trip to Geneva, Zurich and Bern Switzerland – February 15-21, 2018, approved by the Board at the June 26, 2017 Board meeting
From: Four Chaperones: Christopher Mitchell, Ruth Parks, Basil Pizzuto, and Anjali Shah, each for six nights, each at $200 per night ($4,800) to be paid by student fundraising

To: Six Chaperones: Adam Brunner, Scott Marzloff, Christopher Mitchell, Ruth Parks, Basil Pizzuto, and Anjali Shah, each for six nights, each at $200 per night ($7,200) to be paid by student fundraising

Sophomore Semi-Formal - January 20, 2018, to be funded by Student Fundraising
Six Chaperones: Christopher Fabish, Sean Kase, Sean Lynaugh, Nancy Reilly, Elizabeth Turano, and Meredith Yannone, each not to exceed five and half hours, each at an hourly rate of $40.17 ($1,325.61)

Curriculum, Instruction & Assessment
District Goal Course
• Deirdre Azzopardi and Erin Corcoran, each not to exceed six hours, each to receive an hourly rate of $53.33 ($639.96)

Special Programs
Revision: Julie Siebold, Special Education Classroom Aide, Benjamin Franklin Middle School, to provide support for a special education student participating in the Orchestra Concert, January 18, 2018, approved by the Board at its meeting on January 22, 2018, from not to exceed two hours, to not to exceed two and half hours, at an hourly rate of $16.49 ($41.23)
REGULAR PUBLIC MEETING

FEBRUARY 5, 2018

viii. **Substitutes for the 2017-2018 School Year**

   Teachers: Glenda Frasier-McGee, Summer Kiely (Foerch), Abigail Munro*, Spyro Sambalis, Benjamin Saporito, and John Wohner

   *Related to staff member

**E. FINANCE**

i. **Acceptance of Restricted Donations**

   Resolved, the Board of Education accepts the following restricted gifts for the 2017-2018 school year to be used as indicated:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Amount</th>
<th>Use</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Scoops, LLC D/B/A Ben &amp; Jerry's</td>
<td>$75</td>
<td>To be used for expenses of the publication of the RHS Literacy Arts magazine.</td>
<td>20-059-100-890-00-10-010-002</td>
</tr>
<tr>
<td>Valley Hospital</td>
<td>$3,000</td>
<td>To be used to pay expenses toward speaker Michael Fowlin's performances “You Don’t Know Me Until You Know Me.”</td>
<td>20-029-100-320-00-10-010-003</td>
</tr>
</tbody>
</table>

Acceptance of a gift in kind from Sally Morgan of a King 2BL Jiggs Whigham Legend Series Trombone, Yellow Brass Bell Lacquer, serial number 5668982, to be used for the RHS Band program, valued at approximately $1,800.

Acceptance of a gift in kind from RHS Football of laminated posters for the fitness center, valued at $83.88.

Acceptance of a gift in kind from RHS Girls Track of pole vaulting supplies and tent parts, valued at $304.70.

ii. **Approval: Authorization to Request the Use of Competitive Contracting for the Management, Operations, and Staffing of the District’s Substitute Teacher Program**

   Approval for the Board of Education to authorize the Business Administrator/Board Secretary to request permission from the Division of Local Government Services to utilize competitive contracting instead of competitive bidding for the management, operations, and staffing of the District’s Substitute Teacher Program, pursuant to N.J.S.A. 18A:18A-4.1k.

   The Board has received background information.

**VII. BOARD MEMBER ANNOUNCEMENTS**

- Legislative Update

**VIII. BOARD COMMITTEE REPORTS**
IX. COMMENTS FROM THE PUBLIC

Mr. Loncto

X. DISCUSSION ITEMS

Mr. Loncto

- Revisions to Bylaws/Policies/Regulations
  - Bylaw 0169.02 – Board Member Use of Social Networks, as listed on Attachment D (new)
  - Policy 3231 – Outside Employment as an Athletic Coach, as listed on Attachment E (revised)
  - Policy 3437 – Military Leave, as listed on Attachment F (revised)
  - Policy 4437 – Military Leave, as listed on Attachment G (revised)
  - Regulation 5460.1 – High School transcripts, as listed on Attachment H (revised)
  - Policy 5516.01 – Student Tracking Devices, as listed on Attachment I (new)
  - Regulation 7101 – Educational Adequacy of Capital Projects, as listed on Attachment J (revised)
  - Policy 7425 – Lead Testing of Water in Schools, as listed on Attachment K
  - Policy & Regulation 7440- School District Security, as listed on Attachment L (new)
  - Policy & Regulation 7441 – Electronic Surveillance in School Buildings and on School Grounds, as listed on Attachment M (revised)
  - Policy 7461 – District Sustainability Policy, as listed on Attachment N (new)
  - Policy 8630 – Bus Driver/Bus Aide Responsibility (revised) and Regulation 8630 – Emergency School Bus Procedures, as listed on Attachment O (revised)
  - Policy 9202 – Civility, as listed on Attachment P (revised)
  - Policy 9242 – Use of Electronic Signatures, as listed on Attachment Q (new)

XI. ACCEPTANCE OF MINUTES

Mr. Loncto

- January 22, 2018 Executive Session & Regular Public Meeting
- January 29, 2018 Executive Session

XII. OTHER BUSINESS

Mr. Loncto

XIII. MOTION TO GO INTO EXECUTIVE SESSION

Mr. Loncto

XIV. RECONVENE PUBLIC MEETING

Mr. Loncto

XV. ADJOURNMENT

Mr. Loncto
Coming Meetings

February 26, 2018
Regular Public Meeting
7:30 p.m. Education Center

March 5, 2018
Regular Public Meeting
7:30 p.m. Education Center

March 19, 2018
Regular Public Meeting
7:30 p.m. Education Center
## 2017 – 2018 CONFERENCES FOR APPROVAL

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Name of Conference Location &amp; Dates</th>
<th>Rationale</th>
<th>Estimated Cost for Approval</th>
<th># of Sub Days required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reeg, Alison RHS</td>
<td>NJSCA 21st Annual Boys &amp; Girls Tennis Coaches Clinic – Princeton, NJ January 12, 2018</td>
<td>Professional Development</td>
<td>$36</td>
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<tr>
<td>Bodart, Kristen Hawes</td>
<td>Strategies for Creating an Exemplary Literacy Day in Reading &amp; Writing Workshop – Saddle Brook, NJ March 2, 2018</td>
<td>Professional Development</td>
<td>$150</td>
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<td>Fox, Cheryl Hawes</td>
<td>Strategies for Creating an Exemplary Literacy Day in Reading &amp; Writing Workshop – Saddle Brook, NJ March 2, 2018</td>
<td>Professional Development</td>
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<td>Tuffy, Melissa Hawes</td>
<td>Strategies for Creating an Exemplary Literacy Day in Reading &amp; Writing Workshop – Saddle Brook, NJ March 2, 2018</td>
<td>Professional Development</td>
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<tr>
<td>Michels, James RHS</td>
<td>Interconnecting Cisco Networking Devices Part I – Morristown, NJ March 12-16, 2018</td>
<td>Professional Development</td>
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<tr>
<td>Quinones, Ramon RHS</td>
<td>Interconnecting Cisco Networking Devices Part I – Morristown, NJ March 12-16, 2018</td>
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<td>Corcoran, Erin BFMS</td>
<td>Learning &amp; The Brain Conference New York, NY April 19-21, 2018</td>
<td>Professional Development</td>
<td>$774</td>
<td>2</td>
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<tr>
<td>Orsini, Anthony BFMS</td>
<td>Learning &amp; The Brain Conference New York, NY April 19-21, 2018</td>
<td>Professional Development</td>
<td>$589</td>
<td>0</td>
</tr>
<tr>
<td>Buxenbaum, Kim Education Center</td>
<td>LRP National Institute Conference Dallas, TX April 21-25, 2018</td>
<td>Professional Development</td>
<td>$1,056</td>
<td>0</td>
</tr>
</tbody>
</table>

The total cost for these conferences is $8,543. Upon Board approval of all of these conferences, the total expenditure for travel and conferences for 2017-18 will be $153,939 leaving a balance of $37,499 remaining in the $191,438 approved by the Board for travel and conferences.

The total cost of substitutes for these conferences is $460. Upon Board approval of these conferences, the total expenditure for substitutes for travel and conferences for 2017-18 will be $12,236.
## ONE DAY TRIPS

<table>
<thead>
<tr>
<th>Date</th>
<th>School</th>
<th>Approx. # and Group of Students</th>
<th># of Chaperones</th>
<th># Substitutes and dates for each</th>
<th>Anticipated Cost of Subs @ $92 per day for teachers and $130 per day for Nurse</th>
<th>Est. Total Cost To District</th>
<th>Annual Event</th>
<th>Meets Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/13/18</td>
<td>RHS</td>
<td>25 members of the Speech &amp; Debate Club</td>
<td>2</td>
<td>0</td>
<td>$0</td>
<td>$1,129 (bus)</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>01/31/18</td>
<td>RHS</td>
<td>15 grades 9-12 Humanities students</td>
<td>1</td>
<td>0</td>
<td>$0</td>
<td>$325 (bus)</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>02/01/18</td>
<td>RHS</td>
<td>15 grades 9-12 Humanities students</td>
<td>1</td>
<td>0</td>
<td>$0</td>
<td>$325 (bus)</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>02/02/18</td>
<td>RHS</td>
<td>9 members of the French Honor Society Club</td>
<td>1</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>02/08/18</td>
<td>RHS</td>
<td>48 grade 12 science students</td>
<td>5</td>
<td>0</td>
<td>$0</td>
<td>$530 (bus)</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>02/09/18</td>
<td>RHS</td>
<td>12 members of the French Honor Society Club</td>
<td>1</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>02/21/18</td>
<td>BFMS</td>
<td>248 grade 8 math students</td>
<td>16</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>02/22/18</td>
<td>BFMS</td>
<td>225 grade 7 math students</td>
<td>15</td>
<td>0</td>
<td>$0</td>
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<td>yes</td>
</tr>
<tr>
<td>02/23/18</td>
<td>BFMS</td>
<td>240 grade 6 math students</td>
<td>15</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
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<tr>
<td>03/01/18</td>
<td>Willard</td>
<td>79 grade 2 students</td>
<td>17</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>03/23/18</td>
<td>RHS</td>
<td>18 grades 10-12 French students</td>
<td>2</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>04/06/18</td>
<td>Hawes</td>
<td>40 grade 5 art students</td>
<td>10</td>
<td>1</td>
<td>$92</td>
<td>$92</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>04/20/18</td>
<td>RHS</td>
<td>18 grades 10-12 French students</td>
<td>2</td>
<td>0</td>
<td>$0</td>
<td>$630</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>
## ONE DAY TRIPS

<table>
<thead>
<tr>
<th>Date</th>
<th>School</th>
<th>Approx. # and Group of Students</th>
<th># of Chaperones</th>
<th># Substitutes and dates for each</th>
<th>Anticipated Cost of Subs @ $92 per day for teachers and $130 per day for Nurse</th>
<th>Est. Total Cost To District</th>
<th>Annual Event</th>
<th>Meets Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/27/18</td>
<td>Hawes</td>
<td>25 grade 5 art students</td>
<td>7</td>
<td>1</td>
<td>$92</td>
<td>$92</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>04/28/18</td>
<td>RHS</td>
<td>120 members of the Band</td>
<td>10</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>05/14/18</td>
<td>Travell</td>
<td>66 grade 2 students</td>
<td>15</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>06/05/18</td>
<td>Ridge</td>
<td>80 grade 4 music students</td>
<td>8</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Dates</td>
<td>School</td>
<td>Approx. Group of Students</td>
<td># Unpaid Chaperones</td>
<td># Paid Chaperones and # of Overnights for each</td>
<td>Anticipated Cost for Teacher/Nurse Chaperones @ $200 per Overnight</td>
<td># of Substitutes and dates for each</td>
<td>Anticipated Cost of Subs @ $92 per day for teachers and $130 per day for Nurse</td>
<td>Est. Total Cost To District</td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>4/28/2018 to 4/29/18</td>
<td>RHS</td>
<td>120 members of the Band</td>
<td>7</td>
<td>3 for 1 night</td>
<td>$600</td>
<td>0</td>
<td>$0</td>
<td>$600</td>
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</tbody>
</table>
Changes in Salary Classification, effective February 1, 2018 through June 30, 2018, in accordance with the REA/Board Agreement

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>School</th>
<th>FTE</th>
<th>From Class</th>
<th>Step</th>
<th>17-18 Base Salary</th>
<th>CP</th>
<th>Ratio</th>
<th>Longevity</th>
<th>Total Salary</th>
<th>To Class</th>
<th>Step</th>
<th>New 17-18 Base Salary</th>
<th>New CP</th>
<th>Ratio</th>
<th>New Longevity</th>
<th>New Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aday</td>
<td>Douglas</td>
<td>Ridgewood High School</td>
<td>1.00</td>
<td>MA+30</td>
<td>9</td>
<td>76,445</td>
<td>300</td>
<td>3,822</td>
<td></td>
<td>80,567</td>
<td>MA+45</td>
<td>9</td>
<td>79,999</td>
<td>4,000</td>
<td>84,299</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td>Brian</td>
<td>George Washington Middle School</td>
<td>1.00</td>
<td>MA+30</td>
<td>18</td>
<td>107,262</td>
<td>300</td>
<td>3,822</td>
<td></td>
<td>107,562</td>
<td>MA+45</td>
<td>18</td>
<td>110,582</td>
<td>300</td>
<td>110,882</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donnelly</td>
<td>James</td>
<td>Ridgewood High School</td>
<td>1.00</td>
<td>MA</td>
<td>11</td>
<td>77,580</td>
<td></td>
<td></td>
<td></td>
<td>77,580</td>
<td>MA+30</td>
<td>11</td>
<td>81,130</td>
<td>300</td>
<td>81,430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friedman</td>
<td>Laura</td>
<td>Ridgewood High School</td>
<td>1.00</td>
<td>MA+30</td>
<td>8</td>
<td>74,505</td>
<td>3,725</td>
<td>3,822</td>
<td></td>
<td>78,230</td>
<td>MA+45</td>
<td>8</td>
<td>78,055</td>
<td>3,903</td>
<td>81,958</td>
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<tr>
<td>Giardino</td>
<td>Stacy</td>
<td>District</td>
<td>1.00</td>
<td>MA</td>
<td>16</td>
<td>92,842</td>
<td>4,642</td>
<td>4,642</td>
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<td>97,484</td>
<td>MA+30</td>
<td>16</td>
<td>98,342</td>
<td>4,917</td>
<td>103,259</td>
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<tr>
<td>Giannetti</td>
<td>Courtney</td>
<td>George Washington Middle School</td>
<td>1.00</td>
<td>BA+30</td>
<td>16</td>
<td>90,502</td>
<td></td>
<td></td>
<td></td>
<td>90,502</td>
<td>MA</td>
<td>16</td>
<td>92,842</td>
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<td>92,842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>King</td>
<td>Janelle</td>
<td>George Washington Middle School</td>
<td>1.00</td>
<td>MA</td>
<td>14</td>
<td>86,175</td>
<td></td>
<td></td>
<td></td>
<td>86,175</td>
<td>MA+30</td>
<td>14</td>
<td>90,745</td>
<td>300</td>
<td>91,045</td>
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</tr>
<tr>
<td>Kreismer</td>
<td>Drew</td>
<td>Orchard School</td>
<td>1.00</td>
<td>MA+30</td>
<td>18</td>
<td>107,262</td>
<td>300</td>
<td>3,725</td>
<td></td>
<td>109,987</td>
<td>MA+45</td>
<td>18</td>
<td>110,582</td>
<td>300</td>
<td>112,302</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nolan</td>
<td>Amy</td>
<td>Ridgewood High School/Somerville School</td>
<td>1.00</td>
<td>MA</td>
<td>10</td>
<td>75,130</td>
<td>300</td>
<td>3,725</td>
<td></td>
<td>75,430</td>
<td>MA+30</td>
<td>10</td>
<td>76,680</td>
<td>300</td>
<td>78,380</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nyhuis</td>
<td>Philip</td>
<td>Ridgewood High School</td>
<td>1.20</td>
<td>MA</td>
<td>6-7</td>
<td>82,866</td>
<td>300</td>
<td>3,725</td>
<td></td>
<td>83,166</td>
<td>MA+30</td>
<td>6-7</td>
<td>87,126</td>
<td>300</td>
<td>87,426</td>
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</tr>
<tr>
<td>Reeg</td>
<td>Alison</td>
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<td>1.00</td>
<td>MA+30</td>
<td>4-5</td>
<td>71,306</td>
<td>300</td>
<td>3,725</td>
<td></td>
<td>71,306</td>
<td>MA+45</td>
<td>4-5</td>
<td>74,556</td>
<td>300</td>
<td>74,856</td>
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</tr>
<tr>
<td>Roberts</td>
<td>Deirdre</td>
<td>George Washington Middle School</td>
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<td>MA</td>
<td>14</td>
<td>86,175</td>
<td></td>
<td></td>
<td></td>
<td>86,175</td>
<td>MA+30</td>
<td>14</td>
<td>90,745</td>
<td>300</td>
<td>91,045</td>
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</tr>
<tr>
<td>Saladino</td>
<td>Allyson</td>
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<td>1.00</td>
<td>MA</td>
<td>11</td>
<td>77,580</td>
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<td></td>
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<td>81,130</td>
<td>300</td>
<td>81,430</td>
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<td></td>
</tr>
<tr>
<td>Weinstein</td>
<td>Laura</td>
<td>Ridgewood High School</td>
<td>1.00</td>
<td>MA+30</td>
<td>10</td>
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<td>300</td>
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<td>10</td>
<td>82,230</td>
<td>300</td>
<td>82,530</td>
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</tr>
</tbody>
</table>
0169.02  BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, “social network(s)” shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. “Social networks” also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, “use of a social network” shall include, but not be limited to: posting to a social network, reposting another person’s post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act – N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member’s use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.
Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district’s policies for Board members;

2. Uphold the district’s value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;

3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;

4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;

5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;

6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or

7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.
A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member’s activity on any social network may violate the Board’s policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 10:4-6 et seq.

Adopted:
3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member’s professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district because the staff member will need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member’s request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member’s Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. 6A:9B-5.16

Adopted: 7 December 2009
Revised: 10 October 2016
MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A permanent or full-time temporary officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during in which he or she shall be is engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A permanent or full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days he/she on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence
for such duty in excess of thirty work days shall be without pay, but without loss of time. A permanent or full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;
N.J.A.C. 5A:2-2.1
Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 7 December 2009
The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A **permanent or full-time temporary officer and/or employee of the district** will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a **member of the organized militia**, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. **Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time.** Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A permanent or full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a **member of a reserve component of the Armed Forces of the United States**, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of **Federal** active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. **Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence**
for such duty in excess of thirty work days shall be without pay, but without loss of time. A permanent or full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time. This leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;
N.J.A.C. 5A:2-2.1
Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 7 December 2009
A transcript is defined as a document for all high school students exiting the school district that describes a student’s progress toward achievement of the New Jersey Student Learning Core Curriculum Content Standards (NJSLS) and other relevant experiences and achievements.

Transcripts for students entering ninth grade or students planning to graduate from an adult high school in the 2003-04 and following academic years shall contain the following:

The Board of Education, in accordance with N.J.A.C. 6A:8-4.2, shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a6);

2. Results of any Applicable English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);

3. Other evidence of pupil achievement Evidence of instructional experience and performance in the NJSLS;

4. Evidence of instructional experience and performance in the New Jersey Core Curriculum Content Standards technological literacy;

5. Evidence of employability skills and work habits, including punctuality, attendance and teamwork career educational instructional experiences and career development activities;

6. Any structured learning experiences Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and;

7. Any employer/industry certification tests limited to industry based standards;
7. Any other information deemed appropriate approved by the Board of Education.

The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer. Pupil transcripts shall be transmitted within ten calendar days of the time any pupil transfers to another school districts or institutions in accordance with N.J.A.C. 6A:8-4.2(b). Disciplinary records will only be sent to other public districts or private schools in accordance with Board Policy and Regulation 8330 and N.J.A.C. 6A:16-7.8 and shall not be sent to any other institution without the written consent of the parent or adult student.
The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a global positioning system (GPS) or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or an Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit’s location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time or through taping electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or an audio and/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have voice communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district’s legal obligation to maintain confidential student information in accordance with Federal and State law and regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communications or taping is not permitted.

A violation of the provisions of this Policy will result in a violation of the Student Code of Conduct Policy and appropriate discipline will be imposed.

Adopted:
R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy shall be reviewed and approved by the Division of Administration and Finance (Division). The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy shall take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

A. Projects Requiring Approval for Educational Adequacy - N.J.A.C. 6A:26-5.1

1. Capital projects that involve the following types of building construction work shall be approved for educational adequacy:

   a. New school facilities including pre-fabricated facilities;

   b. Additions to existing school facilities;

   c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; and

   d. Installation of temporary facilities.

B. New Jersey Schools Development Authority (Development Authority), Regular Operating District (ROD), and Other Capital Projects – N.J.A.C. 6A:26-5.1(b)

1. Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.
Educational Adequacy of Capital Projects

a. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.

The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

b. For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.

c. For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.
C. Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)

1. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.

D. Educational Specifications N.J.A.C. 6A:26-5.2

1. Submissions of educational specifications for educational adequacy reviews shall include the following:

   a. Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;

   b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space, together with their net areas in square feet, as well as the net of the total room area required for each space;

   c. Specific technical and environmental criteria, adjacencies and other requirements for the educational program; and

   d. A building space program that indicates the number and net area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project and/or the temporary facility.

E. Schematic Plans and Other Related Project Documents N.J.A.C. 6A:26-5.3

1. Submissions of schematic plans for educational adequacy reviews shall include the following:

   a. Four sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot. The approved use of each space, the proposed number of occupants, and the net square feet area shall be clearly labeled on all existing and proposed spaces;
b. Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;

c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6 including dimensions, clearances, ceiling heights, and required equipment;

d. Paths of travel for disabled persons;

e. A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and

f. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.

2. Other project documents to be submitted with the schematic plans shall include:

a. A project cost estimate on a form provided by the Commissioner;

b. A project schedule;

c. A copy of the dated transmittal letter to the Executive County Superintendent indicating project document submission to the Division; and

d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project.
F. Detailed Plans and Specifications and Final Plans and Specifications - N.J.A.C. 6A:26-5.4

1. In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:

   a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;

   b. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5; and

   c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the New Jersey Department of Education, the Development Authority shall submit to the Division the application with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. No additional fee will be imposed.

2. In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:
a. Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;

b. A properly executed copy of a “Request for Local Release of School Construction Plans” for a district that chooses to have a municipal code enforcing agency review its plans for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

c. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5.

3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility’s adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:

a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;
b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;

c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;


e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;

f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";

(1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;

g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and
h. If the temporary facility was previously used for school purposes and a certificate of occupancy for District Factor Group E, as designated by the Commissioner of the Department of Community Affairs, is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:26-5.4.

G. Fee Schedule - N.J.A.C. 6A:26-5.5

The Division will collect fees for reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.

H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.

2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.

Issued: 7 December 2009
Re-Issued: 16 October 2017
The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education’s website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.
Lead Testing of Water in Schools

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 6A:26-12.4

Adopted:
The Board of Education believes that the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community’s investment in the school buildings and facilities.

The school district security program will include: the maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, and heating, and other school building equipment. The Board directs close cooperation of district officials with local law enforcement, officers, fire fighters, the sheriff’s office, and insurance company inspectors fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district’s liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and secured under lock and key as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers guards in situations in which special risks are involved.


Adopted: 7 December 2009
A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when 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 service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.

2. Access to school buildings and grounds before and after the school day will be permitted to:
   a. Members of the Board of Education;
b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;

c. Other school staff members in the performance of their professional responsibilities;

d. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;

e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;

f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;

g. Members of the public present to attend a public Board of Education or public school-related function; and

h. Others authorized by the Superintendent or designee and/or by Board Policy.

3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school’s registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.

4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.

C. Key Control System for Access to School Buildings and Facilities

1. School staff members will be provided access to a school building using the school’s key control system as follows:

a. Teaching staff members and support staff members will be provided access using the school’s key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
(1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.

(2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.

2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.

3. A staff member’s loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member’s personal possession at all times. The Board of Education is not responsible for a staff member’s personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.

2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student’s age.
a. The Principal or designee may contact the student’s parent and request the parent come to school to retrieve the valuable item;
b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
d. The Board of Education is not responsible for a student’s personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.

3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.

4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.

5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
2. The School Safety Specialist shall:
   a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
   b. Ensure that these policies and procedures are in compliance with State law and regulations; and
   c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.

3. The School Safety Specialist shall also serve as the school district’s liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.


F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.

2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued:
A. Definitions

1. “Access” means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
   a. Areas that are the private domain of individuals, such as an individual’s office, closets, and filing cabinets, or
   b. Areas in which pupil instruction is being carried on, without the express permission of the Principal or the teacher in charge.

2. “School premises” means all school buildings, all school grounds, and any structures on school grounds.

B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all pupils enrolled in the school, all school staff members, and visitors pursuant to Policy No. 9150.

2. Access to school buildings and grounds before and after the school day will be permitted to:
   a. Members of the Board of Education;
   b. The Superintendent, Board Secretary, Supervisor of Buildings and Grounds, and Head Custodian;
   c. The Building Principal and other administrative staff members;
   d. Staff members in the performance of their professional responsibilities;
   e. Pupils involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;
   f. Members of organizations granted the use of school premises pursuant to Policy no. 7510;
   g. Police officers, fire fighters, health inspectors, and other agents of state and local government in the performance of their official duties; and
   h. Members of the public present to attend a public Board meeting.

3. All visitors to school buildings during the school day will be required to register their presence in the school office, pursuant to Policy No. 9150
4. All persons who enter school buildings when the school office is closed must sign a school log, maintained outside the school office. The log will record:

   a. The person’s name and, if appropriate, title;

   b. The date and time of entry and exit;

   c. The reason for the person’s entry.

5. Signs will be conspicuously posted to inform visitors of the requirements of B3 and B4.

C. Building Security

1. Entrances to school buildings shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons.

2. The Building Principal shall recommend to the Superintendent the installation of any special protective device to guard against illegal entry and/or vandalism.

D. Keys to School Buildings and Facilities

1. Staff members and school officials will be provided with keys as follows:

   a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.

   b. The Building Principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.

   c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.

2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.

3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Manager of Maintenance and Custodial Services. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. Staff Member Responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or pupils.

2. A valuable item brought to school by a pupil should be placed in the school office under lock and key and a written receipt given to the pupil. The pupil’s parent(s) or legal guardian(s) will be requested to retrieve the item from the school office. The parent(s) or legal guardian(s) may be requested to provide adequate identification before the item is released. The parent(s) or legal guardian(s) to whom a valuable item is released will sign a receipt, which will be maintained by the Principal.

3. Teaching staff members shall:
   
a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day;
   b. Shut and lock classroom doors during the school day when the room is empty;
   c. Report immediately to the Principal any evidence of tampering or theft.

4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.

5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction.

   a. Petty cash funds and records will be secured daily in accordance with Regulation No. 6620.
   b. Board minutes will be secured in accordance with Bylaw No. 0168.
   c. Financial records and books of account will be secured in accordance with Policy No. 6810.
d. Pupil records will be secured in accordance with Policy No. 8330 and Regulation No. 8330.

e. Personnel records will be secured in accordance with Policy No. 8320 and Regulation No. 8320.

F. Summoning the Police

a. The Ridgewood Police Department will be summoned promptly whenever evidence is discovered that indicates:
   a. A crime has been committed on school premises or in the course of staff or pupil transportation to or from school;
   b. A break and entry has occurred on school premises;
   c. A deadly weapon is on school premises, or
   d. A breach of the peace has occurred on school premises.

2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued: 7 December 2009
The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district’s buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district’s use of electronic surveillance equipment in school buildings and on school grounds.


Revised:
Intent

In the interest of the safety and security of our schools and all who enter, the responsible guardianship of publicly funded precious resources, and the most effective use of staff time, video surveillance cameras have been installed in vulnerable areas of the schools. These areas include, but are not limited to the outside main entrances and main lobby, and the hallways.

Video surveillance is required because:

1. These areas are readily accessible by all members of the public, pupils and staff.

2. These areas are unsupervised and beyond the normal sightlines of staff.

3. Staffing of these unsupervised areas would be prohibitively expensive and impractical.

This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act.

Regulations

Signage in Areas under Surveillance:

The public will be notified, using clearly worded signs prominently displayed at the perimeter of the video surveillance areas, so that school visitors have reasonable and adequate warning that surveillance is or may be in operation before entering any area under video surveillance.

Use of Video Surveillance Equipment:

1. Reception and monitoring equipment is located in the secure and locked Server Room; access is limited to members of the Management Team and others only as authorized by the Superintendent or designee. The video surveillance equipment will be dedicated to that use only and under no circumstances will be used for any other duties.
2. The school administrator and other members of the Management Team are authorized to monitor and operate the video surveillance equipment. Other staff members may be given authorization to monitor and operate the video surveillance equipment on an "as needed" basis. Video surveillance will be in effect 24 hours per day (with motion sensor).

3. Access will be given by authorized staff to any agency or individual, e.g. police, retained by the school district to use the information gathered for investigative purposes in order to perform duties related to their job.

Adopted: 7 December 2009
Electronic Surveillance In School Buildings and On School Grounds

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.

2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.

3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individual with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student’s behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee’s personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.

2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.

2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the (Building Principal or designee).

2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Building Principal or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.

4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.

5. All viewing will be in the presence of the Building Principal or designee.

6. A written log will be maintained by the Building Principal of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.

7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.


1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:

   a. The designation of individuals who shall be authorized to view live streaming video;

   b. The circumstances under which the designated individuals would view live streaming video; and

   c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.

3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.

4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.

H. Purchase, Maintenance, Replacement of Equipment/Supplies

1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued:
Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. It considers the interrelationship of economic, social, and environmental factors that protect and enhance present and future quality of life.

The Board of Education desires to conduct its operations and make decisions with identified sustainability priorities that include at a minimum: protecting students, staff, and community from environmental harm; preparing students for the future by educating for sustainability (knowledge of concepts and practices of environmental, social, and economic responsibility and sustainability); and include an intent to preserve current and future resources.

The Board believes by incorporating sustainable practices into school policies and operations it can make an immediate impact on student health, academic performance, and teacher retention while decreasing operational costs and demands on natural resources.

The Superintendent of Schools will establish a School District Sustainability Committee to provide the Superintendent and the Board with information on the benefits of increased sustainability practices within the school district.

The Board wants to protect students, staff, school visitors, and community members from environmental harm and will strive to eliminate the use of potentially toxic and harmful substances; prepare students for the future by providing a high-quality education that support concepts and practices of environmental, social, and economic responsibility and sustainability; and preserving current and future resources by adopting practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

The Board of Education authorizes the following sustainability practices to be implemented within the schools of the district:

Professional Development for Sustainability

Quality professional development of staff and Board members facilitates the effective transition to sustainability planning and practices for schools and school districts. Enhancing the knowledge of school personnel about the benefits and requirements of sustainability practices in a school setting increases the likelihood of a successful integration of sustainability into the school district's operations and promotes shared ownership of the outcomes.
The Board of Education will provide a minimum of two hours of time for professional development on sustainability topics to at least five members of the school district staff and/or members of the School District Sustainability Committee to include, but not be limited to, school Board members, district administrative staff members, teaching staff members, and support staff members.

The professional development for sustainability will provide a general understanding of the benefits of sustainable schools as well as specific information and guidance on undertaking some aspect of sustainability practices from planning to operations. The School District Sustainability Committee, Board members, district administrators, and other school staff members will work together to identify Board members and staff members that would benefit from training on sustainability topics. Training needs will be determined based on plans to maintain, implement, or expand sustainable practices in the school district.

Once the training needs have been identified, various professional development offerings will be reviewed and evaluated to determine the learning concepts that will be included, the educational methods that will be incorporated, and the professional skills that will be imparted. Professional development that incorporates sustainability concepts across subject areas in the teaching curriculum will be a key consideration, as educating for sustainability lays the foundation for sustainable thinking and practice among students, staff, and the broader community.

The school district may choose to train multiple staff members on a particular sustainability topic, either by hosting the training internally or by sending a group to an external training event such as a professional association meeting. Outside experts or internal staff with expertise in sustainability may also be utilized to provide the training. The training hours may also be completed through webinars, online courses, or workshops. Individual staff members or Board members may be trained in different sustainability topics as relevant to their official role in the school district.

The school district will maintain sustainability training documentation that identifies the names and position of the individuals receiving training (groups of five individuals are recommended), along with the following course information: date, instructor or course provider, course description or syllabus, and course length. Course training times exclude time for breaks and meals from the two-hour training requirement. The two-hour training requirement does not have to be completed at a single event. For example, two one-hour training sessions or three forty-five minute sessions would meet the time requirement. The training hours must have occurred in the twenty-four months prior to submission for Sustainable Jersey for Schools certification, if such certification is desired.
Qualifying training includes courses or workshops on a topic related to sustainability in schools, from leadership, planning, policy, and curriculum development to teaching, enrichment, food service, transportation, and facilities management.

Green Purchasing Policy

Green purchasing, also known as Environmentally Preferable Purchasing (EPP), is the coordinated purchasing of goods and services to minimize impacts on human health and the natural environment. Alternatives exist for many products used by schools that are less hazardous, save energy and water, and reduce waste.

A simple first step will be for the school district to purchase as many products as possible made from recycled content that are themselves recyclable. Green purchasing moves beyond recycled materials and also takes into consideration the raw materials, including energy and water, used to manufacture products; the production process itself; the packaging and distribution method; and the distance of transport and proximity of production.

The School Business Administrator/Board Secretary or designee will provide an outline of the standards and procedures for selecting products based on environmental criteria. The specific standards and guidelines for selecting products will be based on established environmental criteria, as well as promote the adoption of this Policy to district staff members. The district will attempt to purchase, in accordance with the provisions of applicable purchasing laws: green cleaning supplies; green cleaning equipment; recycled paper; energy efficient appliances; and/or equipment purchases and green cleaning training.

Classroom Chemical Purchase, Storage, and Disposal Policy

The Board of Education requires outdated chemicals used in the school district as part of the school district’s Chemical Hygiene Plan are routinely removed from school grounds and future purchases will attempt to curtail or eliminate storage of unneeded chemicals. The School Business Administrator/Board Secretary will coordinate a lab clean-out and clean-out of outdated and unneeded chemicals every eighteen months.

Classroom chemical purchase, storage, and disposal will be in accordance with Board of Education Policy 7420 – Hygienic Management and Regulation 7420.2 – Chemical Hygiene that is in accordance with Federal and State law.
Green Cleaning Policy and Plan
A well-designed Green Cleaning Program developed by the School Business Administrator/Board Secretary or designee will be designed to reduce harmful chemical exposure and yield positive benefits for students, custodial staff, administrators, teachers, and the environment by protecting the environment; providing a healthy learning and work environment; increasing the lifespan of facilities; and protecting the health of custodial, maintenance, and building staff.

This Policy incorporates recommendations from the district's Green Cleaning Plan which will commit to procuring and using green cleaning products and green equipment, support training for custodial and maintenance staff, and describe efforts to evaluate and monitor progress. This Green Cleaning Policy will be shared with the administration, school staff members, and the broader school community. Before adopting this Green Cleaning Policy, the district will develop a Green Cleaning Plan or Green Cleaning Action Plan that will inform the Policy and support an effective program.

The school district’s Green Cleaning Program will incorporate green cleaning products and equipment as well as staff training; engage parents, students, and school organizations in the program implementation; and follow a comprehensive plan that articulates strategies for key building areas including classrooms, kitchens, gymnasiums, offices, and entry systems. In addition to the use of Green Cleaning products, the district’s Green Cleaning Program will incorporate technologies like microfiber cloths to reduce the use of cleaning chemicals and HEPA-filtered vacuum cleaners to promote healthy indoor air quality.

The School Business Administrator/Board Secretary or designee will establish a District Green Cleaning workgroup that includes administrators, facility manager, custodial and maintenance staff, teachers, school nurses, support staff, parents, and Green Team members, as well as other individuals interested in Green Cleaning to familiarize the team with Green Cleaning Program components, including Green Cleaning supplies and equipment, as well as the relationship to indoor air quality, chemical exposure, and cost-saving opportunities.

The development of the district’s Green Cleaning Plan or Green Cleaning Action Plan will consider the following steps:

1. Complete building cleaning assessments by collecting facility and occupant information, and historical program strengths or weaknesses.

2. Create an inventory of custodial cleaning products and mechanical and non-mechanical equipment, and determine if they meet Green Cleaning Standards.
3. Assess staff training and identify training needs and program resources available to support training. Determine how existing policies and procedures can be modified to utilize the wide range of Green Cleaning techniques and concurrently meet accepted levels of clean for specific areas of the facility.

4. Develop a plan with goals and strategies for cleaning procedures, Green Cleaning supplies, Green Cleaning equipment, and building facility enhancements (like expanded use and maintenance of walk-off mats at entrances). Benchmarks to guide the transition to Green Cleaning are critical due to training, product sourcing, and purchasing and staffing considerations.

5. Identify the Green Cleaning standards that will be used to purchase Green Cleaning equipment, non-mechanical equipment, and Green Cleaning custodial supplies. Possible standards include, but are not limited to:

   a. Carpet and Rug Institute, Green Vacuum Cleaner Standards.


   c. EcoLogo Certified products, services and packaging are certified for reduced environmental impact. ECOLOGO Certifications are voluntary, multi-attribute, lifecycle based environmental certifications that indicate a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

   d. Environmental Protection Agency’s (EPA’s) Safer Choice label helps consumers, businesses, and institutional buyers identify cleaning products and others that perform well and are safer for human health and the environment.
e. Green Seal standard provides sustainability standards for products, services, and companies based on life-cycle research. Green Seal standards provide criteria and guidelines for manufacturers, service providers, and companies to work toward sustainability. Green Seal has 31 issued standards that cover over 375 product and service categories. Examples of Cleaning Products and Services include the GS-42 Commercial and Institutional Cleaning Services, GS-34 Cleaning and Degreasing Agents, GS-37 Green Cleaning Services, GS-40 Floor-Care Products for Industrial and Institutional Use, and GS-41 Hand Cleaners for Industrial and Institutional Use.


g. Other standards that meet or exceed those listed above are also acceptable.

6. Green Cleaning Action plans may also incorporate implementation timeframes and program-monitoring requirements.

Promoting Physical Activity

In addition to high-quality physical education classes in the school district taught by certified and well-supported physical education teachers, multiple opportunities exist before, during, and after school to enable young people to achieve the U.S. Department of Health and Human Services’ recommended sixty minutes of physical activity per day. They include: recess, physical activity breaks, before and after school programs, and the use of school facilities outside school hours.

1. Recess: The district will provide a recess period on most school days for Kindergarten through fifth grade students;

2. Physical Activity Breaks: Teachers may periodically conduct three to five minute “physical activity breaks” or “brain energizers” and incorporate physical activity into academic lessons to help improve student performance and on-task behavior;
3. Before and After School Programs: Elementary and Middle Schools in the district will attempt to offer a minimum of two types of extracurricular programs that provide students with opportunities for physical activity beyond school hours. A high school will offer additional extracurricular programs that provide students with opportunities for physical activity beyond school hours;

4. If the district offers a before and/or after school student care program for children, either directly or through a contractor, such programs shall incorporate physical activity as a component of the daily schedule;

5. Intramural sports, which are organized sports that often emphasize fun as well as competition and involve students from the school of all skill levels who may not want to participate in an interscholastic sport;

6. Physical activity clubs that allow students to pursue specific interests or explore new activities;

7. Use of School Facilities Outside School Hours: The district may, in accordance with Board Policy, allow for the joint use of school facilities by community recreation programs offered by municipal or parks and recreation commissions, outside agencies, and/or youth-serving organizations on evenings, weekends, and during breaks in the school calendar.

Safe Routes to School

Safe Routes to School is a nationwide movement aimed at encouraging elementary and middle school students to walk or bicycle to school. The goal of New Jersey’s Safe Routes to School initiative is to get children walking and bicycling to school where it is safe and to make it safe where it is not safe. In support of this initiative, the Board has adopted Policy 8505 – School Nutrition, Policy 8600 – Transportation, and Policy 5514 – Student Use of Vehicles. The Board of Education and the administration will collaborate with municipal, county or State transportation, land-use planning, law enforcement, and other agencies to plan, construct, and encourage the use of safe, accessible, and convenient pedestrian and bicycle routes to and from school.
The Board recognizes the benefits of students walking or riding a bicycle to school on a safe route. Understanding there may not be a safe walking or biking route to and from school for every student, this physical activity for a student is both mentally and physically beneficial.

Students walking and riding a bicycle to school will be required to comply with Board policies, all safety and school rules, and regulations. A list of conditions explaining the rules and expectations of the student and parent will be provided by the Principal or designee.

Adopted:
The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 9.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-12.1(j)1. 11.2(b) and (c).

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer the Board of Education that the individual has completed the training program within five business days of its completion. The employer Board shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.
School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq. 2(b) and (c).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus and the student’s parent(s) or legal guardian(s) shall provide for the student’s transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.
The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation following an accident that involves injury, death or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of $500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device, while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

18A:39-28
N.J.S.A. 39:3B-25

Adopted: 7 December 2009
Revised: 18 May 2015
Revised: 10 October 2016
M 8630  EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
   a. Student management and discipline;
   b. School bus accident and emergency procedures;
   c. Conducting school bus emergency exit drills;
   d. Loading and unloading procedures;
   e. School bus stop loading zone safety;
   f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
   g. The use of student’s educational records, including the district’s responsibility to ensure the privacy of the student and his or her records, if applicable.

2. The Board of Education will administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.

3. The Board of Education employer shall be responsible to will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:
   a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
   b. In the case of a school bus driver or aide who is employed after the development of the training program, the Board employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b, the employer Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the employer Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer Board shall retain a copy of the certification for the duration of the individual’s employment, and shall forward a copy of the certification to the Department of Education; and/or

d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3. and N.J.A.C. 6A:27-11.1 et seq.

B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.

2. School bus drivers and bus aides shall participate in the emergency exit drills.

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.

4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground need not to be performed by every student and may be demonstrated by others.

5. The school bus driver or supervisor of the drill shall:

   a. Describe and demonstrate the use of kick-out windows and split-sash windows;

   b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;

d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;

e. Demonstrate the use of the emergency exit door;

f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;

g. Encourage older, bigger students to assist younger, smaller pupils in their exit from the bus;

h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;

i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;

j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and

k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.

6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

a. The date of the drill;

b. The time the drill was conducted;

c. The school name;
Emergency School Bus Procedures

d. The location of the drill;

e. The route number(s) included in the drill; and

f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Business Administrator or designee.

2. In accordance with the provisions of N.J.S.A. 18A:39-194., the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper instruction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.

   a. Upon receiving consent from a student’s parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.

3. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.

4. Each school bus shall be equipped with:

   a. A list of the students assigned to that bus;

   b. A basic first aid kit; approved by the school nurse and inspected regularly by the school bus driver;
5. Each school bus driver shall:

a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;

b. Keep aisles and passageways clear at all times;

c. Maintain student discipline on the bus;

d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;

e. Report promptly to the Principal, Transportation Coordinator, or designee any potential driving hazard on his/her route, such as construction, road work, etc.;

f. Report promptly to the Principal, Transportation Coordinator, or designee any deviation in the bus route or schedule;

g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;

h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;

i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and

k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers’ paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.

2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.

3. A school bus must be evacuated when:

   a. There is a fire in the engine or any other portion of the bus;

   b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or

   c. The bus is disabled for any reason and

      (1) Its stopping point is in the path of a train or is adjacent to a railroad track,

      (2) A potential exists for the position of the bus to shift thus endangering students, or

      (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; or

   d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.

5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.

6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.

7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Transportation Coordinator of the number and location of the bus and the circumstances of the disability. The Transportation Coordinator will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.

   a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary, or designee, of the district providing the transportation.

   b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.

   c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
Emergency School Bus Procedures

(1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or

(2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.

(1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.

(2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver’s name, driver’s license number, vehicle owner’s name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).

f. The following notifications must be provided:

(1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
(2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.

(3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of $500 shall complete and file, within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.

(4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:

   a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver’s physical or mental condition.

   b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.

   c. If necessary, the bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.

   d. The Transportation Coordinator shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.

3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
Emergency School Bus Procedures

a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.

b. If necessary, first aid will be administered.

c. If the student’s injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.

d. If the student’s injury is not serious, and

(1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student’s parent;

(2) Occurs on the way to the student’s home, the school bus driver or another school district staff member will deliver the injured student to his/her parent(’s) legal guardian(’s) or to a responsible adult at the student’s home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician’s office or to the nearest hospital emergency room; or

(3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student’s parent.

e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued: 7 December 2009
Revised: 18 May 2015
Revised: 10 October 2016
The Ridgewood Board of Education members, district administrators, and staff will treat parent(s) or legal guardian(s) and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

Disruptions

Any individual who:

1. Disrupts or threatens to disrupt school/office operations (e.g., loud and aggressive verbal disruptions at school or school events after being warned, refusal to follow sign-in protocols at the school sites);

2. Threatens the health and safety of pupils or staff (e.g., verbal threats to pupils or staff);

3. Willfully causes property damage (e.g., breaking objects on school grounds);

4. Uses loud and/or offensive language (e.g., racial slurs and verbal insults to staff);

5. Is verbally or physically intimidating (e.g., stands within a foot of another's personal space, finger pointing); or

6. Has otherwise established a continued pattern of unauthorized entry on district property (e.g., a person refusing to leave after repeated warnings); and

7. Harasses staff and others through repeated telephone calls, other communications (i.e. emails) and confrontations in parking lots will be directed to leave school or district property promptly by the Superintendent, Principal, or their respective designee.

If any member of the public uses obscenities or speaks in an abusive, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate civilly. If corrective action is not taken by the abusing person, the district employee will seek to include an administrative representative in the meeting in an effort to restore civility. If an administrator is not available and/or a civil tone is not restored, the district employee will verbally notify the abusing person that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the abusing person will be asked to leave promptly.
When an individual is directed to leave under the above circumstances, the Superintendent, Principal, or their respective designee shall inform the person that he or she may be guilty of a misdemeanor in accordance with New Jersey law. If the person refuses to leave, the Superintendent, Principal, or their respective designee may notify law enforcement officials.

Safety and Security

The Superintendent or the Superintendent’s designee will ensure that a safety and/or crisis intervention program for district staff is promulgated to raise awareness and to provide techniques in dealing with disruptive situations when they occur.

If and when violence is directed toward a district employee, or theft of district property is threatened or attempted, employees shall promptly report the occurrence to their Principal or supervisor and submit a written report (within twenty-four hours). Employees, through their supervisors, should report to law enforcement officials any attack, assault, or threat made against them on district premises or at school district-sponsored activities.

Documentation

When it is determined by a district employee that a member of the public is in the process of violating the provisions of this policy, an effort should be made by the employee to provide the offending person a written copy of this policy at the time of the occurrence. The employee will immediately (within twenty-four hours) notify his/her supervisor and provide a written report of the incident.

Adopted: 7 December 2009
9242  USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.
Use of Electronic Signatures

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted: