

**Hasbrouck Heights Public Schools
Parent Chaperone Application**

Event Information

Activity: _____ Date: _____

Student's Name: _____ Teacher: _____

School: _____ Date: _____

Chaperone's Information

Name: _____

Address: _____

Phone Number (Home): _____

Phone Number (cell): _____

Related Experience (past chaperone experience, scouting, little league, etc.):

<u>Experience(s)</u>	<u>Date</u>
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you been under treatment for any mental, nervous, physical condition or disability during the last two years that would impede your ability to chaperone students? _____

If so, explain: _____

Any impairment in sight or hearing? _____ Any other physical impairments? _____

Note: Any medical information given will be kept confidential.

Have you been charged or pending a conviction of a felony in the last two years?

_____ Yes _____ No

If yes, explain: _____

Would you be willing to submit to a drug screening? (paid by the HHBOE)

_____ Yes _____ No

Would you be willing to submit to a criminal history background check? (paid by the HHBOE)

_____ Yes _____ No

I certify that the above information is correct and any falsification of information will eliminate me from any consideration for this event or for any subsequent events.

Your signature below indicates that you have read the field trip policy 6153, and you will comply with the responsibilities as chaperone clearly stated in this policy. Also,

- I will not drink alcohol at any time during the length of the field trip.
- I will not leave the itinerary of this trip at any time.

Date: _____

Signature of Applicant: _____

Principal's Review

Date of Interview: _____

Interviewer: _____

Recommendation:

_____ Yes, I recommend this person to be appointed as a chaperone for the above event.

_____ No, I do not recommend this person to be appointed as a chaperone for the above event.

Attention Principal

Parents must receive written notification of the names of parent chaperones who will accompany the field trip.

Approved: January 26, 2006

Revised: June 18, 2013

Revised (First Reading): August 25, 2016

District Regulation

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Section: Students

Date Created: November, 2014

Date Edited: November, 2014

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause

for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;

2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.
2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.
3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
 - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
 - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;
- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
 - b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
8. Suspension from School
- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
 - b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
9. Expulsion
- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

Pupil Discipline/Code of Conduct – Grades Six through Twelve

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

Student Infraction	Offense	Action	Comments
Out of Class Without Pass	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Detention	
Disorderly Behavior in Cafeteria	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	2 Detentions	
	Subsequent	Saturday school/ISS or OSS	
Disrespect to School Personnel	1 st offense	Saturday School/Parent Notified	
	2 nd offense	2 Saturday School/Parent Notified	
	Subsequent	ISS OR OSS	
Excessive Display of Affection	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Saturday School/ISS	
Forging any Official Document	1 st offense	1 day OSS	
	2 nd offense	2 days OSS	
	3 rd offense	3 days OSS	
Gambling/Card Playing	1 st offense	Warning	
	2 nd offense	Detention	
	3 rd offense	Saturday School	
Inappropriate Behavior at School Program	1 st offense	Saturday School	
	2 nd offense		

	3 rd offense	2 Saturday School ISS/OSS	
Loitering on School Grounds While Absent/Suspended or Trespassing	1 st offense 2 nd offense 3 rd offense	1 Saturday School 2 Saturday School OSS	
Refusal to Hand Over Unauthorized Device to School Personnel/Electronics /cell phone (High School only)	1 st offense 2 nd offense 3 rd offense	Detention 2 Detentions/ Parent notified Saturday School	Students can pick up after detention
Cell Phones/Electronics Use in Middle School No MS student is allowed to use cell phones at any time, cell phones must be put away and remain unseen until student leaves the building. In case of emergencies, students must seek help from a teacher and from the Main office.	1 st offense 2 nd offense 3 rd offense	Warning Call Home/Detention Saturday school; parent must pick up phone	
Insubordination	1 st offense 2 nd offense 3 rd offense	Detention Saturday School ISS/OSS	
Bias Incidents (Sexual Harassment, Racial/Ethnic Slurs)	1 st offense 2 nd offense	Saturday School and Counseling 2 days OSS/ISS and Counseling	
Truancy for Day of School	1 st offense 2 nd offense 3 rd Offense	2 Saturday Schools "0" grade per class 1 cut for each class ISS/OSS 1 cut for each class Denial of credit after/ ISS	Can be referred to Municipal Court. Police notified.

Harassment/Intimidation/Bullying (HIB)		As indicated in Policy Students may be disciplined as per code of conduct Administrative prerogative may apply based on severity of the incident	
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense 2 nd offense	5 Days OSS and Restitution for Damages 10 Days OSS and Restitution for Damages	Police called and parent notified. Possible charges.
Possession/Distribution of Hate Material	1 st offense 2 nd offense	2 Days OSS 3 Days OSS	
Vandalism	1 st offense 2 nd offense	1 – 2 Days OSS 1 – 4 Days OSS	Parent notified and police contacted. Possible charges. Restitution.
Verbally Threatening a Staff Member	1 st offense 2 nd offense	3 Days OSS and Parent Conference 10 Days OSS and Parent Conference	Student may be sent to S.A.P. program. Police may be notified
Fighting	Any offense	1 – 3 Days OSS/ISS (or more depending on severity). Parent/Police notified. Peer mediation or Conflict Resolution	If definite self-defense is proven, only the instigator may be punished. S.A.P. may be set up for student to attend.
Attire Gang Related in Nature	Any offense	Discretion of Administration, Paraphernalia confiscated	

Possession of CDS	1 st offense 2 nd offense	Indefinite suspended pending assessment and referral to S.A.C. 10 Days OSS	Referral to S.A.C. Police notified.
Sale and Distribution of CDS	Any offense	May include: 10 Days OSS/ Expulsion Meet with S.A.C. Referral to Community Agency Referral to CST Police Notification	Seller of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession /Alcohol	1 st offense 2 nd offense	Suspended pending assessment and referral to S.A.C. 1 – 10 Days OSS Referral to S.A.C.	
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)	All 1 st offense 2 nd offense 3 rd offense	Removal from class until change of clothes is available. Parent may be notified. Warning Detention Saturday School	
Late to Class	1 st offense 2 nd offense 3 rd offense	Teacher handles Teacher handles Central Detention	
Smoking, Tobacco, E-Cigarettes	1 st offense 2 nd offense	Saturday School 2 Saturday Schools	Police may be notified.

	3 rd offense	4 Saturday Schools	
Cutting Class/Leaving School Grounds	1 st offense 2 nd offense 3 rd offense	2 Detentions for each cut Saturday School ISS and Denial of Credit	If student behavior disrupts the learning process after being denied credit, the student may be removed. S.A.P. may be set up for student to attend.
Weapons/Firearms/Zero Tolerance	Any offense	Up to 10 Days OSS Parents notified Police complaint filed	
Misuse of Computers or any Electronic Devices/Social Media Misuse	Discipline based on severity of infraction	1 – 10 Days OSS/ISS	Parents notified. Possible police notification.
Disruptive Behavior	1 st offense 2 nd offense 3 rd offense 4 th offense Subsequent	Teacher handles/ possible teacher detention Teacher writes up incident and submits to VP Warning Meeting with VP and teacher possible detention Central Detention Saturday School VP/parent/teacher conference ISS or OSS	Teacher should contact parent. Student's schedules may be changed administratively due to chronic disruptions.

Eating/Drinking in Other than Cafeteria	1 st offense	Teacher issued Warning	
	2 nd offense	Central Detention	
	3 rd offense	Saturday School	
Language/Written/Ge stures/Defamation of Cultural, Racial, or Religious Groups	1 st offense	Warning	Actions can be upgraded depending on severity of gesture.
	2 nd offense	Detention	
	3 rd offense	Detention/ Parent Conference	
Inappropriate Physical Contact	1 st offense	Saturday School	
	2 nd offense	2 Saturday Schools	
	3 rd offense	2 OSS	
Theft/Stealing	1 st offense	1 – 5 Day ISS/OSS	Restitution. Possible police notification. Restitution
	2 nd offense	1 – 10 Days ISS/OSS	
Extortion	1 st offense	2 OSS	Restitution. Police notified.
	2 nd offense	3 OSS	
Cheating	1 st offense	“0” for grade Parent notified	
Failure to Report to Activity Period	1 st offense	1 Detention	Actions can be upgraded depending on severity of gesture.
	2 nd offense	2 Detentions	
	3 rd offense	3 Detentions	
	4 th offense	Saturday School	
Tardy for School	1 to 3 offenses	Detention Excused	Loss of school privileges for lunch, trips, etc.
	4 offenses	Detention	
	5 offenses	Detention	
	6 offenses	Detention	
	7 offenses	2 Detentions	
	8-20 offenses >20 offenses	Saturday School Potential loss of 1st period credit	
Cutting Administration Detention	1 st offense	2 Detentions	
	2 nd offense	Saturday School	
	Subsequent offense	ISS/OSS	
Dating Violence at School	All incidents	Immediate separation of	At the discretion of

	In addition to:	<p>students involved. Students escorted to office. Interview student involved and investigate incident (including interviewing witnesses). Set up meeting with SAC. Parent notification.</p> <p>At the discretion of administration, based on the severity of the incident, steps may be skipped.</p>	<p>administration, depending on the severity of the incident. Consequences may include but not be limited to:</p> <ol style="list-style-type: none"> 1. Changes in schedule. 2. Counseling – SAC. 3. Psychological evaluation. 4. Set up Behavior Plan. 5. I&RS. 6. Alternative placement (SAP/HI).
Verbally threaten another student (threat of physical violence)	<p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p> <p>4th offense</p>	<p>Saturday School</p> <p>2 Saturday Schools</p> <p>1-2 Days ISS/OSS</p> <p>2-4 Days ISS/OSS</p>	<p>At the discretion of administration, depending on the severity of the incident, consequences may include but not be limited to:</p> <ol style="list-style-type: none"> 1. Parent notification 2. Counseling – SAC. 3. Psychological evaluation. 4. Set up Behavior Plan. 5. Referral to I&RS. 6. Schedule change 7. Alternative placement (SAP/HI).

Removal from class for disruptive / inappropriate behavior	1st offense	Central Detention	Parent Notification for every incident.
	2nd offense	2 Central Detentions	
	3rd offense	Saturday School	
	4th offense	2 Saturday Schools	
	Subsequent	ISS/OSS	

Pupil Discipline/Code of Conduct – Grades Pre-Kindergarten through Five

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for grades 3, 4, and 5 only.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

Student Infraction	Offense	Action	Comments
Disruptive Behavior	1 st offense	Teacher warning	

	2 nd offense	Teacher must notify parent	Subsequent offense may include: ISS/OSS or Alternate Placement
	3 rd offense	Referral to the Principal/Parent Notification	
	4 th offense	Referral to the Principal/Parent Notification/ Principal's Detention	
	5 th offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
Littering on School Property	1 st offense	Referral to the Principal/Warning	
	2 nd offense	Referral to the Principal/ Parent Notification	
	3 rd offense	Referral to the Principal/Parent Notification/ Principal's Detention	
Offensive Language/Written/Gestures	1 st offense	Referral to the Principal/ Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal/Parent Notification/ Principal's Detention	
	3 rd offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
Inappropriate Physical Contact	1 st offense	Referral to the Principal/ Parent Notification	

	2 nd offense	Referral to the Principal/Parent	Subsequent offense may include:
	3 rd offense	Notification/ Principal's Detention	Referral to the Guidance Counselor
		Referral to the Principal/ Principal's Detention Parent Conference	
Insubordination - Refusal to Hand Over Unauthorized Device to School Personnel/Elect-ronics/cell phone	1 st offense	Referral to the Principal/ Parent	
	2 nd offense	Notification/ Principal's Detention	
	Subsequent	Referral to the Principal/ Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal/ Parent	
	2 nd offense	Notification/ Principal's Detention	
	3 rd offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Theft Personal/School Property	1 st offense	Referral to the Principal/ Parent	
	2 nd offense	Notification/ Principal's Detention	Police may be notified at any level of offense
	Subsequent	Referral to the Principal/	

		Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense	Up to 5 Days OSS and Restitution for Damages	Police Contacted/ Parent Notification
	2 nd and subsequent offense	Up to 10 Days OSS and Restitution for Damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal/ Parent	Police may be notified at any
	2 nd offense	Notification/ Principal's Detention	level of offense
		Referral to the Principal/ISS/ Parent Conference	Possible Restitution.
Verbally Threatening a Staff Member	1 st offense	Referral to the Principal and Guidance	Police may be notified at any
	2 nd offense	Counselor/ISS/ Parent Conference	level of offense
		Referral to the Principal and Guidance	Subsequent offense may include:
		Counselor/OSS/ Parent Conference	Alternate Placement
Fighting	Any offense	Referral to the Principal and Guidance	If definite self- defense is proven, only the instigator may be punished.
		Counselor/ISS/ Parent Conference	Police may be notified.
			Subsequent offense may

			include: OSS or Alternative Placement
Possession of CDS	Any offense	Indefinite suspension pending assessment and referral to S.A.C.	Police will be notified. Subsequent offense may include: Alternative Placement
Sale and Distribution of CDS	Any offense	May include: 10 Day OSS/ Expulsion Referral to S.A.C. Referral to Community Agency Referral to CST Police will be notified	Seller of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsions hearing.
Use of Controlled Substance/Pos-session/Alcohol	1 st offense 2 nd offense	Suspended pending assessment and Referral to S.A.C. 10 Days OSS and Referral to S.A.C.	Police will be notified Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)	All 1 st offense Subsequent	Referral to the Principal/ Parent Notification/ Removal from class until change of clothes is available Warning	

		Principal's Detention	
Smoking	1 st offense	Referral to the Principal/ Parent Notification/ Principal's Detention	Police may be notified.
	2 nd offense		
	3 rd offense	Referral to the Principal/ Principal's Detention/ Parent Conference Referral to the Principal/ISS/ Parent Conference	Possible referral to the SAC
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Fire-arms/Zero Tolerance	Any offense	Up to 10 Days OSS/ Parents notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for School		Please refer to the Elementary School K – 5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 st offense	Referral to the Principal/ Parent Notification/ 2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS
	2 nd offense	Referral to the Principal/ 2 Principal's Detentions/ Parent Conference	
Harassment/Intimidation/Bullying (HIB)		As indicated in Policy	

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
 - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or

before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 20 November 2014

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of: ~~economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise~~ **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the Board job description **or required by the Board.**

A candidate ~~Every serious candidate~~ for the position of School Business Administrator/Board Secretary shall be **recommended to the Board by the Superintendent interviewed by the _____**. The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. **The appointment of the School Business Administrator/Board Secretary** ~~Final selection~~ shall be made by the Board, which shall also fix the compensation to be paid **to** the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. ~~6A:9-12.3; 6A:9-12.7~~ **6A:9B-12.7**

Revised (First Reading): July 21, 2016
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2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy ~~No.~~ 2220.

For purposes of this policy "curriculum" means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Core Curriculum Content Standards and Cumulative Progress Indicators, and the courses required by Policy ~~No.~~ 5460 and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:

1. Preparation of all students for employment or post secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy ~~No.~~ 2530;
4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy ~~No.~~ 2411;

5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy ~~No. 2460~~ and Regulation ~~Nes. 2460-1 through 2460.14~~;
6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy ~~No. 2423~~;
7. Programs and services for students at risk who require remedial assistance in accordance with ~~Policy Nes.~~ **Policies** 2414, 2415, and 5460;
8. Equal educational opportunity for all students in accordance with ~~Policy Nes.~~ **Policies** 2260, 5750, and 5755;
9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for students with exceptional abilities, in accordance with Policy ~~No. 2464~~;
11. Instruction in accident and fire prevention;
12. A substance abuse prevention program;
13. A program for family life education; and
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey Core Curriculum Content Standards

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Revised (Second Reading): August 25, 2016

2340 Field Trip Policy

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. The principal of the building must make sure that all field trips are connected with instructional objectives. Since field trips provide first-hand educational experiences and are connected with instructional objectives, field trips must be correlated to the curricula of a subject.

The Board shall approve all overnight field trips. The Superintendent shall approve all other field trips. No field trip shall be approved unless it contributes to the achievement of specified instructional objectives. All overnight trips must have medical personnel on premises; otherwise a nurse, preferably with school nurse certification and with prior approval by the Board of Education when possible, must be in attendance.

When field trips and excursions are to be arranged, the following guidelines apply:

- A. All trips, and the arrangements for them, must have advance approval.
- B. Costs must be ascertained. With the knowledge of the Principal, teachers are responsible for the record-keeping and the collection of the fees associated with field trips for which they have received approval.
- C. Each child who goes on a field trip or excursion must have written parent/guardian permission.
- D. Student safety must be of prime concern. The Principal **and/or designee** must take responsibility for establishing the security plan for the trip with the lead teacher and administrator who will be participating. A detailed security plan must be reviewed by the Principal **and/or designee** and submitted to the Superintendent. While the lead teacher should recruit other staff members from the district, other adults may participate on the trip for the sole purpose of acting as chaperones. No adult may be involved in the trip without supervision responsibilities.
- E. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives. There cannot be "free time" assigned on any single day or overnight field trip; students must be accountable to a chaperone at all times; students must be accounted for and in rooms for any evening.
- F. Each field trip should be evaluated by students, teachers, and the administration. Field trips that are designated "class trips" should be equally available to all members of that grade level, of course following the guidelines specified in this policy.

- G. The person who signs the application must be ~~a full-time teacher or~~ **an** administrator going on the trip. This person will be known as the trip leader and is responsible for planning and conducting the trip, and for implementing a security plan. For overnight field trips, the **administrator lead teacher** must submit to the Principal a security plan that must be prepared prior to the commencement of the trip. This security plan must describe manner of bed checks and must include emergency contact information detailing the itinerary (hotels, destinations, transportation company information, etc.), for administrators, juvenile officer or SRO, parents, and nurse. The security plan must include maps/emergency contact information for students who may become separated from the group. The security plan must detail responsibilities of the each chaperone with his/her student assignments for the length of the overnight trip at all times.

As per Board Policy and Regulation, 5770 - Pupil Right of Privacy, the trip leader, lead teacher, or administrator has the right to inspect luggage or any bag of any student for reasons that might put the safety and security of student or students in jeopardy. As per Board Policy and Regulation 5770, "A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property."

Note: Parents, students, and all involved must know that the trip will end immediately subject to the discretion of the lead chaperone and administrator should catastrophic or other unforeseen circumstances occur that jeopardizes one or all of the participants. No refund is available to participants if the decision of the lead teacher/administrator requires immediate cessation of the trip.

H. School Nurse Attendance at Field Trips

All teachers will notify the school nurse upon the submission of paperwork for a class trip. All class trips, both full day and half day, should be included. In an attempt to provide coverage for the trip, notification to the nurse should be made one month prior to scheduled trip.

The teacher will provide the school nurse with a list of all students and faculty that will be present on the class trip.

The school nurse will review the list with the building Principal and determine if there are any students that require a nurse and/or parent present. This decision will be based on the total number of students with medical issues as well as consideration of the severity and need for monitoring of those medical issues.

If the school nurse and Principal determine that a nurse or parent should be present, the following steps should be taken:

- The teacher will be notified by the school nurse. A discussion as to the appropriateness of the parent chaperone will be discussed.

- If agreed by the teacher and the school nurse, the parent/guardian will be asked if he/she would like to chaperone.
- If the parent/guardian is unable to chaperone, a school nurse will attend the class trip.
- If a nurse is not available for the date requested, the trip will be rescheduled for a date that a nurse or substitute nurse is available.
- In the event that the only students attending the trip require a nurse are students with food allergies (that require the availability of Epi pen): it will be determined if an Epi pen Delegate (*) is scheduled to go on the trip. If an Epi pen delegate is attending, this information will be forwarded to the parent/guardian.
- There are students that have documentation for self administration of medications. The school nurse will speak to the parents of these students, and in collaboration, will determine whether a school nurse is necessary. The 504 plan; IHP, and current condition of the student will be considered. It is understood that this determination may change at any time up until the time of the trip.
- It remains the parent's decision to send the student with knowledge that a nurse will or will not be attending the class trip. There will be communication between the school nurse and the parent.

Overnight trips should include a school nurse, if traveling by plane.

Any staff member may be Epi pen trained by a school nurse. As per district policy, an Epi pen delegate must be CPR certified.

- I. A list of all participants attending the trip (teachers, students, chaperones, nurse) must be submitted before the trip is approved.
- J. No adult may attend the trip unless he/she is a chaperone. Chaperones will be required to sign a document that details their responsibilities for the length of the trip and for which they will be held accountable. The responsibilities of the chaperones are also connected with the security plan.
- K. No adult can leave the planned itinerary with his/her child or anyone else involved with the trip for any reason, except under emergency circumstances and with knowledge of the administrator and lead teacher.
- L. No administrator, teacher, staff member, chaperone can drink alcohol at any time (alone or in the presence of students) during the length of the trip.
- M. **All overnight field trips must have an administrator and/or security personnel.**

Parents/guardians shall be asked to bear all expenses. No student is to be denied the right to participate because of inability to pay. Students may participate in fundraising opportunities. A

payment plan will be offered to parents/guardians who have difficulty meeting the financial obligation of a class trip at one time.

No teacher shall change a planned itinerary while a field trip is in progress, except where the health, safety or welfare of the students in his/her charge is in danger. The teacher shall notify the Principal of such itinerary change as soon as possible.

The Superintendent shall develop guidelines for planning trips suitable to the various grade levels, and regulations governing frequency, distance and expense.

The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Superintendent. No staff member may solicit students of this district for such trips within the facilities or on the school grounds of this district without the Superintendent's permission.

All High School and Middle School Field Trips:

Specific disciplinary violations that constitute consequences that will count toward a student being denied field trip privileges:

1. Disruption to educational process or the orderly management of the school.
2. Any and all violations of the regulation regarding smoking.
3. Leaving the school building or property without proper permission.
4. Fighting.
5. Theft.
6. Vandalism.
7. Insubordination.
8. Throwing objects.
9. Profanity, vulgarity or obscene gestures/acts.
10. Cutting, truancy and excessive tardiness/absences
11. Refusal to attend administrative detention.
12. Possession and/or use of illegal substance(s) or items.
13. Defamation of a cultural, racial or religious group.

14. Harassment/Intimidation/Bullying.

15. Endangering the welfare of others. Includes threats to others.

The above listed violations will receive consequences and removal from all field trips in accordance with the conduct policy based on the following:

- Three (3) Disciplinary Referrals
- Two (2) Separate Saturday school detentions for discipline only
- Two (2) Separate in/out of school suspensions
- Twenty-one unexcused tardies
- **Excessive disciplinary action may result in loss of class privileges**
- **After 12 or more absences, a student may lose grade level privileges.**

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

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2340 Field Trip Regulation

Elementary (Kindergarten through Grade Five)

1. ~~All club trips will take place outside of school hours (i.e. patrols, student council).~~
2. Special education field trips (i.e. life skills) are delineated by the participants IEP and as such are considered part of the instructional program.
3. Trips directly related to the curriculum shall be considered on a case by case basis (i.e. library, municipal building, police and fire stations, community trips, etc.).
4. Student exhibitions/academic competitions shall be permitted on a case by case basis (i.e. Jump Rope Team, Battle of the Books).

Middle School and High School

1. Trips to amusement parks for entertainment purposes only are prohibited during school hours. Exception - Senior Week activities during the month of June.
2. Community service events within the community will be evaluated on a case by case basis.

Overnight Trips

Unless the school nurse clears and determines there is no need for medical personnel, all overnight trips must have medical personnel on premises, otherwise a nurse approved by the Board of Education must be in attendance.

All overnight trips must have an administrator **and/or security personnel** in attendance, ~~when twenty-four or more students are attending the trip. The Superintendent shall determine if an administrator is needed.~~

~~All overnight trips that involve twenty-three or less students must have a teacher in charge of attendance and he/she assumes responsibilities that are inherent with the supervision of students and presides over all chaperones.~~

~~The Superintendent is empowered to send an administrator on any overnight trip, if deemed necessary.~~

All trips by airplane require an administrator in attendance.

School Nurse Attendance at Field Trips

All teachers will notify the school nurse upon the approval of a class trip. All class trips, both full day and half day, should be included. In an attempt to provide coverage for the trip, notification to the nurse should be made one month prior to scheduled trip.

The teacher will provide the school nurse with a list of all students and faculty that will be present on the class trip.

The school nurse will review the list with the Building Principal and determine if there are any students that require a nurse and/or parent present. This decision will be made based on the total number of students with medical issues as well as consideration of the severity and need for monitoring of those medical issues.

If the school nurse and Principal determine that a nurse or parent should be present the following steps should be taken:

- The teacher will be notified by the school nurse. A discussion as to the appropriateness of the parent chaperone will be discussed.
- If agreed upon by the teacher and the school nurse, the parent/guardian will be asked if he/she would like to chaperone.
- If a nurse is not available for the date requested, ~~the trip will be rescheduled for a date that a nurse or substitute nurse is available.~~ **the permission slip will state no nurse will be present on the trip.**
- **When accompanying a field trip, the school nurse on the trip will remain centrally located for the duration of the trip.**
- In the event that the only students attending the trip that require a nurse are students with food allergies (that require the availability of Epi pen); it will be determined if an Epi pen Delegate (*) is scheduled to go on the trip. If an Epi pen delegate is attending, this information will be forwarded to the parent/guardian.
- There are students that have documentation for self-administration of medications. The school nurse will speak to the parents of these students and in collaboration will determine whether a school nurse is necessary. The 504 plan; IEP and current condition of the student will be considered. It is understood that this determination may change at any time up until the time of the trip.
- It remains the parent's decision to send the student with knowledge that a nurse will or will not be attending the class trip. There will be communication between the school nurse and the parent.

Overnight trips should include a school nurse, **when determined by the Principal and school nurse.** ~~if possible.~~

*Any staff member may be Epi pen trained by a school nurse. As per district policy, an Epi pen delegate must be CPR certified.

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R 2414 PROGRAMS AND SERVICES FOR STUDENTS IN HIGH POVERTY
AND IN HIGH NEED SCHOOL DISTRICTS

[For High Poverty and High Need School Districts]

A. Definitions

1. “At-risk-students” means those resident students from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.
2. “High poverty school district” means a district in which forty percent or more of the students are at-risk students.
3. “High need school district” means a school district in which forty percent or more of the students are at-risk-students and is at one or more of the following proficiency levels on State assessments:
 - a. Less than eighty-five percent of total students have achieved proficiency in language arts literacy on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
 - b. Less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8;
 - c. Less than eighty percent of total students have achieved proficiency in language arts literacy on the HSPA;
 - d. Less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4;
 - e. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 8; and/or
 - f. Less than eighty percent of total students have achieved proficiency in mathematics on the high school State assessment.

B. High Need School Districts

1. Implementation Timelines

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the districts that are classified as high need.
- b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the

designated program(s) (language arts and/or mathematics literacy) as required below.

- c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
- d. High need school districts, once identified, shall remain in that status and shall continue to implement the designated program(s) for a minimum of three years.

2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total students have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all students achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing, and technology;
- b. A comprehensive early literacy assessment program that includes:
 - (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;
 - (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies students have mastered;
 - (3) On-going performance-based assessments;
 - (4) A comprehensive diagnostic assessment of individual students who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and
 - (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
 - (1) Use of a reading measure to differentiate student needs;

- (2) Small group instruction;
 - (3) Direct instruction;
 - (4) Guided reading; and
 - (5) Shared reading.
 - d. Instructional materials that include concepts and themes from other content areas;
 - e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist students who exhibit persistent difficulty in reading, or other related topics that have been identified by these teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. ~~6A:9-15~~ **6A:9C-4 et seq.**;
 - f. Consistent and adequate opportunities for teachers to discuss and analyze student work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;
 - g. A classroom library that reflects the diversity and needs of all students and includes assistive technology;
 - h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and
 - i. Methods to involve parents and family members in student learning.
3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight
- High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:
- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:

- (1) Benchmark analysis that gauges students' performance and is used to assist school staff in determining skills that students still need to attain; and
 - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
 - b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for students who are not proficient in language arts literacy;
 - c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
 - (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all students; and
 - (2) Learning how and having opportunities to analyze student work and assessment results in a collaborative setting.
 - d. Involving parents and family members in student learning.

4. Language Arts Literacy – Literacy for Students in Grades Nine through Twelve

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III, and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.

5. Mathematics Literacy – Math Literacy for Students in Grades Three through Four

High need school districts in which less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares students in grades three through four for success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
 - b. Mathematical reasoning that occurs in contextual learning;
 - c. An emphasis on communicating mathematics concepts both verbally and in writing;
 - d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve student problem solving ability;
 - e. Professional development in both mathematics content and in the elements of mathematics pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to N.J.A.C. ~~6A:9-15~~ **6A:9C-3 et seq.**;
 - f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead students through concrete, symbolic, and abstract mathematical thinking;
 - g. Multiple assessments and benchmarks, including use of formative assessments;
 - h. Differentiated instruction;
 - i. Explicit mathematics instruction for struggling students to ensure that these students possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
 - j. Methods to involve parents and family members in student learning.
6. Mathematics Literacy – Math Literacy for Students in Grades Five through Eight
- High need school districts where less than eighty percent of total students have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all students in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5. above.
7. Mathematics Literacy – Math Literacy for Students in Grades Nine through Twelve

High need school districts where eighty percent or more of total students have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5. above and is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School Districts

1. Class Size Requirements

- a. Class size in high poverty school districts shall not exceed twenty-one students in grades Kindergarten through three, twenty-three students in grades four and five, and twenty-four students in grades six through twelve; provided that if the district chooses to maintain lower class sizes in grades Kindergarten through three, class sizes in grades four and five may equal but not exceed twenty-five students.
- b. Exceptions to the class size requirements in C.1.a. above are permitted for some physical education and performing arts classes, where appropriate.

2. Full-Day Kindergarten Requirements

- a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.
- b. Class size for these Kindergarten classrooms shall not exceed twenty-one students.

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Revised (Second Reading): August 25, 2016

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, **if applicable**; the salary at which the teaching staff member will be employed; **and** the intervals at which the salary will be paid; ~~and a provision for the termination of the contract on _____ days notice duly given by either party.~~

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.2~~ **6A:9B-5.4**

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3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as ~~they are required;~~ **and approve job titles and job descriptions.** ~~and specify the number of positions required to staff adequately each employment category. Job descriptions shall be prepared in accordance with Policy No. 1400.~~ The **job description** Board shall, ~~on a careful review of the position,~~ **establish outline** the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. ~~Any such local qualifications shall be flexibly applied.~~

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position. Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the Executive County Superintendent shall be sought before the position is filled.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.5~~ **6A:9B-5.5**

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3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f) ~~et seq.~~

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. ~~In accordance with the provisions of N.J.A.C. 6A:9-5.18(b),~~ **The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. 6A:9-6.5 6A:9B-5.16(b),** to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. ~~6A:9-6.5(b)~~ **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

N.J.S.A. 18A:54-20 [vocational districts]

N.J.A.C. ~~6A:9-5.18; 6A:9-5.19~~ **6A:9B-5.16; 6A:9B-7.4**

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3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. **and N.J.A.C. 6A:9B-7.4(c)**, a vacant teaching position **may only** ~~shall not~~ be filled ~~in any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional** certificate of eligibility (**CE**), ~~or a~~ certificate of eligibility with advanced standing (**CEAS**), **or standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught and working in an area authorized by their credentials for no more than a total amount of time exceeding sixty school instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**

1. **The school district was unable to hire an appropriately certified teacher for the vacant position;**
2. **The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
3. **Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**
 - a. **CE or CEAS holders obtain a provisional certificate;**

- b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
- c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

~~The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty-day time limit. In the event that one individual employed pursuant to this the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.~~

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b),** a vacant teaching position **may only** ~~shall not~~ be filled in any school year by one or more individuals employed as substitute teachers and holding an **instructional certificate of eligibility CE, or a certificate of eligibility with advanced standing CEAS, or a standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught and working in an area not authorized by their credentials for no more than forty instructional days in the same classroom per year a total amount of time exceeding twenty school days.** The Executive County Superintendent of Schools **shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.** ~~may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.~~

~~In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.~~

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. **and N.J.A.C. 6A:9B-7.4(a),** a vacant teaching position **may only** ~~shall not~~ be filled in any school year by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 ~~for no more than a total amount of time exceeding twenty instructional school days~~

in the same classroom per year. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

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3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold ~~may employ a holder of~~ a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a). ~~State-approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(e). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.~~

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4 6A:9C-5.1 et seq. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty-four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised

~~by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional The district may, at its discretion, pay all or part of the mentoring fee.]~~

~~A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(e). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty-day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.~~

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

~~The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.~~

~~The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following:** stipends for mentor teachers;; the costs associated with release time;; substitutes for mentor teachers and novice teachers;; and/or professional development and training activities related to the program.~~

~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education~~

knowledge and skills. Evaluations **for a provisional teacher** shall be completed in accordance with the requirements of N.J.A.C. ~~6A:9-8.6~~ **6A:9B-8.6** et seq. ~~Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~Within thirty days after the conclusion of the State approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. ~~6A:9-8.3; 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6;~~
~~6A:9-8.4; 6A:9C-5.1 6A:9-8.6; 6A:9-8.7~~

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R 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.1**.

A. Definitions (N.J.A.C. **6A:9-2.1**)

1. "Certificate of Eligibility or CE" means a ~~credential~~ **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or ~~(CEAS)~~" means a ~~credential~~ **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and ~~traditional professional~~ **CEAS educator** preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "**District mentoring program**" means a **program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.**
4. "**Endorsement**" means an **authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).**
35. "Mentor teacher" means a ~~an experienced, certified~~ **an experienced, certified** New Jersey ~~certified experienced~~ teacher who is assigned to provide support and guidance to a novice teacher.
46. "Novice teacher" means any ~~full-time or part-time~~ **full- or part-time under a provisional certificate** who has not **yet been issued a standard instructional certificate in any endorsement area** ~~completed one year of full-time teaching under a valid State teaching certificate.~~
5. "**Professional Development Committee**" means ~~the local district committee established by the Board of Education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.~~
67. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all ~~new~~ teachers must acquire ~~and describes what all~~

~~teachers should know and be able to do: to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.~~

8. **“Provisional teaching period” means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.**

~~B. State Approved District Training Program~~

- ~~1. The State approved district training program shall provide essential knowledge and skills through the following training:~~
 - ~~a. On-going mentoring of the provisional teacher shall take place over a period of thirty weeks or proportionally longer if the provisional teacher holds a part time teaching position in accordance with the district's mentor plan pursuant to N.J.A.C. 6A:9-8.4 and in accordance with the Professional Standards for Teachers.~~
 - ~~b. The Building Principal or an appropriately certified school administrative designee shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6A:9-8.6 and 8.7.~~
 - ~~c. Except for d. and e. below, a minimum of two hundred hours of formal instruction in professional education aligned with the Professional Standards for Teachers shall be completed by the provisional teacher concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(e).~~
 - ~~d. For provisional teachers who are holders of a career and technical education CE, a minimum of two hundred hours of formal instruction in a State approved career and technical education professional education program that is aligned with the Professional Standards for Teachers and that includes the essential knowledge and skills regarding the delivery of career and technical education programs shall be completed concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(b). The effective date of this requirement shall be February 1, 2010.~~
 - ~~e. For provisional teachers who are holders of an elementary school (Kindergarten through grade five) endorsement, a minimum of two hundred ninety hours of formal instruction over no more than two years in a State approved program of formal instruction that is aligned with the Professional Standards for Teachers shall be~~

~~completed. This instruction must include in the first calendar year of a teacher's employment a minimum of forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level and a minimum of forty five hours of study in teaching mathematics at the Kindergarten through grade five level. The effective date of this requirement shall be October 31, 2009. Provisional teachers holding an elementary school (Kindergarten to grade five) certificate of eligibility may be exempted from completing forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level as well as from completing forty five hours of study in the teaching of mathematics at the Kindergarten through grade five level if:~~

- ~~(1) For each area of study, they have completed forty five hours of study in that area within the three years prior to receiving their certificate of eligibility as documented by a New Jersey Department of Education approved alternate route regional training center or through equivalent coursework on the transcript of a regionally accredited four year college or university; or~~
 - ~~(2) For each area of study, they document the equivalent of at least one year of successful experience as a full time teacher during which the subject area is regularly taught, among the other subjects for which a Kindergarten through grade five teacher would be responsible. This experience must take place within the three years prior to receiving their certificate of eligibility and documented by submitting a completed, original form provided by the Department of Education.~~
2. ~~Districts or consortia of districts, in conjunction with a college or university, shall provide formal instruction to the provisional teachers they employ pursuant to B.1.d. above. The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation.~~
3. ~~Districts unable to provide formal instruction to provisional teachers in their employ shall provide access to formal instruction through a network of department authorized providers.~~

BC. Requirements for Local Mentor Plan ~~District Mentoring Program~~

1. ~~A "novice teacher" means any full time or part time teacher who has not completed one year of full time teaching under a valid State teaching certificate. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty four weeks for provisional teachers holding a CE.~~

~~Provisional teachers shall participate for a proportionally longer period of time if in a part time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.~~

- a. ~~In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional The district may, at its discretion, pay all or part of the mentoring fee.]~~
- b. ~~All novice teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1(a) shall comply with the requirements of the district's mentoring plan.~~
2. ~~Novice teachers in positions requiring the possession of instructional certificates shall comply with the provisions of N.J.A.C. 6A:9-8 and shall ensure the following:~~
- a. ~~The rigorous mentoring shall be provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers in accordance with the Professional Standards for Teachers;~~
- b. ~~That each novice teacher is assigned a mentor at the beginning of the contracted teaching assignment;~~
- e. ~~That the district's mentor plan includes in person contact between the mentor teacher and the novice teacher over the course of thirty weeks or proportionally longer if the novice teacher holds a part time teaching assignment;~~

- d. ~~That the local Professional Development Committee established pursuant to N.J.A.C. 6A:9-15.3(d) develops the district's mentor plan; and~~
 - e. ~~That the Board of Education shall report annually the implementation of the district's mentor plan as required by the Department of Education.~~
3. ~~The district's Professional Development Committee shall ensure the development of a district mentor plan as follows:~~
- a. ~~The district's Professional Development Committee shall develop a district mentor plan that includes:~~
 - (1) ~~Goals that at a minimum enhance teacher knowledge of and strategies related to the CCCS in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;~~
 - (2) ~~An application process for selecting mentor teachers;~~
 - (3) ~~Criteria for mentor teacher selection;~~
 - (4) ~~Provisions for comprehensive mentor training;~~
 - (5) ~~Identification of mentor teacher responsibilities;~~
 - (6) ~~Logistics for mentor plan implementation;~~
 - (7) ~~Consideration of collaborative arrangements with colleges and universities;~~
 - (8) ~~Provisions for the use of State funds; and~~
 - (9) ~~An addendum with criteria and guidelines for the twenty-day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1.~~
 - b. ~~The Professional Development Committee shall submit the district's mentor plan to the Board of Education for initial approval.~~
 - c. ~~The Professional Development Committee shall submit the addendum for the twenty-day clinical experience pursuant to~~

~~N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval.~~

~~d. After the mentor plan is reviewed, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of plan approval.~~

~~e. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.~~

~~4. The Board of Education shall be responsible for the implementation of the district's mentor plan through the following:~~

~~a. The plan shall provide criteria for selection of mentor teachers. At a minimum, the criteria shall include the following~~

~~(1) The Board may select a certified teacher with at least three years of experience who is actively teaching in the district to serve as a mentor teacher;~~

~~(2) The mentor teacher applicant is committed to the goals of the local mentor plan;~~

~~(3) The mentor teacher applicant has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;~~

~~(4) The mentor teacher applicant has demonstrated exemplary command of content area knowledge and of pedagogy;~~

~~(5) The mentor teacher applicant is experienced and certified in the subject area in which the novice teacher is teaching, where possible;~~

~~(6) The mentor teacher applicant is knowledgeable about the social and workplace norms of the school district and the community the Board of Education serves;~~

~~(7) The mentor teacher applicant is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;~~

~~(8) The mentor teacher applicant provides letters of recommendation as determined by the district mentor plan from those who are familiar with the mentor teacher applicant's work; and~~

~~(9) The mentor teacher applicant agrees to complete a comprehensive mentor training program.~~

1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.
2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.
3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;
 - b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:
 - (1) The non-tenured teacher's degree of preparation and experience;
 - (2) The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);
 - (3) Areas of focus within the district mentoring plan; and

- (4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.
 - c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.
4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:
- a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;
 - b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;
 - c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;
 - d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;
 - e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:
 - (1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.
 - f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.
5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C.

6A:9B-5.1 shall comply with the district mentoring program requirements.

- 6. The district shall budget State funds appropriated for the novice teacher mentoring program.**
 - a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.**
 - b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.**
 - c. The Board of Education shall ensure State funds are used for one or more of the following:**
 - (1) Stipends for mentor teachers;**
 - (2) The costs associated with release time;**
 - (3) Substitutes for mentor and novice teachers; and**
 - (4) Professional development and training activities related to the program.**
 - d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.**
- 7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.**

C. Mentor requirements

- 1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:**
 - a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;**

- b. Has at least three years of experience and has taught full-time for at least two years within the last five years;**
- c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;**
- d. Demonstrates a record of success in the classroom:**

(1) Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.

(a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.

- e. Understands the social and workplace norms of the school district and the community it serves;**
- f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and**
- g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.**

~~b. Annually, the district shall submit a report on the effectiveness of the district's mentor plan to the Department of Education. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions.~~

~~e. The district shall align the mentor plan with the Professional Standards for Teachers.~~

~~5. The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program.~~

- a. ~~Subject to the availability of funds, the department shall appropriate State funds based on the number of novice teachers employed each year in a given public school district.~~
- b. ~~The Board of Education shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.~~
- e. ~~The Board of Education shall ensure that State funds shall be used for one or more of the following:~~
 - (1) ~~Stipends for mentor teachers;~~
 - (2) ~~The costs associated with release time;~~
 - (3) ~~Substitutes for mentor teachers and novice teachers; and~~
 - (4) ~~Professional development and training activities related to the program.~~

D. District Mentoring Plan

- 1. **The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.**
 - a. **The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.**
 - b. **The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**
 - c. **The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

~~D. Evaluation of Provisional Teachers~~

- 1. ~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the~~

~~provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills.~~

a. ~~The first formative evaluation shall be completed at the end of ten weeks, or proportionally longer if the teacher is part time, after the provisional teacher assumes full responsibility of a classroom.~~

b. ~~The second formative evaluation shall be completed at the end of twenty weeks, or proportionally longer for part time teachers, after the provisional teacher assumes full responsibility of a classroom.~~

c. ~~The final summative evaluation shall be completed at the end of thirty weeks, or proportionally longer for part time teachers, after the provisional teacher assumes full responsibility of a classroom. This final, summative evaluation shall be completed by the Building Principal who shall make one of three recommendations for certification pursuant to N.J.A.C. 6A:9-8.7(b).~~

2. ~~Within fifteen days following each evaluation, the evaluator pursuant to a. above shall provide a copy of the evaluation to the provisional teacher.~~

3. ~~Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~E. Recommendation for Certification of Provisional Teachers~~

1. ~~Within thirty days after the conclusion of the State approved district training program, the Building Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher.~~

2. ~~The final evaluation for each provisional teacher shall include one of the following recommendations:~~

a. ~~Approved: Recommends issuance of a standard certificate;~~

b. ~~Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more~~

~~occasion into a State-approved district training program. A second rating of "insufficient" shall be deemed a "disapproved" in accord with c. below; or~~

~~e. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State-approved district training program.~~

~~3. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice** and ~~without the express permission of the Board.~~ The **Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice** ~~certificate of any such member may be suspended.~~

N.J.S.A. 18A:26-10; 18A:28-8

N.J.A.C. ~~6A:9-17.9~~ **6A:9B-4.8**

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3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14;
18A:6-16; 18A:25-6; 18A:25-7
N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6;
~~6A:9-17.4; 6A:9-17.5~~

Revised (First Reading): July 21, 2016
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R 3144 CERTIFICATION OF TENURE CHARGES

A. Definition

1. For the purposes of Policy 3144 and this Regulation, "day" means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.
 - a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.
2. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the following procedures and timelines shall be observed:
 - a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.

- b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.
- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
- f. If the Board of Education or the State District Superintendent finds probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
- 3. If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:
 - a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.
 - b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
 - c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.
 - d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.
 - e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.
 - f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.

- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
- 4. The provisions of N.J.A.C. 6A:3-5.1 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

C. Format of Certificate of Determination

- 1. The certificate of determination that accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:
 - a. The Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;
 - b. Of the date, place, and time of the meeting at which such determination was made and whether the employee was suspended and, if so, whether such suspension was with or without pay; and
 - c. The determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.
- 2. The provisions of N.J.A.C. 6A:3-5.2 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

D. Filing and Service of Answer to Written Charges – N.J.A.C. 6A:3-5.3

- 1. Except as specified in N.J.A.C. 6A:3-5.1(c)5, an individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).
 - a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided the motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the arbitrator if the motion is to be briefed following transmittal to an arbitrator.
- 2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon

a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.

- a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
4. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5

1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.
 - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.
2. Where a party to a tenure matter requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6

1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):
 - a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing the agreement is in the public interest; and
 - f. If the charged party is a teaching staff member, a showing the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.
3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.
4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. ~~6A:9-17.4~~ **6A:9B-4.3**.

5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. ~~6A:9-17.11~~ **6A:9B-4.10**.

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