

USE OF SOCIAL NETWORKING SITES – FOR ALL DISTRICT PERSONNEL

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

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

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

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

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

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;

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

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

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

First Reading: July 19, 2012

Second Reading: August 23, 2012

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Regulation

File Code: 4322

Hasbrouck Heights Board of Education

**“Guidelines for the Use of Social Media for
Board Members, Administrators, Teachers,
Staff, Students, Parents/Guardians,
and Community Members”**

Introduction

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help you identify and avoid potential issues, the Hasbrouck Heights Board of Education and Superintendent have compiled and adapted the guidelines that were published for the University of Michigan in 2010. These guidelines are examples of best practices from various institutions and are intended to help you understand, from a wide range of perspectives, the implications of participation in social media.

Please note that the Hasbrouck Heights Board of Education has adopted Policy 3282 that highlights the consequences that will occur should any staff member disclose confidential information, access and / or post on personal sites during working hours, or publish / post information in any format deemed inappropriate or detrimental to the mission and function of Hasbrouck Heights Schools.

This document was originally developed to provide a set of guidelines in the use of social media applications for the University of Michigan. The Hasbrouck Heights Board of Education has adapted these guidelines for use within the Hasbrouck Heights School District. The original document from the University of Michigan, entitled "Voices of the Staff: Guidelines for the Use of Social Media," can be found at the following website:

<http://www.compliancebuilding.com/about/publications/social-media-policies/>

To be Considered When Using Social Media

Applications that allow you to interact with others online (e.g., Facebook, MySpace, etc.) require careful consideration to assess the implications of "friending", "linking", "following", or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as teacher-student, adult-child, supervisor-subordinate, staff member-student, etc. merit close consideration of the implications and the nature of the social interaction. The following are some guidelines to follow in these cases.

General Guidelines for Posting to Social Media Sites

Sharing school news, disseminating information about school events, or promoting student work, using social media tools is an excellent, low-cost way to engage parents/guardians, students, staff members, and the community. Employees, parents/guardians, students are encouraged to post and share information that is available to the public with family and friends via social networking tools. However, when sharing information that is not a matter of public record, please follow the following guidelines.

- 1) **Maintain Confidentiality:** Do not post confidential or proprietary information about our schools or the School District, about a student or students, about a fellow staff member or staff members, about parents/guardians, about board member or members, or about an administrator or administrators. Use ethical judgment and follow federal and state requirements about confidentiality, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA). Please refer to the following board policies regarding communication and confidentiality: 1100, 1140, 4111.1, 4321.
- 2) **Maintain Privacy:** Do not discuss a situation involving named or pictured individuals on a social media site **WITHOUT THEIR PERMISSION**. As a guideline, do not post anything that you would not present in any public forum.
- 3) **Respect School Time and Property:** It is appropriate to post to FaceBook, MySpace, etc. if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should participate in personal social media conversations on your own time.
- 4) **Do No Harm:** Let your internet social networking do no harm to any employee or student or parent/guardian of the School District or to yourself when navigating these social networking sites.
- 5) **Understand Your Personal Responsibility:** Hasbrouck Heights staff members and students and parents/guardians are responsible personally for the content they publish on blogs, wikis, or any other form of user-generated content sites. Be mindful that what you publish will be public for a long time. Protect your privacy and the privacy of others.
- 6) **Be Aware of Your Liability:** You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, or commentary that is defamatory, proprietary, libelous, or obscene (as defined by the courts). Increasingly, employers are conducting Web searches on job candidates before extending offers of employment. Be sure that what you post will not come back to haunt you or your family members.

- 7) **Maintain Transparency:** The line between professional and personal business is sometimes blurred. Be thoughtful about your posting's content, and the potential audiences of your posts. Be honest about your identity. In your personal posts, you may identify yourself as a staff member of Hasbrouck Heights School District. However, be clear in these posts that your views as an individual are not representative of the Hasbrouck Heights Board of Education or School District.
- 8) **Correct Mistakes:** If you make a mistake, admit and correct the mistake as soon as possible. Be upfront and be quick with your correction. If you are posting to a blog, you may choose to modify any earlier posts – just make clear that you have modified earlier posts in the new posting.
- 9) **Respect Others:** You are more likely to achieve your goals and/or sway others to your beliefs if you are constructive and respectful while discussing a difficult experience or disagreeing with a concept of the opinion(s) of others.
- 10) **Be a Valued Member of the Community:** If you join a social network, make sure you are contributing valuable insights. Don't hijack the discussion and redirect by posting self-promoting information. Self-promoting behavior is viewed negatively and can lead you to being banned from websites or groups.
- 11) **Think Before You Post:** There's no such thing as "private" social media sites. Search engines will turn up posts and pictures years after the publication or the posting has expired. Comments can be forwarded, copied, saved. Archival systems save information even after the deletion of a post. If you feel angry or passionate about a topic, you are wise to delay posting until you are calm and have thought about and chosen your words carefully. Post pictures that you would be comfortable sharing with the general public including current and future employers or your parents or spouse, or your children.

Social Media Guidelines When Posting as an Individual

Hasbrouck Heights School District employees or parents/guardians associated with the Hasbrouck Heights Schools may use social media to supplement traditional press and marketing efforts. Employees are encouraged to share school news and events which are a matter of public record. Linking straight to the information source is an effective way to promote the school district goals and mission and to build community. When you are posting information NOT related to the district, you must be clear that you are not representing the opinion(s) or position(s) of the Board of Education members or School District in your posting(s). While the guidelines below apply to those instances in which there is confusion about your role as an employee, or a student, or a parent/guardian of Hasbrouck Heights Public Schools, these guidelines should be considered for all social media interactions.

- 1) **Be Authentic:** Be honest about your identity. In personal posts, you may identify yourself as an employee or student or parent/guardian of a student of the Hasbrouck Heights Public Schools. However, please be clear that you are sharing personal opinions or viewpoints and not writing/communicating on these social media sites as a representative of the school district.
- 2) **Use a Disclaimer:** If you publish content to any website and the information relates to or is associated with the schools in any way, you must use a disclaimer such as the following: "The postings on this site are my own and do not represent the positions, strategies, viewpoints, or opinions of the Hasbrouck Heights Board of Education or School District."
- 3) **Do Not Make Endorsements:** You are not allowed to use the Hasbrouck Heights Aviators Logo or School District mottos, etc., to promote or endorse any product, cause, political party, or candidate.
- 4) **Take the Higher Ground:** If you identify yourself as a teacher, administrator, parent/guardian, student of Hasbrouck Heights Schools, then readers will associate your comments, beliefs, personal opinions with our school district, even with the disclaimer. Choose respect and dignity over nitpicking and verbal sparring.
- 5) **Don't Use Pseudonyms:** Tracking tools enable supposedly anonymous posts to be traced to the author. Never pretend to be someone else or someone you are not.
- 6) **Protect Your Identity:** While you should be honest about yourself, don't provide personal information that identity thieves could use. Do not use your home address or telephone number. You should consider using a separate email address with only social media sites.
- 7) **Does Your Posting Pass the Publicity Test:** If the content of your posting would not be acceptable face-to-face conversation or conversation over the phone, then the content is not acceptable for a social media site. Ask yourself, "Would I want this information that is generated by me published in a newspaper or newsletter now or in ten years from now?"
- 8) **Respect Your Audience:** Don't use ethnic slurs, personal insults, obscenity, or engage in conduct that would not be acceptable as a teacher or a student or as a parent/guardian or respected community member. Show consideration for others' privacy, especially about topics that are sensitive (i.e., politics or religion).
- 9) **Monitor Comments:** Most people who maintain social media sites welcome comments from others to build credibility and community. However, you may be able to set your site so that you can review and approve comments BEFORE these comments appear as "postings" to your page or site. You may consider setting this parameter to delete spam or block individuals who are offensive or frivolous in their responses to you.

Social Media Guidelines When Posting as a School Community Member

Online collaboration tools provide low-cost communication methods that foster open exchanges and learning. While social media tools are changing the way we work and how we connect with the community and other institutions, the policies for sharing information and for what we can share remain the same. In addition to the general guidelines above, when you are representing Hasbrouck Heights Public Schools on a social media site or in creating a posting to a social media site, please follow these guidelines as well:

- 1) **Seek Approval:** Any messages that act as “the voice” of the school or of the school district must be approved by the building principal and/or superintendent of schools.
- 2) **Be Accurate:** Make sure that you have all the facts before you post. Verify information with a viable source before the posting is published. Cite and link sources to your posting whenever possible, as that’s how you build community.
- 3) **Be Transparent:** If you participate in or maintain a social media site on behalf of the Hasbrouck Heights Public Schools clearly state your role, the goals of the site, and your position. Keep in mind that you are posting as an employee of the school district. Be careful, responsible, and respectful. What you say post or write directly reflects the Hasbrouck Heights Public Schools. Discuss with your supervisor, building principal, or the superintendent of schools the circumstances in which you are empowered to respond directly to users and when you need approval to post, respond to comments, etc., and when you must involve an administrator or the superintendent in postings or responses to comments.
- 4) **Be Timely:** Monitor postings regularly and in a timely fashion. Establish times for postings and updates. The recommended frequency for postings and updates and responses to comments is once or twice weekly. Be sure not to overload the postings with too much information, or readers will stop paying attention.
- 5) **Be Responsible:** What you write is ultimately your responsibility. Participation in social media sites as an employee of Hasbrouck Heights Public Schools or as a student or as a parent/guardian is not a right but an opportunity, so please treat this opportunity seriously, and with respect. You must abide by Hasbrouck Heights Board of Education Policy when posting.
- 6) **Respect Others:** You are more likely to achieve the goals of the site when being constructive and respectful while troubleshooting problems or responding to negative comments. Do not use sarcasm or obscenities ever.
- 7) **Be a Valued, Thoughtful Member:** Make sure you are contributing valuable insights when you post information or post responses as an employee, students, or parent/guardian of the School District. Self-promoting comments must be avoided. If you have a question about a posting or about comments, check with the building principal or superintendent of schools.

Safety and Privacy Tips for Social Media Networking

The internet is open to a world-wide audience. When using social media channels, ask yourself the following questions:

- 1) Did I set my privacy settings to help control who can look at my profile, personal information and photos?
- 2) How much information do I want strangers to know about me? If I provide my cell phone, address, email, class schedule, list of possessions (i.e., CD collection or iTunes list, or YouTube favorites), how might this stranger use this information?
- 3) Are the pictures I'm posting or the comments I'm making the way I would like others to know me?
- 4) What does my profile project about me to future or current employers, colleagues, neighbors, advisors, family members, children, friends?
- 5) If I change my mind about a posting or a picture, have I checked with the social media site's privacy and caching statements? (Removing posts or pictures may be extremely difficult. REMEMBER: Posted pictures and/or material may remain accessible on the internet for many years, even after you've completed the prescribed process for removing such information. Search engines may reveal pictures or postings for years to come.)
- 6) Have I asked permission to use someone else's image or information?
- 7) Am I infringing on the confidentiality and privacy of another?
- 8) Could I be hurting someone with my posting or picture? Am I violating HIPAA or FERPA mandates or Hasbrouck Heights Board of Education policy?
- 9) Does my equipment have spyware and virus protections? (REMEMBER: Some sites collect profile information for spam. Others collect links that may infect your equipment with viruses that track or corrupt data and will infect others with whom you communicate online. Remember to back up your work on an external disk drive in case of destructive attacks.)

*These guidelines have been adapted from the social
networking guidelines from the University of Michigan
January 2010, revised July 2012.*

See www.voices.umich.edu .

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Highlighted areas to be removed; **Bolded areas to be added**

ACCEPTABLE USE OF COMPUTER NETWORKS/
COMPUTERS AND RESOURCES FOR ALL DISTRICT PERSONNEL

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

The Board also recognizes ~~that telecommunications~~ **technology** ~~will~~ allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer networks/computers at any time, for any reason. ~~School The Board retains the right to have~~ district personnel **will** monitor networks **and online** activity, ~~in any form necessary,~~ to maintain the integrity of the networks, ~~and ensure their~~ **proper use, and ensure compliance with Federal and State laws that regulate Internet safety.**

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;

3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another **person user**;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this **Ppolicy**; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, ~~t~~The school district **shall be** is in compliance with the Children's Internet Protection Act, **the Neighborhood Children's Internet Protection Act**, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries.; **The technology protection must** ~~that~~ block and/or filter **material and** visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other **material or** visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

~~The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.~~

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the **material and** visual depictions prohibited in the Children's Internet Protection Act **and the Neighborhood Children's Internet Protection Act**, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Bboard meeting or during a designated special Bboard meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they shall have filed with the _____ (individual or office) a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Ppolicy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

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

Federal Communications Commission: Children's Internet Protection Act.

Federal Communications Commission: Neighborhood Children's Internet Protection Act

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Highlighted areas to be removed; **Bolded areas to be added**

ACCEPTABLE USE OF COMPUTER NETWORKS/
COMPUTERS AND RESOURCES FOR ALL DISTRICT PERSONNEL

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, "computer networks/computers" includes, but is not limited to, the school district's computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, "school district personnel" shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district's computer networks/computer systems. School district personnel will ~~The "system administrators" referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor~~ **networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety all activity on network/computer facilities/computers.**

~~Due to Because of~~ the complex association between so many government agencies and computer networks/computers **and the requirements of Federal and State laws**, the end user of ~~these the school district's~~ computer networks/computers must adhere to strict regulations. Regulations are provided ~~here to assure so that~~ staff, community, and pupils, users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time by ~~publishing modified regulations on the network and elsewhere.~~ The signatures of the pupil and his/her parent(s) or legal guardian(s) on a ~~the~~ district-approved **C**onsent and **W**waiver **A**greement are legally binding and indicate ~~that~~ the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules **and regulations** established under Policy and Regulation No. 2361.

Pupils are responsible for **acceptable and appropriate** ~~good~~ behavior and **conduct** on school district computer networks/computers ~~just as they are in a classroom or a school hallway.~~ Communications on the computer networks/computers are often public in nature ~~and.~~ **p**olicies and **r**egulations governing **appropriate** behavior and communications apply. The school district's networks, Internet access, and computers are provided for pupils to conduct research, **complete school assignments**, and communicate with others. Access to computer networks ~~services~~/computers is given to pupils who agree to act in a considerate, **appropriate**, and responsible manner. Parent(s) or legal guardian(s) permission is required for a **pupil to access the school district's computer networks/computers.** ~~Access is a privilege not a right.~~ Access entails responsibility ~~and.~~ Individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed ~~that~~ users will comply with district standards and will honor the agreements they have signed **and the permission they have been granted.** Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. **School district personnel** ~~Computer network/computer administrators~~ may review files and communications to maintain system integrity, and ~~ensure that~~ **confirm** users are using the system responsibly, and **ensure compliance with Federal and State laws that regulate Internet safety.** ~~Therefore, Users no person should not expect that~~ files stored on district servers will always be private or confidential.

~~Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. The following prohibited behavior and/or conduct using the school district's networks/computers, including but is not limited to, the following are prohibited:~~

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing **material or** visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing **material or** visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing **material or** visual depictions that are harmful to minors including any pictures, images, graphic image files or other **material or** visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
5. ~~Depicting, describing, or representing~~ in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
6. **Cyberbullying;**
7. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**
86. Harassing, insulting, or attacking others;
97. Damaging computers, computer systems, or computer networks/computers;
108. Violating copyright laws;
119. Using another's password;
1210. Trespassing in another's folders, work or files;
1311. Intentionally wasting limited resources;
1412. Employing the computer networks/computers for commercial purposes; and/or
1513. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY

Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, ~~t~~The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter **material or** visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, and 4, **5, 6, and 7** above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district **complies with and enforces Policy and Regulation 2361.**

Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establishes an Internet safety **protection** policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. **Cyberbullying;**
5. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**
64. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
75. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the **material or** visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and as defined in 2, 3, and 4 above, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety **protection** policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.**

Information Content and Uses of the System

Pupils may ~~Users agree not to~~ publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an **reasonable average** person, or which, without the approval of the **Superintendent of Schools or designated school district personnel system administrators**, contains any advertising or any solicitation of ~~other members~~ to use goods or services. **A pupil cannot** ~~The user agrees not to use the~~

facilities and capabilities of the system to conduct any business or solicit the performance of any activity; which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) **should be advised** ~~understand~~ ~~that the Board and system administrators~~ **school district personnel** have no control over content. While most of the content available on the Internet is ~~innocuous~~ **not offensive** and much of it is a valuable educational resource, some objectionable material exists. **Even though** ~~The Board will~~ provides pupils access to Internet resources **through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised only in supervised environments and has taken steps to look out objectionable areas to the extent possible, but potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.**

Pupils and their parent(s) or legal guardian(s) are advised ~~that~~ some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal **or offensive** material. The Board and ~~the school district personnel~~ **system administrators** do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having **Internet access available to their children at home** ~~accounts on the system~~ should be aware of the existence of such materials and monitor **their child's access to the school district system at home** ~~usage of the school district computer network~~. Pupils knowingly bringing such materials **prohibited by Policy and Regulation 2361** into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts **or access** on the **school district's** computer networks and their independent use of computers.

On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by **school district personnel** ~~a system administrator~~ to constitute an inappropriate use of **the district's** computer networks/computers resources or to improperly restrict or inhibit other **persons** ~~members~~ from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending **person's** ~~member's~~ **access account** and other **consequences** ~~action~~ in compliance with ~~the~~ Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal **or offensive** material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils ~~Users~~ and their parent(s) or legal guardian(s) specifically agree to indemnify the ~~sSchool d~~ **School District** and **school district personnel** ~~the system administrators~~ for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the **pupil user**.

Computer networks/computer resources are to be used by the **pupil user** for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network

Software libraries on **or through** the **school district's** networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of **appropriate school district personnel** ~~the system administrator~~. Any software having the purpose of damaging **another person's** ~~other members'~~ accounts **or information** on the school district computer

networks/computers (e.g., computer viruses) is specifically prohibited. **School district personnel** ~~The system administrators, at their sole discretion,~~ reserve the rights to refuse posting of files and to remove files. **School district personnel** ~~The system administrators, at their sole discretion,~~ further reserve the right to immediately limit usage or terminate the **pupil's access** account or take other action consistent with the Board's policies and regulations of a **pupil member** who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without **authorization** ~~the author's specific written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system.~~ **Pupils Members** may download copyrighted material for their own use in accordance with Policy and Regulation Nos. 2531,-- **Use of Copying Copyrighted Materials.** Any **pupil member** may **only** ~~also noncommercially~~ redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author **or authorized source.**

Public Posting Areas (Message Boards, ~~Usenet Groups~~ Blogs, Etc.)

~~Usenet-M~~essages are posted from systems connected to the Internet around the world and ~~the school district personnel system administrators~~ have no control of the content of messages posted from these other systems. To best utilize system resources, **school district personnel** ~~the system administrators~~ will determine **message boards, blogs, etc.** ~~which Usenet groups~~ that are most applicable to the educational needs of the school district and will **permit access to** ~~carry these groups sites through on~~ the school district computer networks. **School district personnel** ~~The system administrators, at their sole discretion,~~ may remove messages posted locally that are deemed to be unacceptable or in violation of ~~the Board policies and regulations.~~ **School district personnel** ~~The system administrators, at their sole discretion,~~ further reserve the right to immediately terminate the **access account** of a **pupil member** who misuses these **public posting areas** ~~message boards or Usenet groups.~~

Real-time, Interactive, Communication Areas

School district personnel ~~The system administrators, at their sole discretion,~~ reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the **access account** of a **pupil member** who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

Electronic mail ("e-mail") is an electronic message sent by or to a **person member** in correspondence with another person having Internet mail access. **The school district may or may not establish pupil email accounts.** **In the event the district provides email accounts,** ~~a~~All messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a **district-provided email account** ~~the system~~ are retained on the system until deleted by the **pupil recipient** or for a **period of time determined by the district** ~~maximum of fifteen days.~~ A canceled account will not retain its e-mails. **Pupils Members** are expected to remove old messages within fifteen days or **school district personnel** ~~the system administrators~~ may remove such messages. **School district personnel** ~~The system administrators~~ may inspect the contents of e-mails sent by a **pupil one member** to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the ~~Board~~ policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any e-mail transmitted **or any other information** on the school district computer networks/computers.

Disk Usage

The ~~district system administrators~~ reserves the right to **establish maximum storage space a pupil receives set quotas for disk usage** on the **school district's** system. A **pupil member** who exceeds his/her quota of **storage disk space** will be advised to delete files to return to compliance with the **predetermined amount of storage space quotas**. A **pupil member** who remains in noncompliance of the **storage disk space quotas allotment** after seven school days of notification **may will** have their files removed **from the school district's system by a system administrator**.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a **pupil member** feels that ~~he/she can~~ identifies a security problem on the computer networks/computers, the **pupil member** must notify **the appropriate school district staff member a system administrator**. The **pupil member** should not inform other individuals ~~other than the system administrators or other designated members of the school district staff~~ of a security problem. Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password. Passwords **provided to pupils by the district for access to the district's computer networks/computers or developed by the pupil for access to an Internet site to the system** should not be easily guessable by others **or shared with other pupils, nor should they be words, which could be found in a dictionary**. Attempts to log in to the system using either another **pupil's member's or person's account or as a system administrator will** may result in termination of the account **or access**. A **pupil Members** should immediately notify **the Principal or designee a system administrator** if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any **pupil member** identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

Vandalism **to any school district owned computer networks/computers may will** result in cancellation of system privileges and other disciplinary measures in compliance with the ~~d~~District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer networks/computers should be used judiciously. **Unauthorized p**Printing for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

Designated school district personnel ~~The system administrator~~ may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by **designated school**

district personnel ~~the system administrator,~~ who shall ensure ~~that~~ the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources **Policy and Regulation** may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, ~~No. 2361,-~~Acceptable Use of Computer Networks/Computers and Resources, ~~No. 5600,-~~Pupil Discipline/**Code of Conduct**, ~~No. 5610,-~~Suspension and ~~No. 5620,-~~Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this **Ppolicy** shall be determined by the ~~(individual responsible for computer network/computers)~~ **Superintendent and/or Principal or designee** ~~in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension.~~ The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities ~~is~~ **are** the appropriate course of action.

Individuals violating this **Ppolicy** shall be subject to the consequences as indicated in **Board Policy and Regulation** ~~No. 2361~~ and other appropriate discipline, which includes but is not limited to:

1. Use of ~~c~~Computer ~~n~~Networks/~~c~~Computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Decisions of the _____ ~~(individual responsible for computer networks/computers)~~ may be appealed in accordance with Policy No. 5710 Pupil Grievances.

Approved: January 28, 2010
Revised (First Reading): July 19, 2012
Revised (Second Reading): August 23, 2012

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604 File Code: 9120
Bylaw

Highlighted areas to be removed; **Bolded areas to be added**

ELECTION AND APPOINTMENT OF
OFFICERS AND AUXILIARY PERSONNEL

The board shall elect a president and a vice president at its annual organization meeting. Nominations shall be made by board members present. If no nominee receives a majority vote of the members of the board present and voting, the nominations previously made shall be declared void and the nominations reopened.

Should the office of the president or vice president become vacant, the board shall use the method of election set forth above to select a member to fill the vacancy for the balance of the unexpired term. The election shall take place within 30 days of such time as the office becomes vacant. Should both president and vice president be absent from a meeting at which a quorum is present, the majority of the quorum shall appoint a presiding officer protem.

The board shall, by a recorded roll-call majority vote at its annual organization meeting, appoint a person to serve as school business administrator unless the incumbent is tenured.

The board shall also appoint a treasurer of school moneys at the annual organization meeting. The treasurer shall be bonded according to law.

Other auxiliary officials the board finds necessary, such as a **public school accountant**, an attorney, **member to serve as delegate to NJSB**, or architect or others permitted or required by law, shall be appointed at the organizational meeting when feasible, or otherwise at a later date.

Date: May 22, 1990
Revised (First Reading): July 19, 2012
Revised (Second Reading): August 23, 2012

Legal References: N.J.S.A. 18A:15-1 President and vice president; election or failure to elect
N.J.S.A. 18A:15-2 Removal of president or vice president;
vacancies

N.J.S.A. 18A:17-5 Appointment of secretary
N.J.S.A. 18A:17-6 Bonding of secretary
N.J.S.A. 18A:17-31 Appointment of treasurer of school moneys
N.J.S.A. 18A:17-32 Bonding of treasurer

Cross Reference: 9123 School business administrator

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604 File Code: 9110
Bylaw

Highlighted areas to be removed; **Bolded areas to be added**

NUMBER OF MEMBERS AND TERMS OF OFFICE

Number of Members

The board of education shall consist of nine citizens who are qualified electors and residents of the regional municipalities **Hasbrouck Heights and Teterboro.**

Terms of Office

The term of a board member shall be three years, except that a member appointed to fill a vacancy shall serve until the organization meeting following the next annual election, unless he/she has been appointed to fill a vacancy occurring within the 60 days immediately preceding such election to fill a term extending beyond such election, in which case he/she shall serve until the organization meeting following the second annual election next succeeding the occurrence of the vacancy. All members shall serve after the expiration of their respective terms until the appointment and qualification of their successors.

Date: May 22, 1990
Revised (First Reading): July 19, 2012
Revised (Second Reading): August 23, 2012

Legal References: N.J.S.A. 18A:12-1 Qualifications of board members
N.J.S.A. 18A:12-11 Election and number of board members; terms
N.J.S.A. 18A:12-11.1 New district may elect three, five, seven, or nine members

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604 File Code: 9112
Bylaw

Highlighted areas to be removed; **Bolded areas to be added**

ELECTIONS

The annual election shall be held on a date specified by law. Members are chosen for three years from candidates who have filled the necessary petition with the school business administrator. A board member may succeed himself/herself.

The school business administrator shall post no fewer than seven notices of the annual school election in the schoolhouse and in other areas as deemed necessary by him/her **or using media (newspapers, internet, email, etc.) as deemed necessary by him/her to which the residents of Hasbrouck Heights and Teterboro have equal access..**

The board of education shall encourage the participation of as many voters as possible in the annual school election **in November** by disseminating information about the budget, location of polls and the time during which the polls will be open.

Date: May 22, 1990
Revised (First Reading): July 19, 2012
Revised (Second Reading): August 23, 2012

Legal References: N.J.S.A. 18A:12-11 Election and number of board members; terms
N.J.S.A. 18A:14-1 et seq. Annual and special school elections
N.J.S.A. 18A:14-2 Time of holding annual school election
N.J.S.A. 18A:14-19 Notices; contents; posting and publication
N.J.S.A. 18A:14-61 Tally sheets, poll lists, ballots and statement of results; delivery to secretary of board of education; canvas; announcement of results, certification

Cross References: 1100 Communication with the public
1112.2 School news releases

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604 File Code: 9113
Bylaw

Bolded areas to be added

FILLING VACANCIES

Vacancies Filled by the Board

The board shall fill vacancies created by the resignation, removal by the board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district. The vacancy shall be filled within the 65 days prescribed by law.

Procedures by which to select the persons to fill such vacancies may include advertisement of the vacancy in suitable local media **to which residents of Hasbrouck Heights and Teterboro have equal access**, and interviews with interested parties conducted in public by the board acting as committee of the whole.

Vacancies Filled by the County Superintendent

The county superintendent fills vacancies which the board fails to fill within 65 days, and those caused by the voters' failure to elect a member, or by the removal of a member because of lack of qualifications, some flaw in the election, or when a recount or contested election fails to elect a member. The county superintendent also appoints enough members to make up a quorum.

Date: May 22, 1990
Revised (First Reading): July 19, 2012
Revised (Second Reading): August 23, 2012

Legal References: N.J.S.A. 18A:6-56 Election; terms (educational services commission)
N.J.S.A. 18A:12-1 Qualifications of board members
N.J.S.A. 18A:12-3 Removal of members
N.J.S.A. 18A:12-7 Boards; appointments; vacancies (Type I district)
N.J.S.A. 18A:12-15 Vacancies (Type II district)
N.J.S.A. 18A:13-11 Vacancies in membership of board; filling (regional)

Highlighted areas to be removed; **Bolded areas to be added**

PUBLIC AND EXECUTIVE SESSIONS

The board of education shall officially transact all business at a legal meeting of the board in accordance with New Jersey law.

All meetings of the board of education shall be open to the public with the exception of meetings to discuss:

- A. Any matter which by express provision of state or federal law or rule of court shall be rendered confidential;
- B. Any matter in which the release of information would impair a right to receive federal funds;
- C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all the individuals) concerned shall request in writing that the same be disclosed publicly. This includes information contained in pupil records, and any reports or recommendations concerning a specific individual (see #1120 for "needless public labeling");
- D. Any collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
- E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
- F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
- G. Any investigations of violations or possible violations of law;
- H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
- I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could be adversely affected request in writing that the matter be discussed at a public meeting;
- J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.

Such sessions shall be closed to the public and press, and shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session are honor-bound not to disclose the topic or details of discussion at executive session.

The board may invite staff members or others to attend executive sessions at its discretion.

No official action shall be taken at executive sessions, except such as may be sanctioned by law. To take final action on any other matter discussed, the board shall convene or reconvene in open session.

Public Participation

Meetings of the board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the Board President or Designee and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to five minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the Board President or Designee; no participant may address or question Board members individually;
5. The Board President or Designee may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

The following statement will be read at each public Board Meeting by Board President or Designee:

This portion of the meeting is open to citizens of Hasbrouck Heights. Residents are to state their names, addresses, and subject matter. Comments may be limited to no more than five minutes per person. The Board Members request that all members of the public be courteous and mindful of the rights of other individuals when speaking. Issues raised by members of the public may or may not be responded to by the Board. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public may speak about an employee or employees or about a student or students of the district for any reason at any time. All comments will be considered and a response may be forthcoming if and when appropriate. Members of the public must consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. The Board bears no responsibility nor will it be liable for any comments made by members of the public.

Grievances or complaints that have not previously been considered through administrative channels shall not be considered by the board.

Date: May 22, 1990

Revised (First Reading): July 19, 2012

Revised (Second Reading): August 23, 2012

Legal References: N.J.S.A. 2C:33-8 Disrupting meetings and processions

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

through -21 Open Public Meetings Act

N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.A.C. 6:8-4.3(a)2iii Evaluation of elements and standards (school and community relations)

Manual for the Evaluation of Local School Districts (P.T.M. No. 700.7, revised July 1988)

Cross References: 1120 Board of education meetings

9121 President

9323/9324 Agenda preparation; advance delivery of meeting materials

9326 Minutes/taping

Bolded area to be added.

ADMINISTERING MEDICATION

The board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For the purposes of this policy, "medication" shall include all medicines (including over the counter preparations) prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc.

Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian, which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician, which shall include:

- A. Name of Student and Student's DOB
- B. The name and purpose of the medication;
- C. The dosage;
- D. The time at which or the special circumstances under which medication shall be administered;
- E. The length of time for which medication is prescribed;
- F. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The school medical officer shall develop procedures for the administration of medication which provide that:

- A. All medication whether prescribed or over the counter shall be administered by the certified school nurse, the school nurse substitute, the parent/guardian or the pupil himself/herself where the parent /guardian so permits and the pupil's physician has authorized in writing.
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent /guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse. The chief school administrator shall prepare and the board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse. Regulations shall be in accord with New Jersey statute and administrative code and shall include but not be limited to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through the use of a nebulizer;
- B. Requirement that each school nurse shall receive training in airway management and in the use of nebulizers consistent with nationally recognized standards;

- C. Requirement that each student authorized to use asthma medication or a nebulizer have an Asthma Action Plan prepared by the student's physician, that identifies at a minimum asthma triggers, the treatment plan and other such elements as shall be determined by the State Board of Education.

Pupil Self-Administration of Medication

The board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular hours when a pupil is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that may indicate the potential loss of life e.g. adrenalin in response to anaphylaxis. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the board with written authorization for the pupil's self administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness. The primary care physician, the parent and the student are also to provide written verification that the pupil is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration by the pupil.

In addition, the following conditions must be met:

- A. The school physician and the Certified School Nurse must agree and verify in writing that the student is capable of self-administration;
- B. The parent, nurse and the student in the development of the Individualized Healthcare Plan, agree how the medication is pre-measured, labeled and carried to ensure that the student only carries the quantity necessary for a prescribed time.
- C. The student's ability to self-administer is documented on the Individualized Health Care Plan.
- D. The student's medication, if ingested by someone other than the student will not cause severe illness or death.

Administration of Medication for Life Threatening Illnesses

Only the School Nurse, pupil himself/herself or the parent/guardian may administer the prescribed medication as per district policy.

In the event that the child is not capable of self-administration the following plan will be implemented:

Only the school nurse will be authorized to administer the prescribed medication.

If the school nurse is not present in the building, Emergency Medical Services (911) will be summoned immediately. The other district school nurses and parents will be notified after the notification of EMS.

Parents and Physician will sign a statement acknowledging that they are aware of the procedure to be followed in the event that the nurse is not in the building.

The board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above.
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no

liability as a result of any injury arising from the self-administration of medication.

The Hasbrouck Heights Board of Education shall permit the administration of epinephrine via epi-pens to pupils for anaphylaxis. As permitted by P.L. 1997 Ch. 368 and codified as N.J.S.A. 18A:40-12.5 and 12.6, under emergency conditions.

Under emergency circumstances, the school nurse or school employee trained by the school nurse may administer an Epinephrine injector (Epi-Pen) to any person whom the school nurse or school employee trained by the school nurse in good faith professionally believes is having an anaphylaxis reaction, regardless of whether the medication is authorized. The school district and its employees and agents will incur no liability as a result of any injury arising pursuant to the administration of an Epinephrine injection when the school nurse or school employee trained by the school nurse administers in good faith an Epinephrine injector to any person who is believed to be having an anaphylactic reaction. The principals and/or designee will work in conjunction with the school nurse to designate school employees who should be trained by the school nurse in using an Epi-pen. The School Physician will write a prescription for a minimum of two Epinephrine injectors to be maintained at each school site in a locked, secure location.

The parents or guardians of the affected pupil shall provide the Board of Education with a written authorization for the administration of the epi pens.

In addition, the parents or guardians shall provide written orders or prescriptions from their physician or advanced practice nurse. The prescription or orders shall state that the pupil is in need of the administration of the epi pen for anaphylaxis and that the student does not have the capacity to administer the medication him/herself.

The Board of Education shall inform the parents or guardians in writing, that the procedures specified in the law are followed, and that the employees or agents shall have no liability as a result of injury from the administration of the medication.

The Board of Education shall require that parents or guardians of the pupil to sign a statement acknowledging that, if the procedures specified in the act are followed, the district shall have no liability as a result of injury arising from the administration of the medication. The signed statement shall indemnify and hold harmless the district from any claims arising from administrations of the epi pen to the pupil. Such signed statements shall remain in effect for the school year in which it was issued.

As provided for in N.J.S.A. 18A:40 - 12.6, the certified school nurse shall have the primary responsibility for the administration of the epi pen. The certified school nurse may designate, in consultation with the Chief School Administrator, another employee who may administer the epi pen to an effected pupil when the nurse is not physically present. The certified school nurse shall have the responsibility of training the individual who will serve as the nurse's designee to administer the epi pen in an emergency.

Implementation

The chief school administrator shall prepare and the board shall adopt regulations on all aspects of the administration of medication. The district medical inspector and school health services staff shall be involved in development of these regulations.

Date: May 22, 1990

Revised: March 27, 2006

Revised (First Reading): July 19, 2012

Revised (Second Reading): August 23, 2012

Legal References:

N.J.S.A. AYE:11-1 General mandatory powers and duties

N.J.S.A. AYE:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules

N.J.S.A. AYE:40-4 Examination of pupils; health records

N.J.S.A. AYE:40-7 Exclusion of pupils who are ill

N.J.S.A. 18A:40-12.7 Nebulizer

N.J.S.A. 18A 40-12.8 Administration of Asthma Medication by school nurse through nebulizer; training; pupil asthma treatment plan

Policy: 5141.21

Legal References (Continued)

N.J.S.A. 18A:40-12.3 Self administration of medication by pupil;

N.J.S.A. 18A:40-12.4 Rules and regulations

N.J.S.A. q8A:54-20 Powers of board - county vocational schools

N.J.S.A. 45:11-23 Definitions

N.J.A.C. 6:29 Health, safety and physical education

See particularly:

N.J.A.C. 6:29-1.3(a)9

Bernards Township Education Association v. Bernards Town-

ship Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd

App. Div., unpublished opinion (A-4211-81T3, 5/18/83).

Cross References: 5131.6 Drugs, alcohol, tobacco

5141 Health

5141.1 Accidents

5141.2 Illness

5141.3 Health examinations and immunizations

6153 Field Trips

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604
Policy

File Code: 3322

PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, "technology" means hardware or software.

For the purpose of this Policy, "privately-owned" means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, "hardware" means any device that can store, access, retrieve, and/or communicate data or information. "Hardware" may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, "software" means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

First Reading: August 23, 2012

~~Highlighted areas to be removed;~~ **Bolded areas to be added**

HASBROUCK HEIGHTS SCHOOL DISTRICT
FUND RAISER/FIELD TRIP/ACTIVITY/PROGRAM REPORT

PROGRAM _____
SPONSOR: _____

SCHOOL: _____
PHONE#: _____

What is the program/event?

Who will be participating in the program/event: (ie: grade levels, number of students, etc.)

Grade Level: _____ Number of Students: _____

~~How does it work?~~ **Description:**

~~When will it take place?~~ Day of the week: _____ Date: _____ Time: _____

~~Where will it take place?~~ **Location:** Site: _____ City: _____ State: _____

What is the purpose of the activity/program?

Who will supervise/chaperone the activity/program? (Overnight field trip requires presence of medical personnel.)

~~Has this activity/program been done before?~~ (Explain)

~~Is there any cost to the district?~~ **Cost to District/Cost to Student:**

Other constraints that have to be addressed. Attach a complete explanation on separate sheet.

Supervisor's Approval: _____ Date: _____

Principal's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

- ❖ School Sponsored Events: All money collected must follow the procedures on the attached form be **deposited in the student activity fund** and be deposited to the building principal NO LATER THAN 48 HOURS following the event (excluding days that the schools are closed).
- ❖ School Sponsored Activities Conducted During Summer Vacation: Money collected must be deposited at the Business Office no later than 48 hours after the event.

Note: Superintendent's approval is necessary prior to commencement of activity. Attach any brochures or other pertinent information. All fundraisers and out-of-state trips/activities require Board of Education approval. Therefore, such events/trips/activities can not be attended before securing BOE approval.

Activity: _____

Sponsor: _____

Date of Activity: _____

Number of Participants: _____

Upon completion of the program, please complete and return to the building principal.

Evaluation of the Program

_____ Worthwhile Program, recommend future participation

_____ Do not recommend future participation (Explanation)

Sponsor Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Approved: November 19, 2009

Revised (First Reading): August 23, 2012

Bold area to be added.

FIELD TRIPS

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 pupils 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 integrated into the curricula of a course or subject. Therefore, since clubs or extracurricular activities are not curriculum-based, a field trip associated with a club or extracurricular activity should be scheduled after the school day has ended, subject to the superintendent's approval.

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 approved by the Board of Education 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. Pupil safety must be of prime concern. The principal 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 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.
- F. Each field trip should be evaluated by pupils, 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 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 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, SRO, and parents. 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 chaperones (including assigning students to specific adults for the length of the overnight trip) at all times.

As per Policy and Regulation 5145.12 Search and Seizure, 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 Policy and Regulation 5145.12 "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. A list of all participants attending the trip (teachers, students, chaperones, nurse) must be submitted before the trip is approved. No adult may attend the trip unless he/she is a chaperone. Chaperones should 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.

Parents/guardians shall be asked to bear all expenses. No pupil 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 pupils 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 pupils on trips not approved by the superintendent. No staff member may solicit pupils 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 of Obscene Gestures/Acts.
10. Cutting, Truancy and Excessive Tardiness.

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

The above listed violations will receive consequences and removal from all field trips based on:

Three (3) Disciplinary Referrals.

Two (2) Saturday school detentions.

One (1) Out of school suspensions.

Date: May 22, 1990

Revised: August 28, 2003

Revised: June 19, 2008

Revised: October 21, 2010

Revised: May 24, 2012

Revised (First Reading): August 23, 2012

File Code: 6153

FIELD TRIPS (continued)

Legal References: N.J.S.A. 18A:25-2 Authority over pupils
 N.J.S.A. 18A:36-23 Field trips; costs to be borne by parents or guardians
 N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in
 private vehicle with capacity of eight or less; authorization of qualified school
 personnel, state employees or parents
 N.J.A.C. 6:21 Pupil transportation

See particularly: N.J.A.C. 6:21-1.1, -3.1(b), -7.2

Cross References:


1210 Community Organizations
1230 Other school-connected organizations--PTA
3450 Money in school buildings
3541.31 Privately owned vehicles
5020 Role of parents/guardians
5136 Fund-raising activities
5141.21 Administering medication
6145 Extracurricular activities
6154 Homework/makeup work

Lincoln School
302 Burton Avenue
Hasbrouck Heights, New Jersey 07604
An Equal Opportunity Employer

Lesa Brinker
Principal

Telephone (201) 288-2365
Fax (201) 393-8362
E-mail brinkerl@hhschools.org

The following lunch aides have submitted letters of interest in returning to Lincoln School in 2012-2013:

Substitute (position never filled)
Jean Cocka
Bonnie Dallara
Pat DeMarco
Kathy Ferreri
Jessica Freschi
Karen Heber
Laura Kashuba
Nancy Mattern

Joan Nesbitt
Evelyn Rinaldi
Anna Ross
Effie Tsapelis
Maureen Volpe

KEYS Program Staff – 2012-2013 School Year

ATTACHMENT 

Euclid:

Theresa Grillo - Teacher in charge (\$29 per hour)

Teachers:

Eileen Drago (\$28 per hour)

MaryAnn McCann (and AM KEYS) (\$28 per hour)

Sub Teachers:

Nancy Vanni (\$28 per hour)

Amanda Mai (\$28 per hour)

Pamela Lambe (\$28 per hour)

Paras:

Sabina Valente (\$14 per hour)

Sub Paras:

Patti Alosco (\$14 per hour)

Pre-K Program Paras

Dorothy Checchi (\$14 per hour)

Leanne Shenloogian (\$14 per hour)

Donna Villacampa (\$14 per hour)

Lincoln:

Donna Dussault- Teacher in charge (\$29 per hour)

Teachers:

Sandy Unglert (\$28 per hour)

Karen Young (\$28 per hour)

Ronnie Marino (PM and AM KEYS) (\$28 per hour)

Subs Teachers:

Jennifer Martello (\$28 per hour)

Allison Daly (\$28 per hour)

Paras:

Anna DePalma (\$14 per hour)

Ann Marie Ellerbrock (\$14 per hour)

Marie Kistner (\$14 per hour)

Sub Paras – Euclid and Lincoln Schools:

Kris Murray (\$14 per hour)

Christina Weaver (\$14 per hour)

Julie Catapane (and sub teacher) (\$14 per hour)

Donna Wipper (and sub teacher) (\$14 per hour)

Pre-school Program Paras:




Anna DePalma (\$14 per hour)

AnnMarie Ellerbrock (\$14 per hour)

<u>SUB TEACHERS & NURSES</u>	<u>COUNTY (C) STATE (S)</u>
AROMANDO, TIFFANY	C
AVERSA, JULIE	C
BUONOMO, FLORENCE	SUB NURSE
BYRNE, CAITLYN	S
CAGIAO, LORRAINE	C
CAPOZZI, CYNTHIA	S
CATAPANE, JULIE	S
CEBULA, MICHAEL	S
CHECCHI, KRISTIN	C
CIMILUCA, MAUREEN	C
COCCIOLI, GEMMA	S
CONDAL, LINDA	C
CUTTITA, CATHY	C
DECONGELIO, J	C
DEL SOLE, CARMEN	S
DELCALZO, HOLLY	C
DeMARIA, MARGARET (MEG)	C
DINALLO, GERALD	S
D'OVIDIO, AMY	S
FINCH, MIRANDA	C
GARWOOD, PAUL *	C
GIARRATANA, JEAN *	C
GOKHALE, SERENE	S
GRIECO, CHARLES	C
GRILLO, THERESA	S
JAROCKI, SARAH	C
JAROCKI, SUSAN	C
JAWABRAH, ADALAH	C
KELLY, COURTNEY	S
LEVIRNE, JENNIFER	S
LICINI, JENNIFER	C
LOHRMANN, JANET	C
MALOUPIS, NICK	S
MANSFIELD, SEAN	C
MARCHESE, VINNIE	S
MARTY, CHRIS	S
MATAWA, KEVIN	C
MATTERN, N	C
McCLURE, JENNIFER	C
MINUTILLO, NANCY	SUB NURSE
MORRISON, DOREEN *	SUB-NURSE

<u>SUB TEACHERS & NURSES</u>	<u>COUNTY (C)</u> <u>STATE (S)</u>
NYTRA, ILSE	C
OPCZYNSKI, ELAINE	C
ORTIZ, BETSY	S
PALLADINO, LISA	S
PAPA, LORRAINE	S
PETROSINO, DELORES	C
PRATO, PETER	S
RENNA, LINDSAY	C
RENNA, MICHAEL	C
REPTA, STEFANY *	C
ROBERTSON, DIANE	S
ROMANO, THOMAS	C
ROMANO, VINCENT	C
ROSE, WILLIAM	C
ROSENBLUM, MICHAEL	S
RUTT, DOREEN	C
RYAN-O'CONNOR, DONNA *	S
SARDO, DANIEL *	C
SCHLOEMAN, COLLEEN (BRIDGET)	C
SCHROBACK, MARK	S
SCHWARTZ, VINNIA	C
SICO, GERALDINE	C
SIMS, LOLA	C
SMENTKOWSKI, MELISSA	C
STAGG, CLAIRE	C
TATTOLI, LORENZO	C
TRAINA, PETER	C
TSAPELIS, ELEFThERIA	C
TUCCI, MARIA	SUB NURSE
VAN CUREN, GARRETT	C
WAGNER, MARY	C
WALENSKY, JEFFREY	S
WARREN, CHRISTINE	C
WIPPER, DONNA	C
YSRAEL, JOSEPHINE	SUB NURSE
ZAHN, SHAWN	C
ZUCCATO, ASHLEY	S
* PENDING RECEIPT OF PAPERWORK	

2012 - 2013 SCHOOL YEAR

<u>EMPLOYEE</u>	<u>SUB PARA</u>	<u>SUB LUNCH</u>	<u>SUB ADMIN</u> <u>ASST</u>	<u>SUB KEYS</u>	<u>PLAYGROUND</u>	<u>BUS AIDE</u>
ANNICHIARICO, ANGELISA	X	X	X	X		
BALCER, DAWN	X	X				
BYRNE, LINDA	X		X	X		
CALI, KATHLEEN	X	X	X			
CAPOZZI, CYNTHIA	X	X				
CARUSO, PATRICIA	X	X				
CEBULA, DELORES	X	X		X		
FACCHINI, MELISSA	X					
FERRERI, KATHLEEN	X	X				
GILLIGAN, MARY CHERYL	X	X				
KASHUBA, LAURA	X					
KASPER, KELLY		X				
MANSFIELD, SEAN	X					
MARINO, MARY			X			
MARTY, CHRISTOPHER	X					
MATTERN, NANCY	X	X	X			
MULLINS, LINDA	X	X	X			
						
NIEKREWICZ, MARYANN		X				
PETROSINO, DELORES	X					
RINALDI, EVELYN	X					
RUTT, DOREEN	X					
SAGITAS, JOANNA	X		X			
SCHLOEMAN, COLLEEN			X			
SMENTKOWSKI, MELISSA	X	X	X			
STEZLE, DEBORAH	X					
TSAPELIS, ELEFThERIA	X					
VILLACAMPA, DONNA	X			X	X	X
WEAVER, CHRISTINA	X		X	X		

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

ATTACHMENT 2

~~Highlighted area to be removed.~~ **Bolded area to be added**

Job Description: Custodian

Qualifications:

- High School Diploma
- Strong organizational and housekeeping skills
- Current and proficient knowledge of custodial supplies and equipment
- Ability to function as part of a building and grounds operational team by assuming varied responsibilities in differing circumstances
- Ability to communicate clearly and effectively with the public, staff and students
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Lead Custodian, Building Administrator(s), Director of Physical Plant, and Head of Maintenance; building administrator and director of physical plant will complete evaluation(s).

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the custodian include but are not limited to:

- Sweeps, dusts and mops all floors, stairs and corridors; strips, waxes and buffs floor as needed; maintains cleanliness and sanitation of lavatories and staff rooms. Cleans all plumbing fixtures regularly, includes using drain cleaner as needed, scours all lavatories, drinking fountains and classroom sinks daily.
- Performs miscellaneous work such as washing windows; changing light bulbs both incandescent and fluorescent, and starters; and cleaning, servicing and replacing as required; soap dispensers, towel holders and toilet tissue holders.
- Dusts and washes furniture, walls, ceilings, woodwork and handrails; and cleans chalkledges and erasers. Chalkboards shall be cleaned or washed only after they have been erased by the classroom teacher. Empties wastebaskets in all offices and classrooms daily.
- Installs simple, routine equipment such as pencil sharpeners, map racks, flag holders, window shades, projection screens, picture and award frames, etc.
- Sets up and removes furniture and equipment for meetings and special events as scheduled.
- Inspects and cleans heating and ventilating systems; cleaning and replacing filters and lubricating moving parts where applicable.
- Exercises special precautions to avoid fires; is familiar with fire alarm procedures; and sees that all emergency exits are clear.
- Ascertains security of buildings; checks all doors and windows. Immediately reports any malfunction of locks, door closers, panic bars or security alarms; and any damage to the building to the Head Custodian, School Principal or Director of Maintenance.
- Reports to the Head Custodian, School Principal or Director of Maintenance any damage or discipline problems encountered while on duty when the building, or any part of the building, is used by an outside organization.

- Performs various painting assignments.
- Performs custodial work in gymnasiums, locker rooms and showers, scrubs and disinfects these areas for reasons of health and safety.
- Performs custodial work in school lunch areas, clears and cleans tables after each lunch shift; mops spills promptly to eliminate hazards; promotes sanitary conditions including garbage disposal; lifts heavy items as requested to assist with interschool deliveries.
- Requests necessary custodial supplies and equipment needed to care for his assigned area, and evaluates their effectiveness with the Director of Maintenance.
- Performs grounds policing in the immediate vicinity of school buildings; sweeps walks and entrance ways; keeps grounds free of paper and all litter; removes snow and ice from walks, steps and entrances.
- Assists teachers and teacher aides in rearrangement of classroom furniture, moving and lifting educational supplies and equipment as needed, including the handling of stock room supplies and delivering supplies from stock room to offices and classrooms as needed.
- Assists in the cleaning of boiler room facilities.
- Possesses or works to obtain a Boiler Fireman's Black Seal license. **The employee must obtain Black Seal license within six months to one year, subject to termination if license is not obtained. There can be no exceptions to this requirement.**
- ~~Secures a CDL license or any other driver license deemed necessary from the Board of Education within 6 months from date of employment.~~
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Director of Maintenance.

Terms of Employment: Twelve month position with compensation in accordance to the Hasbrouck Heights Education Association negotiated contract.

Work Schedule: Flexible Schedule, 40 hours per week, 5 days per week excluding Sundays. Days to be determined by the Administrations.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Approved: January 29, 2004
 Revised: March 27, 2008
 Revised: June 23, 2011
 Revised: August 23, 2012

HASBROUCK HEIGHTS PUBLIC SCHOOLS
Summative Evaluation
Custodian

~~Highlighted areas to be removed;~~ **Bolded areas to be added**

NAME: _____ DATE: _____
 SCHOOL: _____
 TENURE: _____ NON-TENURE: _____ TENURE DATE: _____
 PRESENT SALARY: _____
 EXPERIENCE: YEARS: _____ HASBROUCK HEIGHTS _____ YEARS
 ATTENDANCE RECORD TO DATE: ABSENCE: _____

LEGEND:

Satisfactory The performance achieves the stated criteria.

Needs Improvement The performance falls below the acceptable level of state criteria.

Unsatisfactory The performance is unacceptable

	S	NI	US
Sweeps, dusts and mops all floors, stairs and corridors: strips, waxes and buffs floors as needed; maintains cleanliness and sanitation of lavatories and staff rooms. Cleans all plumbing fixtures regularly, including using drain cleaner as needed, scours all lavatories, drinking fountains and classroom sinks daily.			
Performs miscellaneous work such as washing windows; changing light bulbs both incandescent and fluorescent, and starters; and cleaning, servicing and replacing as required; soap dispensers, towel holders and toilet tissue holders.			
Dusts and washes furniture, walls, ceilings, woodwork and handrails; and clean chalk ledges and erasers. Chalkboards shall be cleaned or washed only after they have been erased by the classroom teacher. Empties wastebaskets in all offices and classrooms daily.			
Installs simple, routine equipment such as pencil sharpeners, maps racks, flags holders, window shades, projection screens, picture and award frames, etc.			
Set up and removes furniture and equipment for meetings and special events as scheduled.			
Inspects and cleans heating ventilating systems; cleaning and replacing filters and lubricating moving parts where applicable.			
Exercises special precautions to avoid fires; is familiar with the fire alarm procedures and sees that all emergency exits are clear.			
Ascertains security of buildings; checks all doors and windows. Immediately reports any malfunction of locks, door closers, panic bars or security alarms; and any damage to the building to the Head Custodian, School Principal or Director of Maintenance.			
Reports to the Head Custodian, School Principal or Director of Maintenance any damage or discipline problems encountered while on duty when the building, or any part of the building is used by an outside organization.			

Performs various painting assignments.			
Performs custodial work in gymnasiums, locker rooms and showers, scrubs and disinfects these areas for reason of health and safety.			
Performs custodial work in school lunch area, clears and cleans tables after each lunch shift; mops spills promptly to eliminate hazards; promotes sanitary conditions including garbage disposal; lifts heavy items as requested to assist with interschool deliveries.			
Requests necessary custodial supplies and equipment needed to care for his assigned area, and evaluates their effectiveness with the Director of Maintenance.			
Performs grounds policing in the immediate vicinity of school buildings; sweeps walks and entrance ways; keeps grounds free of paper and all litter; removes snow and ice from walks, steps and entrances.			
Assists teachers and teacher aides in rearrangement of classroom furniture, moving and lifting educational supplies and equipment as needed, including the handling of stock room supplies and delivering supplies from stock room to office and classrooms as needed.			
Assists in the cleaning of boiler room facilities.			
Possesses a Boiler Fireman's Black Seal license within six months to one year of employment.			
Secures a CDL license, or any other divers license deemed necessary from the Board of Education, within 6 months from date of employment.			
Other responsibilities and duties which are appropriate and necessary to the position as directed by the Director of Maintenance.			

Comments:

My signature does not necessarily indicate that I agree with the contents of this evaluation, but does indicate that I have seen, discussed, and received a copy of this evaluation.

Will you recommend Custodian to be rehired for next years contract Yes No

Staff member

Date

Evaluator

Date

Approved: January 29, 2004
Revised: March 27, 2008
Revised: June 23, 2011
Revised: August 23, 2012