

**PASSAIC COUNTY
TECHNICAL INSTITUTE**

*Policies and Procedures
For Faculty, Staff, and
Administrators*

ADMINISTRATION'S MESSAGE

We have created this Handbook as an additional means of sharing important information with all faculty and staff members. Furthermore, we hope that this Handbook will help to facilitate the free flow of communication between you and the PCTI administration.

We have included in the Handbook important phone numbers as well as other information that will prove to be useful to you throughout your employment with Passaic County Technical Institute.

Lastly, please be reminded that we value your opinion and welcome any opportunity to discuss with you any issue that has not been included in this Handbook.

Sincerely,
Diana C. Lobosco
Chief School Administrator

NOTICE OF DISCLAIMER

This Employee Handbook is for general information purposes only. This Handbook is not a contract, does not contain any promises or agreements by Passaic County Technical Institute, and does not give any additional rights to the employee. Employees are only entitled to those rights as provided in the applicable collective bargaining agreements or by law. Passaic County Technical Institute has the right to change any aspect of the Handbook at any time consistent with the collective bargaining agreements and the law.

Mission Statement

We are a diverse, progressive learning community that promotes educational excellence by challenging our students to become knowledgeable, productive and socially conscious members of a global society through quality educational programs delivered by a highly skilled and dedicated staff in a nurturing environment.

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IMPORTANT PHONE NUMBERS

Main Telephone Number	(973) 790-6000
Chief School Administrator	(973) 389-4201
Assistant Superintendent	(973) 389-4209
Director of Human Resources	(973) 389-4207
Business Office	(973) 389-4218
Board Secretary	(973) 389-4204
Principal	(973) 389-4260
Guidance Office	(973) 389-4230/4231
Athletic Director	(973) 389-4106
Discipline Office	(973) 389-4221
Attendance Office	(973) 389-4223/4148
Nurse's Office	(973) 389-4225/4226
Cooperative Education Office	(973) 389-4279
Adult Continuing Education Office	(973) 389-4101
BSI/ESL3	(973) 389-4297
Special Services	(973) 389-4197
Custodial/Maintenance Dept	(973) 389-4288/4290

ADMINISTRATION

PCTI BOARD OF EDUCATION

Albert Alexander	President
Damaris Solomon	Vice President
Michael Coscia	Commissioner
Glen Brown	Commissioner
Robert Davis	Commissioner/Interim County Superintendent
Mae Remer	Board Secretary
Gerald S. Keegan, Esq.	Board Counsel
Albert Buglione	Board Counsel

CENTRAL OFFICE ADMINISTRATION

Diana C. Lobosco	Chief School Administrator
John Maiello	Assistant Superintendent
Richard J. Giglio	Business Administrator
William Betar	Interim Director of Human Resources
Sandra Woods	Administrative Assistant for Special Projects/Public Relations
Nic Bucci/Candice Chaleff	Sexual Harassment Officers
Joseph Sabbath	Affirmative Action Officer
Betty Schulte	Section 504 Officer
Nic Nese	Title IX Officer

SCHOOL ADMINISTRATION

Michael Parent	Principal
Kenneth D. McDaniel	Assistant Principal
Lois Paterson	Assistant Principal
Joseph Sabbath	Assistant Principal
Barbara Moschetta	Assistant Principal
Robert Gray	Assistant Principal
Nick Bucci	Director of Pupil Personnel Services
John DePalma	Director of Adult Education
Candice Chaleff	Director of Special Services
Lawrence Rakitt	Director of Educational Data Management
Nic Nese	Director of Athletics

INSTRUCTIONAL SUPERVISORS

Jerry Castaneda
Lydia Yikon'a
Michael Coscia
Jeannie Holman
Mohamed Khairullah
Salvatore Gambino
Joaquim Johnson

ACADEMIC FREEDOM (Policy #3310)

The curriculum adopted by the Board of Education is designed to address the educational goals established for this school district and to meet the needs of pupils. The course guides prepared for each course of study describe the material to be covered in each course and, in general, the approach to be employed by the teaching staff member responsible for the course.

The Board recognizes that some deviation from the course guide is necessary to the free exchange of ideas within the classroom. Exposure to a wide range of ideas encourages the spirit of inquiry that is essential to the learning process; the thorough examination of those ideas aids pupils in developing powers of reasoning and in acquiring habits of academic discipline.

The Board directs that the discussion of any issue not specifically covered by the course guide be conducted in an unprejudiced and dispassionate manner. The Board will not condone classroom discussion that is unrelated to the educational goals of this district or to the subject of the course of study, disrupts the educational process, does not match the maturity level of the pupils, neglects to inform pupils of various responsible points of view on the subject under discussion, or fails to take into account the sensibilities of the community.

ADMINISTRATIVE CHAIN OF COMMAND

All PCTI staff is to fully employ and follow the chain of command when issues of purchases, evaluations, curricular needs, or activities arise:

1. Supervisor
2. Assistant Principal
3. Principal
4. Assistant Superintendent
5. Superintendent

ADVANCED DEGREE PROGRAM

The Advanced Degree Program rewards eligible teaching staff employees for continuing their education by increasing their salary. Employees should refer to their collective bargaining agreements to determine his or her eligibility for the program.

- Obtain a Course Approval Form from the Department of Human Resources
- Complete the "course content approval" in its entirety
- Submit the completed form to the Superintendent for approval
- Once you have completed an entire degree program or any other sufficient amount of credits to qualify for the advanced degree program, submit a Request for Movement on the Guide Form to the Department of Human Resources
- If you have not included one with your Request for Movement on the Guide Form, contact your university or college and request that the institution send an official transcript to the Department of HR to prove that the degree has been received or the courses have been taken

All course approval forms leading to lateral movement on the guide must be submitted to the Superintendent no later than November 1st prior to the year in which lateral movement is expected. (i.e, if a teacher is seeking movement for the 2007-08 school year, he or she must submit course approval forms, etc. no later than November 2006).

All requests for movement on the guide forms and supporting documents must be submitted to the Department of HR no later than October 1st of the year in which lateral movement on the guide is expected. Please note, however that payment will be retroactive to September 1st of any given year.

If you have any questions concerning the advanced degree program, please contact the Department of HR at (973) 389-4207.

If you have any questions regarding specific benefit amounts to which you are entitled, please refer to your collective bargaining agreement. The amount is subject to change each school year and varies depending upon the program that applies to an individual employee.

ASSIGNMENT OF ADDITIONAL DUTIES (BOE POLICY #3134)

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Board of Education. The Board will appoint teaching staff members to extra duty positions including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.

A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers.

Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.

A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.

Performance in an extra duty position will be considered in a teacher staff member's evaluation, in determining whether to renew a non-tenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.

The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.

ATTENDANCE

Passaic County Technical Institute believes that the regular presence of all staff (both instructional and non-instructional) is vital to the success of the district's programs. The Superintendent shall develop procedures to encourage all staff to strive for excellent attendance records. A system of monitoring staff attendance has been developed for the purpose of maintaining accurate and up-to-date attendance information.

If an employee knows that he or she will be unable to report to work due to personal illness or injury, he or she must call the 24-hour answering service at (973) 389-2055. Since there are no time restrictions on the answering service, employees should call in as soon as they know they will be unable to report to work. If the employee knows that he or she is going to be absent for more than one day, he or she must notify the answering service.

Employees may be entitled to time off in the event of a death in the family. Employees should refer to their respective collective bargaining agreements to determine the specific amount of bereavement or funeral days to which they may be entitled.

With respect to personal days, employees should refer to their respective collective bargaining agreements to determine the specific amount of time to which they are entitled. Personal days are to be used in connection with any family, household, legal, or other

personal matters. Any unused personal days in any given year will convert into sick days for the following year as agreed to in a collective bargaining agreement or unless otherwise note per the Superintendent.

Provisions shall be made for acknowledgment of exceptional staff attendance records. Under the collective bargaining agreements, a stipend is provided to those employees who achieve perfect attendance during a given year.

If you have any questions about how many days you have remaining, how many days you have used, how many days have been rolled over or still remain, please contact the Department of HR at (973) 389-4207.

If you feel that you have not been properly compensated for a day that you were absent, please contact the Department of HR at (973) 389-4207.

If you have any questions about whether or not your absences will be paid, what types of absences are covered, or how many days are available per school year, please refer to your collective bargaining agreement.

NOTE: Excessive absences and/or tardiness are subject to disciplinary action. Your supervisor is responsible for such reprimands and warnings. If you have any questions about this procedure, please contact your immediate supervisor.

BENEFITS

All full-time employees of Passaic County Technical Institute shall be provided with a comprehensive health plan that includes medical, dental, and prescription benefits. For more details, refer to your collective bargaining agreement.

Upon being hired by Passaic County Technical Institute, all eligible employees must obtain, complete and return the necessary paperwork to the Payroll Department.

- Medical, dental, and prescription plans shall become effective no later than sixty (60) days after your date of hire
- Open enrollment periods generally occur during the year (for specific dates on open enrollment, please contact the Payroll Department)
- A spouse and/or unmarried children under age 26 who live with the employee (this includes children who are away at school as well as divorced children living at home and dependent upon the employee for support)
- If an employee is divorced, the children who do not live with him or her are eligible if the employee is legally required to support those children
- Step-children, foster children, legally adopted children and children in a guardian-ward relationship are eligible (provided they live with the employee and are substantially dependent upon him or her—affidavits of dependency and legal documentation are required with enrollment forms for these cases)

To change or upgrade health coverage, an employee must contact the Payroll Department and complete the necessary paperwork. An employee can change his or her coverage under the following circumstances:

- Marriage
- New child
- Change in family status involving loss of eligibility of family member (separation; divorce; death; child marries, no longer lives with employee, or reaches age 26)
- Employee goes on a leave of absence and chooses not to continue coverage
- Employee's spouse or eligible dependent's employment status changes resulting

in a loss of coverage

- A covered child, under age 26, has divorced and moved back into employee's home and is dependent on the employee

Employee's coverage and the coverage of their dependent[s] will end if:

- The employee voluntarily terminates coverage
- Passaic County Technical Institute terminates coverage
- An employee's hours are reduced and therefore no longer qualifies for coverage
- An employee takes a leave of absence for which Passaic County Technical Institute is not required to continue coverage and employee fails to make premium payments (i.e., after 12 weeks of FMLA leave have expired)
- An employee enters the Armed Forces and is eligible for government-sponsored health services

Coverage for a dependent[s] will end if:

- An employee's coverage ceases for any of the above-listed reasons
- The covered employee dies
- The dependent is no longer age 25
- The dependent enters the Armed Forces

If an employee's coverage was terminated while on approved leave of absence, when an employee returns to work, his or her benefits and those of his eligible family members are reinstated after the completion of an enrollment form.

If you have any questions regarding your health benefits, please refer to your collective bargaining agreement or your selected health benefits handbook or guidelines. If you still have questions, please contact the Payroll Department at (973) 389-4212.

If you require information regarding the duration of an open enrollment period and effective dates of coverage, please contact the Payroll Department at (973) 389-4212

CHILD ABUSE REPORTING (BOE POLICY #8462)

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-25 and N.J.S.A. 9:6-8.10.

The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such had not occurred prior to the notification. Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the person believes that such disclosure would likely result in retaliation against the pupil or in discrimination

against the reporter with respect to his or her employment.

The Building Principal or designee upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Special Services as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Director of Special Services as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the memorandum of understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Director of Special Services shall provide training to school district employees, volunteers, and/or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, and/or interns shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

CODE OF ETHICS (BOE Policy #3211)

The Board of Education endorses the code of ethics for professional educators published by the National Education Association.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of pupils, of parent(s) or legal guardian(s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I -- Commitment to the Pupil

The educator strives to help each pupil realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the pupil, the educator--

1. Shall not unreasonably restrain the pupil from independent action in the pursuit of learning.
2. Shall not unreasonably deny the pupil access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the pupil's progress.
4. Shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the pupil to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
 - a. Exclude any pupil from participation in any program
 - b. Deny benefits to any pupil
 - c. Grant any advantage to any pupil
7. Shall not use professional relationships with pupils for private advantage.
8. Shall not disclose information about pupils obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II -- Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

CONFLICT OF INTEREST (BOE POLICY #3214)

No teaching staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member's duties.

No teaching staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No teaching staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No teaching staff member of the Board shall accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the teaching staff member in the discharge of his/her duties.

The Board of Education discourages the presentation of gifts to teaching staff members by pupils and their parent(s) or legal guardian(s), because it may embarrass pupils with limited means and give the appearance of currying favor.

The Board directs that teaching staff members instruct their pupils to express their appreciation by means other than gifts.

Teaching staff members may receive gifts of only nominal value from pupils or their parent(s) or legal guardian(s).

The Superintendent may approve an act or gift of appreciation to an individual teaching staff member when special circumstances warrant.

CURRICULUM CONTENT (BOE POLICY #2200 REGULATION)

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children of different races, colors, creeds, sexes, sexual orientations, ancestries, national origins, social or economic status, and/or disabilities.

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

1. When instructional material contains stereotypes or discriminatory statements, staff should help pupils identify the stereotypes or discriminatory statement(s) and discuss with pupils the consequences of repeated stereotyping and discriminatory statements.
2. If a particular instructional material is highly objectionable, staff should not use it, N.J.A.C. 6:4-1.3(f); such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
3. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, N.J.A.C. 6:4-1.3(f).
4. Community involvement when developing instructional programs and attendant

materials shall be encouraged.

DISCIPLINE (BOE POLICY #3150)

The Board of Education directs all teaching staff members to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline.

The Superintendent shall deal with disciplinary matters on a case by case basis. Discipline measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding one or more increments, and dismissal.

In the event disciplinary action is contemplated, notice will be given to the teaching staff member in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, or rule that the member is alleged to have violated; a date when the member may be heard and the administrator who will hear the matter; and the penalty that may be imposed.

DRESS & GROOMING (BOE POLICY #3216)

The Board of Education believes that the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance.

Accordingly, in order to create an atmosphere of respect for teachers and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

- Female teaching staff members may wear dresses, skirt or pant suits, or skirts or pants with blouses or sweaters;
- Male teaching staff members may wear suits or slacks with or without jackets; male teaching staff members must wear a dress shirt with necktie or a turtleneck shirt or sweater with a jacket, collared polo or golf-type shirts;
- The clothing and appearance of all teaching staff members shall be clean and neat;
- No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program;

Unacceptable Attire for Both Female and Male Personnel

- A. Hats worn in the building
- B. Sneakers**/tennis shoes**/slippers**
- C. Sweatshirt/sweat pants/jogging suits**
- D. Shorts** including Bermuda shorts and culottes
- E. Mini skirts/dresses (above mid-thigh)
- F. Tights/spandex/leggings
- G. Blue jeans
- H. Bare halters
- I. Midriff tops
- J. Muscle shirts, undershirts
- K. T-shirts (except PCTI T-shirts permitted on designated spirit days); and/or
- L. other (similar) attire deemed inappropriate by the Superintendent.
- M. **May be worn by physical education instructors, or for medical reasons.

A teaching staff member may request a waiver of this dress code for the performance of particular duties; such waivers may be granted by the Principal; The Building Principal or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend more stringent disciplinary measures.

DUTY ASSIGNMENTS DESCRIPTION

- **Administrative Duty** Teachers assigned to an Administrative Duty should check in with the administrator in charge of duties for his or her specific duty assignment. Teachers assigned to this duty may have responsibilities such as: **CUT MONITOR:** Investigating potential CUTS to classes by speaking to students and teachers, or a **CALLING DUTY:** Calling parents to inform them about their child's detention obligations. Teachers assigned to ADMINISTRATIVE DUTY will report to an assigned Assistant Principal at the beginning of the duty session.
- **Cafeteria Duty** Teachers assigned to cafeteria duty are responsible for supervising students. Proper decorum is to be maintained at all times.
- **Hall Duty** Teachers assigned to hall duty will be stationed throughout the campus. They are to challenge any strangers they encounter in the halls and contact security if necessary. Students who are scheduled to be in class must produce a hall pass or be sent back to class. Students should not be allowed to congregate in hallway areas when classes are in session. Teachers assigned to this duty should check student lavatories at the beginning and at the end of the period. Any student found smoking or engaged in any other inappropriate behavior should be reported via 311.
- **Help Desk Duty** Teachers assigned to a help desk duty are to report to their designated areas. This duty may require consistent and constant contact with the Technology Department (973-389-3001).
- **Media Center Duty** Teachers assigned to this duty must report to the Media Specialist for a specific description of this duty.
- **PLC or Team Duty** Professional Learning Community Teams engage in collective inquiry into both best practices in teaching and best practices in learning. They also inquire about their current reality—including their present practices and the levels of achievement of their students. They attempt to arrive at consensus on vital questions by building shared knowledge. PLC Teams will be facilitated and led by a PLC Team Leader. PLC Teams will meet on a regular basis during the schedule.
- **Zero Period Duty** Teachers who elect to serve a zero period duty assignment must report to their duty assignment by 7:20 am and remain at the post until 8:00 am. are permitted to leave the campus after the conclusion of period 8. Zero period duties may include ID checking, Breakfast Program, Help Desk, or any other duty deemed necessary for the orderly and safe operation of the school.

EMAIL (BOE POLICY #8311)

School district e-mail messages, like paper records, must be retained and destroyed according to established records management procedures as required by New Jersey's Division of Archives & Records Management (NJDARM). E-mail messages are electronic documents created and sent or received by a computer system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. Thus, e-mail messages are similar to other forms of communicated messages, such as correspondence and memoranda. N.J.S.A. 47:3-16, as amended, defines public records as follows:

"Public records" mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound

recording or in a similar device, or any copy thereof, that has been made or required by law to be received for filing, indexing, or reproducing by any officer, commission agency, or authority of the State or any political subdivision thereof, including any subordinate boards thereof, or that has been received in the course of his/her or its official business by such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.

An e-mail message that meets the criteria of the definition of public records per N.J.S.A. 47:3-16, as amended, whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content of e-mail messages may vary considerably and therefore, the content must be evaluated to determine the length of time the message must be retained.

For the purposes of this Policy, there are non-record e-mail messages and public record e-mail messages.

Non-record e-mail messages are personal correspondence that do not meet the criteria of public records as per N.J.S.A. 47:3-16, as amended, and may be deleted at any time unless they become part of some official record as a result of a special circumstance. These types of messages may include personal correspondence not received or created in the course of school district business and may be deleted at any time since it is not an official public record. Non-record e-mail messages are also non-governmental publications that are publications, promotional material from vendors, and similar materials that are publicly available to anyone. These e-mail messages are not public records as defined by N.J.S.A. 47:3-16, as amended, unless specifically incorporated into other official public records, and may also be deleted at any time. However, if an e-mail message is used to justify an expenditure or is included in a proposal, the e-mail message becomes an official public record and must be retained according to records retention and disposition schedules in accordance with the appropriate retention schedules.

All public record e-mail messages shall be maintained by the individual who sends the e-mail message and the primary recipient. The sender and primary recipient are encouraged to print a hard copy of a public record e-mail and file the e-mail in school district files for continued access. The district may establish a district-wide system to facilitate public record e-mail management for continued access and retention. All public record e-mails shall be retained according to records retention and disposition schedules approved by the State Records Committee and no public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

An e-mail message that meets the criteria of the definition of a "government record" per N.J.S.A. 47:1A-1.1 must be made available to the public upon request under New Jersey's Open Public Records Act during the required retention period, unless the content of the message falls under one of the exceptions contained in the Act or any other statute, regulation, Executive Order by the Governor, rule of Court, or Federal law, regulation or order.

EMPLOYEE ACCESS TO PERSONNEL FILES

It is necessary for the orderly operation of Passaic County Technical Institute that a central file for the retention of all papers related to information is gathered on an employee from the beginning of his or her employment, including but not limited to, performance evaluations, appropriate certificates and/or certifications.

An employee is entitled to view the contents of his or her personnel file and may do so by making an appointment with the Department of Human Resources.

Employees who wish to review their own records shall:

- Make an appointment to review the file in the presence of the Director of HR or his/her designated representative (the frequency of this review shall be in accordance with the appropriate contract language)
- Make no alterations or additions to the record or remove any material from the central file
- Sign a log attached to the file indicating the date and the person reviewing the file

If you have any questions about your personnel file or the personnel file viewing process, please contact the Department of HR at (973) 389-4207. However, should you require copies of documents contained in your personnel file, please send a written request to the Director of HR.

Upon receiving your written request, someone from the Department of HR will contact you to arrange a meeting at a mutually convenient time.

NOTE: No personnel information will be provided over the telephone. Furthermore, files MAY NOT be accessed unless a written request has first been made by the employee.

EMPLOYEE WORK-RELATED ACCIDENTS

Employees who suffer an accidental injury or occupational disease during the course of their employment will be covered according to the rules and regulations of the State of New Jersey's Division of Workers' Compensation as long as he or she follows the correct procedures to ensure quick and proper medical treatment.

- Any employee injured during the performance of duties must report to the school nurse immediately. If the school nurse is not available, the employee shall report to the nearest medical facility, including but not limited to a hospital or urgent care center, whichever appears to be more appropriate under the circumstances (however, treatment by a personal physician for work-related injuries is neither authorized nor recognized)
- Upon examination, the school nurse or other medical provider shall determine whether the employee requires first aid and can return to work
- Should the employee require more than first aid, the school nurse shall direct the employee to the nearest appropriate medical facility
- If an injury requires emergency room treatment, a determination will be made to call an ambulance, if necessary

The following forms/reports may be obtained from and must be completed and returned to designated person in the Board Secretary's office (these forms should be completed as soon as the incident occurs or by the end of the workday):

- An Accident/Incident Report by the school nurse
- An Accident Investigation Report by the employee's immediate supervisor
- A Workers' Compensation Questionnaire by the employee
- Immedicenter Services Requisition (if urgent care services are required)

Physical therapy visits MUST be scheduled during non-work hours.

FACULTY & STAFF DRESS CODE (BOE POLICY #3216)

A teacher's conduct and dress should be a personal matter. He/she should have freedom and encouragement to express his/her individuality in any way so long as he/she dresses neatly and does not intrude upon and endanger the freedom of others to dress and behave as they wish. Insistence by the school on rigid conformity is contrary to stated purposes for education. The Board recognizes that implementation of this policy calls for sensitive, tolerant, intelligent action on the part of the school staff so that fostering of individuality is not incompatible with educationally sound group effort. The only limitations shall be those of effect upon professional performance, health of associates and pupils, and level of community tolerance.

FACULTY & STAFF USE OF CELL PHONES (BOE POLICY #3322)

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

A personal telephone call by a school staff member on their personal cellular telephone shall not be made while the staff member is performing assigned school district responsibilities. In the event the staff member has an emergency requiring immediate attention that requires the personal use of their personal cellular telephone, the teaching staff member shall inform their Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

FACULTY & STAFF PROFESSIONAL RESPONSIBILITIES (BOE POLICY #3270)

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day. The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Principal. The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

- During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134
- Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal
- A teaching staff member who is excused from attending a faculty meeting must meet with the Principal the following day to review the topics covered at the meeting

- Teaching staff members may leave the school grounds during mealtime but must sign in and out.

Teaching staff members who are assigned as department heads or who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.

FAMILY AND MEDICAL LEAVE (BOE POLICY #3431.1)

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member.

NJFLA leave for teaching staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.
3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

Eligibility

1. Federal Family and Medical Leave Act (FMLA)

- A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive months pursuant to 29 CFR Part 825 Section 110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR Part 785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with

the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

- Pursuant to 29 CFR Part 825 Section 202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the spouse, son, daughter, or parent of the staff member with a serious health condition.
- The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve-month period measured backward from the date a staff member uses any family leave.
- A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

- A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.
- A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.
- The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.

FIELD TRIPS

Field trips to places of interest for educational purposes are supervised by subject teachers or activity sponsors. Other responsible adults sometimes assist in the supervision of such trips. Appropriate behavior and dress are required of all students and all school rules re: smoking, drugs and alcohol apply.

Any student going on a school sponsored trip must have the written permission of a parent before leaving on the trip. Permission forms will be provided by the teacher in charge several days before the trip. Students must remain with the group at all times, and no student will be permitted to leave the group early or remain when the group returns. No student is required to participate in a field trip, and those who do not participate will not be penalized but are expected to attend school as usual. Unless specifically approved by the principal, all field trips are subject to the field trip schedule located in the appendices

of the handbook.

Teachers must bring multiple copies of PCTI's Substance Abuse policy/package with them on field trips. This pack will be made available by department supervisors. If a teacher has reasonable suspicion that a student on a field trip may be under the influence of drugs or alcohol, he/she must follow these procedures:

1. Depending on the time of day of the field trip, contact the School's Main Office at 97-3389-4260. If after school hours, contact the parent of the student under suspicion of substance abuse. Provide the parent with the packet of information regarding substance abuse suspicion and inform the parent that the student must be immediately taken for a drug/alcohol test. Inform the parent that the student may return to school only with an appropriately completed physician's alcohol/drug report.
2. If after school hours, and the teacher cannot reach a parent, contact security at 973-389-4154, who will be able to facilitate the situation by providing transportation for the student under suspicion of alcohol/drug abuse and the field trip supervisor to Wayne General Hospital.

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

1. All trips, and the arrangements for them, must have advance approval (this includes whether district buses will be used; whether these may be supplemented by private vehicles; the route to be followed; and parking arrangements if necessary).
2. Costs must be ascertained.
3. Each child who goes on a field trip or excursion must have written parental/guardian permission.
4. Pupil safety must be of prime concern and adequate supervision must be provided by staff (aided by other adult chaperones if necessary).
5. All trips must be well planned, properly timed, and related to regular learning activities, or to district goals and objectives.
6. Each field trip should be evaluated by pupils, teachers, and the administration.

The Board shall bear all expenses of field trips included in the curriculum guides whereas parent(s) or legal guardian(s) shall be asked to bear the expense of all other excursions.

1. No pupil is to be denied the right to participate because of an inability to pay.

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 having been approved by the Board.

1. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of this district without Board permission.

Administration of Medication on Class Trips

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by pupils. All conditions established by law and Board policy shall be met.

Epinephrine shall be administered via epi-pen to pupils in emergencies on field trips by the school nurse, his/her designee(s), the pupil's parent(s) or legal guardian(s) or the pupil himself/herself, in accordance with Board policy.

FINAL EXAMINATIONS

Final examinations are given to all students in all subjects unless specific exceptions are

made. Schedules for final exams are released late in the year. Students are expected to take final exams according to the schedule. Permission to take a Make-up exam will only be granted with appropriate parental request/documentation, and is subject to administrative review.

FIRE DRILLS

In-Case-Of-Fire, signs are posted in each room, directing students which door to use in leaving the building. Students should know which door to use for each class and should walk quickly and quietly to the indicated exits. No talking is permitted. In any emergency, it is essential that instructions are audible to students and staff. If the fire bell is sounded during a passing period or lunch time, students are to move to the nearest exit and move away from the building quickly. Everyone is to evacuate the building, and no one is permitted to return until the signal is given. Any student who sets off a false fire alarm will be prosecuted and may be subject to suspension or expulsion from school. Students should remain away from all fire alarm stations to avoid accidents.

GRADING SYSTEM (BOE POLICY #2624 REGULATION)

A. Purpose of Grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a pupil's demonstrated proficiency in the New Jersey Core Curriculum Content Standards and locally established learning goals and objectives:
 - a. Active participation in and attention to daily lessons,
 - b. Frequent contribution to discussions,
 - c. Prompt, thorough, accurate, and neat preparation of assignments,
 - d. Thorough preparation and performance on tests and assessments,
 - e. Display of an eagerness to learn and an inquisitive approach to lessons,
 - f. Attention to the need for proper materials,
 - g. Cooperation with the teacher's efforts, and
 - h. Willingness to work to the best of his/her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each pupil must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each pupil must be kept informed of his/her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, pupils.

C. Grading Periods

1. Grades will be awarded at the end of four marking periods in each school year.
2. Pupils will be given notice of their mid-term grades at mid-point of each marking period.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for Grading

The teacher responsible for assigning a grade should take into consideration the

pupil's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the pupil's constructive efforts and achievements in learning; and
10. For the final grade, the pupil's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
 - b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
 - c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
 - d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
 - e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.
 - f. Letter grades may be modified by plus or minus signs.
2. The following grading scales and indicators shall be used:

A+	=	98-100	C+	=	78-79
A	=	92- 98	C	=	72-77
A-	=	90- 91	C-	=	70-71
B+	=	88-89	D+	=	68-69
B	=	82-87	D	=	65-67
B-	=	80-81	F	=	0-64
I	=	Incomplete			
M	=	Medical			
NC	=	No Credit			

A final grade of NC indicates that the pupil must make up the course. One hundred twenty hours of instruction are required.

3. A grade of "Incomplete" will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil's control, such as the pupil's disability.
 - a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit.
 - b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.
 - c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.
 - d. A pupil who does not complete the work within the period allowed will receive a grade of F in the subject.

F. Grade Validation

In order that he/she may justify a grade, each teacher is directed to retain in his/her possession the following records to validate grades awarded to pupils. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent(s) or legal guardian(s), the Principal, or other teaching staff members.

G. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see paragraph E above) to substantiate any grade earned.

3. If a grade is challenged by a pupil or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or legal guardian(s) or pupil is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his/her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

GRANTS FROM PRIVATE SOURCES (BOE POLICY #6160)

The Board of Education encourages the development of proposals to private foundations and other sources of financial aid to subsidize such activities as innovative projects, feasibility studies, long-range planning, and research and development. Any such activity must:

1. Be based on a specific set of project objectives that relate to the established goals of the district;
2. Provide measures for evaluating whether or not project objectives are being achieved; and
3. Conform to applicable state and federal laws and to Board policies.

All grant proposals must be approved by the Board before being submitted to the funding agency. The Superintendent shall establish regulations for the processing of proposal ideas throughout the district.

HALLWAYS AND PASSING TIME

Teachers are reminded to be outside their classrooms during the changes of classes. In particular, teachers should be visible to students at the start and end of school day by being outside their classrooms. Teachers are also reminded that they must arrive to all duties at the beginning of the assigned period and stay until the end of the period.

HOMEROOM

The homeroom begins at **8:05 a.m.** and the students must be in their seats when the bell rings at that time. Attendance is taken and some announcements are made at that time. The pledge to the flag is recited each day by the teacher and the students. Any student who has conscientious scruples against the salute or the pledge shall not be required to participate but must show full respect while the pledge is being recited.

HOMEWORK

Homework is an integral part of the classroom experience and is assigned with regularity to provide students with another dimension of learning. The design of homework is to practice concepts and skills learned. The following are guidelines students can anticipate regarding homework assignments:

1. Teachers will review the homework policy with all students.
2. Homework will be checked or collected during classes.
3. Homework collected will be returned within a reasonable time.
4. Homework assignments are due on the date assigned.

5. Homework may be accepted after the assignment date if, in the teacher's judgment, extenuating circumstances prevented the timely completion of the assignment.

INAPPROPRIATE CONDUCT (BOE POLICY #3281)

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

School personnel are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the School Business Administrator/Board Secretary.

In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child (ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the School Business Administrator/Board Secretary of all reports, including anonymous reports. The School Business Administrator/Board Secretary will investigate all reports with a final report to the Superintendent of Schools. The School Business Administrator/Board Secretary upon reviewing an initial report or the Superintendent, upon reviewing the School Business Administrator/Board Secretary's investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.2 et seq., and/or any other measure provided for in the law.

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 3281 and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently

severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

4. The "immediate supervisor" for teaching staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.
6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a pupil. Inappropriate conduct also includes physical contact between a staff member and pupil that is beyond the staff member/pupil professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.
7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
10. "Professional responsibility responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Director of Human Resources no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.

13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.
14. "Unannounced or uninvited visit" is a pupil visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a pupil beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.
3. Any staff member, who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any pupil, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Director of Human Resources.
6. Any person, including school staff, may make an anonymous report to the Director of Human Resources if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report.

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Director of Human Resources.
2. The Director of Human Resources will begin a prompt and thorough investigation of every report.
3. The Director of Human Resources or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the Division of Youth and Family Services if there is reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. 6A:16-10.2 et seq., and/or any other measure provided for in the law.

- D. Preliminary Investigation of Reports by Others
1. The Director of Human Resources will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the Director of Human Resources received the report.
 2. The Director of Human Resources' preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
 3. The Director of Human Resources will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.
 4. If, based on a preliminary investigation, the Director of Human Resources determines conduct prohibited by this Policy and Regulation did not exist, the Director of Human Resources will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the Director of Human Resources' preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s)/legal guardian(s) if requested. The Director of Human Resources will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.
 5. If, based on a preliminary investigation, the Director of Human Resources deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the pupil indicated in the report upon request.
- E. Full Investigation
1. The Director of Human Resources, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.2 and/or local law enforcement.
 2. The Director of Human Resources will conduct the full investigation if the Division of Youth and Family Services and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-10.2 et seq. for reporting to the Division of Youth and Family Services and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.
 3. The full investigation will include, but not be limited to, interviews with the staff member(s), pupils, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
 4. The Director of Human Resources will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.
 5. All persons that provide information, testimony and evidence to the Director of Human Resources relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.

6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the Director of Human Resources will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the Director of Human Resources.
7. If the Director of Human Resources' full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the Director of Human Resources will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) investigated to review the findings.
8. If the Director of Human Resources' full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not to be limited to:
 - a. Provide the staff member an opportunity to rebut the findings of the Director of Human Resources' full investigation report and findings;
 - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
 - c. Not recommend the staff member be re-appointed for the next school year;
 - d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
 - e. Institute tenure charges (if applicable) in accordance with N.J.A.C. 6A:3-5 – Charges Under Tenure Employees' Hearing Act; and/or
 - f. Recommend to the Board of Education any other disciplinary measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.
9. If the Superintendent does not concur with the findings of the Director of Human Resources' full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the Director of Human Resources, a discussion with the pupil(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

INSTRUCTIONAL STAFF PROMOTIONS

There may be times when Passaic County Technical Institute may offer promotions for its instructional staff throughout the year. These promotions are open to all employees who qualify and possess the necessary experience and criteria described in the job posting[s]. Passaic County Technical Institute is an affirmative action/equal opportunity employer.

All vacancies in promotional positions shall be publicized within the district in accordance with bargaining contract provisions and in compliance with state and federal requirements. These postings shall be for a period of at least ten (10) days prior to the final date on which applications must be submitted. A copy of the posting shall be provided to the teachers' association at the time of the posting.

If you have any questions regarding a job posting, job posting procedures, job openings or

promotional opportunities that become available during the regular school year or during the summer months, please contact the Department of HR at (973) 389-4207.

JURY DUTY (BOE POLICY #3439)

The Board of Education will indemnify any teaching staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for whom the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

A teaching staff member who is a full-time teacher and is absent from school duties on jury duty for any court of New Jersey, any court of any other State, any federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the teaching staff member is present for jury duty.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor. On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day and must report to work when he/she is excused from jury duty for half a day or more or suffer loss of pay.

LIABILITY FOR PUPIL WELFARE (BOE POLICY #3280)

Teaching staff members are responsible for supervision of pupils and must discharge that responsibility with the highest levels of care and prudent conduct. All teaching staff members of this district shall be governed by the following rules in order to protect the well-being of pupils and to avoid any assignment of liability to this Board of Education or to a staff member personally in the event a pupil is injured. The Superintendent shall prepare such regulations as may be required to enforce the following rules:

- Each teaching staff member must maintain a standard of care for supervision, control, and protection of pupils commensurate with the member's assigned duties and responsibilities.
- A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities.
- A teaching staff member must provide proper instruction in safety wherever course guides so provide.
- A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects.
- A teaching staff member must not send pupils on personal errands.
- A teaching staff member must never transport pupils in a personal vehicle without the approval of the Building Principal.
- A teaching staff member must not require a pupil to perform tasks that may be detrimental to the health or well-being of the pupil or other pupils.

- A teaching staff member will refrain from the use of personal furnishings and equipment in the classroom without the express permission of the Principal;
- A teaching staff member must immediately report any instance of substance abuse, violence, vandalism, accidents, or suspected child abuse in accordance with Policy Nos. 8442, 8461, and 8462.

OUTSIDE ACTIVITIES (BOE POLICY #3230)

The Board of Education recognizes that teaching staff members enjoy a private life outside the schools in which they enjoy associations and engage in activities for a variety of personal, economic, religious, or cultural reasons. The Board believes that the role of the teaching profession is such that teachers exert a continuing influence away from the schools. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging professional duties. Accordingly, the Board reserves the right to determine when activities outside the schools interfere with a staff member's professional performance and the discharge of the member's responsibilities to the pupils of this district.

The Board directs that all teaching staff members be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members should refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community.
2. Teaching staff members should not devote time during the working day to an outside activity without valid reason. They should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the Principal.
3. 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 Board or Superintendent, and shall not be liable for the welfare of pupils who travel on such trips. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of the district.
4. Teaching staff members shall not campaign on school premises on behalf of any candidate for local, state, or national office or for any public question on the ballot
5. Teaching staff members should not act as a practice tutor pupils currently enrolled in their classes privately for compensation.
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

PERSONAL LEAVE (BOE POLICY #3436)

The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

POLITICAL ACTIVITIES (BOE POLICY #3233)

The following political activities are prohibited on school district premises:

1. Posting of political circulars or petitions on bulletin boards that are not sponsored by the school and included as part of the school curriculum and/or program;
2. The distribution to employees, whether by placing in their school mailboxes or

otherwise, of political circulars or petitions, except as delivered by the U.S. Postal Service;

3. Collection of and solicitation for campaign funds;
4. Solicitation for campaign workers;
5. Use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils;
6. Display of any materials that promote the candidacy of any candidate for office by a person working on an election day in a district facility used as a polling place; and
7. Any activity in the presence of pupils while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

The following political activities are permitted on school premises.

1. Conduct of pupil and employee elections and any campaigning connected with those elections.
2. Classroom discussion and study of politics and political issues, when such discussion and study are appropriate to studies such as history, current events, or political science.
3. Distribution of political materials when approved by the Principal and when relevant to the class, curriculum, and maturity of the pupils. Any such material shall be presented by the teacher without bias or discrimination.

Nothing in this Regulation shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or pupil.

RIGHT TO PRIVACY (BOE POLICY #3324)

The Board of Education will provide facilities and school district-owned property on school grounds for school staff members to use. These facilities or district owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk to assist the staff member in their job responsibilities or for the staff member's convenience. The Principal or designee may provide the staff member with exclusive use and access to such facilities or property or may require the facility or property be shared with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school property using their own locking device with permission from the Principal or designee.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education for use by the staff member is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such school facilities and/or district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from by storing personal papers and effects in these facilities or district-owned property or from bringing such personal belongings to work.

SEXUAL HARASSMENT (BOE POLICY #3362)

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. Hostile Environment Sexual Harassment - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. Quid Pro Quo Harassment - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct
 - a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.
 - b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
 - c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
 - d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities as outlined in Policy No. 3362 and this Regulation.
2. Affirmative Action Officer's Investigation
 - a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
 - b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
 - c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the

alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.

- d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
- e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 3362 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
- h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
- i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.
- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual

harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.

- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

- 1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
- 2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

SICK LEAVE (BOE POLICY #3432 REGULATION)

A. Eligibility for Sick Leave

- 1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
 - a. Personal disability due to the employee's illness or injury,
 - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease, or
 - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
- 2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
 - a. Has engaged in or prepared for gainful employment with an employer other than the Board,
 - b. Has participated in a concerted work stoppage, or
 - c. Has engaged in any activity, vocational or avocational, that clearly

refutes the employee's claim of disability or quarantine.

B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify the Building Principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must call the Attendance Line at 973-389-2055 between the hours of 5:30 a.m. and 6:45 a.m.
4. An employee who becomes disabled during the school day must so inform the supervisor as promptly as possible and request permission to leave the school premises.
5. In all instances, the employee himself/herself should call the Principal to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

C. Sick Leave Charges

1. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent.
2. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
3. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.

D. Verification of Sick Leave

1. An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating:
 - a. The reason for the employee's absence, as personally known to the physician; and
 - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.

E. Readmission After Disability

1. An employee who wishes to return to work after sick leave of more than three consecutive working days shall submit the signed statement of his/her physician indicating the employee's fitness to perform his/her duties.
2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph E2 are inconsistent with the statement of the employee's physician, the two examining

physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

F. Exhaustion of Sick Leave

1. The Director of Human Resources will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 3432 and this regulation.
2. A request for the extension of sick leave should be submitted to the Superintendent at least fourteen working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.
5. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.

G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

SIGN IN & SIGN OUT

All faculty must sign in each day at the main office. Sign in time is 7:55 a.m. for teachers who do not have a Zero Period duty. Sign out time is 3:06 p.m. for teachers who do not teach a zero period. Teachers must sign in and out when leaving the building for any reason during the school day.

SUBSTANCE ABUSE BY EMPLOYEES (BOE POLICY #3218)

The Board of Education recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs. The Board recognizes that the use/misuse of alcohol, anabolic steroids, and other drugs, and the problems associated with it, are becoming increasingly commonplace in today's society. It is generally accepted that alcoholism and other chemical dependencies are illnesses that can be treated successfully if they are identified as early as possible, and if appropriate treatment is promptly instituted. The Board believes that the therapeutic approach to the problem is more effective than one which is solely punitive in nature.

For purposes of this policy, "substance" shall mean:

- i. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;
- j. All chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;

- k. All alcoholic beverages; and
- l. Anabolic steroids.

Standard of Conduct

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

SUICIDE PREVENTION AND AWARENESS

The Board directs all school personnel to be alert to the pupil who exhibits signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

USE OF COMPUTERS & DISTRICT NETWORK (BOE POLICY #2361)

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

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

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

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or

9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

USE OF DEFIBRILLATORS (BOE POLICY #5300)

The Board of Education is committed to providing the highest quality of care to its pupils, especially during medical emergencies when medical attention could be crucial to preserving a pupil's life, health and well-being. Consistent with this commitment, the school district will have available a minimum of two defibrillators. One will be located in the main office. In addition, a mobile defibrillator will be kept in the office of the Athletic Director and available at all school athletic events, including home games, any team practice and/or intramural athletic event that occur at the high school.

The following administrative procedures are in place to ensure the safe and coordinated use of defibrillators.

1. The school nurse shall be certified in cardio-pulmonary resuscitation and use of a defibrillator from the American Red Cross, American Heart Association or other training program recognized by the Department of Health and Senior Services.
2. No person shall use the defibrillators until he/she has successfully completed a recognized training program and holds a current certification. If it is necessary that other school district employees have access to and use of the defibrillators, the school nurse shall ensure that these employees who need to access and use the defibrillators are appropriately certified.
3. Each employee who has been trained in cardio-pulmonary resuscitation and the use of a defibrillator, will have access to the defibrillators, in cases of emergencies (ie., when the above individuals are not available), and/or only as authorized. The school nurse shall maintain a list of appropriately certified employees who are authorized to access and use the defibrillators. The list shall be prominently posted in the school nurse's office and main office, or other as determined by the district.
4. The school nurse shall ensure that the defibrillators are regularly maintained and tested according to the manufacturer's operational guidelines. The school nurse shall also be responsible for notifying the first aid squad that the Board has acquired the defibrillators, the type acquired and their location.

VISITOR PROCEDURE

The Board of Education's policy is that all school visitors, including parents, must sign in at the security house to obtain a visitor's pass before proceeding to any part of the building. School safety is one of the most vital concerns that each of us has or should have. Members of our school staff are instructed to constantly be alert and cooperative to ensure that school regulations that are in force are obeyed by all visitors. Without exception, all visitors to the school are expected to follow our access and visitation procedures. Unofficial and unscheduled visitors (i.e. alumni, student friends, family members) are not permitted to be in the building until after dismissal at 3:06 pm and only with proper notification and permissions.

WITHHOLDING AN INCREMENT (BOE POLICY #3152)

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

Unless otherwise specified in an employee's contract, in order to be eligible for an increment, a certified or classified employee must:

1. Have worked five months or more in the preceding school year if a ten month employee; or

2. Have worked six months or more if a twelve month employee.

No increment shall be granted to personnel serving less than the above stated periods of time.

The practice of granting one-half set increments is strictly prohibited.

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

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

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

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

WORK RELATED DISABILITY PAY (BOE POLICY #3425)

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a teaching staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for workers' compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualifies for work related disability pay under this policy will be entitled to receive full pay during the period he/she is on disability leave of absence, for up to twelve consecutive months.

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.