

SUPPORTIVE STAFF

BLUEBOOK

2013-2014

COMMERCIAL TOWNSHIP PUBLIC SCHOOLS
Port Norris, New Jersey 08349

Dear Staff Member:

This handbook is intended to help each employee feel more secure in their position. Each is urged to review this handbook periodically for most of the information that is normally sought through the office of the building principal may be found here.

I wish to thank Jean Smith, Principal of the Haleyville-Mauricetown School and Robert Domico, Principal of the Port Norris School, for their cooperation in helping prepare this handbook. Appreciation is also extended to Sharon Porter for without whose help, this handbook could not have been typed and put together.

Sincerely,

Shelly Schneider
Interim Superintendent

SS/sp

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COMMERCIAL TOWNSHIP BOARD OF EDUCATION

2013-2014

Carol Perrelli
President

Melissa Chamberlain
Vice-President

Julie Baum-Abbott

Anna DeFabrites

Guy DeFabrites

Rita Pettit

Marida Tindell

Lewis Tomlin

Stacy Wilson-Smith

Shelly Schneider
Interim Superintendent

Sharon Porter
Secretary to the Superintendent

Pamela Zook
School Business Administrator

Linda Pancrazio
Assistant to the School Business Administrator

STAFF DIRECTORY - HALEYVILLE-MAURICETOWN SCHOOL

2013-2014

Jean Smith
Principal

Karen Hand
Secretary to the Principal

<u>EMPLOYEE:</u>	<u>HOMEROOM</u>	<u>ASSIGNMENT</u>	<u>ROOM #</u>
Miss Mary Ruth Cox	PS-1	Pre-School	212
Mrs. Marilyn Dickerson	PS-2	Pre-School	213
Mrs. Cynthia Martin/Middleton	PS-3	Pre-School	211
Mrs. Denise Bland	K-1	Kindergarten	208
Mrs. Tina Hayden	K-2	Kindergarten	210
Mrs. Chelsea Etter	K-3	Kindergarten	209
Mrs. Amy Gilson	1-1	First	119
Mrs. Lisa Santiago	1-2	First	207
Mrs. Karen Haddock	1-3	First	121
Mrs. Joyce Cavalieri	2-1	Second	122
Mrs. Sandra Caromano	2-2	Second	123
Mrs. Tricia Sammons	2-3	Second	120
Miss Natalia Michalkiewicz	3-1	Third	104
Mrs. Stefanie Crawford	3-2	Third	105
Mrs. Jennifer Driscoll	3-3	Third	110
Miss Jillian Garant	4-1	Fourth	108
Mrs. Patty Nuskey	4-2	Fourth	106
Miss Brianna Bucci	4-3	Fourth	107
Mrs. Debbie Solomon	5-1	Fifth	101
Miss Rochelle Yunk	5-2	Fifth	102
Mrs. Michelle Clark	5-3	Fifth	109
Mrs. Amy Ellis	SLD	Self-contained K, 1 & 2	113
Mrs. Karen Golway	SLD	Self-contained 3, 4 & 5	116
Mrs. Marilou Weber	R.R.		115
Ms. Brittney Smith	R.R.		103
Mrs. Lauren Eisenhart	R.R.		114

SPECIAL TEACHERS & AIDES

Mr. Doug Glenning	Library	100
Mr. Walter Webster	Music	202
TBA	Speech	Office/142
Mr. Scott Shea	P.E.	Gym/140
Mr. Ryan Comunale	Guidance	Office/150
Miss Kerri Zeleniak	Technology	111
Ms. Mirna Ramos	Spanish	117
Ms. Cheryl VanderGracht	Teacher	
Mrs. Patti Teasenfitz	Nurse	Nurse/148
Mrs. Nora Gerbereux	Aide to Mrs. Martin	Room 211
Mrs. Kathy Vizzard	Aide to Mrs. Dickerson	Room 213
Ms. Linda Givens	Aide to Mrs. Bland	Room 208
Mrs. Joan O'Connell	Aide to Miss Cox	Room 212
Mrs. Dallas Brooks	Aide to Mrs. Etter	Room 209
Mrs. Cynthia Givens	Aide for Special Ed. Students	
Mrs. Irene Horseman	Aide for Mrs. Golway	Room 116
Mrs. Kim Day	Aide to Mrs. Hayden	Room 210
Mr. Brian Saxton	Maintenance Coordinator	Room 126

STAFF DIRECTORY – PORT NORRIS MIDDLE SCHOOL

2013-2014

Robert Domico
Principal

Lisa Robbins
Secretary to the Principal

<u>EMPLOYEE</u>	<u>HOMEROOM</u>	<u>ASSIGNMENT</u>	<u>ROOM #</u>
Mrs. Cathy Vasquez	6-1	Sp. Ed. Math - 6, 7, 8	101
Mr. Matthew Mingin	6-2	Math – 6	102
Ms. Ashley Long	6-3	Language Arts – 6	103
Mrs. Wendy Miller	7-1	Math – 7	207
Mrs. Priscilla Hagerty	7-2	Language Arts – 7	201
Mr. Pete Dolcy	7-3	Soc. Studies – 6, 7, 8	203
Mrs. Jenn Budesa	8-1	Language Arts – 8	202
Mrs. LouAnn Gaddy	8-2	Math – 8	206
Mrs. Janine Brockman	8-3	Science – 6, 7, 8	205
Mrs. Patricia McConville	ASP-1	Academic Success	104
Mr. Kevin Young	ASP-1	Academic Success	104
Mrs. Nancy Brandt	SLD-1	Learning Disabled	204
Mrs. Yajaira Johnson	R.R.	Sp Ed Lang Arts – 6, 7, 8	Library
Mrs. Lisa Baker		In School Suspension	
Mr. Chris Lanterman	Gym	Physical Ed. Teacher	GYM
Ms. Tarin Leech	Guidance	Guidance Counselor	
Mrs. Melanie Pfizenmayer		School Nurse	
Mrs. LaRae Smith	SLD-1	Aide – 6, 7, 8	204
Mr. Anatoly Sokolov	SLD-1	Aide – 6, 7, 8	204

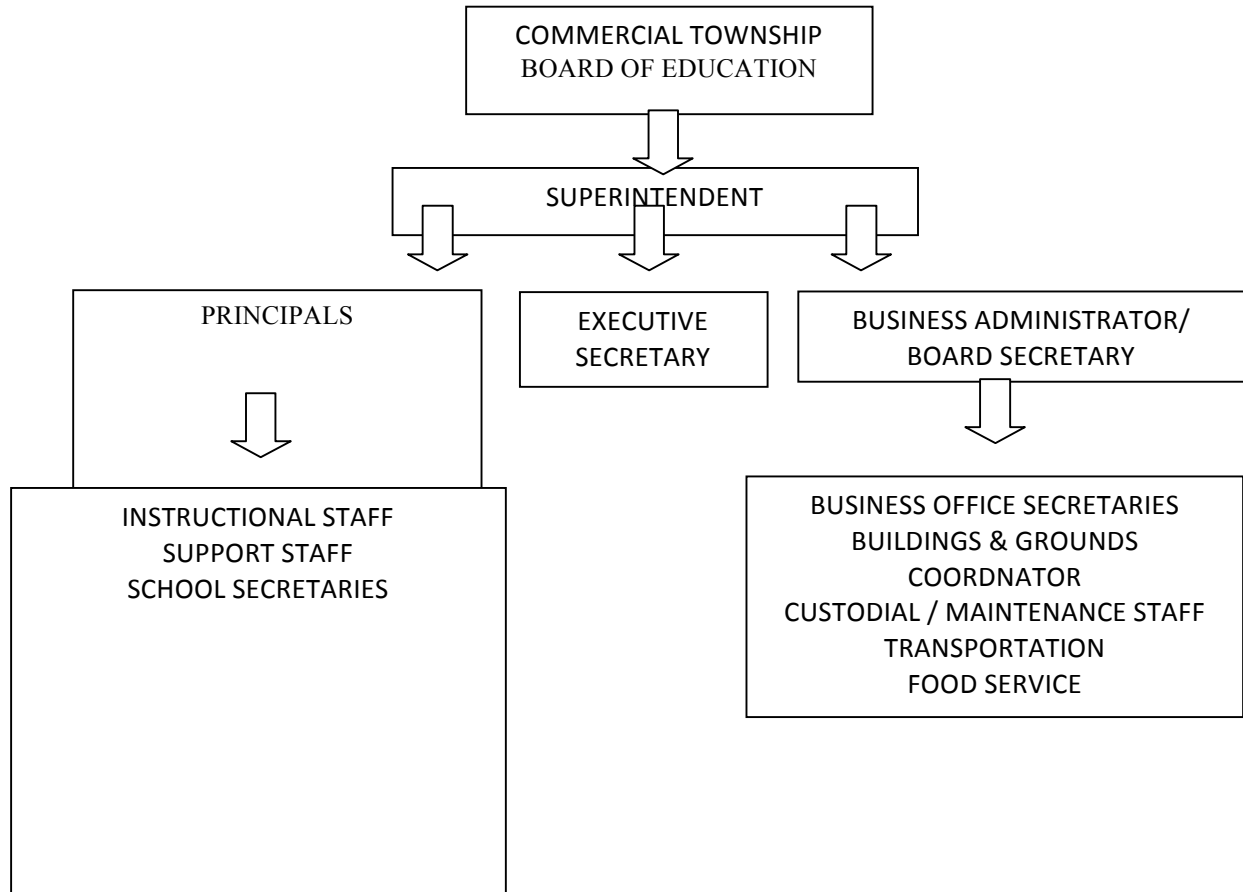
SCHOOL CALENDAR – 2013-2014

<p>3 Staff In-Service</p> <p>4 First Day for Students ½ Day</p> <p>5 ½ Day</p> <p>6 ½ Day</p>	<p>SEPTEMBER 2013</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td style="background-color: #d9ead3;">4</td><td style="background-color: #d9ead3;">5</td><td style="background-color: #d9ead3;">6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>FEBRUARY 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td style="background-color: #d9ead3;">17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		<p>17 Presidents' Day – Schools Closed</p>							
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<p>9 ½ Day – Staff In-Service</p> <p>14 Columbus Day - Schools Closed</p> <p>21 Staff In-Service - Schools Closed</p>	<p>OCTOBER 2013</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td style="background-color: #d9ead3;">14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #d9ead3;">21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>MARCH 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td style="background-color: #d9ead3;">24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>12 ½ Day – Staff In-Service</p> <p>24 Staff In-Service - Schools Closed</p>
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<p>7 & 8 NJEA Conv. & Veteran's Day- Schools Closed</p> <p>25 & Conferences - 26 ½ Days</p> <p>27 Thanksgiving Recess Begins – ½ Day</p> <p>28 & Thanksgiving 29 Schools Closed</p>	<p>NOVEMBER 2013</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td style="background-color: #d9ead3;">7</td><td style="background-color: #d9ead3;">8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td style="background-color: #d9ead3;">25</td><td style="background-color: #d9ead3;">26</td><td style="background-color: #d9ead3;">27</td><td style="background-color: #d9ead3;">28</td><td style="background-color: #d9ead3;">29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>APRIL 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td style="background-color: #d9ead3;">18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #d9ead3;">21</td><td style="background-color: #d9ead3;">22</td><td style="background-color: #d9ead3;">23</td><td style="background-color: #d9ead3;">24</td><td style="background-color: #d9ead3;">25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>18 Good Friday - 21-25 Spring Recess – Schools Closed</p>							
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<p>1 New Year's Day – Schools Closed</p> <p>15 ½ Day – Staff In-Service</p> <p>20 M.L. King Day – Schools Closed</p> <p>27 Staff In-Service - Schools Closed</p>	<p>JANUARY 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td style="background-color: #d9ead3;">1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td style="background-color: #d9ead3;">20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td style="background-color: #d9ead3;">27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>JUNE 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td style="background-color: #d9ead3;">13</td><td>14</td></tr> <tr><td>15</td><td style="background-color: #d9ead3;">16</td><td style="background-color: #d9ead3;">17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>13 ½ Day</p> <p>16 PNS Moving Up Exercises - ½ Day</p> <p>17 Last Day of School ½ Day</p> <p style="text-align: right;"><i>(Tentative Dates)</i></p>							
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CALENDAR OF SCHOOL EVENTS

September 3 rd -	First Day for Staff!
September 3 rd -	PNS - Back To School Night – 5:00 – 7:00 p.m.
September 4 th -	First Day for Students! (1/2 day)
September 5 th & 6 th -	1/2 days - Staff In-Service in the afternoons
September 16 th -	HMS - Back To School Night – 7:00 p.m.
October 9 th -	1/2 day - Staff In-Service in the afternoon
October 14 th -	Columbus Day! Schools Closed
October 21 st -	Staff In-Service! Schools Closed
November 6 th -	End of 1 st Marking Period
November 7 th & 8 th -	NJEA Convention! Schools Closed
November 25 th & 26 th -	Parent Teacher Conferences! (1/2 days)
November 27 th -	Thanksgiving Recess begins (1/2 day)
November 28 th & 29 th -	Thanksgiving Recess! Schools Closed
December 18 th -	Christmas Concert!
December 23 rd – 31 st -	Winter Recess! Schools Closed
January 1 st -	New Year's Day! Schools Closed
January 15 th -	1/2 day - Staff In-Service in the afternoon
January 20 th -	Martin Luther King Day! Schools Closed
January 27 th -	Staff In-Service! Schools Closed
January 27 th -	End of 2 nd Marking Period
February 17 th -	President's Day! Schools Closed
March 12 th -	1/2 day - Staff In-Service in the afternoon
March 24 th -	Staff In-Service! Schools Closed
April 1 st -	End of 3 rd Marking Period
April 10 th , 11 th , 12 th -	School Play!
April 18 th -	Good Friday! Schools Closed
April 21 st – 25 th -	Spring Recess! Schools Closed
May 21 st -	Spring Concert!
May 26 th -	Memorial Day! Schools Closed
June 6 th -	Talent Show!
June 12 th -	End of 4 th Marking Period
June 13 th & 16 th -	Last 3 days of school! (1/2 day) (Tentative Dates)
June 17 th -	Last Day of School! (1/2 day) (Tentative Date)

ORGANIZATIONAL CHART



INSTRUCTIONS TO ABSENTEE STAFF MEMBERS

1. Planned Absences - If an employee knows in advance he/she will be absent, he/she should:
 - A. Notify the principal of his/her building.
 - B. Give notice as far in advance as possible.
 - C. Give reason for absence.
 - D. State dates of absence.
 - E. Provide lesson plans to cover period of absence.

2. Emergency Absence - If a teacher becomes ill, etc., following the end of a school day and before the start of the next school day, he/she should:
 - A. Call Sharon Porter and report that they will be absent and will require a substitute teacher. Remember, regardless of the type of absence, illness, personal, etc., you must call Sharon Porter at 785-0312 or 609 364-5827.

Please limit your calls to the following hours:

Mornings - Between 6:00 and 7:00 A.M.

Evenings - No later than 9:00 P.M.

3. Return to Duty – Staff members who have been absent and who have not been able to determine the date of return shall telephone the principal’s office before returning to duty.

4. Telephone Numbers:

Shelly Schneider, Superintendent	Office Telephone	785-0840
Sharon Porter, Secretary to Superintendent	Home Telephone	785-0312

Haleyville-Mauricetown School

Jean Smith, Principal	Home Telephone	691-3696
Karen Hand, Secretary to Principal	Home Telephone	785-0084

Port Norris School

Robert Domico, Principal	Home Telephone	327-9130
Lisa Robbins, Secretary to Principal	Home Telephone	305-5110

Board of Education

Superintendent’s Office	Office Telephone	785-0840
Pamela Zook, Business Administrator	Office Telephone	785-0362
Linda Pancrazio, Assistant to Bus. Admin.	Office Telephone	785-0362

Principal’s Offices

Haleyville-Mauricetown School	Office Telephone	785-2333/0222
Port Norris School	Office Telephone	785-1611

LEAVE OF ABSENCE POLICY

- A. Personal Illness - Personal illness, injury, medical exclusion, or extensive physical examination and treatment; Ten (10) days annual leave with unlimited accumulation of unused leave.

- B. Death In the Immediate Family - Immediate family defined as mother, father, spouse, child, brother, sister, or any member of the immediate household; Five (5) days leave. Mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather; Three (3) days leave.

- C. Serious Illness In The Immediate Family - Immediate family defined as in Item B; Three (3) days leave with prior approval of the Chief School Administrator.

- D. Death of Other Relative or Close Friend - One (1) day leave.

- E. Personal Days - Other emergency of a personal nature, recognition of a religious holiday, court subpoena(s), marriage of teacher or member of immediate family, urgent personal business which cannot be handled outside of school hours or other urgent emergency; Three (3) days leave with prior three (3) day notification and approval of the Chief School Administrator.

Three (3) unused personal days per year may be accumulated as sick leave for succeeding years.

- F. Since items B through D are of a “when occurring” nature they cannot be cumulative.

- G. Teachers may apply for professional days. Those requested may be granted at the discretion of the Superintendent.

- H. The term, Personal Business, shall be an acceptable reason for granting one (1) personal day.

PERSONAL DAYS

The Commercial Township Supportive Staff Association/Board of Education contract stipulates an employee may have three (3) days of personal leave with prior approval of the Chief School Administrator.

The following procedures will be followed in requesting personal leave:

1. A Personal Day Form is to be filed with the building principal, who will submit it to the Superintendent of Schools at least 3 days in advance of the date requested, except under extenuating circumstances.
2. One employee per job category per school day shall be approved, except under extenuating circumstances.
3. The day before and the day after a holiday will not be granted as a personal day, except under extenuating circumstances.
4. The statement "Personal Business" shall be an acceptable reason for granting one (1) personal day.

NOTE: Extenuating circumstances shall be the sole judgment of the Superintendent of Schools.

STAFF ATTENDANCE IMPROVEMENT PLAN

To comply with the State Department of Education's attendance regulations and to fulfill our professional responsibilities the following improvement plan shall be enforced. The objective of this plan is to maintain individual staff absenteeism below an annual rate of 3.5%.

Procedures:

1. All efforts shall be made to create a positive school environment which can encourage staff attendance.
2. Letters of commendation will be awarded to staff members with perfect attendance at the end of each student marking period. Those staff members will also be awarded a \$20.00 check.
3. Staff members with perfect attendance for the school year will be awarded a \$50.00 Savings Bond by the Board of Education.
4. Staff member's absence record shall be a regular part of our evaluation procedure.
5. The number of staff absences will be reported to the Board of Education at the regular monthly meeting.
6. A physician's written statement certifying disability or the employee's reported illness may be required for any day or days of sick leave claimed and shall be required for any absence which exceeds five (5) consecutive days.
7. Requests for personal days, the day before or the day after a holiday, vacation or school closing, shall be denied except under extenuating circumstances. Personal days shall not be approved during the month of June, except under extenuating circumstances.
8. Only one personal day, per school, per day shall be approved.
9. Regular excessive absence, thirteen (13) or more absences per year, over a period of three (3) years, may be cause for disciplinary action and employees, whose absences are excessive may be recommended for withholding of salary increment, or for non-renewal of a contract.
10. The building principal shall review the attendance records and may conduct a conference with any employee whose record indicates:
 - A. A pattern of absences taking place on the same day of the week;
 - B. A pattern of absences before or after non-working days;
 - C. The number of absences is approaching thirteen (13) days, the yearly allocation and for any other related just reason.
11. Personal days shall be approved only after strict compliance with Article VI, paragraph E of the Supportive Staff Association Contract.
12. Staff members shall be given a written accounting of their attendance and accumulated sick leave prior to September 30th of each school year.

PAYROLL DATES

Please be advised that following is a list of pay dates, cutoff dates for the submission of timesheets for **additional hours and substitutes** for work performed during the 2013-2014 school year. You will note that the following guideline covers **both** specific time periods and due dates:

PAY DATE	DATES COVERED	TIME SHEETS DUE TO PAYROLL DEPT
July 15	June 15 - June 30	July 8
July 30	July 1 - July 15	July 22
August 15	July 16 - July 31	August 5
August 30	August 1 - August 15	August 20
September 13	August 16 - August 31	September 3
September 30	September 1 - September 15	September 20
October 15	September 16 - September 30	October 7
October 30	October 1 - October 15	October 21
November 15	October 16 - October 31	November 5
November 27	November 1 - November 15	November 18
December 13	November 16 - November 30	December 3
December 20	CONTRACTED PAY ONLY	
January 15	December 1 - December 31	January 6
January 30	January 1 - January 15	January 21
February 14	January 16 - January 31	February 4
February 28	February 1 - February 15	February 18
March 14	February 16 - February 28	March 4
March 28	March 1 - March 15	March 18
April 15	March 16 - March 31	April 4
April 30	April 1 - April 15	*April 16*
May 15	April 16 - April 30	May 5
May 30	May 1 - May 15	May 15
June 13 - 1	May 16 - May 31	June 3
June 17	CONTRACTED PAY ONLY	
June 30	June 1 - June 15	June 20
July 15	June 16 - June 30	July 7

***Due date of April 16 may be subject to change due to spring break**

EXPLANATIONS OF PAYROLL DEDUCTIONS

Authorized deductions will be drawn each pay so that each total pay amount will be similar. Deductions will be indicated on the stub of the check issued on the 15th and 30th of the month.

Questions concerning pay checks should be referred to the School Business Administrator.

The following is an explanation for deductions as listed on the check stub:

Salary	Base Salary
O.T. Extra, Absence or Deductions	Any unforeseen deductions: example – used up sick leave will cause a daily reduction of salary.
Gross Salary	Base plus Extra and/or Absence
Withholding Tax	Income deductions for Federal Income
Social Security (FICA)	Self explanatory
Other	State Tax
Net T.P. & A.F.	Teachers Pension and Annuity Fund
Hlth 1.5%	Health Care Contribution
<u>Other Deductions:</u>	
Insurance	Contributory Insurance – TPAF members pay .004 of salary and PERS members pay .005 of salary. After first year, may be dropped upon request.
Miscellaneous	Any miscellaneous deductions – i.e. loans, purchase of prior service, tax shelter annuities, etc.
Total Deductions	The total of all deductions. Total deductions are subtracted from the gross amount. This amount, net, is divided evenly for a payment on the 15 th and 30 th of each month.
Summer Payroll	If you participate in the summer pay plan - 10% of your net earnings are deducted, then the total is divided into payments to be made on the 15 th of July and/or the 15 th of August.
CUMCO Credit Union personal account.	Amount authorized for deposit to your

STAFF DRESS CODE POLICY

The Commercial Township Board of Education recognizes that the selection of clothing is primarily a personal matter. The Board also recognizes that the professional and educational staff has a responsibility for establishing an atmosphere of respect for the staff and for creating an environment conducive to learning and discipline.

In keeping with this philosophy, the following shall be adhered to by all professional and educational staff.

1.

<p><u>Men Shall Wear:</u></p> <ul style="list-style-type: none">A. Suits or BlazersB. Sport Jackets & Dress SlacksC. Sweaters & Dress SlacksD. Sport Shirts & Dress SlacksE. Dress Shirts & Dress SlacksF. Ties are optional.	<p><u>Women Shall Wear:</u></p> <ul style="list-style-type: none">A. Skirts or Dress Slacks with BlousesB. Skirts or Dress Slacks with SweatersC. Dresses and Skirts (must <u>not</u> be worn more than 2" above the knee)D. SuitsE. Skorts (not worn above the knee)F. Proper Undergarments (brassiere)
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2. Physical Education Teachers may wear clothing deemed appropriate for their instructional assignment.

3. The Board lists the following items of apparel as prohibited while staff members are on duty:
 - A. Dungarees, Blue Jeans, or other Denim Slacks
 - B. Sneakers and Running Shoes (except for medical reasons)
 - C. Shorts (except for physical education teachers)
 - D. See-through Clothing
 - E. Excessively tight fitting or short clothing
 - F. Shirt or Blouse buttons opened beyond mid-point of chest
 - G. Midriff, Halter, Crop or Tube Tops
 - H. Painter Pants or Overalls
 - I. T-shirts or Undershirts as outerwear
 - J. Sweatshirts, Sweatpants and Sweatsuits
 - K. Work Boots, Hiking Boots, Beach Clogs, and Shower Clogs
 - L. Shirts which can be construed as "work" shirts, e.g. flannels, wools, denims.
 - M. Torn or dirty clothing
 - N. Tank Top Type Sleeveless Shirts or Dresses

4. The administration shall be responsible for the implementation of this policy and shall have the right to a final determination of the appropriateness of the particular item of apparel for the activity.

SCHOOL DAY SCHEDULE

<u>PNS</u>	<u>HMS</u>	
8:15 AM	8:45 AM	Staff members arrive at school ready to receive pupils as per principal's instructions. Please make sure you are at your assigned duty or classroom on time.
8:35 AM	9:10 AM	Morning Session begins.
3:05PM	3:35 PM	Dismissal of students.
3:15 PM	3:45 PM	Staff members may leave the building, providing all of their children were dismissed and their individual responsibilities are completed.

SECRETARY – CLERICAL WORK SCHEDULE

All employees, classified as secretarial, clerical or office, shall abide by the following times:

HMS -	8:30 A.M. – 4:00 P.M.
PNS -	8:15 A.M. – 3:45 P.M.

Building principals may adjust the beginning and ending time to coincide with their individual schedules. The work day for each office worker must total 7 ½ hours per day.

Personnel shall report to their office immediately upon arriving in the morning and remain at their assigned position throughout the school day, except for the usually necessary reasons for temporarily leaving their desk.

personnel shall be provided 30 minutes to enjoy lunch and a 10 minute break from duty each morning and each afternoon of the working day. Lunch and break periods shall be as per a schedule established by the employees immediate supervisor.

No employee shall leave the building to which they are assigned without permission of their immediate supervisor.

ACCIDENT COMPENSATION AND TEACHER LIABILITY

Any teacher receiving an injury in the pursuance of his work should report immediately to the school nurse. The nurse will obtain all the details and forward them to the main office so that the school will be in a position to make any claims. Likewise, teachers should send pupils who have sustained any injury to the nurse.

COFFEE OR TEA

As a service, coffee and/or tea shall be provided each morning. The cost for this service is fifty cents per cup. This service will be provided as long as the program is self-sustaining. Staff members are asked to contribute fifty cents per each cup of coffee, tea or hot chocolate. Arrangements may be made to pay by the week if that is more desirable.

Coffee or tea will be kept in the kitchen. Cups must be returned to the kitchen immediately after use. Staff members are advised that coffee is not to be taken to the classroom.

CONFIDENTIALITY

Staff members are not to discuss student information such as medical history, discipline record, student classification, etc... All oral, written and electronic information transferred in any manner is privileged and on a need to know basis.

DELAYED SCHOOL OPENINGS

When a delayed school opening is necessary the delay will be for 90 minutes. Staff shall report to the PNS at 9:45 AM and to the HMS at 10:15 AM and be ready to supervise pupils immediately.

On a delayed opening classes shall begin in the PNS at 10:05 AM and in the HMS at 10:40 AM. Dismissal will be at the regular time.

DISTRIBUTION OF LITERATURE

The Board of Education prohibits the use of schools for the distribution of campaign literature. Campaign literature or materials promoting a candidate for Public Office shall not be distributed by any person in the schools.

EARLY DISMISSAL

Staff members are asked to refrain from requesting to leave early except for an emergency situation.

EMAILS

All faculty should check their school email frequently, minimally – three times a day. Important announcements, notices and weekly bulletins will be posted there. If information is sent by email, it is expected that all staff will be aware of the information in those messages.

Please be reminded that the computers are owned by the district and should not be used for personal emails, shopping, Facebook or Ebay, etc. Also know that emails are public and can be viewed through an OPRA request. (Open Public Records Act)

EMERGENCY ASSIGNMENTS

There are times when a duty must be assigned to supportive staff members which is not appreciated. Emergency assignments must be given as they occur. Every effort for fair distribution of these duties will be made. Please don't question assignments when they are made because of an emergency.

EMERGENCY SCHOOL CLOSINGS

Staff members will be notified of emergency school closings by our Global Connect Emergency Call System. Closings will also be placed on the voicemails of each school.

EVALUATION

The Board recognizes the importance of implementing a program for the continual evaluation of non-professional as well as professional employees. The purpose of an evaluation is to identify weaknesses and deficiencies and to provide a method for correcting the weaknesses and/or deficiencies found.

The observation and evaluation of non-professional employees shall be made a minimum of one time per school year and shall be the responsibility of the building principals and the superintendent.

KITCHEN VISITORS

State and County Health Sanitation rules forbid employees from visiting the kitchen area unless authorized. Please do not go beyond the serving area. Every effort to provide good service will be made. Food and/or pick-up orders will be placed on the counter with the individual's name.

Staff members are urged to pay for meals each morning. Arrangements may be made to pay weekly if that is more desirable.

LOST AND FOUND

All articles which have been found are kept in the Principal's Office or the All Purpose Room. Please have the students check for lost property occasionally.

LUNCH PROCEDURES

The school lunch is one of the most valuable experiences of the school day. Our district is very fortunate to have hot lunches served to our pupils. Staff should encourage children to participate in the hot lunch program.

Not only is the school lunch program an important cog in the health of our children, but it affords an excellent opportunity to improve social relationships. Staff and pupils should formulate a code of social conduct to be followed in the lunch room. Some suggestions for such a code follow:

A good school citizen always does the following at lunch time:

1. Washes hands before eating.
2. Is quiet and orderly while eating.
3. Deposits refuse in the receptacle provided.
4. Leaves floor and tables clean and tidy.
5. Finishes all of his lunch before leaving the room.
6. Uses a conversational tone while talking to friends.

Pupils will be served in the cafeteria line method. The principal will determine the order for entering the lunchroom seating and leaving, and will arrange adequate supervision.

MARKING PERIODS / PROGRESS REPORTS / REPORT CARDS

Marking Period	Progress Reports	MP Ends	RC Issued - HMS	RC Issued - PNS
1 st	10/16/13	11/6/13	11/25 & 11/26	11/11/13
2 nd	12/13/13	1/27/14	2/3/14	2/3/14
3 rd	2/28/14	4/1/14	4/8/14	4/4/14
4 th	5/16/14	6/12/14	Last Day	Last Day

THE OFFICE

Usually the first place a visitor observes when entering a school is the school office. Therefore, it is important that the office be kept as neatly and orderly as possible. The office is also a place where all important business is transacted and recorded. Therefore, offices shall not be used as a gathering place for employees.

Since a majority of business that is transacted in any office is of a personal nature, involving students, parents, and other employees, the business must be kept confidential.

Office personnel are advised to be over alert to the possibility of information or bits of information being overheard during the school day. Most of the spreading of confidential information could be stopped with a little bit of discretion being used.

PARTIES

Three parties will be permitted throughout the school year. Those parties may be held at Halloween, Christmas, and Valentine's Day. Pupils from Preschool through fifth grades may bring costumes for Halloween and dress for the party.

As a general rule, any party should be held during the last hour of school or at the discretion of the Principal. Parties should be kept as simple as possible. Parties can definitely have an educational value if the students are guided in planning the party and carrying out their plans.

Make sure a clean-up committee is included in plans which are made for a party. It is the teacher's responsibility to see that all debris is cleared and the room left in pre-party order.

POLICIES

The Commercial Township Board of Education maintains a district policy manual which is kept in the Superintendent's Office. It contains the policies, job descriptions and by-laws of the Commercial Township School District. These policies have been posted on the district website and are available for your review. The policy manual consists of these sections:

Series 1000 - Community Relations

Series 2000 - Administration

Series 3000 - Business

Series 4000 - Personnel

Series 5000 - Students

Series 6000 - Instructional Program

Series 7000 - Facilities

Series 8000 - Job Descriptions

Series 9000 - Bylaws of the Board of Educ.

RED CROSS BLOOD BANK

Our school district participates in the American Red Cross Blood Bank Program. Your help in contributing your blood is appreciated especially by the recipients. If you can be a donor, please contact Sharon Porter in the Superintendent's Office.

RELIGIOUS HOLIDAYS

According to the terms of Chapter 322, P.L. 1951, regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law.

The law provides that:

1. Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Pupils who miss a test or examination because of absence on a religious holiday, must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
5. Such absence must NOT be recorded on any transcript or application or employment form or any similar form.
6. The Commissioner, with the approval of the State Board of Education, is required:
 - A. To prescribe such rules and regulations as may be necessary to carry out the purposes of this act.
 - B. To prepare a list of religious holidays on which it shall be mandatory to excuse a pupil. The list, however, is to be a minimum list. Boards of Education, at their discretion, may add other days to the list for the schools of their district.

For a list of Religious Holidays go to: www.state.nj.us/education/genfo/holiday.

SMOKING

Smoking is prohibited anywhere in the school building or on school property, including vehicles parked on school grounds.

TELEPHONES / CELL PHONES

All telephones are to be used by authorized personnel only. Staff members may use the telephone under the following conditions:

1. To call parents of students.
2. To make emergency calls.

TELEPHONES / CELL PHONES

Phone calls will not be forwarded to classrooms during instructional times. Calls will be forwarded to voice mailboxes. You should check your voicemail several times daily.

Telephones may not be used by students unless supervised by the teacher.

Cell phones must be turned off and should not be used to call other teachers during class instructional time.

VISITORS

- A. Any person visiting a school during school hours must report to the Principal's office for permission to visit.
- B. Formal parent-teacher conferences, other than those regularly scheduled at "reporting periods", may be arranged either by the teacher or a parent.
 - 1. Parents may ask for a conference by sending a note to the teacher. The teacher should respond either by a note or phone. Parents may also call the principal and ask him/her to arrange such a conference with the teacher.
 - 2. The teacher may set up a conference sending a note home to the parent or asking the principal to arrange a conference.

In either 1 or 2 the principal should be notified by the teacher of the conference and the reasons for holding it. Any significant outcomes should be reported to the principal so he/she may be in a position to help where needed.

- C. Informal conferences just before or after school, in a grocery store, or at other chance meetings will always be a part of a teacher's public relations. However, it is suggested that serious matters for discussion be undertaken only at formal, scheduled-in-advance conferences

Commercial Township School District

Job Description

Classroom Aide

Date Approved: March 8, 2011

Date Revised: November 13, 2012

Page 1

QUALIFICATIONS:

1. High school diploma; college level coursework in education or related field.*
2. Minimum experience as determined by the Board of Education.
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
4. Good oral and written communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

*In programs funded with federal Title I funds, or in district-wide Title I districts, all professionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math. Those hired before that date have until January 8, 2006 to meet one of the requirements.

REPORTS TO: Principal / Classroom Teacher

JOB GOAL: To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

PERFORMANCE RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by the teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.

**Commercial Township School District
Job Description**

Classroom Aide

Page 2

10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned.
14. Performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of non-certified personnel.

Commercial Township School District Job Description

Non-Instructional Aide

Date Approved: October 12, 2010

Date Revised: November 13, 2012

Page 1

QUALIFICATIONS:

1. High school diploma or equivalent
2. Minimum experience as determined by the Board of Education
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

JOB GOAL: To perform non-instructional duties appropriate to the efficient operation of the school district.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students on the playground, in cafeteria and at bus loading and unloading, as directed by appropriate administrator.
2. Promote and facilitate safe and efficient conditions and practices for all students in each assigned educational area or activity.
3. Report any potentially unsafe conditions or practices to appropriate administrator.
4. Promote and facilitate the qualities of courtesy, good manners, cooperation and
5. good sportsmanship through direction and example in each assigned educational area or activity.
6. Performs such other duties of a non-instructional nature as may be assigned by appropriate administrator, within scope of job requirements.
7. Must be of good moral character.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of non-certified personnel.

Commercial Township School District
Job Description
Special Education Aide

Date Approved: October 12, 2010

Date Revised: November 13, 2012

Page 1 of 2

QUALIFICATIONS:

1. High school diploma; college level coursework in education or related field.*
2. Minimum experience as determined by the Board of Education.
3. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices.
4. Ability to communicate effectively with students, parents and school staff.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

*In programs funded with federal Title I funds, or in district-wide Title I districts, all professionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

REPORTS TO: Certified classroom teacher, principal and student personnel services director.

JOB GOAL: To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory.
2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
3. Assists, where appropriate, in load and unloading the special education pupil from transportation buses or vans.
4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists pupils with various projects, crafts, and curriculum tasks.
6. Helps with the supervision of children on field trips planned by the teacher.
7. Assists in playground supervision.
8. Engages children in conversation to encourage language development.
9. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
10. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certificated staff.

**Commercial Township School District
Job Description**

Custodian

Date Approved: October 12, 2010

Date Revised: November 13, 2012

Page 1

QUALIFICATIONS:

1. High school diploma or equivalent
2. Minimum experience as determined by the Board of Education
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Maintenance and Custodial Coordinator & Principal

JOB GOAL: To provide a safe, clean and comfortable school environment.

PERFORMANCE RESPONSIBILITIES:

** Will work in a safe manner at all times.

1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Displays the U.S. flag during school hours on days when school is in session.
6. Cleans and dusts classrooms, offices, library, faculty rooms and gyms daily; empties waste baskets in these areas, sanitizes all desks, chairs and door handles.
7. Cleans corridors after each school day, and during the day when the condition requires it.
8. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
9. Cleans and sanitizes all drinking fountains daily.
10. Cleans cafeteria dining areas after use.
11. Clean custodial closet and keep it stocked with supplies at all times. Clean electrical and mechanical room.
12. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
13. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
14. Keeps the grounds free from rubbish and debris.
15. Cleans chalkboards daily.
16. Moves furniture or equipment within the building as required for various activities and as directed by the maintenance coordinator or principal.

Commercial Township School District Job Description
Custodian
Page 2

17. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
18. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the maintenance coordinator. Examples include painting, changing bulbs, filters, ceiling tiles and stripping and waxing floors.
19. Cleans all windows on both the inside and outside as scheduled.
20. Keep all floors in a clean and attractive condition and in a good state of preservation.
21. Performs grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
22. Performs related duties as assigned by the Business Administrator, Principal or Maintenance Coordinator.
23. Reports incidents of vandalism to the school principal immediately.
24. Loads, unloads, receives and stores supplies and equipment.
25. Works overtime as necessary to cover night/evening activities.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certificated staff.

**Commercial Township School District
Job Description**

Maintenance & Custodial Coordinator

Page 1

QUALIFICATIONS:

1. High school diploma or equivalent
2. Minimum experience as determined by the Board of Education
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

JOB GOAL: To provide students and staff with a physical environment that is clean, safe and efficiently operated and maintained; to direct and coordinate the work of all custodial, maintenance and grounds keeping staff under the supervision of the business administrator.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair of the district's schools, office facilities and grounds.
2. Implements appropriate maintenance, grounds keeping, security and custodial requirements for school buildings and installation as directed by the business administrator.
3. Oversees the proper maintenance of all buildings and grounds as to cleanliness and safety.
4. Assists and participates in recruiting, screening, recommending for hiring, scheduling, training, assignment and monitoring of all custodial, maintenance, and grounds keeping staff.
5. Determines and establish detailed specifications pertaining to supplies, materials, equipment and local contract work.
6. Recommends for purchase necessary equipment and supplies, tools, fuel and maintains an inventory of them.
7. Maintains schedules of work for buildings and sees to it that proper supplies are on hand in each building.
8. Establishes and monitors summer cleaning, programs and schedules.
9. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
10. Ensures that standards consistent with all applicable local, state and federal laws are maintained under the direction of the School Business Administrator.
11. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
11. Plans and implements a program of preventative maintenance and maintains logs and other records as required.

**Commercial Township School District
Job Description**

Maintenance & Custodial Coordinator

Page 2

12. Provides staff personnel with orientation, as needed, on proper operation and maintenance of school facilities.
13. Assumes responsibility for Right To Know practices, procedure and record keeping under the direction of the school business administrator.
14. Ensures, maintains and inspects fire alarm systems and fire extinguishers on a regularly scheduled basis.
15. Assists the business administrator in preparing the budget for maintenance, grounds, security and custodial supplies and equipment.
16. Assists the business administrators in the supervision and inspection related to the improvement and renovation work performed by outside contractors and verifies that the terms of such contracts have been fulfilled before final payments are authorized.
17. Confers with school principals, architects and other parties in making plans for landscaping, planning and maintenance of school buildings and grounds.
18. Maintains such records as required by board policy and law.
19. Monitor board policies regarding school maintenance, safety and security procedures are being implemented.
20. Oversee responsibility for the opening and closing of schools each day.
21. Schedule daily tasks with input of building principals and oversee work of night custodians.
22. Monitor and regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
23. Assist school business administrator in accordance with board policy.
24. Conduct periodic inspections and tests of all electrical installation in the school to ensure their safe conditions.
25. Provide input to the school business administrator with regard to evaluating the performance of all custodians.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certificated staff.

Commercial Township School District Job Description

Maintenance Worker

Date Approved: November 13, 2012

Date Revised:

Page 1

QUALIFICATIONS:

1. High school diploma or equivalent
2. Minimum experience as determined by the Board of Education
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Maintenance Coordinator / School Business Administrator

JOB GOAL: Performs work on maintenance and grounds as directed by the coordinator or business administrator.

PERFORMANCE RESPONSIBILITIES:

1. Implements appropriate maintenance and grounds keeping requirements for school buildings and installation as directed by the business administrator or coordinator.
2. Responsible for the proper maintenance of all buildings and grounds.
3. Monitors summer cleaning, programs and schedules under the direction of the maintenance coordinator.
4. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, safety and security are maintained.
5. Implements a program of preventative maintenance and maintains logs and other records as required.
6. Ensures, maintains and inspects fire alarm systems and fire extinguishers on a regularly scheduled basis.
7. Prepares the playing fields, grounds and school facilities for athletics and other school activities.
8. Confers with school principals, for the maintenance of school buildings and grounds.
9. Oversee responsibility for the opening and closing of schools each day under the directions of the maintenance coordinator.
10. Monitor and regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
11. Conduct periodic inspections and tests of all electrical installation in the school to ensure their safe conditions.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certificated staff.

Commercial Township School District Job Description

Secretary

Date Approved: March 8, 2011

Date Revised: November 13, 2012

Page 1

QUALIFICATIONS:

1. High school diploma or equivalent training.
2. Minimum experience as determined by the board.
3. Good word processing skills.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Designated supervisor

JOB GOAL: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices, and reports.
4. Maintains a well-organized up-to-date filing system.
5. Operates all business machinery necessary to complete reports and clerical work required in the operation of the office.
6. Arrange meetings, prepare agendas and handles follow-up activities as necessary.
7. Assists, logs in, and directs visitors to the schools.
8. Maintains confidentiality as required and appropriate.
9. Performs other tasks related to the efficient operation of the office as assigned.
10. Assists/completes all assigned state reports.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of non-certified staff.

Commercial Township School District Job Description

Secretary to the Principal

Date Approved: March 8, 2011

Date Revised: November 13, 2012

Page 1 of 1

QUALIFICATIONS:

1. High school diploma or equivalent training.
2. Minimum experience as determined by the board.
3. Good word processing skills.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Designated supervisor

JOB GOAL: To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Performs all secretarial and confidential work as assigned by the principal.
2. Receives and routes incoming calls and correspondence.
3. Performs usual office routines.
4. Types correspondence, notices, and reports.
5. Maintains a well-organized up-to-date filing system.
6. Operates all business machinery necessary to complete reports and clerical work required in the operation of the office.
7. Arrange meetings, prepare agendas and handles follow-up activities as necessary.
8. Assists, logs in, and directs visitors to the schools.
9. Maintains confidentiality as required and appropriate.
10. Performs other tasks related to the efficient operation of the office as assigned.
11. Assists/completes all assigned state reports.
12. Completes all reports to NJ SMART.

TERMS OF EMPLOYMENT:

Work year and salary to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of non-certified staff.

**Commercial Township Board of Education
District Policy Manual**

Instructional Personnel

Series 4000

Drug-Free Workplace

Policy 4119.232

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

Page 1

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug-related offense must report the conviction to the Superintendent of Schools within five days of its occurrence. The Superintendent of Schools will report the conviction, within ten days of the date on which notice of the conviction is received, to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent of Schools to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs;
and,
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil who violates this policy will be treated in accordance with law.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.

Commercial Township Board of Education District Policy Manual

**Students
Weapons & Dangerous Instruments**

**Series 5000
Policy 5131.7**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

Page 1 of 2

The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons or perceived to be weapons on school property, at any school function or while en-route to or from school or any school function. A violation of this policy will result in disciplinary action.

The Superintendent of Schools shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its potential uses posing a threat to students, staff or property.

A student found or observed on school property or at a school event or en-route to and/or from school or a school event in possession of a weapon or dangerous instrument shall be reported to the Superintendent of Schools immediately. The Superintendent of Schools shall immediately contact the NJ State Police and provide all known information concerning the matter, including the identity of the pupil involved.

Possession or use of laser pointers is also strictly forbidden.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons, or dangerous instruments. As in disciplinary cases, due process will be provided.

Students cannot learn and teachers cannot teach when danger of violence is present. Accordingly, P.L. 127 and P.L. 128 were developed in order to prevent assaults with weapons from being committed upon students and teachers and to remove students from school who are found to be in possession of firearms. Both of these laws carry severe mandatory penalties, therefore it is very important that we all understand what acts are prohibited and the penalties that will be imposed on those who violate the laws.

P.L. 127, also known as the “Zero Tolerance for Guns Act” mandates that any pupil who is convicted or adjudicated delinquent for the possession of firearms or a crime while armed with a firearm, or who is knowingly in possession of firearms on any school property; on a school bus, or at any school sponsored function shall be immediately removed from the school’s regular education program, pending a hearing before the local Board of Education, for a period of not less than one calendar year. In addition, any pupil so removed shall be reported to the police for a possible violation of a criminal statute. It is important to note that items such as pellet guns and air guns are considered as a firearm for the purpose of this law.

Commercial Township Board of Education District Policy Manual

**Students
Weapons & Dangerous Instruments**

**Series 5000
Policy 5131.7**

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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P.L. 128 provides that any pupil who commits an assault upon a teacher, administrator or other employee of a school Board or another student with a weapon, on a school bus or on school property, or at any school sponsored function shall be immediately removed from the school's regular education program, pending a hearing before the local Board of Education for a period not to exceed one calendar year. It is important to note that the word weapon as it is used in this law, includes numerous items such as knives, sling- shots, throwing stars, blackjacks, tear gas or even a common kitchen knife, if it is used during an assault.

The Board is committed to maintaining a safe and orderly learning environment for our students and staff. It is important that our school community clearly understand the laws and that they will, when necessary, be enforced.

Fireworks

Fireworks are illegal in the State of New Jersey. Therefore, no fireworks will be allowed at school or on school properties. Fireworks are considered dangerous and will be treated in the same manner as weapons.

**Commercial Township Board of Education
District Policy Manual**

Students

Series 5000

Harassment, Intimidation & Bullying

Policy 5131.9

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

Page 1 of 17

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil.

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of an electronic communication device directed at a student that takes place on or off school grounds, at any school-sponsored function, or on a school bus as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3 that:

- A. Targets a student and which may affect his/her educational program;
- B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;
- C. Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;
- D. Severely or pervasively causes physical or emotional harm to a student(s);
- E. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- F. By any other distinguishing characteristic; and
- G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
- H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purposes of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager."

Commercial Township Board of Education District Policy Manual

Students

Series 5000

Harassment, Intimidation & Bullying

Policy 5131.9

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Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The term “school grounds,” pursuant to NJAC 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in NJAC 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

Anti-Bullying Coordinator

The Superintendent of Schools shall appoint the principal as the district anti-bullying coordinator. The district anti-bullying coordinator shall be responsible for overseeing and strengthening the anti-bullying initiatives and policies of this district to prevent, identify and address harassment, intimidation or bullying of students. The district anti-bullying coordinator shall also:

- A. Collaborate with the Board of Education and the Superintendent of Schools to prevent, identify and respond to harassment, intimidation or bullying of students in the district;
- B. Provide data in collaboration with the Superintendent of Schools, to the New Jersey Department of Education regarding harassment, intimidation or bullying of students;
- C. Execute such other duties related to school harassment, intimidation or bullying as requested by the Superintendent of Schools; and,
- D. Meet at least twice per school year (once in the first semester and once in the second semester) with the Superintendent of Schools to discuss and strengthen procedures and policies to prevent, identify and address harassment, intimidation or bullying in the district.

In addition, a school safety team shall be established in each school to foster and maintain a positive school climate within the schools. Any parent/guardian who serves on the school safety team shall not participate in any activity of the team that may compromise the confidentiality of students.

The Principal shall be appointed by the Superintendent of Schools to fulfill the role of anti-bullying specialist.

Commercial Township Board of Education District Policy Manual

Students

Series 5000

Harassment, Intimidation & Bullying

Policy 5131.9

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The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead investigations of incidents of harassment, intimidation or bullying in the school; and,
- C. Act as the primary school official responsible for preventing, identifying and addressing incidents of harassment, intimidation or bullying in the school.

The Superintendent of Schools/designee shall develop a list of appropriate responses to actions of harassment, intimidation or bullying occurring off school grounds, in cases in which a school employee is made aware of such actions. These responses shall be consistent with the district's code of student conduct and other provisions of this policy and in accordance with the provisions of state and federal laws.

For school staff to address HIB that occurs off school grounds there must be reason to believe, at a minimum, that the alleged HIB has substantially disrupted or interfered with the orderly operation of the school or the rights of other students. Once this determination has been made, school staff must implement the provisions of this policy and the code of student conduct of the district.

Expected Behavior

The Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board of Education believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents/guardians, staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of pupils, staff and community members.

The Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

Commercial Township Board of Education District Policy Manual

Students

Series 5000

Harassment, Intimidation & Bullying

Policy 5131.9

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Cyber-bullying

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- A. Sending or posting cruel messages or images;
- B. Threatening others;
- C. Excluding or attempting to exclude others from activities or organizations;
- D. Starting or passing on rumors about others or the school system;
- E. Harassing or intimidating others;
- F. Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- G. Sending or posting harmful, untrue or cruel statements about a person to others;
- H. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- I. Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- J. Engaging in tricks to solicit embarrassing information that is then made public.

Pupils found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

The Superintendent of Schools shall provide annually to pupils and their parents/guardians the rules of the district regarding pupil conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the pupil handbook.

Provisions shall be made for informing parents/guardians whose primary language is other than English. These district rules shall include, but not be limited to:

- A. Describing pupil responsibilities including the requirements for pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- B. Addressing appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success,
- C. Explaining pupil rights; and,
- D. Identifying disciplinary sanctions and due process.

Commercial Township Board of Education District Policy Manual

Students

Series 5000

Harassment, Intimidation & Bullying

Policy 5131.9

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Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Discipline of Pupils

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

Pupils

Consequences and remedial measures for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the Board of Education approved code of student conduct and NJAC 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

Consequences

- A. Admonishment;
- B. Temporary removal from the classroom;
- C. Deprivation of privileges;
- D. Classroom or administrative detention;
- E. Referral to disciplinarian;
- F. In-school suspension during the school week or the weekend;

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- G. After-school programs;
- H. Out-of-school suspension (short-term or long-term);
- I. Legal action; and
- J. Expulsion.

Remedial Measures

- A. Personal;
- B. Restitution and restoration;
- C. Mediation;
- D. Peer support group;
- E. Recommendations of a student behavior or ethics council;
- F. Corrective instruction or other relevant learning or service experience;
- G. Supportive student interventions, including participation of the intervention and referral services team;
- H. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- I. Behavioral management plan, with benchmarks that are closely monitored;
- J. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- K. Involvement of school disciplinarian;
- L. Student counseling;
- M. Parent conferences;
- N. Student treatment; or
- O. Student therapy.

Environmental (Classroom, School Building or School District)

- A. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- B. School culture change;
- C. School climate improvement;
- D. Adoption of research-based, systemic bullying prevention programs;
- E. School policy and procedures revisions;
- F. Modifications of schedules;
- G. Adjustments in hallway traffic;
- H. Modifications in student routes or patterns traveling to and from school;
- I. Supervision of students before and after school, including school transportation;
- J. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- K. Teacher aides;
- L. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

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- M. General professional development programs for certificated and non-certificated staff;
- N. Professional development plans for involved staff;
- O. Disciplinary action for school staff who contributed to the problem;
- P. Supportive institutional interventions, including participation of the intervention and referral services team;
- Q. Parent conferences;
- R. Family counseling;
- S. Involvement of parent-teacher organizations;

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;***
- B. The program that is being provided meets the pupil's needs.***

Staff

Any person who has been convicted of bias intimidation may disqualify that person for employment in this district. Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges that could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

Consequences

- A. Admonishment;
- B. Temporary removal from the classroom;
- C. Deprivation of privileges;
- D. Referral to disciplinarian;
- E. Withholding of Increment
- F. Suspension;
- G. Legal action; and
- H. Termination.

Remedial Measures

- A. Personal;
- B. Restitution and restoration;
- C. Mediation;
- D. Support group;
- E. Recommendations of behavior or ethics council;
- F. Corrective action plan;

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- G. Behavioral assessment or evaluation;
- H. Behavioral management plan, with benchmarks that are closely monitored;
- I. Involvement of school disciplinarian;
- J. Counseling;
- K. Conferences;
- L. Treatment; or
- M. Therapy.

Environmental (Classroom, School Building or School District)

- A. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- B. School culture change;
- C. School climate improvement;
- D. Adoption of research-based, systemic bullying prevention programs;
- E. School policy and procedures revisions;
- F. Modifications of schedules;
- G. Supervision;
- H. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- I. General professional development programs for certificated and non-certificated staff;
- J. Professional development plans for involved staff;
- K. Disciplinary action;
- L. Supportive institutional interventions, including participation of the intervention and referral services team;
- M. Conferences;
- N. Counseling.

Reporting Harassment, Intimidation or Bullying

The Superintendent of Schools, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

Any school employee, pupil, Board Member, or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the appropriately designated administrator or his/her designee.

All acts of harassment, intimidation or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted services provider witnessed or received reliable information regarding any such incident. The principal shall inform the parent(s)/guardian(s) of all students involved in the alleged incident, and may discuss, as

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appropriate, the availability of counseling and other intervention services. All acts of harassment, intimidation or bullying shall be reported in writing to the principal within 2 school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subjected to harassment, intimidation or bullying.

In cases in which an incident of harassment, intimidation or bullying occurs exclusively among or between special education students or student with developmental disabilities in the context of a county special services school district or a separate program for special education students within a school district, the school employee who witnesses such an incident shall have the discretion to determine whether it is necessary to report the incident or if the incident may have been affected by the condition of the student(s) and thereby warrants an alternative approach more appropriate in the special education context.

Reports of harassment, intimidation or bullying in any form, including but not limited to, oral reports, written reports or electronic reports shall be taken. Reports shall also be made to the Department of Education through the Electronic Violence and Vandalism Reporting System (EVVRS). The Board of Education shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report.

The Board of Education requires that all violations and complaint reports of harassment, intimidation or bullying be investigated promptly by the appropriately designated administrator or his/her designee. All investigations shall be thorough and complete and shall include, but not be limited to:

- A. Taking of statements from victim, witnesses and accused;
- B. Careful examination of facts;
- C. Support for the victim; and
- D. Determination if alleged act constitutes a violation of this policy.

The appropriately designated administrator shall maintain all reports and records of the investigation on file.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The Board of Education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

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In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses may include, but are not limited to:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation or bullying in the school community;
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include, but not be limited to:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

Retaliation and Reprisal Prohibited

The Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Superintendent of

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Schools and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and Board of Education policies and procedures.

Any act of retaliation or reprisal against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, volunteer, visitor, or Board of Education Member who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accusing another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law.

School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accusing another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service.

Visitors, Volunteers

Consequences and appropriate remedial action for a visitor or volunteer, found to have engaged in retaliation, reprisal and/or falsely accusing another as a means of harassment, intimidation or bullying shall be determined by the Superintendent of Schools after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences

- A. Admonishment;
- B. Temporary removal from the classroom or school;
- C. Deprivation of privileges;
- D. Classroom or administrative detention;
- E. Referral to disciplinarian;
- F. In-school suspension during the school week or the weekend;

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- G. After-school programs;
- H. Out-of-school suspension (short-term or long-term);
- I. Legal action;
- J. Withholding of Increment;
- K. Suspension;
- L. Expulsion;
- M. Termination.

Remedial Measures

- A. Personal;
- B. Restitution and restoration;
- C. Mediation;
- D. Peer support group;
- E. Recommendations of a student behavior or ethics council;
- F. Corrective instruction or other relevant learning or service experience;
- G. Supportive student interventions, including participation of the intervention and referral services team;
- H. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- I. Behavioral management plan, with benchmarks that are closely monitored;
- J. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- K. Involvement of school disciplinarian;
- L. Counseling;
- M. Conferences;
- N. Treatment; or
- O. Therapy.

Support for Victims of Harassment, Intimidation or Bullying

The Superintendent of Schools/designee shall establish procedures and practices for supporting victims of harassment, intimidation or bullying, incorporating the services of professional staff members within the district or as he/she deems appropriate.

Investigation & Appeal

The Superintendent of Schools/designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Superintendent of Schools/designee shall oversee a prompt, thorough and complete investigation of the alleged incident.

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School administrators who receive a report of harassment, intimidation or bullying from a district employee and fail to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation or bullying and fail to take sufficient action to minimize or eliminate the harassment, intimidation or bullying may be subject to disciplinary action.

The investigation shall be initiated and conducted by the principal in his/her role as the school anti-bullying specialist within one school day of the report of the incident. Additional personnel may be appointed by the principal to assist in the investigation. The investigation shall be completed within 10 school days from the dated of the written report of the incident of harassment, intimidation or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

The results of the investigation shall be reported to the Superintendent of Schools within 2 school days of the completion of the investigation and in accordance with the regulations promulgated by the NJ State Board of Education pursuant to the “Administrative Procedure Act,” PL 1968, c410 (C.52:14B-1 et seq). The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation or bullying and enhance school climate, impose discipline, or order counseling as a result of the findings of the investigation or take or recommend other appropriate actions.

The results of each investigation shall be reported to the Board of Education no later than the date of the Board of Education meeting following the completion of the investigation along with information on any services provided, training established, discipline imposed or other actions taken or recommended by the Superintendent of Schools.

Parents/guardians of the students who are parties to the investigation shall be entitled to receive information about the investigation in accordance with federal and state law and regulations, whether the district found evidence of harassment, intimidation or bullying or whether discipline was imposed or services provided to address the incident. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the Board of Education. A parent/guardian may request a hearing before the Board of Education after receiving the information and the hearing shall be held within 10 days of the request. The Board of Education shall meet in executive session for the hearing to protect the confidentiality of the student(s). At the hearing, the Board of Education may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services and any programs instituted to reduce such incidents.

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At the Board meeting following the receipt of the report, the Board of Education shall issue a decision, in writing to affirm, reject or modify the decision of the Superintendent of Schools. The decision of the Board of Education may be appealed to the NJ Commissioner of Education in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the decision of the Board of Education.

A parent/guardian or organization may file a complaint with the Division of Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination,” PL 1945, c169 (C. 10:5-1 et seq).

Response to an Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under NJSA 18A:37-1, Discipline of Pupils.

Public Participation

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, pupils and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the Board of Education shall develop general guidelines for pupil conduct and shall direct development of detailed regulations suited to the age levels of the pupils and the mission and physical facilities of the individual schools. Board policy requires all pupils in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

Dissemination and Implementation

The Superintendent of Schools shall take the following steps to publicize this policy:

- A. Publicized on district website;
- B. Distributed annually to all staff, students and parents/guardians;
- C. Printed in school handbooks; and
- D. Posted at the entrance of each building.

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A link to this policy shall be prominently posted on the home page of the district website and distributed annually to parents/guardians of students of this district. In addition, the name, school address, school phone number and email address of the district anti-bullying coordinator shall be listed on the district's website home page.

All pupils and staff shall be informed that harassment, intimidation or bullying is prohibited on school property, at any school-sponsored function or on a school bus. This shall include development of a process to annually discuss the policy with students. This information shall also be incorporated into the student handbook and employee training programs.

Training of Staff Members, Administrators & Board of Education Members

The training needs of district staff for the effective implementation of this policy, procedures and initiatives of the Board of Education shall be reviewed annually. The Board of Education shall also implement staff training programs consistent with this review. Such training shall include, but not be limited to information on and the relationship between the risk of suicide and incidents of harassment, intimidation or bullying and reducing the risk of suicide among students, especially for those students who are members of communities identified as having members at high risk of suicide.

By the 2011-2012 school year, all candidates for school administrator or teacher certification will be required to complete a program on harassment, intimidation or bullying prevention, and that training in this area will be a part of the professional development requirements for these individuals.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board Member shall complete a training program dealing with harassment, intimidation or bullying in schools and including a school district's responsibilities under PL 2002, c.83 (C.18A;37-13 et seq). This training shall be provided by the New Jersey School Boards Association in consultation with recognized experts in school bullying from a cross-section of academia, child advocacy organizations, nonprofit organizations, professional associations and governmental agencies. Board Members shall be required to complete the program only once.

The training course for any safe school resource officers and/or public school employees assigned by the Board of Education to serve as a school liaison to law enforcement must include training in the protection of students from harassment, intimidation or bullying.

The extent and characteristics of harassment, intimidation or bullying behavior in the district's schools, and implementation programs, or other responses, if appropriate, shall be reviewed annually. These programs or other services shall be planned in consultation with parents, and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students, and school administrators, as appropriate.

Twice annually, at a public hearing, the Superintendent of Schools must report to the Board of Education, all acts of violence, vandalism and harassment, intimidation or bullying that occurred during the previous period. This report shall include, but not be limited to:

- A. The number of reports of harassment, intimidation or bullying and the status of all investigations;
- B. The nature of the bullying based on one of the protected categories identified in Section 2 of PL 2002, c.83 (C18A:37-14);
- C. The names of the investigators;
- D. The type and nature of any discipline imposed on any student engaged in harassment, intimidation or bullying; and,
- E. Any other means imposed, training conducted or programs implemented to reduce harassment, intimidation and bullying.

The information shall also be reported once during each semester of the school year to the Department of Education. The report must include data broken down by the enumerated categories as listed in Section 2 of PL 2002, c.83 (C18A:37-1), and data broken down by each school in the district, in addition to district-wide data. The report will be used to grade schools and districts in their efforts to implement policies and programs with the “Anti-Bullying Bill of Rights Act. It shall be a violation to improperly release any confidential information not authorized by federal or state law for public release.

The district shall be graded by the New Jersey Commissioner of Education on its efforts to identify harassment, intimidation or bullying and the School Report Card shall include data identifying the number and nature of all reports of harassment, intimidation or bullying.

The grade assessed for each school and the district shall be published on the district website, along with a link to the report. This information shall be posted on the district website within 10 days of the receipt of a grade by the school and district.

The Superintendent of Schools shall ensure that the rules for this policy are applied consistently with the district’s code of student conduct, NJAC 6A:16-7 and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

A copy of this policy and any future revisions to it shall be transmitted to the County Executive Superintendent of Schools within 30 days of the adoption of the policy and/or any revisions to it.

Annually, the district shall conduct a re-evaluation, reassessment and review of this policy, making any necessary revisions and additions. The Board of Education shall include input from the school anti-bullying specialist in conducting this review, re-evaluation, and reassessment.

The week beginning with the first Monday in October of each year has been designated as a “Week of Respect” in the State of New Jersey. This district shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation and bullying. In addition, the district shall provide ongoing age-appropriate instruction dealing with the prevention of harassment, intimidation and bullying, in accordance with the New Jersey Core Curriculum Content Standards.

The goal of the Board of Education is to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. The Board of Education recognizes that on occasion, a situation may arise in which some students attending our district will exhibit behaviors that are disruptive to the social and educational environment of the school; and thus, are a danger to themselves and others and reduce the student's potential for learning. This policy applies to all, including general education students and students with disabilities. It should also be noted that nothing in the policy precludes a teacher or other staff member using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

Restraints are only to be used in an emergency. For the purpose of this policy, emergency is defined as a situation in which a student's behavior poses a threat of imminent, serious physical harm to the student or others or eminent serious property destruction.

The restraint procedure falls within a continuum of behavior management techniques that are designed to address potentially unsafe student behavior. This continuum begins with minimally intrusive or restrictive strategies that can be implemented within the classroom setting. The continuum then progresses to more restrictive strategies that may involve the physical separation or restraint of a student. The goal is minimal separation for his/her classmates in order to enable the student to regroup and return to the classroom setting.

The primary intervention options used by staff when a student exhibits escalating, disruptive behavior should focus on assisting the student in regaining behavioral control. These options include:

- Verbally redirecting student in a low, nonthreatening voice;
- Setting reasonable limits;
- Offering alternatives;
- Allowing time so that the student can regain control.

Restraint does include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices that is accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to himself/herself or another or damage property or to remove a disruptive student who is unwilling to leave an area voluntarily. Physical prompting to assist a student in task completion, such as holding a student's hand, positioning a student's body, securing a student on the bus, or using prescribed adaptive equipment to prevent ongoing, repetitive, self injurious behavior are not considered to be restraint. Restraint shall only be used with the following limitations:

1. Limited to the use of only the reasonable force needed;
2. Discontinued immediately when the emergency no longer exists;
3. Implemented in such a way as to protect the health and safety of the students and others; and,
4. Does not deprive the student of basic human necessities.

The use of physical restraints is prohibited in the following circumstances:

1. As a means of punishment;
2. As an intervention to prevent property destruction, unless the potential property destruction may result in possible harm to self and/or others;
3. As a response to verbal threats, disruptive behavior or a student's refusal to comply with a school rule or staff directive, unless the student's behavior poses an immediate or serious danger to self and/or others.

In accordance with NJSA 18 A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary:

The use of physical restraint is subject to the following requirements:

1. The student must possess a physical risk to himself/herself or others or to quell a disturbance, with the intent of threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, or to prevent significant property damage which ultimately may present harmful to the student or others;
3. For the purpose of self-defense;
4. Restraint techniques will take into account medical conditions and shall be modified as necessary;
5. Students will not be subject to physical restraint for using profanity or other verbal displays or disrespect or for noncompliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of, or intent to, carry out the threat;
6. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff member should consider the potential for injury to the student, the student's need for privacy and the educational and emotional well-being of the other students in the vicinity;

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Physical Restraint of Students by Staff Members

Policy 5131.8

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7. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself or others;
8. The student shall be examined by school personnel (i.e. nurse, counselor, administrator, etc.) after any restraint;
9. The school principal, or acting school administrator will be notified immediately when a student is being restrained, or immediately following the conclusion of the restraint.
10. A written incident report will be completed by school personnel (teacher, nurse, counselor, administrator, etc.) after a physical restraint is implemented. Parents are to be notified by telephone and provided with a copy of the report. The report must also be maintained in the student's permanent record.

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District Policy Manual**

Instructional Personnel

Series 4000

Substance Abuse: Drugs, Steroids & Alcohol

Policy 4119.23

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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The Board of Education recognizes that the misuse of drugs, steroids, and alcohol is a serious problem with enormous impact upon the welfare of the entire school community. The Board is committed to the prevention of drug, steroid, and alcohol abuse and rehabilitation of drug, steroid, and alcohol abusers and implementation of an effective drug, steroid, and alcohol awareness program for staff members, as well as providing special assistance for addicted staff. The Board desires to utilize positive approaches in dealing with these problems but will resort to necessary and appropriate steps to protect the school community from harm caused by exposure to drugs, steroids, and alcohol abuse.

Adoption of Policies and Procedures

- A. The Board hereby adopts these policies and procedures for the discipline, evaluation and treatment of staff members who possess, consume or who, on reasonable grounds, are suspected of being under the influence of the following substances in the work site.
1. All controlled dangerous substances as identified and prohibited in N.J.S.A. 24:21-1
 2. All chemicals and/or chemical compounds which release toxic vapors as defined in N.J.S.A. 27A:170-25.9 and N.J.S.A. 2C:98-3
 3. All alcoholic beverages.
 4. Anabolic steroids

B. Guidelines – All Employees

1. For the purpose of this policy “worksite” shall include any school building, or any school premises and any school-approved vehicle used to transport students to and from school or school activities. Worksite also includes off school property during any school sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.
2. The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to non-renewal, suspension, or termination at the discretion of the Board of Education.
3. The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action that may include but is not limited to non-renewal, suspension, or termination at the discretion of the Board.
4. The Board of Education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but not be limited to non-renewal, suspension, or termination at the discretion of the Board.

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Substance Abuse: Drugs, Steroids & Alcohol

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5. The Superintendent of Schools shall establish a drug-free awareness program that includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this information to all employees annually. New employees shall be provided with a copy of this information prior to beginning work assignments.
 6. The Superintendent of Schools with the Board shall establish standards of staff conduct to include disciplinary sanctions required when staff members violate Board policies related to drug, steroid, and alcohol abuse. All disciplinary sanctions shall be implemented within the framework of the employees' contractual rights and due process. All employees shall be provided with a copy of this information annually.
 7. Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program included, but not limited to, the school districts own substance abuse programs.
 8. All information concerning a staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 C.F.R. 2 and N.J.A.C. 6:3-6.6.
 9. The Superintendent of Schools will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with Board policies and N.J.A.C. 6:3-6.3 et seq.
 10. The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will consult with the County Superintendent of Schools, local community members, and the County Prosecutor's office.
 11. The policies and procedures contained herein shall be made available to all staff on an annual basis.
- C. Work Performance in Connection with a Federal Grant
In order for the school district to qualify for any direct federal grant, the district must certify that it will provide a drug-free workplace and maintain a good faith effort to continue to maintain a drug-free workplace. To this end, employees engaged in school worksites as a result of federal grant monies shall in addition to complying with requirements of the programs shall be in strict compliance with this policy.

The Superintendent of Schools shall notify all employees that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after such conviction. To be in compliance, the district must notify the federal grant program of such conviction within 10 days of receipt of said conviction.

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Series 3000

Smoking

Policy 3515

Date Adopted: August 11, 2009

Date Revised: November 13, 2012

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The Board of Education recognizes the medical danger associated with the use of tobacco and is cognizant of its statutory duty pursuant to NJSA 26:3D-15 regarding smoking in school facilities. Additionally, the Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all buildings and school grounds belonging to the District and in all school vehicles.

Definition

Smoking shall mean the inhalation or burning of a lighted cigar, cigarette, pipe or any other matter or substance including tobacco.

Prohibition of Smoking by Pupils

- A. Pupils are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises.
- B. Pupils are not permitted to possess tobacco products or smoking paraphernalia while on school property.
- C. Pupils who are found exhaling smoke or possessing tobacco products or smoking paraphernalia shall be subject to school discipline codes approved by the Board of Education.

Prohibition of Smoking for Persons Other Than Pupils

- A. No person is permitted to smoke at any time in any building, on any school property or any school vehicle owned by the Board of Education.
- B. Sanctions for violations
 - 1. First offense:
Issuance of a verbal warning, documented in writing, if address of the offender is known. For employees the warning will include a suggestion to participate in a smoking cessation program.
 - 2. Second offense:
Issuance of a written warning if the offender's address is known. For employees this written warning will be placed in the personnel file.
 - 3. Third or more offenses:
Written complaint to the local Board of Health and/or municipal court/prosecutor. If the offender is an employee of the complainant, the documentation will be placed in the personnel file.

Employees who fail to comply with NJSA. 26:3D-15 and this policy are subject to standard employee discipline procedures, in addition to the sanctions noted in B(1-3) above.

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The Superintendent of Schools and/or designee, is authorized to report violations, in accordance with the law to the County Board of Health and/or local municipal court/prosecutor.

Signs and Reminders

- A. Appropriate “No Smoking in This Building” signs will be posted at appropriate locations on the school grounds.
- B. At the beginning of activities that involve large numbers of visitors (e.g. athletic events, concerts, awards, ceremonies) an announcement will be made which states that smoking is prohibited in this building or on these grounds.