

## Policy

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### RECRUITMENT, SELECTION AND HIRING

The board believes that the quality of the professional staff in large part determines the quality of the education offered district pupils. Therefore, the chief school administrator shall have the responsibility of locating and recruiting the best qualified candidates to provide for the identified needs of district pupils.

Provisional teaching candidates shall be given equal consideration with all other candidates for teaching positions. The chief school administrator shall follow all requirements of the administrative code in providing the necessary training program for all teachers hired with provisional certificates.

All teachers hired by the board for programs in the district supported with Title I, part A funds shall be highly qualified, as defined by federal law. All teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics/government, economics, arts, history and government) hired by the board shall be highly qualified.

It shall be the duty of the chief school administrator to see that persons nominated for employment shall meet all qualifications established by state or federal law, including the completion of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which nomination is made.

The chief school administrator shall recommend for employment those individuals who, in his/her opinion, are best qualified to fill the vacancy without regard to race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or other conditions not related to the duties and responsibilities of the job.

The chief school administrator shall prepare and maintain job descriptions that define the duties, responsibilities and qualifications required for each position. The board shall adopt those job descriptions required by law or code and others as appropriate.

The chief school administrator in determining the candidates to be nominated shall seek information whenever possible from the candidate's prior employers.

The board shall affirm employment and initial placement on the salary guide by a recorded roll call majority vote of the full membership of the board.

The board shall appoint all staff members only from nominations made by the chief school administrator. Should a nominee be rejected, it shall be the duty of the chief school administrator to make other nominations.

Date:

RECRUITMENT, SELECTION AND HIRING (continued)Key Words

Recruitment, Selection and Hiring; Hiring; Nondiscrimination; Affirmative Action, Background Check, Personnel Background Check, Domestic Partnership Act

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>    | Law Against Discrimination  |
|                                 | <u>N.J.S.A.</u> 18A:3-15.2               | Fraudulently issued, obtained, forged or altered degree or certification; use in connection with business or occupation   |
|                                 | <u>N.J.S.A.</u> 18A:65                   | Inquiry as to religion and religious tests prohibited   |
|                                 | <u>N.J.S.A.</u> 18A:6-6                  | No sex discrimination   |
|                                 | <u>N.J.S.A.</u> 18A:67.1, -7.5           | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
|                                 | <u>N.J.S.A.</u> 18A:676.1                | Deadline for notification to students of requirements of provisional certificate and induction program ...                |
|                                 | <u>N.J.S.A.</u> 18A:11-1                 | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:1340                 | General powers and duties of board of newly created regional districts  |
|                                 | <u>N.J.S.A.</u> 18A:161                  | Officers and employees in general   |
|                                 | <u>N.J.S.A.</u> 18A:261, -1.1, 2         | Citizenship of teachers, etc. ...   |
|                                 | <u>N.J.S.A.</u> 18A:27-1 <u>et seq.</u>  | Employment and Contracts  |
|                                 | <u>See particularly:</u>                 |   |
|                                 | <u>N.J.S.A.</u> 18A:27-4.1               |   |
|                                 | <u>N.J.S.A.</u> 18A:36A                  | Charter School Program Act of 1995  |
|                                 | <u>N.J.S.A.</u> 18A:5420                 | Powers of board (county vocational schools)   |
|                                 | <u>N.J.S.A.</u> 26:8A-1 <u>et seq.</u>   | Domestic Partnership Act  |
|                                 | <u>N.J.A.C.</u> 6A:71.1 <u>et seq.</u>   | Managing for Equality and Equity in Education   |
|                                 | <u>See particularly:</u>                 |   |
|                                 | <u>N.J.A.C.</u> 6A:96.1 <u>et seq.</u>   | <u>N.J.A.C.</u> 6A:7-1.4,-1.8   |
|                                 | <u>N.J.A.C.</u> 6A:9-8.1 <u>et seq.</u>  | Types of Certificates   |
|                                 | <u>N.J.A.C.</u> 6A:9-11.1 <u>et seq.</u> | Requirements for Instructional Certification  |
|                                 | <u>N.J.A.C.</u> 6A:9-12.1 <u>et seq.</u> | Exceptions for the Requirements for the Instructional Certificate   |
|                                 |  | Requirements for Administrative Certification   |
|                                 | <u>See particularly:</u>                 |   |
|                                 | <u>N.J.A.C.</u>                          |   |
|                                 | 6A:10A-2.1 through                       |   |
|                                 | -2.4, -5.4                               |   |
|                                 | <u>N.J.A.C.</u> 6A:11                    | Charter Schools, Administrative Code  |
|                                 | <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School Districts   |
|                                 | <u>N.J.A.C.</u> 6A:324.1                 | Employment of teaching staff  |
|                                 | <u>N.J.A.C.</u> 6A:324.8                 | Support residencies for regularly certified, inexperienced firstyear principals   |
|                                 | <u>N.J.A.C.</u> 6A:32-5.1                | Standards for determining seniority   |
|                                 | 42 <u>U.S.C.A.</u> 2000e <u>et seq.</u>  | - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972                  |
|                                 | 29 <u>U.S.C.A.</u> 794 <u>et seq.</u>    | - Section 504 of the Rehabilitation Act of 1973   |

RECRUITMENT, SELECTION AND HIRING (continued)

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

No Child Left Behind Act of 2001, Pub. L. 107-110 20 U.S.C.A. 6301 et seq.

Old Bridge Education Association v. Old Bridge Township Bd. of Ed., 1986 S.L.D. 1917

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)

Manual for the Evaluation of Local School Districts

The Comprehensive Equity Plan, New Jersey Department of Education

**Possible****Cross References:**

|         |                                      |
|---------|--------------------------------------|
| 2130    | Administrative staff                 |
| *2131   | Chief school administrator           |
| 4000    | Concepts and roles in personnel      |
| *4111.1 | Nondiscrimination/affirmative action |
| *4112.2 | Certification                        |
| *4112.4 | Employee health                      |
| 4112.5  | Criminal history check               |
| *4112.6 | Personnel records                    |
| *4112.8 | Nepotism                             |
| *4121   | Substitute teachers                  |
| *4222   | Noninstructional aides               |
| *5120   | Assessment of individual needs       |
| *6010   | Goals and objectives                 |

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### NONDISCRIMINATION/AFFIRMATIVE ACTION

The board of trustees guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, nonapplicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or any other status protected by law.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or non-renewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The board-designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

#### Harassment and Favoritism

The board of trustees is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the board's statement of equal access to employment, retention and advancement is prohibited.

Administrators and supervisors shall be familiarized with the actions that constitute harassment and favoritism. This material shall be included in the legally mandated affirmative action inservice training for all employees, and shall be clear and specific (see policy 2224). When harassment has been determined to have taken place, appropriate disciplinary action will follow. All such determinations shall be reported to the board.

#### Sexual Harassment

The board of trustees shall maintain a working environment that is free from sexual harassment.

Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by nonsupervisory personnel is also prohibited.

Staff may file a formal grievance related to sexual harassment. The chief school administrator or designee will receive all complaints and carry out a prompt and thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser.

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action.

"Whistleblower" Protection

The board prohibits discrimination or retaliation against any school employee who does any of the following:

- A. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the board that the employee reasonably believes is in violation of a law, or a rule or regulation established pursuant to law;
- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation established pursuant to law by the board; or
- C. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of law, rule or regulation; is fraudulent or criminal; or is incompatible with public health, safety or welfare or protection of the environment.

The board shall ensure that notices are posted conspicuously in each school, informing employees that they are protected under the "Conscientious Employee Protection Act."

Report on Implementation

The chief school administrator shall devise regulations, including grievance forms and procedures to implement this policy. He/she shall be responsible for informing staff annually of the identity and location of the affirmative action officer and the implementing procedures.

Date:

Key Words

Affirmative Action, Nondiscrimination, Employee Nondiscrimination/Affirmative Action, Domestic Partnership Act

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A. 10:5-1 et seq.</u><br><u>See particularly:</u><br><u>N.J.S.A. 10:53, 4.1,</u><br><u>-12, 27</u><br><u>N.J.S.A. 18A:65</u><br><u>N.J.S.A. 18A:6-6</u><br><u>N.J.S.A. 18A:18A17</u><br><u>N.J.S.A. 18A:261</u><br><u>N.J.S.A. 18A:26-1.1</u><br><u>N.J.S.A. 18A:292</u><br><u>N.J.S.A. 18A:36A</u><br><u>N.J.S.A. 26:8A-1 et seq.</u><br><u>N.J.S.A. 34:19-1 et seq.</u><br><u>N.J.A.C. 6A:7-1.1 et seq.</u><br><u>See particularly:</u> | Law Against Discrimination<br><br>Inquiry as to religion and religious tests prohibited<br>No sex discrimination<br>Facilities for handicapped persons<br>Citizenship of teachers, etc.<br>Residence requirements prohibited<br>Equality of compensation for male and female teachers<br>Charter School Program Act of 1995<br>Domestic Partnership Act<br>Conscientious Employee Protection Act<br>Managing for Equality and Equity in Education |
|---------------------------------|--|---|

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)N.J.A.C. 6A:71.4, 1.8N.J.A.C. 6A:30-1.1 et seq.

Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-14.1

Review of mandated programs and services

Executive Order 11246 as amended

29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 197242 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 197229 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 197320 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)School Board of Nassau County v. Arline, 480 U.S. 273 (1987)Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1547 (3d Cir. 1996)Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)Manual for the Evaluation of Local School Districts

The Comprehensive Equity Plan, New Jersey State Department of Education

**Possible****Cross References:**

\*2224 Nondiscrimination/affirmative action  
 \*3320 Purchasing procedures  
 \*4111 Recruitment, selection and hiring  
 \*4112.8 Nepotism  
 \*4147 Employee safety  
 \*5145.4 Equal educational opportunity  
 \*6121 Nondiscrimination/affirmative action

\*Indicates policy is included in the Critical Policy Reference Manual.N.J.S.A. 18A:36A

Charter School Program Act of 1995

## Policy

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### CERTIFICATION

The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the state board of trustees.

Validity of certification must be verified with the county office.

The chief school administrator must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the board.

#### Provisionally Certified Teachers

The board of trustees encourages the employment of provisionally certified teachers for service in their first and second years of employment. The building principal or other appropriately certified administrator shall observe and evaluate all provisionally certified teachers in the first year of employment in conformance with the schedule described in the administrative code.

#### Mentoring Novice Teachers

In order to enhance student achievement of the Core Curriculum Content Standards by enhancing the skills of inexperienced teachers, identifying exemplary teaching skills and practices necessary for excellent teaching and assist novice teachers in adjusting to the challenges of teaching, the board shall ensure the development of a mentoring plan for all novice teachers employed in the district.

The plan shall provide each novice teacher with in-person contact with a mentor teacher (who may be a retired teacher or administrator) who shall provide confidential support and guidance to the novice teacher. The plan shall be developed by the local Professional Development Committee, approved by the board, and aligned with the professional standards for teachers as set forth in administrative code. Included in the plan shall be criteria for selection and training of mentor teachers. Implementation of the district mentor plan shall be in compliance with the administrative code and included in the Annual Report to NJDOE and in other similar reports such as the Quality Assurance Annual Report.

The board shall annually submit a report with required data to the State Department of Education on the effectiveness of the local mentoring plan. State funds appropriated for the novice teacher mentoring program shall be applied in accordance with law and code.

#### Special Education

All personnel serving students with disabilities shall be appropriately certified and licensed, where a license is required.

Date:

4112.2

CERTIFICATION (continued)Key Words

Certificates, Certification

|                                 |  |  |
|---------------------------------|--|--|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:638  | Powers and duties of the board; issuance and revocation of certificate; rules and regulations  |
|                                 | <u>N.J.S.A.</u> 18A:639  | Issuance of certificates to non-citizens   |
|                                 | <u>N.J.S.A.</u> 18A:6-76.1   | Deadlines for notification to students of requirements of provisional certificate and induction program; submission of induction program plan to school districts and Department of Education; coordination of mentor training program |
|                                 | <u>N.J.S.A.</u> 18A:261, 2,8.1,9   | Citizenship of teachers, etc.  |
|                                 | <u>N.J.S.A.</u> 18A:26-2.1 <u>et al.</u>   | Supervisory certificate required for appointment as director of athletics  |
|                                 | <u>N.J.S.A.</u> 18A:272  | Employment without certificate prohibited  |
|                                 | <u>N.J.S.A.</u> 18A:291  | Uncertified teacher denied salary  |
|                                 | <u>N.J.S.A.</u> 18A:36A  | Charter School Program Act of 1995   |
|                                 | <u>N.J.S.A.</u> 18A:40A4   | Preservice training of future teachers; teaching certificate requirements  |
|                                 | <u>N.J.A.C.</u> 6:30-2.1(a)8   | Purpose and program descriptions (Adult education programs)  |
|                                 | <u>N.J.A.C.</u> 6A:9-1.1 <u>et seq.</u>  | Professional Licensure and Standards   |
|                                 | See particularly:  |  |
|                                 | <u>N.J.A.C.</u> 6A:93.3, 6A:9-8.4  |  |
|                                 | <u>N.J.A.C.</u> 6A:10A-2.2   | Preschool programs   |
|                                 | <u>N.J.A.C.</u> 6A:11  | Charter Schools, Administrative Code   |
|                                 | <u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>   | Special Education  |
|                                 | <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>   | Evaluation of the Performance of School Districts  |
|                                 | <u>N.J.A.C.</u> 6A:32-4.1(d)   | Employment of teaching staff   |
|                                 | <u>N.J.A.C.</u> 6A:32-12.1 <u>et seq.</u>  | Reporting requirements   |
|                                 | <u>Old Bridge Education Association v. Old Bridge Township Bd. of Ed.</u> , 1986 S.L.D. 1917 |  |

Manual for the Evaluation of Local School Districts**Possible**

|                                 |         |                                   |
|---------------------------------|---------|-----------------------------------|
| <b><u>Cross References:</u></b> | *2131   | Chief school administrator        |
|                                 | 4010    | Goals and objectives              |
|                                 | *4111   | Recruitment, selection and hiring |
|                                 | 6130    | Organizational plan               |
|                                 | *6141   | Curriculum design/development     |
|                                 | *6142.1 | Family life education             |
|                                 | *6156   | Instructional planning/scheduling |
|                                 | *6163.1 | Media center/library              |
|                                 | *6164.2 | Guidance services                 |
|                                 | *6171.4 | Special education                 |



4112.2

CERTIFICATION (continued)

\*6200      Adult/community education

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### EMPLOYEE HEALTH

#### Examinations

When a candidate has been given a conditional offer of employment, he/she shall be required to submit to a medical evaluation and a physical examination. This physical examination may include testing for controlled dangerous substances as they are defined in the criminal code. Elements of the examination of newly employed staff shall include but not be limited to those physical exam elements listed in administrative code. Employees may be required to undergo an annual physical examination.

The results of all required employee medical examinations shall be made known to the chief school administrator on a confidential basis, discussed with the employee, and made a part of his/her confidential medical record. Records and reports of examinations shall be filed with the district medical inspector as confidential information but shall be available to and reported to appropriate health agencies as required by law.

In the event an employee of the board has been determined to have a mental abnormality or communicable disease or exhibits symptoms of substance abuse and, if in the opinion of the district medical inspector such condition makes the employee unfit for continued employment, the board may remove the employee from further service as provided by law or grant leave as provided by law during the period of unfitness. An employee determined to be unfit must provide the board with satisfactory proof of recovery before reinstatement will be allowed.

In order to protect the pupils and staff in the district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases. Staff who have been identified as having a communicable disease shall not be permitted continued employment unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

When required examinations are performed by a physician designated by the board, the board shall bear the expense. Should an employee prefer to see his/her own physician, with board approval, the employee shall bear the expense.

#### Occupational Containment of Bloodborne Pathogens

The board is committed to provide a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with federal regulations.

The ECP is a key document to assist the district in implementing and ensuring compliance with the OSHA bloodborne pathogens standard, thereby protecting employees. This ECP includes:

- A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;

EMPLOYEE HEALTH (continued)

- B. Procedures for evaluating the circumstances surrounding an exposure incident; and
- C. The schedule and method for implementing the specific sections of the standard, including:
  - 1. Methods of compliance;
  - 2. Hepatitis B vaccination;
  - 3. Post-exposure evaluation and follow-up;
  - 4. Hazard communication requirements;
  - 5. Effective employee training;
  - 6. Recordkeeping.

The ECP shall be reviewed annually to ensure that it reflects use of the most current medical technology.

Implementation and Dissemination

The chief school administrator in consultation with the district medical inspector shall prepare regulations to implement this policy in compliance with law and code. All employees shall receive this policy and be made aware of all requirements for health examinations.

Date:

Key Words

Physical Examinations, Health Examinations, Employee Physicals, Nondiscrimination, Psychological Examinations, Bloodborne Pathogens

|                                 |                                   |  |
|---------------------------------|-----------------------------------|--|
| <b><u>Legal References:</u></b> | N.J.S.A. 2C:35-1 <u>et seq.</u>   | Comprehensive Drug Reform Act of 1987                                    |
|                                 | N.J.S.A. 18A:162                  | Physical examinations; requirement                                       |
|                                 | N.J.S.A. 18A:163                  | Character of examinations  |
|                                 | N.J.S.A. 18A:164                  | Sick leave; dismissal  |
|                                 | N.J.S.A. 18A:165                  | Records of examinations  |
|                                 | N.J.S.A. 18A:36A                  | Charter School Program Act of 1995                                       |
|                                 | N.J.S.A. 18A:4010                 | Exclusion of teachers and pupils exposed to disease                      |
|                                 | N.J.S.A. 18A:6639                 | Disability retirement  |
|                                 | N.J.S.A. 26:41                    | "Communicable disease" defined   |
|                                 | N.J.S.A. 26:46                    | Prohibiting attendance of teachers or pupils                             |
|                                 | N.J.S.A. 26:415                   | Reporting of communicable diseases by physicians                         |
|                                 | N.J.S.A. 26:5c-1 <u>et seq.</u>   | AIDS Assistance Act  |
|                                 | N.J.A.C. 6A:16-1.4 <u>et seq.</u> | District policies and procedures   |
|                                 | N.J.A.C. 6A:16-2.1                | Health services policy and procedure requirements                        |
|                                 | N.J.A.C. 6A:32-6.1 <u>et seq.</u> | School Employee Physical Examinations                                    |
|                                 | N.J.A.C. 8:611.1 <u>et seq.</u>   | Participation and Attendance at School by Individuals with HIV Infection |

EMPLOYEE HEALTH (continued)

|                            |   |
|----------------------------|---|
| <u>N.J.A.C.</u> 6A:11      | Charter Schools, Administrative Code  |
| <u>N.J.A.C.</u> 12:100-4.2 | Safety and Health Standards for Public Employees<br>(Adoption by reference) |

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

29 CFR 1910.1030 - Bloodborne Pathogen Standard

School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Elizabeth v. Elizabeth Fire Officers Association, 10 NJPER 15022

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools,  
SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31

**Possible**

**Cross References:**

|          |                                   |
|----------|-----------------------------------|
| *4111    | Recruitment, selection and hiring |
| *4112.6  | Personnel records                 |
| 4117.50  | Standards for staff discipline    |
| 4117.52  | Dismissal/suspension              |
| *4119.23 | Employee substance abuse          |
| 4150     | Leaves                            |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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PERSONNEL RECORDS

Orderly administration of the charter school and compliance with state and federal law require the compilation of information about all employees of the charter school. The board of trustees recognizes that there is a distinction between those personnel records that are clearly a matter of public concern, and those that must be considered privileged until such time as they are opened to the public by the commissioner of education or the courts.

The chief school administrator shall consult with the board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The chief school administrator and the board attorney shall be responsible for limiting administrative records to those that are consistent with New Jersey and federal law.

In accordance with federal law, the chief school administrator shall establish procedures to release information upon request regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents/guardians for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their children.

The chief school administrator shall establish the necessary procedures and regulations for maintaining both public and confidential employee records.

- A. The public file shall consist of an alphabetic index of all those presently employed by the district in whatever capacity. The information in this file shall be limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. The chief school administrator shall devise procedures for making this file available to the public in accordance with the Open Public Records Act.
- B. The confidential file shall consist of an individual personnel folder for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is available for examination:
  - 1. At any time, by the chief school administrator or the supervisory personnel he/she designates;
  - 2. During regular business hours, by the employee or his/her personally authorized representative, in accordance with regulations;
  - 3. During regular business hours, or at any meeting of the board or any committee thereof, by any member of the board when necessary to make an informed decision regarding any assigned board responsibility or duty.
- C. Employee health records shall be maintained separately from other personnel files and in strict confidentiality. Only the employee, the chief medical inspector and the chief school administrator shall

PERSONNEL RECORDS (continued)

have access to an employee's medical file. To assure ready access in a medical emergency, the section of the medial record that contains the health history may also be shared with the building principal and the school nurse with the consent of the employee.

- D. Staff emergency contact cards for all employees shall be maintained by the chief school administrator and updated annually.

Date:

Key Words

Records, Personnel Records, Employee Records

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:67                   | Oaths of persons employed in teaching capacities  |
|                                 | <u>N.J.S.A.</u> 18A:6-7a                 | Removal from personnel files of reference to complaint of child abuse or neglect determined to be unfounded                       |
|                                 | <u>N.J.S.A.</u> 18A:611                  | Written charges; written statement of evidence; filing; statement of position by employee; certification of determination; notice |
|                                 | <u>N.J.S.A.</u> 18A:111                  | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:36A                  | Charter School Program Act of 1995  |
|                                 | <u>N.J.S.A.</u> 18A:54-20                | Powers of board (county vocational schools)   |
|                                 | <u>N.J.S.A.</u> 47:1A <u>et seq.</u>     | Examination and copies of public records ("Open Public Records Act")  |
|                                 | <u>N.J.S.A.</u> 47:315 <u>et seq.</u>    | Destruction of Public Records Law   |
|                                 | <u>N.J.A.C.</u> 6A:11                    | Charter Schools, Administrative Code  |
|                                 | <u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u> | School Employee Physical Examinations   |
|                                 | <u>N.J.A.C.</u> 12:100-4.2               | Safety and health standards for public employees occupational exposure to bloodborne pathogens (Adoption by reference)            |

29 CFR 1910.1030 - Bloodborne Pathogen Standard

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Executive Order No. 9, September 30, 1963; modified by Executive Order No. 11, November 15, 1974

Citizens for Better Education v. Camden Bd. of Ed., 124 N.J. Super. 523 (App. Div. 1973)

Trenton Times Corp. v. Trenton Bd. of Ed., 138 N.J. Super. 357 (App. Div. 1976)

Nero v. Hyland, 76 N.J. 213 (1978), rev'd 146 N.J. Super. 46 (App. Div. 1977), 136 N.J. Super. 537 (Law Div. 1975)

Brick Township Education Association v. Brick Township Bd. of Ed., 1974 S.L.D. 111

PERSONNEL RECORDS (continued)

Sayreville Education Association v. Sayreville Bd. of Ed., S.L.D. 197

White v. Galloway Township Bd. of Ed., 1977 S.L.D. 900, aff'd St. Bd. 1977 S.L.D. 903

Witchel v. Cannici and the Passaic Bd. of Ed., 1966 S.L.D. 159

Mendell v. Cimmino and the Kinnelon Bd. of Ed., 1970 S.L.D. 185

Cordano v. Weehawken Bd. of Ed., 1974 S.L.D. 316, appeal dismissed St. Bd. 1974 S.L.D. 323

Horner v. Kingsway Regional Board of Education, 1990 S.L.D. 752

Lacey Township Board of Education v. Lacey Township Education Association, 130 N.J. 312 (1992)

Beatty v. Chester 1999 S.L.D. August 31

Ciambrone v. Bloomingdale 2000 S.L.D. May 7

**Possible**

**Cross References:**

|         |                                   |
|---------|-----------------------------------|
| *3570   | District records and reports      |
| *4111   | Recruitment, selection and hiring |
| *4112.4 | Employee health                   |
| *4115   | Supervision                       |
| *4116   | Evaluation                        |
| *5141.4 | Child abuse and neglect           |

\*Indicates policy is included in the Critical Policy Reference Manual.

|          |               |
|----------|---------------|
| <u>X</u> | Monitored     |
| <u>X</u> | Mandated      |
| <u>X</u> | Other Reasons |

## Policy

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### NEPOTISM

#### Definitions

For the purpose of this policy, “relative” shall be defined as an individual’s spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner, by blood, marriage or adoption.

“Immediate family” shall be defined as board member or school administrator, their spouse, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

#### Employment/Promotion of Relative

The board of education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not appoint a relative of a board member or of the chief school administrator to any employment position in this district. The board also directs that no relative of a board member or chief school administrator shall be placed in nomination for any vacant position. The chief school administrator shall not recommend to the board any relative of a board member or of the chief school administrator. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative.

Further, no school district administrator shall supervise, or exercise authority on personnel actions regarding a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

As an exception to this policy, persons who are employees of the board on the date that this policy becomes effective or the date a relative becomes a board member or chief school administrator shall not be prohibited from continuing to be employed in the district.

#### Board Member/Chief School Administrator Participation in Negotiations

When a board member or school administrator’s relative is a member of the bargaining unit, or receives the benefit of the contract, that board member or school administrator shall not discuss the proposed collective bargaining agreement with that unit nor participate in any way in negotiations. This includes, but is not limited to, being a member of the negotiating team. Nor shall that board member or school administrator be present with the board in closed session when negotiation strategies are being discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.

When a member of a board member’s or school administrator’s immediate family is a member of the same statewide union with which the board is negotiating, that board member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to: being a member of the negotiating team, prior to the board’s attaining a tentative memorandum of agreement with the bargaining unit, including salary guides and/or the total package of money to be offered.

Once such tentative memorandum of agreement is established, including salary guides and/or the total package of



NEPOTISM (continued)

money to be offered, the board member or school administrator may fully participate in the process, including board member voting, absent other conflicts. Prior to that time, the board member or school administrator shall not be present with the board in closed session when negotiation strategies are being discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else in the district can provide that information.

A school official who has such relationship with any employee of the district as of the effective date of this policy shall declare such relationship immediately.

Per diem substitutes and student employees are excluded from this nepotism policy.

Adopted: June 2008

NJSBA Review/Update: July 2009

Readopted:

Key Words

Nepotism, Hiring Relatives, Relatives

|                                 |   |   |
|---------------------------------|---|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:111                   | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:122                   | Inconsistent interests or office prohibited                                     |
|                                 | <u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>  | School Ethics Act   |
|                                 | <u>N.J.S.A.</u> 18A:161                   | Officers and employees in general   |
|                                 | <u>N.J.S.A.</u> 18A:27-4.1                | Appointment, transfer, removal or renewal of officers and employees; exceptions |
|                                 | <u>N.J.A.C.</u> 6A:4-1.1 <u>et seq.</u>   | Appealable decisions  |
|                                 | <u>N.J.A.C.</u> 6A:23A-1.2 <u>et seq.</u> | Fiscal accountability; definitions  |
|                                 | <u>N.J.A.C.</u> 6A:23A-6.2 <u>et seq.</u> | Fiscal accountability; nepotism   |
|                                 | <u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>  | School Ethics Commission  |

In the Matter of the Election of Dorothy Bayless to the Board of Education of the Lawrence Township School District, 1974 S.L.D. 603, reversing 1974 S.L.D. 595

Shirley Smiecinski v. Board of Education of the Township of Hanover, Morris County, 1975 S.L.D. 478

Scola v. Ringwood Bd. of Ed., 1978 S.L.D. 413

Salerno v. Old Bridge Board of Ed., 1984 S.L.D. (April 28)

Larsen v. Woodbridge Board of Ed., 1985 S.L.D. (March 18)

Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93, (February 3, 1994)

In the Matter of Frank Pannucci, 2000 S.L.D. March 1, State Board Rev'g Commissioner 97 NJAR 2d (EDU) 339

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

NEPOTISM (continued)

School Ethics Commission, Advisory Opinion, A021-93

School Ethics Commission, Advisory Opinion, A07-94

School Ethics Commission, Advisory Opinion, A33-95

School Ethics Commission, Advisory Opinion, A14-00

**Possible**

|                                 |          |                                   |
|---------------------------------|----------|-----------------------------------|
| <b><u>Cross References:</u></b> | *4111    | Recruitment, selection and hiring |
|                                 | *4119.21 | Conflict of interest              |
|                                 | *9270    | Conflict of interest              |

\*Indicates policy is included in the Critical Policy Reference Manual.

X   Monitored  
  X   Mandated  
  X   Other Reasons

## Policy

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### ASSIGNMENT; TRANSFER

The chief school administrator shall make certified staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program.

Teaching, supervisory, administrative and support personnel are subject to assignment and transfer after recommendation of the chief school administrator and approval by the board of trustees. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law. Disciplinary transfers are prohibited. Discrimination in assignment, transfer and promotion shall not be tolerated (see 2224, 4111 and 4111.1).

Date:

### Key Words

Personnel Assignment, Personnel Transfer, Assignment and Transfer, Assignment, Transfer

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:251                  | Transfer of teaching staff members  |
|                                 | <u>N.J.S.A.</u> 18A:274                  | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
|                                 | <u>N.J.S.A.</u> 18A:274.1                | Appointment, transfer, removal, or renewal of officers and employees; exceptions                        |
|                                 | <u>N.J.S.A.</u> 18A:591 through 3        | Apportionment and distribution of federal funds; exceptions   |
|                                 | <u>N.J.S.A.</u> 18A:36A                  | Charter School Program Act of 1995  |
|                                 | <u>N.J.S.A.</u> 34:13A1 <u>et seq.</u>   | New Jersey EmployerEmployee Relations Act   |
|                                 | <u>See particularly:</u>                 |   |
|                                 | <u>N.J.S.A.</u> 34:13A23, 25, 27, 29     |   |
|                                 | <u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>  | Managing for Equality and Equity in Education   |
|                                 | <u>N.J.A.C.</u> 6A:11                    | Charter Schools, Administrative Code  |
|                                 | <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School Districts   |
|                                 | <u>N.J.A.C.</u> 6A:3214.1                | Review of mandated programs and services  |

42 U.S.C.A. 2000d 2000d4 - Title VI of the Civil Rights Act of 1964

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

ASSIGNMENT; TRANSFER (continued)

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1401 et seq. - Individuals with Disabilities Education Act

HawkinsStafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100297)

34 CFR 200.1 to 200.89 - Part 200

34 CFR Part 204

Ridgefield Park Education Association v. Ridgefield Park Board of Education, 78 N.J. 144 (1978)

Manual for the Evaluation of Local School Districts

The Comprehensive Equity Plan, New Jersey State Department of Education Division

**Possible**

**Cross References:**

|              |  |
|--------------|--|
| *2224        | Nondiscrimination/affirmative action                           |
| *3220/3230   | State funds; federal funds                                     |
| *4111        | Recruitment, selection and hiring                              |
| *4111.1      | Nondiscrimination/affirmative action                           |
| *4131/4131.1 | Staff development; inservice education/visitations/conferences |
| *5145.4      | Equal educational opportunity                                  |
| *6121        | Nondiscrimination/affirmative action                           |
| *6141        | Curriculum design/development                                  |
| *6145        | Extracurricular activities                                     |
| *6160        | Instructional services and resources                           |
| *6171.3      | At-risk and Title 1  |
| *6171.4      | Special education  |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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SUPERVISION

The board acknowledges that the purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Core Curriculum Content Standards.

Each teacher employed in this district as of the effective date specified in code shall be responsible for fulfilling requirements for continuing education and for making annual progress toward the goal of 100 clock hours of state-approved professional development every five years. Each teacher's professional improvement plan (PIP) shall incorporate appropriate steps toward this goal and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards. The professional improvement plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, day-long workshops, and classes on certain instructional approaches. Although supervisors shall develop professional improvement plans in collaboration with teachers, the chief school administrator shall maintain final authority in determining their appropriate content.

Supervisory assistance and support in achieving the 100 clock hours of state-approved continuing education shall be offered in the context of the district's evaluation process, negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The chief school administrator shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations. The supervisor shall note the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional improvement plan.

This policy shall be distributed to each teaching staff member at the beginning of his/her employment.

Date:

Key Words

Continuing Education, Professional Improvement Plans, Personnel Supervision, Supervision

Legal References:

N.J.S.A. 18A:415

General rulemaking power

N.J.S.A. 18A:4-16

Incidental powers conferred

N.J.S.A. 18A:610 et seq.

Dismissal and reduction in compensation of persons under tenure in public school system ...

N.J.S.A. 18A:11-1

General mandatory powers and duties

SUPERVISION (continued)

|  |  |
|--|--|
| <u>N.J.S.A.</u> 18A:273.1<br>through 3.3 | Nontenured teaching staff; observation and<br>evaluation; conference; purpose ...              |
| <u>N.J.S.A.</u> 18A:285                  | Tenure of teaching staff members   |
| <u>N.J.S.A.</u> 18A:36A                  | Charter School Program Act of 1995   |
| <u>N.J.S.A.</u> 18A:2914                 | Withholding increments; causes; notice of appeals  |
| <u>N.J.A.C.</u> 6:30-2.1(a)8             | Purpose and program descriptions   |
| <u>N.J.A.C.</u> 6A:9-15.1 <u>et seq.</u> | Required Professional Development for Teachers   |
| <u>N.J.A.C.</u> 6A:11                    | Charter Schools, Administrative Code   |
| <u>N.J.A.C.</u> 6A:32-4.4                | Evaluation of tenured teaching staff member  |
| <u>N.J.A.C.</u> 6A:324.5                 | Supervision of instruction: observation and<br>evaluation of nontenured teaching staff members |

Manual for the Evaluation of Local School Districts**Possible****Cross References:**

|              |  |
|--------------|--|
| 2130         | Administrative staff   |
| *2131        | Chief school administrator                                     |
| 4000         | Concepts and roles in personnel                                |
| 4010         | Goals and objectives   |
| *4112.6      | Personnel records  |
| *4116        | Evaluation   |
| *4117.41     | Nonrenewal   |
| *4131/4131.1 | Staff development; inservice education/visitations/conferences |
| *4215        | Supervision  |
| *4216        | Evaluation   |
| *6143.1      | Lesson plans   |
| *6200        | Adult/community education                                      |

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### EVALUATION

The board of trustees believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district, including student achievement of the Core Curriculum Content Standards. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.

The board encourages a positive working environment in which the professional growth that results from staff participation in the evaluation process is considered of major importance. Therefore, the administration shall develop evaluation instruments flexible enough to identify the needs, strengths, and improvement objectives of each staff member.

The chief school administrator shall develop, in consultation with teaching staff members, job descriptions for each teaching staff member position and evaluation criteria for said positions based directly upon the job description. The job description shall be concise, stating major responsibilities as briefly as possible. All job descriptions shall be presented to the board for approval.

All teaching staff members shall be evaluated against criteria that evolve logically from the instructional priorities and program objectives of each staff member as specified in the job description for his/her position.

Criteria must include but need not be limited to consideration of pupil progress; instructional skills; subject knowledge; professional conduct and growth; human relations skills; classroom management skills. These criteria shall also apply to requirements for continuing education and shall be incorporated into each teacher's professional development plan. The individual professional improvement plans shall be aligned to professional development standards for teachers.

Tenured teaching staff members shall be observed and evaluated at least once each year by properly certified persons. Nontenured teaching staff members shall be observed and evaluated at least three times each year by properly certified district staff.

The evaluation procedures shall provide continuous, constructive, cooperative interaction and communication between the teaching staff member and his/her supervisor/evaluator, thus ensuring a valid basis for performance review. All procedures for the evaluation of teaching staff members shall be in compliance with law and regulation.

All evaluative procedures shall include review of each teacher's progress toward achievement of the state-required goal of 100 clock hours of professional development every five years. Evaluative procedures shall recognize that the purpose of this goal is to assist teaching staff in obtaining and maintaining the knowledge and skills essential to student achievement of the state's Core Curriculum Content Standards. In any instance where an individual teacher fails to make annual progress toward meeting the 100-hour requirement, or where a professional fails to satisfy the requirement fully within the five-year period, the district administration shall take appropriate remedial action, applying sound and accepted principles of progressive supervision as well as by using existing laws and rules to the fullest extent.

EVALUATION (continued)

The district administration shall recognize each teacher's fulfillment of the continuing education requirement. For evaluative purposes, a teacher has fulfilled his/her professional improvement plan when his/her students have demonstrated satisfactory progress toward achievement of the curriculum standards, as well as the educational goals of this district.

At the end of the first five-year cycle, the district administration shall annually report all instances of noncompliance and actions taken to address them to the State Department of Education. The board of trustees shall cooperate with the County Professional Development Board and the county superintendent in evaluating its program and progress toward goals.

The chief school administrator shall distribute, post or otherwise make available to each teaching staff member a copy of this policy statement, his/her job description, and his/her evaluation criteria annually by October 1, and shall distribute any amendments to those documents within 10 working days of their becoming effective. Evaluations shall be completed before April 30 in compliance with law.

The chief school administrator shall report at least annually on the effectiveness of the evaluation system and shall recommend means to improve it whenever desirable.

The chief school administrator shall, in the implementation of this policy, develop procedures in consultation with teaching staff members for:

- A. The collection and reporting of data that are appropriate to the job description and minimally include the observation of classroom instruction;
- B. Observation conferences between the teaching staff member and the supervisor; the preparation of a written evaluation for each of the three observations of nontenured staff members; and an evaluation for each observation of a tenured staff member;
- C. The preparation of individual professional improvement plans that include specific guidance to the teacher on activities that would contribute to his/her obtaining and maintaining the knowledge and skills essential to student achievement of the state's core curriculum standards;
- D. The preparation by the supervisor of an annual written performance report which shall include the annual evaluation of the teacher, an individual professional improvement plan developed by the staff member and the supervisor, and a summary of the results of the formal and informal assessment of his/her pupils along with a statement of how these indicators relate to the effectiveness of the overall program and the performance of the staff member;
- E. The conduct of the annual summary conference;
- F. The signing of the annual written performance report by the properly certified supervisor/evaluator and the staff member.

All such procedures shall conform to law.

This policy and related procedures shall be reviewed at least yearly, and any necessary revisions made before readoption by the board.

Date:



EVALUATION (continued)Key Words

Evaluation, Teacher Evaluation, Personnel Evaluation

|                                 |  |  |
|---------------------------------|--|--|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:415                  | General rulemaking power   |
|                                 | <u>N.J.S.A.</u> 18A:4-16                 | Incidental powers conferred  |
|                                 | <u>N.J.S.A.</u> 18A:610 <u>et seq.</u>   | Dismissal and reduction in compensation of persons under tenure in public school system  |
|                                 | <u>N.J.S.A.</u> 18A:273.1 through 3.3    | Nontenured teaching staff; observation and evaluation; conference; purpose   |
|                                 | <u>N.J.S.A.</u> 18A:27-10 <u>et seq.</u> | Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 31                          |
|                                 | <u>N.J.S.A.</u> 18A:285                  | Tenure of teaching staff members   |
|                                 | <u>N.J.S.A.</u> 18A:2914                 | Withholding increments; causes; notice of appeals  |
|                                 | <u>N.J.S.A.</u> 18A:36A                  | Charter School Program Act of 1995   |
|                                 | <u>N.J.A.C.</u> 6:30-2.1(a)8             | Purpose and program descriptions   |
|                                 | <u>N.J.A.C.</u> 6A:9-15.1 <u>et seq.</u> | Required Professional Development for Teachers   |
|                                 | <u>N.J.A.C.</u> 6A:32-4.1(e) (f)         | Employment of teaching staff   |
|                                 | <u>N.J.A.C.</u> 6A:324.4                 | Evaluation of tenured teaching staff members   |
|                                 | <u>N.J.A.C.</u> 6A:32-4.5                | Evaluation of nontenured teaching staff members  |
|                                 | <u>N.J.A.C.</u> 6A:324.6                 | Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of a notice of nonreemployment |
|                                 | <u>N.J.A.C.</u> 6A:32-5.1 <u>et seq.</u> | Standards for determining seniority  |

Manual for the Evaluation of Local School Districts

Lacey Township Bd. of Ed. v. Lacey Township Education Association, 130 N.J. 312 (1992), aff'g 259 N.J. Super. 397 (App. Div. 1991)

Possible

|                                 |              |  |
|---------------------------------|--------------|--|
| <b><u>Cross References:</u></b> | 2130         | Administrative staff   |
|                                 | *2131        | Chief school administrator                                     |
|                                 | 4000         | Concepts and roles in personnel                                |
|                                 | 4010         | Goals and objectives   |
|                                 | *4112.6      | Personnel records  |
|                                 | *4115        | Supervision  |
|                                 | *4117.41     | Nonrenewal   |
|                                 | *4131/4131.1 | Staff development; inservice education/visitations/conferences |
|                                 | *4215        | Supervision  |
|                                 | *4216        | Evaluation   |
|                                 | *6143.1      | Lesson plans   |
|                                 | *6200        | Adult/community education                                      |

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### NONRENEWAL

The board shall renew the employment contract of a nontenured teaching staff member by a recorded roll call majority vote of the full board only upon the recommendation of the chief school administrator. A nontenured teaching staff member who is not recommended for renewal by the chief school administrator shall be deemed nonrenewed. Written notice of nonrenewal of employment will be sent to the employee by the board secretary. This notice will be given by the date specified by law.

A written request from a nontenured teaching staff member for a written statement of reasons for nonreemployment will be honored by the board of trustees.

An informal appearance before the board may be requested in writing within 10 calendar days and shall be scheduled within 30 days of receipt of the board's statement of reasons.

It is the board of trustees' prerogative to determine the date, starting time and length of an informal appearance, the purpose of which shall be to permit the staff member a final opportunity to convince the board of trustees to offer reemployment. Written notice of date and time will be provided to the staff member at least five days prior to the informal appearance.

The nontenured teaching staff member may be represented by counsel or one individual of his/her choosing and may present witnesses on his/her behalf. Those witnesses are not subject to crossexamination by the board of trustees and will be excused from the hearing after making their statements.

Within three days following the informal appearance, the board of trustees or its designee will notify the teaching staff member, in writing, of the board's final decision.

Date:

### Key Words

Nonrenewal, Nontenured Teachers

|                          |   |   |
|--------------------------|---|---|
| <b>Legal References:</b> | <u>N.J.S.A.</u> 18A:273.1               | Nontenured teaching staff; observation and evaluation; conference; purpose                  |
|                          | <u>N.J.S.A.</u> 18A:273.2               | Teaching staff member; notice of termination; statement of reasons; request; written answer |
|                          | <u>N.J.S.A.</u> 18A:27-4.1              | Appointment, transfer, removal, or renewal of officers and employees; exceptions            |
|                          | <u>N.J.S.A.</u> 18A:2710 <u>et seq.</u> | Nontenure teaching staff member; offer of employment for next                               |

NONRENEWAL (continued)

|                                  |  |
|----------------------------------|--|
| <u>N.J.A.C. 6A:11</u>            | succeeding year or notice of termination before May 31 |
| <u>N.J.A.C. 6A:324.1 et seq.</u> | Charter Schools, Administrative Code                   |
| Employment of teaching staff     |  |
| <u>See particularly:</u>         |  |
| <u>N.J.A.C. 6A:324.6</u>         | <u>N.J.A.C. 6A:324.1(e),-4.1(f)</u>                    |
|                                  | Procedure for appearance of nontenured teaching        |
|                                  | staff members before a district board of education     |
|                                  | upon receipt of notice of nonreemployment              |

Donaldson v. North Wildwood Bd. of Ed., 65 N.J. 236 (1974)

Hicks v. Pemberton Township Board of Education, 1975 S.L.D. 332

Velasquez v. Brielle Board of Education, 97 N.J.A.R. 2d (EDU) (August 6), aff'g on different grounds Comm'r 96 N.J.A.R. 2d (EDU) (April 4)

Manual for the Evaluation of Local School Districts

**Possible**

**Cross References:**

|         |  |
|---------|--|
| *4115   | Supervision                              |
| *4116   | Evaluation                               |
| *4117.4 | Reduction in force/abolishing a position |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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REDUCTION IN FORCE/ABOLISHING A POSITION

The board of trustees has the right under state law to abolish unilaterally any existing position in whole or in part and to reduce the number of employees in any category for reasons of economy, reduction in the number of pupils, change in the administrative or supervisory organization, change in the educational program or other good cause.

Should it become necessary to reduce the number of employees in the district, the laws and regulations of the state shall be the controlling guides. If, in the case of such reduction, candidates for termination are nontenured personnel only, the primary basis for selection for termination or reduction shall be the needs of the district's educational program and the individual's contribution toward achievement of that program based on properly completed observations and evaluations.

If, in the case of such reduction, candidates for termination or reduction in grade are tenured in this district, the state regulations regarding seniority shall be the primary basis for decision. In the event that there should be equal applicable seniority among staff members, the decision for reduction or termination shall be based on the needs of the district's educational program and the individual's contribution toward achievement of that program based on properly completed observations and evaluations.

In no case shall any choice be based on arbitrary, capricious or discriminatory reasons.

The chief school administrator shall prepare guidelines for restructuring positions and for determining objectively which employees are to be dismissed as a result, and shall present his/her recommendations to the board for action.

Date:

Key Words

RIF, Reduction in Force, Abolishing a Position, Nontenured Teachers

|                                 |                          |   |
|---------------------------------|--------------------------|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:28-5 | Tenure of teaching staff members                              |
|                                 | <u>N.J.S.A.</u> 18A:289  | Reduction of force; power to reduce and reasons for           |
| reduction                       |                          |   |
|                                 | <u>N.J.S.A.</u> 18A:2810 | Reasons for dismissals of persons under tenure on account of  |
| reduction                       |                          |   |
|                                 | <u>N.J.S.A.</u> 18A:2811 | Seniority; board to determine; notice and advisory opinion    |
|                                 | <u>N.J.S.A.</u> 18A:2812 | Dismissal of persons having tenure on reduction; reemployment |
|                                 | <u>N.J.S.A.</u> 18A:36A  | Charter School Program Act of 1995                            |
|                                 | <u>N.J.A.C.</u> 6A:95.5  | Assignment of titles  |

REDUCTION IN FORCE/ABOLISHING A POSITION

N.J.A.C. 6A:325.1 Standards for determining seniority

Dennery v. Passaic County Regional High School District Bd. of Ed., 131 N.J. 626 (1993)

Primka v. Edison, 93 NJAR 2d (EDU) 91 aff'd State Board 93 NJAR 2d (EDU) 94 aff'd  
App. Div. unpub. Op. Dkt. No. A-2427-92T3 Jan. 18, 1994

Impey v. Board of Education of Shrewsbury, 142 N.J. 388 (1995)

Taxman v. Piscataway Bd. of Ed., 91 F. 3d 1542 (3d Cir. 1996)

**Possible**

|                                 |          |                            |
|---------------------------------|----------|----------------------------|
| <b><u>Cross References:</u></b> | *2131    | Chief school administrator |
|                                 | *4116    | Evaluation                 |
|                                 | *4117.41 | Nonrenewal                 |

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### CONFLICT OF INTEREST

An employee of the board shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties.

An employee of the board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the board shall not accept any benefit, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such benefit, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

Bribery and corrupt practices by employees as described in the criminal justice code are forbidden and shall be prosecuted to the full extent of the law.

#### Political Activities of Staff

All employees are prohibited from engaging in campaign activities on school property that potentially present a conflict of interest.

All employees are prohibited from engaging in any activity in the presence of students during performance of the employees' duties, which activity is intended or designed to promote, further or assert a position on any voting issue, board issue, or collective bargaining issue.

#### Disciplinary Action

Violations of this policy may result in disciplinary action.

Date:

#### Key Words

Royalties, Conflict of Interest, Political Activity of Staff

#### Legal References:

N.J.S.A. 2C:27-1 et seq.

See particularly:

N.J.S.A. 2C:27-5, -10, -11

Bribery and Corrupt Influence

CONFLICT OF INTEREST (continued)

|  |  |
|--|--|
| <u>N.J.S.A.</u> 18A:6-8                  | Interest of school officers, etc., in sale of textbooks or supplies; royalties |
| <u>N.J.S.A.</u> 18A:6-8.4                | Right to hold elective or appointive state, county or municipal office         |
| <u>N.J.S.A.</u> 18A:11-1                 | General mandatory powers and duties  |
| <u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u> | School Ethics Act  |
| <u>See particularly:</u>                 |  |
| <u>N.J.S.A.</u> 18A:12-24                |  |
| <u>N.J.S.A.</u> 18A:54-20                | Powers of board (county vocational schools)                                    |
| <u>N.J.S.A.</u> 19:34-15                 | Electioneering within or about polling place; misdemeanor                      |
| <u>N.J.A.C.</u> 6A:4-1.1 <u>et seq.</u>  | Appeals  |
| <u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u> | School Ethics Commission   |

Green Township Education Association v. Rowe, et al., 328 N.J. Super 525 (App. Div. 2000)

PossibleCross References:

|          |   |
|----------|---|
| *1140    | Distribution of materials by pupils and staff |
| 1313     | Gifts to district employees                   |
| *4112.8  | Nepotism                                      |
| 4117.50  | Standards for staff discipline                |
| 4118.2   | Freedom of speech                             |
| *4119.22 | Conduct and dress                             |
| *4119.23 | Employee substance abuse                      |
| *4138    | Nonschool employment                          |
| *4212.8  | Nepotism                                      |
| *9270    | Conflict of interest                          |

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### CONDUCT AND DRESS

The board of trustees expects staff conduct to be that of appropriate role models for pupils.

The board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty:

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting their assignments;
- C. Dress in a manner that does not cause damage to district property;
- D. Dress and be groomed in such a way so as not to cause a health or safety hazard.

If a staff member feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the chief school administrator.

#### Unbecoming Conduct

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the board upon recommendation of the chief school administrator and in accordance with statute shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

Unbecoming conduct sufficient to warrant board review may result from a single flagrant incident or from a series of incidents.

Date:

#### Key Words

Employee Conduct, Employee Dress

|                                 |                          |   |
|---------------------------------|--------------------------|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:6-10 | Dismissal and reduction in compensation of persons under tenure in public school system |
|                                 | <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties   |



CONDUCT AND DRESS (continued)

N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc., employment thereunder  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Hicks v. Pemberton Bd. of Ed., 1975 S.L.D. 332

Quiroli v. Linwood Bd. of Ed., 1974 S.L.D. 1035

Carlstadt Teachers Ass'n v. Carlstadt Bd. of Ed., App. Div., unreported decision (docket no. A-1469-80-T4, decided March 26, 1982), 1982 S.L.D. 1448

Possible

Cross References:

|          |                                |
|----------|--------------------------------|
| 4117.50  | Standards for staff discipline |
| 4119.2   | Responsibilities               |
| *4119.21 | Conflict of interest           |
| *4119.23 | Employee substance abuse       |
| 4119.24  | Staff/pupil relations          |
| *4138    | Nonschool employment           |
| *4138.2  | Private tutoring               |
| *6144    | Controversial issues           |

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### EMPLOYEE SUBSTANCE ABUSE

#### General All Employees

The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the board.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana 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 nonrenewal, suspension, or termination at the discretion of the board of trustees.

For the purposes of this policy "worksite" shall include any school building, or any school premises and any schoolowned vehicles or any other schoolapproved vehicle used to transport students to and from school or school activities. Worksite also includes offschool property during any schoolsponsored or schoolapproved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

The board of trustees, 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 is not limited to nonrenewal, suspension, or termination at the discretion of the board.

Illegal gambling is not permitted in or on the school worksite.

Smoking by employees in school buildings or on school grounds is prohibited.

The chief school administrator shall establish a drugfree awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

#### 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 drugfree workplace and maintain a good faith effort to continue to maintain a drugfree workplace. To this end, employees engaged in school worksites as a result of federal grant moneys shall in addition to complying with requirements of the programs shall also be in strict compliance with this policy.

The board of trustees shall notify all employees whose work performance is done in connection with a federal grant 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.

EMPLOYEE SUBSTANCE ABUSE (continued)

Date:

Key Words

Smoking; Drinking; Drugs; Smoking Prohibition; Employee Smoking, Drinking, Use of Drugs on School Premises

|                                 |   |   |
|---------------------------------|---|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 2C:3316   | Alcoholic beverages; bringing or possession on school property by person of legal age; penalty                              |
|                                 | <u>N.J.S.A.</u> 2C:35-1 <u>et seq.</u>  | Comprehensive Drug Reform Act of 1987   |
|                                 | <u>N.J.S.A.</u> 18A:111   | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:16-2  | Physical examinations; requirement  |
|                                 | <u>N.J.S.A.</u> 18A:274   | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder                     |
|                                 | <u>N.J.S.A.</u> 18A:36-32   | Cigarette coin-operated vending machines; operation, installation or maintenance on property used for school purposes; fine |
|                                 | <u>N.J.S.A.</u> 18A:5420  | Powers of board (county vocational schools)   |
|                                 | <u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>   | New Jersey Smoke-Free Air Act   |
|                                 | <u>N.J.A.C.</u> 6A:16-6.3   | Reporting students or staff members to law enforcement authorities  |
|                                 | <u>N.J.A.C.</u> 6A:16-6.5   | Confidentiality of student or staff member involvement in substance abuse intervention and treatment programs               |
|                                 | <u>N.J.A.C.</u> 6A:26-12.2(a)4  | Policies and procedures for school facility operation   |
|                                 | <u>New Jersey Constitution</u> , Art. IV, § VII, <u>par. 2</u>                                    |   |
|                                 | AntiDrug Abuse Act of 1988  |   |
|                                 | DrugFree Workplace Act of 1988  |   |
|                                 | <u>A Uniform State Memorandum of Agreement Between Education and Law Enforcement</u>              |   |
|                                 | <u>Officials</u> (1999 Revisions)   |   |
|                                 | <u>No Child Left Behind Act of 2001</u> , Pub. L. 107-110, <u>20 U.S.C.A.</u> 6301 <u>et seq.</u> |   |

**Possible**

|                                 |            |   |
|---------------------------------|------------|---|
| <b><u>Cross References:</u></b> | *1330      | Use of school facilities                  |
|                                 | *1410      | Local units                               |
|                                 | *3220/3230 | State funds; federal funds                |
|                                 | *3515      | Smoking prohibition                       |
|                                 | *4112.4    | Employee health                           |
|                                 | 4117.50    | Standards for staff discipline            |
|                                 | *4219.23   | Employee substance abuse                  |
|                                 | *5131.6    | Drugs, alcohol, tobacco (substance abuse) |

EMPLOYEE SUBSTANCE ABUSE (continued)

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### SUBSTITUTE TEACHERS

The chief school administrator shall make provision to employ the services of substitute teachers in order to maintain the effective operation of the educational program.

The board shall approve potential substitute personnel and the positions in which they may substitute. The employment of a substitute teacher prior to approval by the board is authorized only when such employment is required to maintain continuity in the educational program. Retroactive approval shall be asked from the board at the next regular meeting.

Teacher substitutes must have at least a valid substitute teaching credential issued by the county superintendent, and preferably hold a degree.

Any substitute teacher shall be entitled only to the wages approved by the board on a per diem basis, and to no other benefits.

Persons employed as aides may not perform as substitutes for professional employees unless they are boardapproved substitute teachers.

The chief school administrator shall recruit, screen and recommend to the board candidates for employment as instructional substitutes. He/she shall:

- A. Develop procedures for the assignment of substitutes;
- B. Develop methods of evaluating substitute teachers and recommend the retention on the board's approved substitute list of those substitutes who have performed their duties satisfactorily.

Date:

### Key Words

Substitute Teachers

### Legal References:

N.J.S.A. 18A:67.1  
through 7.5

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception ...

N.J.S.A. 18A:161.1

May appoint temporary officers and employees

N.J.S.A. 18A:274

Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

N.J.S.A. 18A:274.1

Appointment, transfer, removal, or renewal of officers and employees; exceptions

N.J.S.A. 18A:2916

Emergency certificates; daybyday basis substitute

SUBSTITUTE TEACHERS (continued)

N.J.A.C. 6A:96.5 County substitute credential  
N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

Sayreville Education Ass'n v. Sayreville Bd. of Ed., App. Div., unreported decision (docket no. A489982T2, decided April 12, 1984)

Lammers v. Bd. of Ed. of Borough of Point Pleasant, Ocean County, S/B  
(June 5, 1991)

**Possible**

**Cross References:**   \*4111   Recruitment, selection and hiring  
                              \*4112.2   Certification  
                              \*4112.4   Employee health

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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STUDENT TEACHERS/INTERNS

The board encourages the chief school administrator to cooperate with colleges and universities in the placement of student teachers/administrative interns into the charter schools. Student teachers/administrative interns shall be placed with experienced staff members who agree to perform the necessary training and supervision.

The chief school administrator shall recommend and the board approve the selection and placement of student teachers and administrative interns. Student teachers/interns shall comply with the requirements of law regarding health examinations and criminal history checks.

The supervising teacher and principal shall be responsible for the conduct of student teachers while serving in the schools of this school. The chief school administrator shall be responsible for administrative interns.

Student teachers/interns shall be allowed to participate in school activities where their contributions would be appropriate to the educational program of the school.

No remuneration will be provided to student teachers or administrative interns.

Date:

Key Words

Student Teachers, Administrative Interns

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:6-7.1<br>Through -7.5  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
|                                 | <u>N.J.S.A.</u> 18A:11-1   | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:16-2<br>through -5   | Physical examinations; requirement ...  |
|                                 | <u>N.J.S.A.</u> 18A:16-6   | Indemnity of officers and employees against civil actions   |
|                                 | <u>N.J.S.A.</u> 18A:16-6.1   | Indemnity of officers and employees in certain criminal actions   |
|                                 | <u>N.J.S.A.</u> 18A:54-20  | Powers of board (county vocational schools)   |
|                                 | <u>N.J.A.C.</u> 6A:9-10.2  | Curriculum for teacher preparation programs   |
|                                 | <u>N.J.A.C.</u> 6A:9-10.3  | Supervision of practicum students   |
|                                 | <u>N.J.A.C.</u> 6A:32-4.1(d)(e)<br><u>See particularly:</u><br><u>N.J.A.C.</u> 6A:32-4.1(d), -4.1(e) | Employment of teaching staff  |

STUDENT TEACHERS/INTERNS (continued)

N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

**Possible**

|                                 |         |                                   |
|---------------------------------|---------|-----------------------------------|
| <b><u>Cross References:</u></b> | *4111   | Recruitment, selection and hiring |
|                                 | *4112.4 | Employee health                   |
|                                 | *4121   | Substitute teachers               |
|                                 | *4123   | Classroom aides                   |
|                                 | *6162.4 | Community resources               |

\*Indicates policy is included in the Critical Policy Reference Manual.



## Policy

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### CLASSROOM AIDES (PARAPROFESSIONALS)

The board, within its financial means, may hire aides (paraprofessionals) as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's (paraprofessional's) constructive involvement with the class. The primary benefit must be to the pupils.

Classroom aides (paraprofessionals) shall be under the supervision of the classroom teacher.

All aide (paraprofessional) job descriptions must be approved by the county superintendent. All aides (paraprofessionals) shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

In accordance with federal law, the chief school administrator shall establish procedures to release information, upon request, regarding the qualifications of classroom aides (paraprofessionals) to parents/guardians for any classroom aide (paraprofessional) who is employed by a school receiving Title I funds and who provides instructional assistance to their children.

### Qualification of classroom aides (paraprofessionals) in Title I schools

All classroom aides (paraprofessionals) paid in whole or in part with Title 1 funds shall be qualified in accord with federal law. All such paraprofessional (classroom aides) must have a high school diploma or its equivalent. All such classroom aides (paraprofessionals), except those working as translators or solely in conducting parent involvement activities, also must meet one of the following criteria:

- A. Completed at least two years of study at an institution of higher education;
- B. Obtained an associate's (or higher) degree; or
- C. Passed a formal state or local assessment demonstrating ability to assist in instructing reading, writing and mathematics or reading readiness, writing readiness and mathematics readiness, as appropriate.

Date:

### Key Words

Aides; Classroom Aides; Teacher Aides; Background Check; Paraprofessionals; Personnel Background Check

### Legal References:

N.J.S.A. 18A:67.1  
through 7.5

N.J.S.A. 18A:111

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
General mandatory powers and duties

CLASSROOM AIDE (PARAPROFESSIONALS (continued)

N.J.S.A. 18A:162  
through 5 Physical examinations; requirement ...

N.J.S.A. 18A:5420 Powers of board (county vocational schools)

N.J.A.C. 6A:32-6.1 et seq. School Employee Physical Examinations

N.J.A.C. 6A:324.7 Approval of paraprofessional staff

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible****Cross References:**

\*3541.1 Transportation routes and services

\*3542 Food service

\*4212.4 Employee health

\*4215 Supervision

\*4216 Evaluation

4221 Noninstructional substitutes

\*5131 Conduct/discipline

\*6162.4 Community resources

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The board of trustees recognizes its legal obligation to provide inservice activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives. It is of particular concern to the board that continuing education for teaching staff provide demonstrable contributions toward student achievement of the Core Curriculum Content Standards.

The chief school administrator shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings.

Pride Academy Charter School will begin each school year with an 8-day teacher orientation program. By uploading the professional development opportunities before school begins, Pride Academy Charter School aims to begin the school year as a strong united front on issues of discipline, data collection, curriculum mapping, and targeted whole school instructional practices, as well as the time needed for lesson planning, classroom organization, and general set-up.

To be in compliance with state requirements, each teacher employed in this district as of the effective date specified in code shall complete 100 clock hours of state-approved continuing professional development and/or inservice every five years. Appropriate steps toward achieving this goal shall be included in the content of each teaching staff member's annual professional improvement plan. It is the individual teacher's responsibility in accordance with district policies, to assure that a teacher meets the professional development requirement. There is no mandated financial obligation on the part of the district.

The 100-hour requirement may be satisfied through a combination of state-approved experiences including: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities recommended by the Professional Teaching Standards Board and approved by the Commissioner of Education. Part or all of the 100-hour requirement may be satisfied through an inservice program that has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendation of the Professional Teaching Standards Board. Completion of each actual hour of approved training shall satisfy the requirement for one hour of continuing education.

In accordance with administrative code, the school's plan for professional development shall be developed and submitted for approval to the County Professional Development Board and then to the board of trustees.

The board of trustees reserves the right to deny any plan that fails to advance the charter school's goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards; or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

Staff participation that may require released time and/or financial reimbursement from the board will be determined by

STAFF DEVELOPMENT; INSERVICE EDUCATION/  
VISITATIONS/CONFERENCES (continued)

the board of trustees after recommendation by the chief school administrator.

Staff members who participate in outofdistrict programs at board expense shall submit a written report highlighting the main thrust and ideas observed by the participant.

The PACS Learning Cycle approach to instruction

All Pride Academy Charter School teachers will be instructed in summer professional development sessions and mandatory teacher orientation trainings on The PACS Learning Cycle approach to instruction via the recurring pattern of having students formulate questions, search for information, check their comprehension and then form a response to what they have learned. A PACS Learning Cycle curriculum will be written and used by teachers to introduce this four-step habit of mind to students.

The design of the Pride Academy Charter School's curriculum will also revolve around these four steps, with units highlighting connections with each appropriate step of the cycle. Furthermore, to establish the importance of The PACS Learning Cycle to all of education, Pride Academy Charter School will use the four steps as a cornerstone for critical school processes. Pride Academy Charter School's discipline policy will incorporate these four steps as a critical piece of student accountability and reflection. Pride Academy Charter School will use The PACS Learning Cycle as a format for shaping parent council discussions as well as for facilitating and driving faculty discussions. Finally, all bodies of student leadership, teams, and clubs will be encouraged to utilize The PACS Learning Cycle as an effective means of enhancing teamwork and growth.

Mandated Inservice Programs

The chief school administrator shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 100 clock hours of continuing education every five years.

Unique PACS programs as approved by NJDOE

**Pride Academy Charter School will establish and support an active professional learning community.**

- Each school year, Pride Academy Charter School teaching staff will participate in at least two certified professional development workshops targeted on achieving school-wide goals.
- ⑩ Each school year, Pride Academy Charter School teaching staff will produce at least two finished pieces related to individual P.I.P. forms to be included in teacher working portfolios.
  - Each school year, Pride Academy Charter School teaching staff will serve as lead teachers in creating and facilitating an in-house turn-key professional development workshop.

STAFF DEVELOPMENT; INSERVICE EDUCATION/  
VISITATIONS/CONFERENCES (continued)

- Each school year, Pride Academy Charter School teaching staff will rate the Pride Academy Charter School professional learning community as at least “satisfactory” according to annual teacher surveys.

Pride Academy Charter School fully comprehends the importance of creating and sustaining an active professional learning community as necessary for a school to serve its students. In order to challenge and support its student body, it is imperative that a school challenge and support the faculty in its quest for continuous learning and growth. To that end, Pride Academy Charter School recognizes the necessity of building deliberate time within its schedule for continuous teacher learning as well as the importance of designing a professional development program balanced between the need for both individual areas of interest and school-wide themes and approaches.

By using the PACS Learning Cycle’s four steps of questioning, seeking, understanding, and responding as the cornerstone upon which the professional development program will be built, the Pride Academy Charter School teachers will be best able to understand the complexities of the habits they wish to instill in their students as well as to serve as living models who use the cycle authentically and meaningfully.

Date:

Key Words

Staff Development, Professional Inservice, Visitations, Conferences, Continuing Education

|                                 |   |  |
|---------------------------------|---|--|
| <b><u>Legal References:</u></b> | <p><u>N.J.S.A.</u> 18A:7A11<br/> <u>See particularly:</u><br/> <u>N.J.S.A.</u> 18A:7A-11e<br/> <u>N.J.S.A.</u> 18A:17-46<br/> <br/> <u>N.J.S.A.</u> 18A:274<br/> <br/> <u>N.J.S.A.</u> 18A:307<br/> <u>N.J.S.A.</u> 18A:312<br/> <br/> <u>N.J.S.A.</u> 18A:40A3<br/> <u>See particularly:</u><br/> <u>N.J.S.A.</u> 18A:40A-3a, -18c</p> | <p>Annual report of local school district; contents;<br/> annual report of commissioner; report on<br/> improvement of basic skills<br/> Act of violence; report by school employee; notice of<br/> action taken; annual report<br/> Power of boards of education to make rules governing<br/> employment of teacher, etc.;<br/> employment thereunder<br/> Power of boards of education to pay salaries<br/> Attendance at conventions of New Jersey<br/> Education Association<br/> Initial inservice training programs; curriculum;<br/> availability</p> |
|---------------------------------|---|--|

STAFF DEVELOPMENT; INSERVICE EDUCATION/  
VISITATIONS/CONFERENCES (continued)

|  |   |
|--|---|
| <u>N.J.S.A.</u> 34:5A-10                         | Retention of workplace surveys  |
| <u>N.J.S.A.</u> 34:5A-13                         | Employee education and training program; certification of instructors   |
| <u>N.J.A.C.</u> 6A:7-1.6                         | Professional development  |
| <u>N.J.A.C.</u> 6A:14-1.2(b)13                   | District eligibility for assistance under IDEA Part B   |
| <u>N.J.A.C.</u> 6A:15-1.8                        | Inservice training  |
| <u>N.J.A.C.</u> 6A:9-15.1 <u>et seq.</u>         | Required Professional Development for Teachers  |
| <u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>        | <i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i> |
| <u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>         | Programs to Support Student Development   |
| <u>See particularly:</u>                         |   |
| <u>N.J.A.C.</u> 6A:16-3.1(a)4, -5.1(d), 6.2(b)12 |   |
| <u>N.J.A.C.</u> 6A:16-11.1 <u>et seq.</u>        | Reporting Allegations of Child Abuse and Neglect  |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>         | Evaluation of the Performance of School Districts   |
| <u>N.J.A.C.</u> 6A:32-4.1                        | Employment of teaching staff  |
| <u>N.J.A.C.</u> 6A:324.4                         | Evaluation of tenured teaching staff members  |
| <u>N.J.A.C.</u> 6A:324.5                         | Evaluation of nontenured teaching staff members   |

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References:

|              |  |
|--------------|--|
| *4115        | Supervision  |
| *4116        | Evaluation   |
| 4133         | Travel/reimbursement   |
| *4231/4231.1 | Staff development; inservice education/visitations/conferences |
| *5131.6      | Drugs, alcohol, tobacco (substance abuse)                      |
| *5141        | Health   |
| *5141.4      | Child abuse and neglect  |
| *6142.2      | English as a second language; bilingual/bicultural             |
| *6171.3      | At-risk and Title 1  |
| *6171.4      | Special education  |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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NONSCHOOL EMPLOYMENT

School employees shall not engage in outside activities or perform any services other than those assigned by the district during the hours of the prescribed school day.

No outside work by a staff member shall prevent him/her from properly performing assigned functions during duty hours or be prejudicial to his/her work effectiveness.

Date:

Key Words

Nonschool Employment; Employee Outside Activities

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:68.1                 | Leave of certain employees to serve in legislature  |
|                                 | <u>N.J.S.A.</u> 18A:68.2                 | Leave of certain employees to serve on board of chosen freeholders                                      |
|                                 | <u>N.J.S.A.</u> 18A:68.4                 | Right to hold elective or appointive state, county or municipal office                                  |
|                                 | <u>N.J.S.A.</u> 18A:111                  | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:12-24                | School officials; prohibited conduct  |
|                                 | <u>N.J.S.A.</u> 18A:1718                 | Full time required of superintendents; when   |
|                                 | <u>N.J.S.A.</u> 18A:274                  | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
|                                 | <u>N.J.S.A.</u> 52:13D12 <u>et seq.</u>  | New Jersey Conflicts of Interest Law  |
|                                 | <u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u> | School Ethics Commission  |

**Possible**

|                                 |          |                      |
|---------------------------------|----------|----------------------|
| <b><u>Cross References:</u></b> | *3514    | Equipment            |
|                                 | *4119.21 | Conflict of interest |
|                                 | *4138.2  | Private tutoring     |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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PRIVATE TUTORING

The board recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the district may require special help for some pupils beyond the regular classroom program. Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, regular classroom instruction.

Wherever possible within the working day, each teaching staff member shall assist assigned pupils in the remediation of individual learning difficulties.

In certain cases where extra help is desirable and the parents/guardians request such assistance, a teacher or administrator may recommend that the parents/guardians secure tutorial services for the pupil.

To avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall not tutor, for a fee, pupils enrolled in their classes or upon whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the board make a commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services.

Teachers shall not tutor any pupil for pay during regular working hours or on school premises.

Date:

Key Words

Tutoring, Conflict of Interest

|                                 |                           |   |
|---------------------------------|---------------------------|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:11-1  | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:27-4  | Power of boards of education to make rules governing employment of teachers, etc ;employment thereunder |
|                                 | <u>N.J.S.A.</u> 18A:54-20 | Powers of board (county vocational schools)   |

**Possible**

|                                 |          |                      |
|---------------------------------|----------|----------------------|
| <b><u>Cross References:</u></b> | *4119.21 | Conflict of interest |
|                                 | *4138    | Nonschool employment |
|                                 | *4219.21 | Conflict of interest |
|                                 | *4238    | Nonschool employment |
|                                 | 6164.6   | Tutoring             |
|                                 | *6173    | Home instruction     |

\*Indicates policy is included in the Critical Policy Reference Manual.



**Policy**

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EMPLOYEE SAFETY

Through its overall safety program, the board of trustees shall seek to ensure the safety of employees during working hours.

The board shall be diligent in maintaining safe working conditions for employees. It shall provide an Exposure Control Plan for the occupational containment of bloodborne pathogens as described in file code 4112.4 Employee health. The board shall also provide information on possible hazardous substances in the workplace, in accordance with law.

The board shall expect employees to follow all established safety rules and regulations, such as those pertaining to the use of safety equipment, the wearing of safety clothing and protective eye devices where appropriate, and the lifting or shifting of heavy weights.

Employees shall report all accidents to their supervisor immediately.

Date:

Key Words

Insurance Management, Accidents, Employee Safety

|                                 |                                 |  |
|---------------------------------|---------------------------------|--|
| <b><u>Legal References:</u></b> | <u>N.J.S.A. 2C:7-1 et seq.</u>  | Registration of sex offenders; definition; requirements                            |
|                                 | <u>N.J.S.A. 18A:162</u>         | Physical examinations; requirement   |
|                                 | <u>N.J.S.A. 18A:4012.1</u>      | Protective eye devices required for teachers, pupils and visitors in certain cases |
|                                 | <u>N.J.S.A. 18A:4012.2</u>      | Rules prescribing kinds, types and quality of devices                              |
|                                 | <u>N.J.S.A. 34:5A1 et seq.</u>  | Worker and Community Right to Know Act   |
|                                 | <u>N.J.S.A. 34:6A25 et seq.</u> | New Jersey Public Employees' Occupational Safety and Health Act                    |
|                                 | <u>N.J.S.A. 34:19-1 et seq.</u> | Conscientious Employee Protection Act  |
|                                 | <u>N.J.A.C. 6A:26-12.5</u>      | Eye protection in schools  |
|                                 | <u>N.J.A.C. 6A:32-12.1(a)</u>   | Reporting requirements   |
|                                 | <u>N.J.A.C. 12:100-4.2</u>      | Safety and Health Standards for Public Employees (Adoption by reference)           |

29 CFR 1910.1030 - Bloodborne Pathogen Standard

Manual for the Evaluation of Local School Districts**Possible**

|                                 |         |                                      |
|---------------------------------|---------|--------------------------------------|
| <b><u>Cross References:</u></b> | *3510   | Operation and maintenance of plant   |
|                                 | *3516   | Safety                               |
|                                 | *4111.1 | Nondiscrimination/affirmative action |
|                                 | *4112.4 | Employee health                      |
|                                 | *5142   | Pupil safety                         |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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ATTENDANCE PATTERNS

The board of trustees believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

The chief school administrator shall develop and the board shall adopt a plan to encourage all staff to strive for excellent attendance and punctuality records. These procedures should include a requirement that the staff member personally report all illnesses and request all leave at the earliest possible time. Procedures shall be in accordance with New Jersey statutes and district negotiated contracts.

The chief school administrator shall report on staff attendance and punctuality at every regular monthly board meeting.

Provisions shall be made for public acknowledgment of outstanding staff attendance records.

Date:

Key Words

Employee Attendance, Attendance Patterns, Attendance

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:111                  | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:274                  | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
|                                 | <u>N.J.S.A.</u> 18A:2914                 | Withholding increments; causes; notice of appeals   |
|                                 | <u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u>  | Sick Leave  |
|                                 | <u>N.J.S.A.</u> 18A:5420                 | Powers of board (county vocational schools)   |
|                                 | <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School Districts   |
|                                 | <u>N.J.A.C.</u> 6A:322.1                 | Definitions   |

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

ATTENDANCE PATTERNS (continued)

**Possible**

|                                 |         |   |
|---------------------------------|---------|---|
| <b><u>Cross References:</u></b> | 4150    | Leaves  |
|                                 | *4151.1 | Personal illness and injury/health and hardship |
|                                 | 4151.6  | Religious observance                            |
|                                 | 4151.7  | Emergency/personal                              |
|                                 | *4251   | Attendance patterns                             |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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PERSONAL ILLNESS AND INJURY/HEALTH AND HARDSHIP

The board will consider requests for extension of sick leave benefits on a casebycase basis, consistent with State and Federal law.

Date:

Key Words

Leaves, Sick Leave, Attendance, Attendance Patterns, Employee Attendance

|                                 |  |   |
|---------------------------------|--|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:66                   | No sex discrimination   |
|                                 | <u>N.J.S.A.</u> 18A:666                  | Rights and benefits of personnel (educational services commission)                                      |
|                                 | <u>N.J.S.A.</u> 18A:162                  |   |
|                                 | through -5                               | Physical examinations; requirement ...  |
|                                 | <u>N.J.S.A.</u> 18A:274                  | Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder |
|                                 | <u>N.J.S.A.</u> 18A:301                  | Definition of sick leave  |
|                                 | <u>N.J.S.A.</u> 18A:302                  | Sick leave allowable  |
|                                 | <u>N.J.S.A.</u> 18A:306                  | Prolonged absence beyond sick leave period  |
|                                 | <u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u> | School Employee Physical Examinations   |

Ramsey Teachers Ass'n v. Ramsey Bd. of Ed., 1979 S.L.D. 862, St. Bd. rev'g 1978 S.L.D. 518, aff'd App. Div., 1980 S.L.D. 1528

Cole v. Essex County Vocational School District Bd. of Ed., 1986 S.L.D. 1855

Possible

|                                 |       |                     |
|---------------------------------|-------|---------------------|
| <b><u>Cross References:</u></b> | 4150  | Leaves              |
|                                 | *4151 | Attendance patterns |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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SUPERVISION

The chief school administrator shall ensure development of procedures for observation and supervision of all employees so that optimum support is provided for the educational program.

Such observation and supervision shall not be limited to that which is required for effective performance evaluation.

Each support staff member shall be made aware of this policy at the beginning of his/her employment.

Date:

Key Words

Support Staff Supervision, Supervision

**Legal References:**      N.J.S.A. 18A:111      General mandatory powers and duties  
                                 N.J.S.A. 18A:5420      Powers of board (county vocational schools)

**Possible**  
**Cross References:**      \*4216      Evaluation  
                                 \*4231/4231.1      Staff development; inservice education/visitations/conferences

\*Indicates policy is included in the Critical Policy Reference Manual.

## Policy

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### EVALUATION

The chief school administrator shall maintain factual personnel records on all support employees and shall direct evaluation procedures.

Before increments for support staff members are approved for succeeding years, administrative and supervisory personnel in the schools shall submit to the chief school administrator a report on the work and attitude of each employee under their jurisdiction.

The employee's supervisor has the responsibility for seeing that each employee knows the basis upon which he/she is to be evaluated in advance of the evaluation.

Date:

### Key Words

Evaluation, Personnel Evaluation

|                          |                           |  |
|--------------------------|---------------------------|--|
| <b>Legal References:</b> | <u>N.J.S.A.</u> 18A:111   | General mandatory powers and duties  |
|                          | <u>N.J.S.A.</u> 18A:172   | Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees |
|                          | <u>N.J.S.A.</u> 18A:173   | Tenure of janitorial employees   |
|                          | <u>N.J.S.A.</u> 18A:38-33 | Tenure of attendance officers in city districts  |

### Possible

|                          |          |                                    |
|--------------------------|----------|------------------------------------|
| <b>Cross References:</b> | *3510    | Operation and maintenance of plant |
|                          | *3541.33 | Transportation safety              |
|                          | *4212.6  | Personnel records                  |
|                          | 4217.51  | Withholding increment              |
|                          | 4217.52  | Dismissal/suspension               |

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

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NONINSTRUCTIONAL AIDES

The board, within its financial means, may hire aides as recommended by the chief school administrator.

It is the responsibility of the classroom teacher to plan for any teacher aide's constructive involvement with the class. The primary benefit must be to the pupils.

Lunchroom and playground aides shall be under the supervision of appropriate certified personnel.

All aide job descriptions must be approved by the county superintendent. All noninstructional aides shall be required to comply with the provisions of the law regarding health examinations and criminal history checks.

Date:

Key Words

Aides, Noninstructional Aides, Background Check, Personnel Background Check

|                                 |  |  |
|---------------------------------|--|--|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:67.1<br>through 7.5  | Criminal history record; employee in regular contact with pupils;<br>grounds for disqualification from employment; exception ... |
|                                 | <u>N.J.S.A.</u> 18A:111                  | General mandatory powers and duties  |
|                                 | <u>N.J.S.A.</u> 18A:162<br>through 5     | Physical examinations; requirement   |
|                                 | <u>N.J.S.A.</u> 18A:27-4.1               | Appointment, transfer, removal, or renewal of officers and<br>employees; exceptions  |
|                                 | <u>N.J.S.A.</u> 18A:5420                 | Powers of board (county vocational schools)  |
|                                 | <u>N.J.A.C.</u> 6A:324.7                 | Approval of paraprofessional staff   |
|                                 | <u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u> | School Employee Physical Examinations  |

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986

**Possible**

|                                 |         |                                    |
|---------------------------------|---------|------------------------------------|
| <b><u>Cross References:</u></b> | *3541.1 | Transportation routes and services |
|                                 | *3542   | Food service                       |
|                                 | *4212.4 | Employee health                    |
|                                 | *4215   | Supervision                        |
|                                 | *4216   | Evaluation                         |
|                                 | 4221    | Noninstructional substitutes       |
|                                 | *6162.4 | Community resources                |

\*Indicates policy is included in the Critical Policy Reference Manual.

|          |               |
|----------|---------------|
| <u>X</u> | Monitored     |
| <u>X</u> | Mandated      |
| <u>X</u> | Other Reasons |

## Policy

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### STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The board recognizes that the skills required of support staff members change with changing technology. In order to ensure both optimum efficiency in district operations, and the continued growth in expertise of the staff, the chief school administrator shall ensure that appropriate programs of inservice training shall be developed for support staff as necessary.

The chief school administrator may recommend to the board the granting of leave for attendance of personnel at state, regional, and national jobrelated meetings without pay deduction and with expenses paid by the school system according to established allowances.

#### Mandated Inservice Programs

The chief school administrator shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law.

Date:

#### Key Words

Staff Development; Inservice; Visitations; Conferences

|                                 |   |   |
|---------------------------------|---|---|
| <b><u>Legal References:</u></b> | <u>N.J.S.A.</u> 18A:111                   | General mandatory powers and duties   |
|                                 | <u>N.J.S.A.</u> 18A:17-46                 | Act of violence; report by school employee; notice of action taken; annual report |
|                                 | <u>N.J.S.A.</u> 18A:307                   | Power of boards of education to pay salaries                                      |
|                                 | <u>N.J.S.A.</u> 18A:312                   | Attendance at conventions of New Jersey Education Association                     |
|                                 | <u>N.J.S.A.</u> 18A:40A3                  | Initial inservice training programs; curriculum; availability                     |
|                                 | <u>See particularly:</u>                  |   |
|                                 | <u>N.J.S.A.</u> 18A:40A-3a, -18c          |   |
|                                 | <u>N.J.S.A.</u> 18A:36A                   | Charter School Program Act of 1995  |
|                                 | <u>N.J.S.A.</u> 18A:5420                  | Powers of board (county vocational schools)                                       |
|                                 | <u>N.J.S.A.</u> 34:5A-10                  | Retention or workplace surveys  |
|                                 | <u>N.J.S.A.</u> 34:5A-13                  | Employee education and training program; certification of instructors             |
|                                 | <u>N.J.A.C.</u> 6A:7-1.6                  | Professional development  |
|                                 | <u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u> | <i>Improving Standards-Driven Instruction and Literacy</i>                        |



STAFF DEVELOPMENT; INSERVICE EDUCATION/  
VISITATIONS/CONFERENCES (continued)

*and Increasing Efficiency in Abbott School Districts*

|  |  |
|--|--|
| <u>N.J.A.C. 6A:16-1.1 et seq.</u><br><u>See particularly:</u><br><u>N.J.A.C. 6A:16-3.1(a)4,</u><br><u>-5.1(d), -6.2(b)12</u> | Programs to Support Student Development  |
| <u>N.J.A.C. 6A:16-11.1 et seq.</u><br><u>N.J.A.C. 6A:30-1.1 et seq.</u>  | Reporting Allegations of Child Abuse and Neglect<br>Evaluation of the Performance of School<br>Districts |
| <u>N.J.A.C. 6A:3214.1</u>  | Review of mandated programs and services   |

Manual for the Evaluation of Local School Districts

Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

|                                 |         |                                      |
|---------------------------------|---------|--------------------------------------|
| <b><u>Cross References:</u></b> | *2224   | Nondiscrimination/affirmative action |
|                                 | *4215   | Supervision                          |
|                                 | *4216   | Evaluation                           |
|                                 | 4233    | Travel/reimbursement                 |
|                                 | *5141   | Health                               |
|                                 | *5141.4 | Child abuse and neglect              |

\*Indicates policy is included in the Critical Policy Reference Manual.