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00.01 ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the West Windsor-Plainsboro Regional School District Board of Education are hereby adopted and that all bylaws and policies heretofore adopted by the West Windsor-Plainsboro Regional School District Board of Education and inconsistent with the bylaws and policies hereby adopted are hereby rescinded, and be it further

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.

Adopted by the West Windsor-Plainsboro Regional School District Board of Education in the County of Mercer at a public meeting held at Community Middle School, Plainsboro, New Jersey on the 24th day of June, 2003.

00.02 INTRODUCTION

Definitions

The following terms used in these bylaws, policies and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

"Board" means the Board of Education of West Windsor-Plainsboro Regional School District.

"Bylaw" means a rule of the Board for its own operation.

"Chief School Administrator" means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

"Commissioner" means the New Jersey State Commissioner of Education.

"County Superintendent" means the County Superintendent of Schools for Mercer County.

"Day" means a calendar day.

"Full Board" means the authorized number of voting members of the Board of Education.

"Meeting" means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

"Collective Bargaining" or "Negotiated Agreement" means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

"Parent" means the parent(s) or legal guardian(s) having legal custody and control of a pupil.
"Policy" means a statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and pupils, and gives direction to the Superintendent.

"Principal" means the administrator in charge of a school building or facility; except where prohibited by law,

"Principal" also means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

"President" means the President of the Board of Education.

"Professional employee" means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

"Pupil" or "Student" means a person enrolled in a school in this district.

"Regulation" means a statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

"Secretary" means the Secretary of the Board of Education.

"Superintendent" means the Chief School Administrator of this school district; except where prohibited by law, "Superintendent or designee" also means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

"Support staff member" means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

"Teaching staff member" means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

"Treasurer" means the Treasurer of School Monies for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;

2. Language shall be construed to have a meaning that complies with law;

3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier;

4. The Board reserves the right to revert to previous policy and/or past practice in any policy area that this revised policy manual fails to address;
5. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of state and federal laws and regulations:

1. United States Statutes
   20 U.S.C.A. Education

2. United States Regulations
   34 C.F.R. Education

3. New Jersey Statutes
   N.J.S.A. 2C Code of Criminal Justice
   N.J.S.A. 9 Children-Juvenile and Domestic Relations
   N.J.S.A. 10 Civil Rights
   N.J.S.A. 11 Civil Service
   N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
   N.J.S.A. 18A Education
   N.J.S.A. 19 Elections
   N.J.S.A. 24 Food and Drug
   N.J.S.A. 26 Health and Vital Statistics
   N.J.S.A. 27 Highways
   N.J.S.A. 30 Institutions and Agencies
   N.J.S.A. 34 Labor and Worker's Compensation
   N.J.S.A. 36 Legal Holidays
   N.J.S.A. 39 Motor Vehicles and Traffic Regulation
   N.J.S.A. 41 Oaths and Affidavits
   N.J.S.A. 45 Professions and Affidavits
   N.J.S.A. 47 Public Records
   N.J.S.A. 52 State Government, Departments, and Officers
   N.J.S.A. 53 State Police
   N.J.S.A. 54 Taxation
   N.J.S.A. 59 Tort Claims
4. New Jersey Administrative Code

N.J.A.C. 1 Administrative Law
N.J.A.C. 6 & 6A Education
N.J.A.C. 8 Health
N.J.A.C. 10 Human Services
N.J.A.C. 13 Law and Public Safety
N.J.A.C. 17 Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Assistant Superintendent of Pupil Personnel Services and shall be the manual to which all others may be compared for accuracy.

0000 BYLAWS

Number Title

0110 Identification
0120 Authority and Powers
0121 Board Functions and Duties
0131 Bylaws and Policies
0132 Executive Authority
0133 Adjudication of Disputes
0134 Board Self Evaluation
0135 Expressions of Sentiment
0136 Board of Education Participation in High School Graduation
0141 Board Member Number and Term
0142 Board Member Qualifications
0142.1 Board Member Conduct
0142.2 State Mandated Code of Ethics
0142.3 West Windsor-Plainsboro Regional School Board Member Code of Ethics
0143 Board Member Election
0143.1 Filling Vacancies
0143.2 Student Representatives to the Board of Education
0144 Board Member Orientation
0144.1 Memberships in School Boards Associations
0145 Board Member Resignation and Removal
0110 IDENTIFICATION

Name

The official name of the Board of Education shall be "West Windsor-Plainsboro Regional School District Board of Education."

Purpose

The Board of Education exists for the purpose of providing a thorough and efficient system of free public education in grades Kindergarten through twelve in the West Windsor-Plainsboro Regional School District.

Composition

The West Windsor-Plainsboro Regional School District is comprised of all the area within the municipal boundaries of West Windsor and Plainsboro Townships.

Classification

The school district shall be classified as a Type II district.
Address

The address of the Board of Education shall be 505 Village Road, Princeton Junction, New Jersey 08550.


Adopted: 24 June 2003

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The Board of Education is constituted, authorized, and governed by the statutes of the State of New Jersey, Title 18A, Education.

Powers

The Board shall make, amend, and repeal rules not inconsistent with statutes or with the rules of the State Board of Education for its own government and the transaction of its business and for the government and management of the public schools and the public property of the school district and for the employment, regulation of, conduct, and discharge of its employees. The Board shall perform all acts and do all things, consistent with law and the rules of the State Board, necessary for the proper conduct, equipment and maintenance of the public schools of the district.

18A:20-1; 18A:27-4

Adopted: 24 June 2003

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The general mandatory powers and duties of the Board are defined in 18A:11-1 of the New Jersey Statutes. Other statutes state or imply that a local Board of Education has full power to operate the local public schools as it deems fit in compliance with state and federal mandates and pertinent laws of the municipality.

The Board sees its required functions as the following:

1. Legislative or policymaking. The Board is responsible for the development of policy and for the employment of a Superintendent who shall carry out its policy through the development and implementation of regulations.

2. Appraisal. The Board is responsible for evaluating the effectiveness of its policies and their implementations.
3. Educational planning. The Board is responsible for requiring and acquiring reliable information from responsible sources that will enable it and the staff to work toward the continuing improvement of the educational program.

4. Provision of financial resources. The Board has major responsibilities for the adoption of a budget that will provide the wherewithal—in terms of buildings, staff, materials and equipment—to enable the school system to carry out its policies.

5. Communication. The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed of public opinion.

Adopted: 24 June 2003

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<th>0131 BYLAWS AND POLICIES</th>
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<td>The Board of Education shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district. The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.</td>
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Adoption, Amendment, and Repeal

Bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal has been proposed and accepted in substance at a previous meeting of the Board.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws and policies without prior notice.

The Board may, under unusual circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice.

The reason for adoption, amendment, repeal, or suspension of a bylaw or policy and the time period for the action shall be recorded in the minutes of the Board. Any policy or part of a policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy shall no longer be in force and effect as a policy.

Promulgation and Distribution

A manual of bylaws and policies shall be maintained. A copy of the manual of bylaws and policies shall be given to each Board member, the Superintendent, the Assistant Superintendent for Pupil Personnel Services, the Board Secretary, the Board Attorney, each building principal, and other individuals designated by the Superintendent.
The Assistant Superintendent of Pupil Personnel Services shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws and policies.

Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Assistant Superintendent of Pupil Personnel Services. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.

The manual of bylaws and policies shall be considered a public record open to inspection in the office of the Board Secretary. The manual retained by the Board Secretary shall be considered the master copy of the policy manual and shall not be modified by any person other than the Board Secretary or his/her designee.

Development of Bylaws and Policies

Bylaws and policies will be developed and considered by the Board in accordance with the following procedure:

1. A new or revised bylaw or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public;

2. A suggestion for a new or revised bylaw or policy may be referred, at the discretion of the President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a policy suggestion should consider whether the matter is adequately addressed in existing Board policy and whether the matter is more appropriately addressed by administrative regulation;

3. If a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;

4. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.


Adopted: 24 June 2003
Jersey, rules of the State Board of Education, and policies of this Board.

The Superintendent shall prepare operating procedures needed for the administration of the school district that are consistent with statutes, rules of the State Board of Education and the policies of this Board. Operating procedures shall be binding upon the employees and pupils of this district when issued. The Board reserves the right to rescind any operating procedure.

The Superintendent is delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any substantial action to the Board.

The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote.


Adopted: 24 June 2003

0133 ADJUDICATION OF DISPUTES

The Board of Education may assume jurisdiction over any dispute or controversy arising within this school district and concerning any matter over which authority has been vested in the Board by statute, rule of the State Board of Education, or a contract or policy of this Board.

The Board may hold hearings that will offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process a hearing will vary in form and content as dictated by the severity of the consequences that may flow from the Board's determination, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.

Regulations for the conduct of adjudicatory hearings of the Board shall be prepared as guidelines for those who may be heard by the Board.

Decisions of the Board may be appealed in an appropriate forum pursuant to state and federal laws and regulations.


Adopted: 24 June 2003

0134 BOARD SELF EVALUATION

The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depends upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the
conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board.

The Board will annually adopt an evaluation instrument that permits individual Board members to record their assessments of the conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.

The assessments of Board members will be tabulated and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board in the ensuing school year.

The annual evaluation shall be conducted at a time determined by the Board and shall include the following guidelines:

1. A self-evaluation instrument shall be developed by the Board which provides for an individual analysis of the functioning of the Board as a whole and a self-analysis of the individual's own involvement in meeting his/her responsibilities as a Board member.

2. A summary of the evaluation instrument shall be prepared.

3. A discussion of the summary results shall take place.

4. A committee appointed by the Board President shall compile a written summary of the Board discussion and may recommend to the Board specific areas for action and a determination of priorities. These actions shall be incorporated into the next year's evaluation.


Adopted: 24 June 2003

<table>
<thead>
<tr>
<th>0135</th>
<th>EXPRESSIONS OF SENTIMENT</th>
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<tbody>
<tr>
<td>The Board Secretary or designee is authorized to appropriately express the Board's wishes for a speedy recovery to Board members, employees, and retired employees during periods of serious or prolonged illness.</td>
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</table>

The Board Secretary or designee is also authorized to express the Board's condolences to members of these groups who suffer the loss of a family member or to the family of an employee, retired employee, or Board member who dies.

Adopted: 24 June 2003

<table>
<thead>
<tr>
<th>0136</th>
<th>BOARD OF EDUCATION PARTICIPATION IN HIGH SCHOOL GRADUATION</th>
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<tbody>
<tr>
<td>All members of the Board of Education, both present and past, shall be entitled to present a diploma to their child(ren) upon graduation from High School.</td>
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</table>

Adopted: 24 June 2003
## 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of nine members, membership apportioned between Plainsboro and West Windsor in accordance with applicable law.

The term of a Board member shall be three years, except that:

1. The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election;

2. The term of a member appointed to fill a vacancy within sixty days immediately preceding an annual election shall be from the member's appointment to the organizational meeting following the second annual election after his/her appointment; and

3. When an election is held to fill a seat that was vacated prior to the third year of a term, the term of the member so elected shall be for the remainder of the unexpired term (either one or two years) in order to maintain the three-year cycle for election of Board members.


## 0142 BOARD MEMBER QUALIFICATIONS

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

**Qualification of Office**

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not be convicted of a felony.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member cannot concurrently hold office as a mayor or a member of the governing body of West Windsor or Plainsboro.

**Oath of Office**
Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member. Whenever feasible, the oath will be administered at a public meeting.


Adopted: 24 June 2003

0142.1 BOARD MEMBER CONDUCT

The Board of Education has determined that it is essential for Board members to maintain the respect and confidence of the public. The Board has further determined that adherence to the provisions of the School Ethics Act and the additional require of this policy should prevent conduct by Board members that violates the public trust or creates an appearance of impropriety.

Definitions

For purposes of this policy, the following definitions shall apply:

"Member of immediate family" shall mean any person residing in the same household, spouse or dependent child.

"Relative" shall mean any person residing in the same household, spouse, birth or adopted child, person for whom the Board member has been assigned legal responsibility or guardianship, parent, step-parent, step-child, son-in-law, daughter-in-law, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, brother-in-law or sister-in-law.

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

Code of Conduct

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall knowingly act in
his/her official capacity in any matter where he/she or his/her relative has a personal involvement that is or creates some benefit to the Board member or his/her relative.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, his/her relative, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.
Ineligibility for District Employment

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

N.J.S.A. 41:1-3
School Ethics Commission Policy Guideline 1.

Adopted: 24 June 2003

0142.1.1 NEPOTISM

The West Windsor-Plainsboro Regional School District Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed in the person's current position or, in the case of a reduction in force, in any position to which that person has a legal entitlement.

However, the district may seek approval from the Executive County Superintendent to promote such an existing employee where such promotion is justified by the needs of the district to ensure implementation of the Core Curriculum Content Standards and upon a demonstration that the existing employee is the most qualified candidate for the position after full advertising and interviewing has occurred. The Superintendent of Schools shall not recommend to the Board of Education pursuant to N.J.S.A. 18A:27-4.1 any relative of a Board member or the Superintendent unless the person is subject to this exception.

A West Windsor-Plainsboro school district administrator shall be prohibited from supervising or exercising authority with regard to personnel actions over his/her relative.

A West Windsor-Plainsboro Regional School District administrator who has an immediate family member who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that
school district administrator be present with the Board in closed session when negotiation strategies are being discussed.

A school district administrator who has an immediate family member who is a member of the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts.

N.J.A.C. 6A:23A-6.2

Adopted: September 23, 2008

0142.2 STATE MANDATED CODE OF ETHICS

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts the legally mandated School Board Member Code of Ethics developed by the New Jersey School Boards Association and reproduced below.

1. I will uphold and enforce all laws, State Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

3. I will confine my Board action to policymaking, planning and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.

5. I will recognize that authority rests with the Board of Education, and will make no personal promises nor take any private action which may compromise the Board.

6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
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<td>I will refer all complaints to the Chief Administrative Officer and will act on such complaints at public meetings only after failure of an administrative solution.</td>
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Assembly Bill A-1755 2001
Adopted: 24 June 2003

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Assembly Bill A-1755 2001
Adopted: 24 June 2003

0142.3 WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL BOARD MEMBER CODE OF ETHICS

The Board requires that its members abide by the following code of ethics in addition to the legally mandated code of ethics.

1. I will be a staunch advocate of free public education.

2. I will uphold and enforce all laws, State Board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

3. I will make decisions in terms of the educational welfare of children and will strive for public schools which meet the individual needs of all children regardless of their ability, race, creed, or social standing.

4. I will join with my fellow members on the Board, the staff, the community and the students in continuing study of the nature, value and direction of contemporary education in our society in order to facilitate needed change in our schools.

5. I will work unremittingly to help the people of my community understand the importance of public education and the need to support it.

6. I will strive to ensure that people are accurately informed about our schools, and I will try to interpret to the staff the aspirations of the community for its schools.

7. I will recognize that my responsibility is not to run the schools but together with my fellow Board members, to see that they are run well.

8. I will confine my Board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.

9. I will arrive at conclusions only after discussing all aspects of the issues at hand with my fellow Board members assembled in meeting.

10. I will recognize that authority rests with the whole Board assembled in public meeting and will make no personal promises nor take any private action which may compromise the Board.

11. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
12. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools.

13. I will vote to appoint, upon proper recommendation by the appropriate administrative officer, the best trained technical and professional personnel available.

14. I will support and protect school personnel in proper performance of their duties.

15. I will refer all complaints to the Chief Administrative Officer and will act on such complaints at public meetings only after failure of an administrative solution.

New Jersey School Board Member Code of Ethics, revised 2/8/71

Adopted: 24 June 2003

<table>
<thead>
<tr>
<th>0143 BOARD MEMBER ELECTION</th>
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<tbody>
<tr>
<td>The election and appointment of Board of Education members will be conducted in strict compliance with law.</td>
</tr>
<tr>
<td>The Board shall neither favor nor give the appearance of favoring one candidate over another. When information is released, it shall be made equally available to all candidates. No candidate, including candidates who are incumbent Board members, shall receive preferential treatment.</td>
</tr>
<tr>
<td>All candidates for election to the West Windsor-Plainsboro Board of Education shall be provided with assistance and information to acquaint them with the operation of the school district.</td>
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<tr>
<th>0143.1 FILLING VACANCIES</th>
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<tr>
<td>Vacancies Filled by the Board</td>
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<tr>
<td>The Board shall fill vacancies created by the resignation, removal by the Board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district. The vacancy shall be filled within the 65 days prescribed by law.</td>
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Adopted: 24 June 2003
In seeking to fill a vacancy, the Board shall place advertisements in suitable local media and interview all legally qualified persons who submit a written statement of interest. All interviews shall be conducted in public by the Board acting as a committee of the whole.

Detailed procedures by which the vacancy will be filled shall be determined by the Board. In particular, the Board reserves the right to establish rules and procedures for the interview process.

If a vacancy occurs on the Board due to a recall of a Board member, all procedures of the law shall be followed to fill that vacancy. Vacancies filled by the Board shall be by a majority vote of the remaining members of the Board after the vacancy occurs.

Vacancies Filled by the County Superintendent

The County Superintendent fills vacancies when the following occurs:

1. Failure by the Board to fill a vacancy within 65 days;
2. Failure of the voters to elect a member due to the absence of candidates;
3. The removal of a member due to lack of legally required qualifications;
4. The inability of the Board to fill the vacancy because it lacks a quorum due to the number of vacancies; or
5. A tie between two or more candidates in a special election held due to tie vote in the annual school election.

Vacancies Filled by the Commissioner of Education

The Commissioner of Education fills vacancies caused by a failure to elect a member at the annual school election due to improper campaign practices.

Vacancies Filled by Special Election Within 60 Days of the Annual Election

Vacancies shall be filled by special election when the following occurs:

1. Two or more candidates qualified by law for membership on the School Board receive an equal number of votes (special election is restricted to candidates who tied); or
2. Failure to elect a member at the annual school election due to improper election procedures. (special election is restricted to persons who were candidates in the annual school election).

N.J.A.C. 6:56-1.1

Adopted: 24 June 2003
0143.2 STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION

The Board recognizes that students are the primary reason for the existence of the school district. It considers the experience gained by students in the district to be a valued source for improving the operation of the school district. The Board is also desirous of furthering the experience of students in the governance process and providing opportunities for students to contribute to the future direction of the school district. To this end, the Board authorizes the appointment of two student representatives to the Board, one from each high school.

Qualifications

1. The individual(s) shall be appointed by the High School Principal as a student representative(s) to the Board shall:

2. Be a member of the student body in grades nine to twelve;

3. Shall have attended school in the district for at least one year.

Term

Student representatives to the Board shall serve a term of one year.

Student representatives shall attend all public business meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or Code. Student representatives shall not be entitled to vote.

Duties and Responsibilities

Student representatives:

1. Attend all public regular business Board meetings.

2. Shall be excluded from executive sessions of the Board.

3. Represent the views of the student body.

4. Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters).

5. Receive all Board public agendas.

6. Perform such duties as determined by the Board President in consultation with the Superintendent.

Student representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting student representative(s) for the mutual benefit of the Board, student body, and the school district.
0144 BOARD MEMBER ORIENTATION

The preparation of each member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive, for use during the member's term of office, the Board manual of bylaws and policies, the manual of administrative regulations, each negotiated agreement, the current budget statement and audit report, the most recent long range facilities plan, and such other materials as deemed appropriate by the Superintendent.

An orientation meeting shall be held with all new Board members to discuss Board functions, policies and procedures with the Board President, the Superintendent, and the Board Secretary.

An experienced Board member will be assigned to a new Board member to assist him/her in adjusting to the responsibilities of the Board.

Each new Board member shall complete during the first year of his/her term the legally required training program offered by the New Jersey School Boards Association. The Board shall pay the cost of the member's attendance.

In addition, a tour of the school district shall be provided for new Board members to introduce them to school personnel and familiarize them with district programs and facilities.

N.J.S.A. 18A:12-33

0144.1 MEMBERSHIPS IN SCHOOL BOARDS ASSOCIATIONS

As required by state law, the Board maintains membership in the New Jersey School Boards Association, paying dues as authorized by the association in accordance with state statutes. As further required by law, the Board annually selects one of its members to serve as voting delegate to the state association.

The Board maintains an indirect membership in the National School Boards Association through its affiliation with the New Jersey School Boards Association.

0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents; or
2. The member's assumption of the office of mayor or member of the governing body of West Windsor or Plainsboro; or

3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1; or

4. The member's conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote;

5. The removal of the member by the Commissioner of Education; or

6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive regular meetings of the Board without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and

2. Notice of the proposed removal was given to the affected member at least forty-eight hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 19:27A-1 et seq.

Adopted: 24 June 2003

0146 BOARD MEMBER AUTHORITY

All powers of the Board lie in its action as a body. Board members as individuals have no authority over personnel or school affairs. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the operation of the school district or as an individual command the services of any school district employee.

Release of Information

Board member access to public, personnel, and pupil records shall be governed by law and by the provisions of Policy Nos. 8310, 8320, and 8330.

Confidential information to which a Board member becomes privy as a result of his/her office shall be used only for the purpose of helping the member discharge his/her responsibilities as Board member. No Board member shall reveal information contained in a confidential record or received during a duly convened private session of the Board except when that information has been released to the public by the Board.

Public Expressions
Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized, in accordance with Board Policy No. 9120. A Board member shall not represent his/her personal opinion as the position of the Board and shall include in all formal expressions in which his/her Board affiliation is likely to be recognized, such as letters to government officials or newspapers, speeches to organizations, and the like, a statement that the opinions expressed do not necessarily represent those of the Board.


Adopted: 24 June 2003

0146.1 ADDITIONAL RESPONSIBILITIES OF BOARD MEMBERS

The duties and obligations of an individual Board member may be enumerated as follows:

1. Be familiar with the state school laws, regulations of the New Jersey State Department of Education, district policies, rules and regulations.

2. Take advantage of the various training opportunities which are offered locally, regionally, and nationally for Board members.

3. Have a general knowledge of educational aims and objectives of the system.

4. Work harmoniously with other Board members.

5. Share equally in the work of the Board.

6. Vote and act in the Board meetings impartially for the good of the district.

7. Accept the will of the majority vote and give support to the resulting policy. This does not preclude a Board member from working to change the decision or policy through Board action.

8. Represent the Board and the district schools to the public in such a way as to promote both interest and support.

9. Refer all suggestions and complaints regarding a school, school personnel, or activities of the Board to the Superintendent.

10. Comply with all provisions of legislation for new Board members, including mandatory training and legal requirements.

This listing shall not be considered to be comprehensive but rather to offer guidelines.

Adopted: 24 June 2003

0147 BOARD MEMBER COMPENSATION AND EXPENSES
The Board of Education will reimburse Board members for travel expenses in accordance with applicable New Jersey Statutes.

For the purpose of this Policy:

1. Travel Expenditures - means those costs paid by the school district using local, State, or Federal funds, whether paid directly by the school district or by employee reimbursement, for travel by school district employees and/or Board of Education members to training and seminars, conventions and conferences, regular school district business, and retreats.

2. Training and Seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or any educational institution or facility.

3. Conventions and Conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars although some training may take place at such events.

4. Regular School District Business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions for training and seminars and convention and conferences above.

5. Retreats - means meetings with school district employees and Board members held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

School district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and from the travel event. School district travel expenditures include costs for all required training and travel authorized in existing school district employee contracts and school Board policies. This includes, but is not limited to, required professional development and other staff training, required training for new school Board members, and attendance at specific conferences authorized in existing employee contracts.

The school district shall not bear costs for car rentals, limousine services, and/or chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendees' accommodations at the travel event.

All travel by Board members shall be educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the Board member's current responsibilities. All travel expenditures must be for travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district and is in compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including,
but not limited to, the authority to issue travel charge cards.

A Board member shall submit to the Comptroller's office within 30 calendar days of incurring the travel expense(s) a brief report that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district.

The detailed documentation that demonstrates compliance with N.J.S.A. 18A:11-12 and this Policy including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate, shall be maintained in the Comptroller's office.

Travel for Board members may occur only upon prior approval by a majority of the full voting membership of the Board and the travel shall be in compliance with section 4 of P.L.1991, c.393 (C.18A:12-24) and section 5 of P.L.2001, c.178 (C.18A:12-24.1) except prior Board approval shall not be required for any travel that is caused by or subject to contractual provisions, statutory requirements, or federal regulatory requirements. All travel is subject to the subsistence requirements and annual maximum travel expenditures established by the Board for the district pursuant to N.J.S.A 18A:11-12.

The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, detailed in Board Meeting minutes, itemizes the approval by event, total cost, and number of employees and/or school Board members attending the event. General or blanket pre-approval for travel is not authorized. Approval shall be itemized by event, event total cost, and number of employees and school Board members attending the event.

Travel payments will be paid only upon compliance with N.J.S.A. 18A:11-12 and this Policy's provisions and approval requirements.

The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event. A Board member or organization shall not receive an amount for travel and/or travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq.

A Board member shall recuse himself/herself from voting on travel if the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.

One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in the Department of the Treasury guidelines. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in the Department of the Treasury guidelines, except as otherwise superseded by the following provisions:

1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to
2. Lodging expenses may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of the Federal per diem rate. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;

3. Receipts are required for hotel and meal expenses.

4. In any case in which the total per diem reimbursement is greater than the Federal per diem rate, except as stated in 2. above, the costs will be considered to be excessive and shall not be paid by school district funds;

5. The school district shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits;

6. Payment or reimbursement is approved for the full cost of an official convention meal that a Board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement;

7. Expenses for alcoholic beverages shall not be reimbursed;

8. Expenses for airfare shall be limited to coach fare, and the most economical air travel must be used, including the use of discounted and special rates; and

9. Expenses for travel shall not include recreational or elective travel.

Annually in the pre-budget year, the Board shall establish by Board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The Board resolution shall also include the maximum amount established for the pre-budget year and the amount spent to date. The maximum school district travel expenditure amount shall include all travel in accordance with N.J.S.A. 18A:11-12 supported by local and State funds.

The school district shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.S.A. 18A:11-12, and shall provide auditable information.

Any Board of Education that violates its established maximum travel expenditure as set forth in N.J.S.A. 18A:11-12, or that otherwise is not in compliance with the travel limitations set forth in N.J.S.A. 18A:11-12 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.
A person who approves any travel in violation of the N.J.S.A. 18A:11-12 or this Policy shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event. An employee or Board member who travels in violation of the Board's policy or N.J.S.A. 18A:11-12 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.


Accepted: 9 October 2007

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<tr>
<th>0148 BOARD MEMBER INDEMNIFICATION</th>
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<td>The Board of Education will indemnify Board members in accordance with law whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding is brought against a Board member for any act or omission arising out of and in the course of the performance of his/her duties as Board member, subject to the conditions set forth in applicable law and this policy. The Board will defray all costs of defending the action, including reasonable counsel fees and expenses, together with costs of appeal, and will save harmless and protect the Board member from any financial loss resulting from the action.</td>
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In the case of a criminal or quasi-criminal action, the Board member will be indemnified only if the action results in a final disposition in favor of the Board member.

In accordance with law, a Board member may be indemnified for punitive damages, in accordance with law, if, in the opinion of the Board, the acts committed by the Board member upon which damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

When permitted by law, the Board shall arrange for and maintain appropriate and reasonable insurance policies and limits of coverage to protect against any such damages, losses and expenses.


Adopted: 24 June 2003

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<th>0151 ORGANIZATION MEETING</th>
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<td>The Board of Education shall organize annually at a regular meeting held for that purpose on any day of the first or second week following the annual school election.</td>
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The meeting shall be called to order by the Assistant Superintendent for Finance and Support Services/Board Secretary or designee, who shall serve as presiding officer pro tempore until the election of a President.

The Board Secretary shall administer the oath of office to new Board members.
0152 BOARD OFFICERS

The Board of Education shall organize by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving a plurality of the votes will be elected to office.

Officers shall serve for one year and until their respective successors are elected and qualified.

An officer who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the full Board.

The Board shall fill a vacancy in either office within thirty days of the occurrence of the vacancy.

N.J.A.C. 6:56-1.1

Adopted: 24 June 2003

0153 ANNUAL APPOINTMENTS

The Board of Education may appoint at the organizational meeting, but shall appoint before July 1 of the year in which the Board organizes:

1. A Board Secretary,

2. A Treasurer of School Monies,

3. A public school accountant,

4. A medical inspector,
   N.J.S.A. 18A:40-1;

5. An attorney; and
6. An insurance advisor.

Adopted: 24 June 2003

**0154 ANNUAL MOTIONS AND DESIGNATIONS**

The Board of Education shall at the organizational meeting:

1. Designate one or more depositories for school funds, N.J.S.A. 18A:17-34;


4. Designate a second newspaper for the publication of Board meetings, N.J.S.A. 10:4-8;

5. Designate the day, place, and time for regular meetings of the Board;

6. Approve the curriculum for all grades;

7. Readopt existing bylaws and policies for the Board's operation and the operation of the school system.

Adopted: 24 June 2003

**0155 BOARD COMMITTEES**

Standing committees are established to improve the operations of the Board of Education by:

1. Making best use of the time, expertise, and effort of the members of the Board.

2. Providing opportunities for extensive informal discussions of issues, relevant facts, and alternative courses of action before they are taken up for formal consideration by the full Board.

3. Identifying, acquiring, and analyzing relevant data, recommendations (from internal and external sources), and advantages and disadvantages of proposed or possible courses of action, at greater length than would be possible at formal Board meetings.

4. Presenting clarifications of underlying issues, findings of fact, identifications of alternatives to improve the efficiency of Board deliberations, the quality of Board decisions, and the level of public understanding of Board deliberations and actions.

5. Making specific recommendations, when appropriate, as to Board actions that might be taken.

6. The Board shall provide overall direction and guidance to help each committee to set their agenda for the year.
The following Standing Committees of the Board are hereby established:

- Administration and Facilities Committee
- Curriculum Committee
- Finance Committee

The Administration and Facilities Committee shall review and advise the Board of Education on issues relating to overall district operations, district planning, district facilities, student enrollment and planning, community relations, Board operations, and policy matters affecting students and employees.

The Curriculum Committee shall review and advise the Board on issues relating to the educational program, instructional staff development, and policy matters relating to instructional staff.

The Finance Committee shall review and advise the Board on issues relating to finance and the budget.

Each standing committee will consist of three members of the Board, one of whom shall serve as chair. Standing committees, with the chair, are appointed by the president, who may serve as an appointed committee member or chair. The president serves ex-officio as a member of any standing committee of which he or she is not an appointed member. The Superintendent of Schools serves ex officio as a member of every standing committee.

A senior member of the administration shall be appointed to support each standing committee, by joint action of the Board president and the Superintendent.

The terms of appointments of all member of standing committees expire three weeks after the annual re-organizations meeting of the Board, or whenever a committee reorganization is deemed necessary by the president. Further, any standing committee may be dissolved at any time by an action of the Board.

Meetings of standing committees shall be called by the chair as needed and shall be open to the public with the understanding that the committee chair may choose to move to a closed session and thus work with no public in attendance. Meetings of standing committees will be held at the Board office or in other school buildings.

No more than four Board members may be present at the closed or open session of the committee, as required under the Open Public Meetings Act. Committee meetings, even with public notice, may not be used as an alternative to work session meetings of the full Board.

Matters to be considered by any standing committee may arise from the Board itself, from any individual member of the Board, from the administration, or from the committee itself. Each committee shall keep the Board apprised of the matters it is considering, and shall provide informal minutes of its deliberations to the Board each month.

In addition, each committee will present a summary report to the full Board at its regular meetings, in order to provide an opportunity for comment and questions from other members. When a
recommendation is transmitted to the Board, the advantages and disadvantages of alternative courses of action will be discussed along with the rationale behind the committee’s final recommendation.

Meeting agendas for standing committees are set by the committee chairs, with the assistance of the administrative support person. Meetings may include presentations from any member of the staff of the district, or from persons expert in any matter that the committee is studying.

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

Adopted: 24 June 2003
Revised: 13 July 2004

0155.1 AD HOC AND SPECIAL COMMITTEES AND TASK FORCES

Purpose

Actions may be taken by the Board only when meeting formally as a whole. However, the Board also uses both Special Committees of the Board, and Ad Hoc Committees and Task Forces, which may include community and parent members. Committees may make recommendations for Board action, but none may act for the Board.

Ad Hoc and Special Committees and Task Forces are established to improve the operations of the Board by:

1. Making best use of the time, expertise, and effort of the members of the Board.

2. Providing opportunities for extensive informal discussions of issues, relevant facts, and alternative courses of action before they are taken up for formal consideration by the Board.

3. Identifying, acquiring, and analyzing relevant data, recommendations (from both internal and external sources), advantages and disadvantages of proposed or possible courses of action, etc., at greater length than would be possible at formal Board meetings.

4. Presenting clarifications of underlying issues, findings of fact, identifications of alternatives, etc., to improve the efficiency of Board deliberations, the quality of Board decisions, and the level of public understanding of Board deliberations and actions.

5. Making specific recommendations, when appropriate, as to Board actions which might be taken. When a recommendation is transmitted to the Board, either orally or in writing, an Ad Hoc and Special Committee and Task Forces should take care to include in its report such information as the votes recorded on key decisions, any minority opinions resulting from its deliberations, the advantages and disadvantages of alternative courses of action discussed, and the rationale behind its final recommendation.

By so doing, the Ad Hoc and Special Committees and Task Forces provides both the strongest
possible support to the Board's decision-making process and the most effective communication to the staff and to the public at large.

Special Board Committees

Special committees of the Board may be created for special assignments such as negotiations or grievance hearings.

Special committees shall be appointed by the President, subject to Board approval. Special committees shall terminate upon completing their assignments (or they may be terminated by a vote of the Board at any time). The President shall be an ex-officio member of all special committees. The Superintendent or a member of the Superintendent's staff may be named as liaison to a special committee when appropriate.

Ad Hoc Advisory Committees and Task Forces

Community and/or parent/legal guardian advisory committees can be particularly useful both in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The Board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The Board may dissolve any Board-appointed committee at its sole discretion.

Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and pupils when appropriate.

The Board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The Board is responsible for approving all members of a committee and the method of their selection in consultation with the chief school administrator. Staff members shall not constitute a majority of any general community advisory committee.

When a vacancy occurs among the membership of an Ad Hoc Committee or Task Force, the committee chairman shall notify the Board President, and the vacancy shall be filled by the same means as was used in forming the committee.

Recommendations from the committee shall not reduce the responsibility of the Board which shall be free to accept or reject the recommendations as its sees fit. Only the Board has the power to act. It will be the responsibility of the chairperson to see that the members of the committee are informed as to the final decision of the Board.

Any publicity concerning the organization, membership, operations findings or recommendations of any committee shall be released only by the person specifically designated by the Board.

In district-initiated advisory committees, the chief school administrator shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the Board wishes them to render, the resources the Board intends to provide, and the approximate date on
which the Board wishes to dissolve the committee.

Furthermore, the committee shall be instructed as to the relationship it has to the Board, to the individual Board members, to the Board Secretary, to the chief school administrator, and to the rest of the professional staff. When the law regulates the formation and activities of any advisory committee, the administration shall cooperate fully in its activities.

Adopted: 24 June 2003

0156 BOARD LIAISONS

The President of the Board of Education shall appoint members to serve as Board liaison representatives to various state, county and township organizations.

It shall be the responsibility of such representatives to keep the various organizations informed of appropriate Board actions. Liaison representatives shall also actively seek input regarding anticipated Board action from the members of these organizations.

The Superintendent or a member of the Superintendent's staff may also be named as liaison when appropriate.

Liaison representatives may be appointed annually to the following organizations, or to any additional organization as deemed appropriate by the Board President with the approval of the majority of the Board:

1. WW-P Community Education Advisory Council
2. WW-P Education Foundation
3. Mercer County School Boards Association
4. New Jersey School Boards Association Delegate
5. New Jersey School Boards Legislative Liaison
6. Plainsboro Township Planning Board
7. Plainsboro Township Recreation and Cultural Advisory Committee
8. Plainsboro Township Committee
9. PTA President's Council
10. West Windsor Township Planning Board
11. West Windsor Township Recreation Committee
12. West Windsor Township Council
13. Superintendent's Advisory Council
14. Garden State Coalition of Schools

Adopted: 24 June 2003

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<tr>
<th>0161</th>
<th>CALL, ADJOURNMENT AND CANCELLATION</th>
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<tr>
<td>The Board of Education shall meet in public session at least once every two months during the period in which the schools are in session.</td>
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All meetings shall be called to commence not later than 8:00 p.m. of the day designated, and conclude by 10:30 p.m. Meetings may continue past 10:30 p.m. only by the approval of a majority of the Board members present, and for only a one hour period of time. Further extensions of meeting time(s) may continue with majority approval in half hour units.

A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.A.C. 6:3-1.2

Adopted: 24 June 2003

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<tr>
<th>0162</th>
<th>NOTICE OF BOARD MEETINGS</th>
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<td>The Board of Education will give notice of all meetings in accordance with law.</td>
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**Public Notice**

The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled
meeting. Forty-eight hour notice shall also be posted in the West Windsor-Plainsboro Regional School District administration building, forwarded to two newspapers designated by the Board, and filed with the clerks of West Windsor and Plainsboro, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.A.C. 6:3-1.2

Adopted: 24 June 2003

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<th>0163 QUORUM</th>
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A quorum shall consist of five Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

The Board of Education recognizes that there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

In the event a matter comes before the Board or an act is required of a Board member in his/her official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission has envisioned this prohibition could create a situation in which so many Board members have a conflict, that the Board would be unable to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter, the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

A. Board Member(s) in Conflict - Less Than a Majority of The Board

1. In the event a Board member(s) has a conflict of interest where the Board member will act in his/her official capacity, the Board member must remove himself/herself from any discussions,
meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

2. In the event a Board member is unsure whether he/she or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.

3. The School Board Attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.

4. If the Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity or if the School Board Attorney renders an opinion that the Board member has a conflict of interest where the Board member will act in his/her official capacity, the Board member will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. A Majority of Board Members in Conflict

1. In the event:
   a. A Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity; or
   b. If the School Board Attorney renders an opinion that the Board member(s) has a conflict of interest where the Board member will act in his/her official capacity; and
   c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter,

   then the Board may invoke the "Rule [or Doctrine] of Necessity." (Citing U.S. v. Will, 449 U.S. 200 (1980)).

C. Rule [Or Doctrine] Of Necessity

1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.

2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
   a. The Board must be unable to act without the members in conflict taking part; and
   b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
   c. There can be no alternative forum that can grant the same relief. (Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989).

3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote, the Board must announce that it is invoking the Doctrine.
a. The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.

b. The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.

c. It is enough for the Board to announce it is invoking the Doctrine and a Board Resolution is not required.

4. When the Board announces the Doctrine of Necessity is being invoked, the details, parameters and/or other pertinent facts of the matter to be voted should be revealed on an agenda for the public meeting in which the matter is to be voted upon.

5. The Board members who have a conflict in the matter are prohibited from:

a. Participating in any discussions on the matter prior to the announcement and public meeting; and

b. From entering an executive session in order to discuss the merits of the matter or contract; and

c. From offering their opinions on the matter at any time prior to the announcement and public meeting.

6. The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.

7. Board members in conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.

8. Board members in conflict may explain their reasons for not voting just before the vote.

New Jersey School Ethics Commission Advisory Opinion A10-93(b) and A07-94

Adopted: 24 June 2003
shall designate another member to preside by a plurality vote of those present.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Board President and Superintendent shall prepare agendas for meetings of the Board. The Board Vice President shall be invited to attend and participate in agenda setting meetings with the Board President and Superintendent. Items of new business may be suggested by any Board member.

The agenda shall normally allow suitable time for the remarks of members of the public, staff members, or students who wish to speak briefly before the Board.

The Board shall normally follow the order of business set by the agenda.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting, if at all possible to permit them to give items of business careful consideration. The agenda and appropriate non-confidential supporting materials shall also be made available upon request to the press, representatives of the community and staff groups and to others upon request. The agenda shall provide sufficient detail to inform the public of the specific topics for Board discussion and action, to the extent known.

The order of business shall be as follows:

Opening Announcement of Notice/Roll Call

Presentations/Reports/Correspondence

First Opportunity for Public Comments

Board of Education Committee Reports

Business Meeting

Approval of Minutes

Board Liaison Reports

New Business

Second Opportunity for Public Comments

Adjournment

A Board member may move an item of new business at any regular meeting. Items of new business
may only be discussed and shall not be acted upon until a subsequent meeting. This restriction shall not apply to the simple addition of an item to a future agenda.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 24 June 2003

0165 VOTING

All Board of Education actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted.

Abstentions shall not be counted as votes but shall be recorded; a member who abstains from voting is deemed to acquiesce in the outcome of the vote.

All motions shall require for adoption the majority vote of Board members present and voting, except as provided by statutes of the State of New Jersey, this bylaw, or parliamentary authority and provided that the number of affirmative votes is at least a majority of the Board's quorum.

1. An affirmative vote of three-quarters of the members present are required for the conduct of a Board meeting when adequate notice has not been provided in accordance with law, N.J.S.A. 10:4-9;

2. A two-thirds vote of the full membership of the Board is required for:

   a. Bids that have been advertised pursuant to N.J.S.A. 18A:18A-4 on two occasions and;

0165 (1) No bids have been received on both occasions in response to the advertisement; or

   (2) The Board of Education has rejected such bids on two occasions because it has determined that they are not reasonable as to price, on the basis of cost estimates prepared for or by the Board of Education prior to the advertising therefore, or have not been independently arrived at in open competition; or

   (3) On one occasion no bids were received pursuant to #(1) and on one occasion all bids were rejected pursuant to #(2), in whatever sequence; any such contract may then be negotiated.

b. Purchase of goods also available under state contract when the Board has received at least three quotations and the lowest responsible quotation is at least ten percent less than the price under the state contract for the identical goods and quantities, N.J.S.A. 18A:18A-5.e;

c. Determine that it is necessary, in a Type II school district having a Board of School Estimate, to sell bonds to raise money for any capital project, N.J.S.A. 18A:22-27; and

d. Sell bonds of a Type II district without further advertisement at private sale if no legally acceptable bid is received for the bonds pursuant to N.J.S.A. 18A:24-45.

3. A majority vote of the full membership of the Board is required for:

b. Adoption or alteration of a course of study, N.J.S.A. 18A:33-l;


e. Appointment, transfer, removal and/or renewal of teaching/certificated and/or non-certificated staff members, N.J.S.A. 18A:25-1, 27-1;

f. Fix and determine, in a Type II district having no Board of School Estimate, the amount of money to be raised for budgets and capital construction, N.J.S.A. 18A:22-32, 22-39;

g. Approval of employee salary deductions for hospital and insurance plans and government bonds, N.J.S.A. 18A:16-8;

h. Authorization, in Type II school districts, of school bonds, N.J.S.A. 18A:24-10;

i. Decision to establish with other school districts a county audiovisual educational aid center, N.J.S.A. 18A:51-1;


k. Disposition or exchange of lands owned by the Board, N.J.S.A. 18A:20-5, 20-8;

l. Purchase of bonds or other obligations as investments, N.J.S.A. 18A:20-37;

m. Removal of the President or Vice President of the Board, N.J.S.A. 18A:15-2;

n. Restoration or removal following suspension of an Assistant Superintendent, Principal, or teacher, N.J.S.A. 18A:25-6;


4. A roll call vote of the Board is required for the following actions with the necessary vote as
Indicated:

Issue Required Vote


b. Appointment of a Majority of secretary of Board of full Board Education; terms; compensation; vacancy N.J.S.A. 18A-17-5


i. Unit control Majority of organizational full Board structure; Executive Superintendent

j. Disposition of property Majority of

k. Exchange of lands Majority of

l. Type II districts Majority of
with Board of School full Board
Estimate; determination;
certification and
raising of appropriations;
notice of appeal

m. Type II districts Two thirds of
with Boards of School full membership
Estimate; estimate by of Board
Board of Education;
certification of
estimate N.J.S.A.
18A:22-27

n. Determination of Board of School
amounts by Board of Estimate
School Estimate majority of

o. Type II districts Majority of
without Board of full Board
School Estimate;
determination and
certification of
appropriation N.J.S.A.
18A:22-32

p. Type II districts Majority of
without Board of full Board
School Estimate;
submission of capital
projects N.J.S.A.
18A:22-39

q. School bonds, when Majority of
deemed to be full Board
authorized Type II.
N.J.S.A 18A:24-10
r. Private sale if no Two thirds of bids at public sale full membership
N.J.S.A. 18A:24-45 of Board

s. Transfer of teaching Majority of staff member N.J.S.A. full Board
18A:25-1

t. Suspension of Majority of Assistant membership
Superintendents, Principals and teaching staff members

u. Appointment of Majority of teaching staff full Board members; vote required

v. Board of Education, Majority of procedure for certain full Board personnel actions; recommendation of Chief School Administrator


x. Withholding Majority of increments; causes full Board notice of appeals

y. District to furnish Majority of suitable facilities; full Board adoption of courses of study N.J.S.A.
18A:33-1

z. Textbooks; selection; Majority of furnished free with full Board supplies; appropriations N.J.S.A.
18A:34-1
aa. Single county Majority of educational full membership audiovisual aids center in county

N.J.S.A. 10:4-14

Adopted: 24 June 2003

0166 EXECUTIVE SESSIONS

The Board of Education may meet in a private session, in accordance with the Open Public Meeting, only to discuss and act on issues exempted by law from the requirement that all Board meetings be public and only after the adoption at a public meeting of a resolution stating the general nature of the subject or subjects to be discussed and, as precisely as possible, the time when and circumstances under which the discussion conducted in private session can be disclosed to the public.

The Board may exclude the public only from that portion of a meeting at which the Board discusses:

1. Any matter that has been rendered confidential by express provision of federal or state law or rule of court;

2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;

3. Any material the disclosure of which constitutes an unwarranted invasion of a pupil's privacy, including but not limited to records, data, reports, or recommendations relative to the pupil's personal and family circumstances, treatment, progress or condition, unless the adult pupil or the pupil's parent(s) or legal guardian(s) requests in writing that the same be disclosed publicly;

4. Any Collective Bargaining Agreement, or the terms and conditions that are proposed for inclusion in any Collective Bargaining Agreement, including the negotiation of the agreement with school district employees or representatives of employees;

5. Any matter involving the purchase, lease, or acquisition of real property with public funds or the investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;

6. Any tactics and techniques utilized in protecting the safety and property of the public when their disclosure could impair such protection and any investigations of violations or possible violations of the law;

7. Any pending or anticipated litigation or contract negotiation other than as stated in #4 in which the Board is or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting, except that, regardless of the employee's request, the consideration and actions of the Board as to any tenure charge shall be conducted in private session;

9. Any deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of the responding party's certification as a result of an act or omission for which the responding party bears responsibility.

Personal Notice of Intention to Hold Closed Session Discussion

The Board shall provide personal notice in writing to an adult pupil, the parent(s) or legal guardian(s) of a minor pupil, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice shall include the date, time, and location of the private meeting; the subject or subjects scheduled for discussion at the private meeting and the right of the individual given notice to request that the discussions be conducted in public session.

A written request for public discussion must be signed by the person making the request and submitted to the Board Secretary or designee within a reasonable period of time after receipt of the personal notice. Any such properly submitted request shall be granted subject to the limitations of the law. In the event, one or more of a group of individuals to be discussed request in writing that such discussion be held in public, such request shall be granted if the public discussion can reasonably be limited to the individual(s) making the request. If any entire group of individuals must be discussed together to address an issue, the discussion of the Board may take place in closed session unless all of the individuals who could be adversely affected request in writing that the discussion be held in public.

Deliberations and actions with respect to tenure charges shall take place in closed session.

N.J.S.A. 10:4-12; 10:4-13

Adopted: 24 June 2003

0167-Public Participation in Board Meetings

The West Windsor-Plainsboro Regional School District Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Further, the Board recognizes the importance of responding to questions, and, through the voice of its presiding officer, shall make a reasonable attempt to respond to questions when appropriate.
In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every regularly scheduled agenda and business public meeting.

Public participation shall be permitted only as indicated on the order of business in Board Bylaw No. 0164.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;

2. Each statement made by a participant shall be limited to two minutes' duration;

3. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;

4. The presiding officer may:
   a. Use discretion in making a reasonable attempt to respond to public questions, or in calling upon the Superintendent and other Board members for assistance in responding to any such question or comment. Responses may include:
      " A polite acknowledgement of a comment
      " Correction of an obvious misstatement of fact
      " An answer from the presiding officer or designee
      " A referral to a person who is expected to have an answer
      " The identification and location of public documents that may contain the answer
      " The identification of a person/process for finding the answer and a means of communicating the answer to the original questioner and, if deemed appropriate, to the Board and public at large
      " An announcement that the issue addressed by the question is not currently the subject of Board debate and an indication as to whether there are plans for such an agenda item in the foreseeable future.
   b. Interrupt, warn, or terminate a participant's statement when the statement, exceeds the time limitation, is abusive, obscene, or irrelevant;
   c. Request any individual to leave the meeting when that person does not observe reasonable decorum;
   d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
   e. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
   f. Waive these rules when necessary.

N.J.S.A. 2C:33-8
0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Secretary shall promptly provide each Board member with a copy of the minutes no later than Friday prior to the next regular Board meeting.

Electronic Recording

The Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall make an electronic recording of each agenda and business meeting of the Board. Any such recording or videotape of a Board meeting that is made shall be maintained by the Board Secretary for 45 days or until either a summary or verbatim transcript has been approved as minutes of the meeting which ever is longer.

Recording by the Public

Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of tape recorder(s), still or movie camera(s), or videotape camera(s) only when notice of such intended use has been given to the Board Secretary one day in advance of the meeting. No more than three camera(s) may be in use at any time, and any camera must be operated in an inconspicuous location in the meeting room.

The presiding officer shall determine when any recording device interferes with the conduct of a
Board meeting and may order that an interfering device be removed.

N.J.S.A. 10:4-14

Adopted: 24 June 2003

**0171 DUTIES OF PRESIDENT AND VICE PRESIDENT**

The usual duties of the Board President as presiding officer shall be as follows:

1. Call meetings to order at the appointed time;

2. Conduct the business to come before the meeting according to the agenda;

3. Assign the floor to those who desire to speak. Once he/she has recognized the right of a person to the floor, it shall be his/her duty to protect the speaker from disturbances or interference;

4. Explain the effect of a motion if it is not clear to every member;

5. Restrict discussion to the question before the Board;

6. Answer all parliamentary inquiries and decide points of order and questions of privilege as soon as they arise;

7. Put motions to a vote and state definitely and clearly the vote and the result thereof;

8. Sign all acts or orders necessary to carry out the will of the Board;

9. Appoint committees as he/she and the Board find necessary;

10. Be spokesperson for the Board at all times except as this responsibility is specifically delegated to others;

11. Make every effort to keep Board members informed.

The President shall retain the right to present, discuss and vote on all motions.

In the absence of the President, the Vice President shall perform the duties and have the obligations of the President.

Adopted: 24 June 2003

**0172 DUTIES OF TREASURER OF SCHOOL MONIES**

The Treasurer of School Monies shall:

1. Receive and hold in trust all school monies, except monies from athletic events and pupil
organization activities, and deposit them in the bank or banks designated by the Board, N.J.S.A. 18A:17-34;

2. Pay out school monies only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President, Secretary and Treasurer, N.J.S.A. 18A:19-1;

3. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account to each employee, N.J.S.A. 18A:19-9, 19-10;

4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available, N.J.S.A. 18A:19-12;

5. Keep a record of monies received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board, N.J.S.A. 18A:17-35;


7. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account, N.J.S.A. 18A:17-36;

8. Render an annual report showing the amounts received and disbursed by him/her during the school year and file a copy with the County Superintendent, N.J.S.A. 18A:17-36; and

9. Receive the proceeds of any bond sale and disburse them only to pay the expenses of issuing and selling the bonds, the purpose for which the bonds were issued, and the temporary investment of the funds, N.J.S.A. 18A:24-47.

Adopted: 24 June 2003

**0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT**

The Board of Education public school accountant shall:

1. Conduct the investigation, accounting, and checking of accounts, bills, revenues, and other financial records and documents essential to the completion of a public statement of the financial status of the Board for the school year as required by State Department rules of audit, N.J.S.A. 18A:23-2;

2. File a report of the annual audit and recommendations with the Board and two copies with the Commissioner, N.J.S.A. 18A:23-3;

3. Make a public report to the Board concerning the audit;

4. Recommend in writing such measures as the public school accountant deems advisable to improve the financial operations of the Board and the business office;
<table>
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<tr>
<th>0174 DUTIES OF BOARD ATTORNEY</th>
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<td>The Board attorney shall, upon the request of the Board:</td>
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<tr>
<td>1. Advise the Board as to the proper legal and contractual procedures in which the Board must take action or make a decision;</td>
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<tr>
<td>2. Be accessible for consultation with the Superintendent, Assistant Superintendent for Finance and Support Services/Board Secretary or designee Assistant Superintendent for Finance and Support Services/Board Secretary or designee and Board President concerning legal matters;</td>
</tr>
<tr>
<td>3. Attend private meetings of the Board when requested to do so by the Superintendent, Assistant Superintendent for Finance and Support Services/Board Secretary or designee and Board President;</td>
</tr>
<tr>
<td>4. Act as counsel for the Board in prosecuting or defending any action or suit to which the Board is party;</td>
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<tr>
<td>5. Perform such other special legal services as the Board may from time to time prescribe.</td>
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Adopted: 24 June 2003

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<thead>
<tr>
<th>0174.1 LEGAL SERVICES (M)</th>
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<tbody>
<tr>
<td>In accordance with N.J.A.C. 6A:23A-5.2, the West Windsor-Plainsboro Regional School District Board of Education adopts this Policy and its strategies to ensure the prudent use of legal services by employees and the Board of Education members and the tracking of the use of legal services.</td>
</tr>
<tr>
<td>The West Windsor-Plainsboro Regional School District Board of Education authorizes the Board President, Superintendent of Schools' and Superintendent of Schools' designee as designated contact person(s) to request services or advice from contracted legal counsel.</td>
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<tr>
<td>The West Windsor-Plainsboro Regional School District Board of Education authorizes the establishment of the following procedures to guide such solicitation of legal advice:</td>
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<tr>
<td>1. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person shall determine whether the request warrants legal advice or if legal advice is necessary. The designated contact person shall refer the request to the appropriate school/department administrator in the event the designated contact...</td>
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person deems legal advice is unwarranted or unnecessary.

2. The designated contact person(s) shall not contact contracted legal counsel unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.

3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact who shall be responsible to compare all legal bills to the contact logs and to investigate and resolve any variances.

4. The designated contact person(s) shall inform all contracted legal counsel that unauthorized requests for legal advice from anyone other than the designated contact person(s) should not be acted on and, if acted on, may result in billings that may be disapproved for payment.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the services provided for the billing period. Payments to legal counsel(s) shall only be for services actually provided.

The West Windsor-Plainsboro Regional School District shall not contract with legal counsel or use in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board members or pursuing any claim or cause of action for which the damages to be awarded would benefit an individual rather than the school district as a whole.

The West Windsor-Plainsboro Regional School District Board of Education will annually establish prior to budget preparation, a maximum dollar limit for each type of professional service, including legal services. In the event it becomes necessary to exceed the established maximum dollar limit for the professional service, the Superintendent of Schools shall recommend to the West Windsor-Plainsboro Regional School District Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

N.J.A.C. 6A:23A-5.2

Adopted: September 23, 2008
The Board of Education may engage the services of one or more independent contractors to advise and assist the Board in analyzing school district operations and preparing Board reports when those tasks cannot be performed as economically by district staff members.

Wherever possible, the Board will seek proposals from at least three sources before a contract with an independent consultant is entered. The Board will not contract with a Board member or a member of the Board member's immediate family as defined in Policy No. 0142.1.

The Board will engage the services of an independent consultant only by written contract, which must specify the work to be accomplished by the consultant, the time within which the work is to be completed, and the fee that will be paid the consultant. An independent consultant engaged by the Board is neither agent nor employee of the Board and may represent the Board only as expressly authorized to do so in writing.

An independent consultant may have access to such school facilities and school district employees as may be reasonably required in the performance of the consultant's contract with the Board. Except as expressly permitted by the contract, any communication between the consultant and a district employee or community member regarding the work of the contract must be conducted through the Board or a designated school official.

Materials and reports generated and created by the independent consultant in the performance of his/her contract with the Board are and will remain the property of the Board and are subject to Board Policy No. 8310 on public records.

Adopted: 24 June 2003

0177 APPOINTMENT OF HEALTH SERVICES DIRECTOR

QUALIFICATIONS AND DUTIES

To ensure the health and safety of students and employees within the school setting, the West Windsor-Plainsboro Regional Board of Education shall appoint a lead physician to serve as Health Services Director and such other school physicians as the Board deems necessary.

The Health Services Director and all other school physician shall be licensed to practice medicine or osteopathy in the state of New Jersey and have training and a scope of practice that include child and adolescent health and development. The district shall conduct a criminal background history check on any physician prior to entering into an agreement for the provision of services. The Health Services Director and any other school physician shall function in accordance with state laws and regulations.

The Health Services Director shall provide, at a minimum, the following services:

1. Consultation and review in the development of district policies and procedures related to health, safety and emergency medical procedures;

2. Consultation to the district Board of Education, administrators and staff;

3. Consultation to school district medical staff regarding the delivery of school health services, which include special health care needs of technology supported and medically fragile children, including
those covered by the Individuals with Disabilities Education Act (IDEA), 20 U.S.C., Chapter 33;

4. Physical examinations conducted in an appropriately equipped facility for students who do not have a medical home;

5. Direction for professional duties of other medical staff;

6. Written standing orders, which shall be reviewed and reissued before the beginning of each school year;

7. Establishment of standards of care for emergency situations and medically related care involving students and school staff;

8. Assistance to the certified or non-certified school nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;

9. Review, as needed of reports and orders from private physicians regarding student health concerns;

10. Authorization of tuberculin testing; and

11. Review and approval of Do Not Resuscitate (DNR) orders and instruction to school staff.

N.J.A.C. 6A:16-1.1 to 2.1

Adopted: 24 June 2003

0177.1 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the West Windsor-Plainsboro Regional School District Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The West Windsor-Plainsboro Regional School District Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the West Windsor-Plainsboro Regional School District Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for professional services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the
requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted: September 23, 2008

<table>
<thead>
<tr>
<th>1100 DISTRICT ORGANIZATION</th>
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<tbody>
<tr>
<td>The Board of Education directs the establishment and implementation of an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels. All references to school district administrators in policies or regulations shall be construed to mean that administrator or his/her designee.</td>
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<tr>
<td>All employees of this Board are directed to observe faithfully the chain of communications established by the district organizational plan. In general, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. When a resolution cannot be found at that level, remedy may be sought through appropriate resolution and remediation procedures, as specified by policy and/or applicable bargaining agreements.</td>
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<tr>
<td>The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.</td>
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<td>Annually, the Superintendent will provide the Board with an updated organizational chart.</td>
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Adopted: 24 June 2003

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<tr>
<th>1110 ORGANIZATIONAL CHART</th>
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<td>Adopted: 24 June 2003</td>
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<tr>
<th>1120 MANAGEMENT TEAM</th>
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<tr>
<td>The Board of Education recognizes the value of a system of management organization that enhances communication among administrators and between the administration and the Board, encourages a shared responsibility for educational policy decisions, and provides for the equitable resolution of conflicts.</td>
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<tr>
<td>The Board directs the Superintendent to establish a management team that includes the Superintendent and those administrative, supervisory, and support staff members who are responsible for employee</td>
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<tr>
<td>1120.1 ADMINISTRATIVE PERSONNEL</td>
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<td>&quot;Administrative personnel&quot; shall mean all those persons employed as full-time administrators. This category of personnel includes the Assistant Superintendent, Assistant Superintendent of Pupil Personnel Services, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Finance and Support Services/Board Secretary, Special Assistant for Labor Relations/District Affirmative Action Officer, Principals, Assistant Principals, Administrative Assistant’s, Director of Special Services, Director of Guidance, and Public Information Office.</td>
</tr>
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Adopted: 24 June 2003

<table>
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<tr>
<th>1120.2 SELECTION PROCESS FOR ADMINISTRATIVE STAFF</th>
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<tbody>
<tr>
<td>The quality of the administrative staff and the leadership it provides are vital to a successful educational program. Therefore, the Superintendent has the responsibility to recruit and recommend to the Board the best possible administrators to meet the educational needs of the district students.</td>
</tr>
</tbody>
</table>

Posting Notices of Vacancies

When a vacancy occurs in an administrative position, or a new position is created, or an existing position is substantially changed (more than 50% difference in responsibilities), the Superintendent shall post vacancy notices within the district and advertise through the media simultaneously. Notices will be forwarded to the West Windsor-Plainsboro Administrators' Association and the West Windsor-Plainsboro Education Association.

Vacancy notices shall include the following information:

1. Title and brief description of position;

2. Qualifications;

3. Duties;

4. Salary range;

5. Where application forms can be obtained to whom they should be submitted; and

6. Closing date for receipt of applications.

The notices shall be posted for at least 14 calendar days.
An advertisement for the open position will be placed in area newspapers and in those of nearby major cities as well as in professional journals and publications, including college placement publications, in order to insure a broad canvassing for candidates. Such advertisement shall contain the same details included in the notice posted in the school buildings.

For the position of Superintendent, the choice of sources for posting of vacancy notices and selection of candidates will be at the discretion of the Board.

Screening and Recommending Candidates

1. SUPERINTENDENT'S RECOMMENDATION: To fill any administrative position other than the Superintendency requires the recommendation of the Superintendent and appointment by the Board of Education.

2. INTERVIEWING COMMITTEES: Filling some administrative positions such as that of Principals, Assistant Principals, and certain supervisors and coordinators, because of the highly public nature of the discharge of their duties, may be well served by a process which involves the staff and public. As an integral part of the screening and interviewing process, the Superintendent and principals shall make constructive use of interviewing committees consisting of staff, parents, and, in certain circumstances, students.

3. WORK-SITE VISITS: In weighing the merits of candidate for administrative positions, the Superintendent, Principal, or their designees, who may be members of the interviewing committee, shall conduct a work-site visit to assess a candidate prior to bring that candidate to the Board of Education, except in cases where a work-site visit is not practical.

Work-site visits may include interviews with supervisors, colleagues, subordinates, parents, and students, all of whom have personal knowledge of or have worked closely with the candidates.

Distance and/or time of year may make a work-site visit impractical. In such cases, extensive phone interviews with a broad range of persons who have worked with a candidate, as cited above, shall be conducted.

4. ASSISTANT PRINCIPAL, ASSISTANT DIRECTOR, COORDINATOR, SUPERVISOR: For the positions of Assistant Principal, Assistant Director, Coordinator and Supervisor, the Principal will screen the applications, interview qualified candidates with the assistance of an interview. The Superintendent will recommend a candidate to the Board of Education for appointment. The Board, in turn, will accept or reject the recommendation of the Superintendent.

5. PRINCIPAL, DIRECTOR OF SPECIAL SERVICES: For the positions of Principal and Director of Special Services, the Superintendent will review applications, interview qualified candidates with the assistance of a screening committee, and select a candidate to be recommended to the Board of Education. The Board, in turn, will accept or reject the recommendation of the Superintendent.

6. ASSISTANT SUPERINTENDENT, DIRECTOR OF PUPIL PERSONNEL SERVICES: For the positions of Assistant Superintendent and Director of Pupil Personnel Services, the Superintendent will review applications, interview qualified candidates with the assistance of a screening committee,
and select a minimum of two candidates to be interviewed by the Board. After the Board has interviewed those candidates, the Superintendent will recommend a candidate for appointment. The Board, in turn, will accept or reject the recommendation of the Superintendent.

Board of Education Interviews

The members of the Board of Education will interview all candidates brought to it by the Superintendent, and only those candidates brought to it by the Superintendent.

The Superintendent will provide the Board with background information on each candidate brought forward, including a complete resume, letters of recommendation, and a summary of reference checks.

Upon completion of the interview, the Superintendent will present his/her recommendation, along with supporting reasons, to the Board. The observed interaction between the Board and candidates must be taken into account in the Superintendent's recommendation.

At the next noticed regular or special meeting, a roll call vote of the Board will be taken. A majority vote is required to appoint an administrator.

General Considerations

No candidate can be appointed to fill a position permanently without completing the full process of application and interviews. The employment of any candidate is not official until the contract is approved by the Board of Education and signed by the Board President, Board Secretary, and the candidate. The Superintendent shall communicate this fact to all candidates.

It shall be the duty of the Superintendent to see that persons recommended for employment shall meet all qualifications established by state law, including the initiation of a criminal history check, proof of citizenship or eligible alien status, and certification for the type of position for which the recommendation is made.

There will be no discrimination in the employment process in regard to age, sex, creed, race, color, non-applicable handicap, or national origin.

Adopted: 24 June 2003

1121 BENEFITS COVERING NON-AFFILIATED (CATEGORY C) CENTRAL OFFICE ADMINISTRATIVE EMPLOYEES

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees listed below. This policy shall be reviewed annually and can be revised at any time.

The Board of Education may enter into individual employment contracts with any of the employees covered by this policy. The Board of Education shall approve all such individual contracts by resolution in public session and shall authorize the President of the Board of Education to execute any such agreement. In the event any benefit provided to an employee through an individual employment contract
contract is inconsistent with a benefit set forth in this policy, the individual employment contract shall supersede this policy.

Titles:
Assistant Superintendents
Business Administrator
Director of Community Education
Director of Human Resources
Director of Communications
Special Assistant for Labor Relations

Benefits for these employees shall be as follows:

A. Health Insurance

1. The Board shall provide full-time employees covered by this policy with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. The medical insurance plan shall include a mandatory second surgical opinion and mandatory pre-certification. Additionally, the eligible dependents of employees shall, if the employee so chooses, be covered under these plans subject to the terms and conditions for such coverage.

2. For employees who are hired on or after May 1, 1997, the Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
   a. The Board shall assume 100% of the cost of premiums for medical/hospital insurance coverage for employees and their eligible dependents.
   b. Employees who request dependent coverage shall contribute 10% of the cost of premiums for dependent coverage for the dental and prescription plans.

3. For employees who were hired before May 1, 1997, the Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for medical/hospital, dental and prescription insurance.

4. Employees who have alternate medical/hospital, dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided by the Board by signing a waiver form. To the extent permitted by law, an employee who waives coverage shall receive payment equal to twenty five (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to the rules and regulations of the insurance carriers.

5. Employees who are in active service prior to October 1, 2006, who retire from the district with a minimum of twenty-five (25) years of service to the district, shall receive, at Board expense, coverage for the employee only in the district's dental plan for a period of ten (10) years from the effective date of retirement.

B. Leave of Absence
1. Employees shall be credited with fourteen (14) days cumulative sick leave at the beginning of each school year. Three (3) additional non-cumulative days of allowable sick leave shall be available to employees who have used all accumulated allowable sick leave.

2. Upon retirement from the district, with at least fifteen (15) years of service to the district, an employee shall be compensated at one and one half times the then highest current per diem substitute teacher's pay for his/her accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Effective July 1, 1997, compensation for employees new to the district shall be capped at $10,000, regardless of the number of sick days accumulated.

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:

   a. Religious holidays;

   b. Closing on the purchase of a home;

   c. Moving day;

   d. Court appearance or other legal matters;

   e. Entering offspring in college;

   f. Attending graduation of offspring or spouse;

   g. Attending wedding of member of immediate family;

   h. Marriage;

   i. Adoption;

   j. Other Emergency or Urgent Reason Not Listed Above.

   An employee shall be granted up to three (3) days of personal leave per year with full pay. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than fifteen sick days may be accumulated in any one year.

4. An employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

5. By individual consideration of unusual cases, the Board may grant sick leave with full or partial salary over and above the annual and accumulated sick leave.

6. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three days for other close relatives, and up to one (1) day for relative
not a member of the immediate family or close friend.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, daughter-in-law.

7. Employees shall be granted a child care or adoption leave without pay for not more than three (3) years. The Board shall grant a child care or adoption leave of absence without pay to employees under the following terms and conditions:

a. Any tenured or non-tenured employee may request an unpaid leave of absence to care for a newly born or adopted child.

b. Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than ninety days prior to the requested commencement date of the leave. This ninety day notification period may be reduced by agreement between the employee and the Superintendent.

c. Any tenured or non-tenured employee may return to work within the school year in which the leave begins, provided he/she shall have specified the month when he/she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence, but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption or for other proper causes provided that such change will not substantially interfere with administration of the school. Any tenured employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be permitted to do so if he/she makes application at least three weeks prior to the commencement date of his/her leave of absence.

d. An employee under tenure shall be granted a child care or adoption leave without pay for not more than three years from September of the school year in which he/she requests the leave. When the leave is granted, he/she shall return as a tenured employee.

e. The Board shall not be required to extend the leave on non-tenured employees beyond the school year for which they were hired. Non-tenured employees wishing to return for the following school year shall be considered by the Board for re-employment for the following year.

f. Any tenured employee may return to work in a school year subsequent to the school year in which his/her leave begins, provided he/she shall have requested to do so in his/her application for a leave of absence. Any such employee shall be permitted to return to work at the beginning of any of the two school years following the school year in which his/her leave commences, provided such employee has given the Board written notice of his/her intention to do so not less than six (6) months prior to the beginning of the school year in which he/she wishes to return.

g. Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in the year in which he/she actually returns from such leave) provided he/she has it
least ninety one (91) or more working days (ten month employee) of service to the district in the year in which the leave commences.

h. No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the West Windsor-Plainsboro Regional School District in the area of his/her competence.

i. An employee granted a leave of absence under this Article shall have the following benefits paid by the Board for a period of three months after the beginning of such leave under the terms and conditions set forth in paragraph A of this policy:

(1) Medical/Hospital
(2) Prescription Plan
(3) Dental Plan

j. Return to Service - An employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant or if not, to a substantially equivalent position.

8. Employees are entitled to sick leave benefits during the four weeks preceding and the four weeks following childbirth. No employee shall be required to take an unpaid leave of absence for pregnancy.

a. An employee who is unable to work due to a disability, including a maternity disability, may request a leave of absence for the period of time related to the disability. The Board shall not arbitrarily or unreasonably deny such requested leave. Unless the employee on leave has sick leave available and is otherwise able to use sick leave, such leave of absence shall be without pay.

b. Any employee who becomes pregnant shall notify the Superintendent of her condition, and if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.

c. The Board recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the four weeks preceding and the four weeks following childbirth when the employee is presumed to be disabled, she will be entitled to sick leave benefits.

Should disability occur earlier in the pregnancy, or continue for more than one month following birth, the employee may use additional sick leave benefits if she presents a physician's statement attesting to her continued disability.

d. The Board reserves its right to request that an employee applying for leave submit a statement of health from her physician, and further reserves the right to require a maternity disability leave to start sooner than requested should the employee's condition (mental or physical) warrant this action.

e. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following bases:
(1) Performance - Her performance has substantially declined from the time immediately prior to her pregnancy.

(2) Physical Incapacity - Her physical condition, or capacity, is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if;

(a) The employee fails to produce a certification from her physician that she is medically able to continue working, or
(b) The Board's physician and the employee's physician agree that she cannot continue working, or
(c) Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

(3) Just Cause - Any other "just cause" as defined in N.J.S.A. Title 18A.

(f) When the anticipated period of disability occurs early in the school year, and therefore, could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the Board and the employee agree, the employee may use up to two months of accumulated sick leave, despite the requirement that to receive disability payments an employee must work until one month before childbirth.

(g) In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.

(h) The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take an unpaid leave of absence for pregnancy. The Board may, at it's discretion require periodic physician certification of the employee's continued fitness to perform her duties.

(i) As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.

(j) Except as otherwise provided in this Article, no tenured or non-tenured employee on maternity disability leave shall be barred from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file at least two weeks prior to the date of her return, or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties.

C. Vacation

1. Effective July 1, 2005, an employee shall initially receive no less than fifteen (15) and no more than twenty-two (22) vacation days per year as recommended by the Superintendent of Schools with the
approval of the Board of Education.

2. Effective July 1 of the new school year following two (2) full school years of employment, all employees covered by this policy shall receive twenty two (22) vacation days per year.

3. Vacation days shall be prorated upon employment and shall be posted on July 1 of each year in accordance with procedures established by the Superintendent/Designee.

4. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a prorated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty two (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for his/her work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.

5. Upon retirement from the district, an employee shall be compensated for cumulative vacation days at his/her then current per diem rate of pay. Up to forty-five vacation days may be cumulative.

6. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.

7. Administrators may accumulate unused vacation time from one year to the next; however, the total number of accumulated days may not exceed forty five (45) as of August 31 of any school year. If, on July 1 of any year, the total number of accumulated vacation days exceeds forty five (45), the excess days must be used prior to August 31. Cumulative vacation days beyond forty five (45) days on August 31 of any school year shall be converted to sick leave; however, no person may increase his or her total accumulation of unused sick days by more than fifteen (15) days in any one year.

8. If circumstances interfere with the ability of an administrator to use vacation days prior to August 31 to comply with the 45-day limit set forth above in Paragraph 7, the Superintendent may approve, at his/her discretion when he/she deems it to be in the best interests of the district, the administrator's accumulation of up to an additional ten (10) unused vacation days in one year and thereby permit the administrator to have a maximum of fifty five (55) accumulated vacation days as of August 31 of any school year. Under no circumstances, however, shall the maximum permitted number of accumulated vacation days exceed fifty five (55).

D. Holidays

Employees shall receive the nineteen (19) holidays as listed in the annual holiday schedule. If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment."

E. Miscellaneous
1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the current IRS rate.

2. Employees are eligible to receive reimbursement for the costs associated with the enrollment in and attendance at approved courses for professional improvement as follows:

Reimbursement shall cover 100% of the cost of tuition, registration, and lab fees of any college or university. The Board will pay 100% of the costs of approved texts per semester. A maximum of eighteen credits per year shall be covered by these regulations.

For employees hired after February 1, 1997, reimbursement shall not exceed the cost of twelve (12) credits of graduate study at Rutgers University, regardless of the number of credits taken. An employee can receive up to the maximum reimbursement rate of twelve Rutgers graduate credits even if he/she took fewer than twelve credits at a college or university with a higher tuition rate.

Reimbursement shall be made to the employee only after submission of proof of the satisfactory completion of the courses with a grade of B or better (or "pass" in a pass/fail course) and evidence of payment of tuition costs.

3. Travel and expense reimbursement shall be governed by Board Policy 3440 or the individual's employment contract.

Adopted: 24 June 2003
Revised: 26 September 2006

1122 BENEFITS COVERING NON-AFFILIATED ADMINISTRATIVE EMPLOYEES - Category A

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees listed below. This policy shall be reviewed annually and can be revised at any time. In the event any benefit provided to an employee through an individual employment contract is inconsistent with a benefit set forth in this policy, the individual employment contract shall supersede this policy.

Titles:

Accountant
Accounting/Computer Supervisor
Administrative Assistant
Audio/Visual Technical Engineer
Cable Television Station Manager
Extended Day Program Administrator
Food Services Manager
Human Resources Specialist
Management Information Systems Manager
Network Administrator
Payroll Supervisor
Program Analyst
Benefits for these employees shall be as follows:

A. Health Insurance

1. The Board shall provide full-time employees covered by this policy with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. The medical insurance plan shall include a mandatory second surgical opinion and mandatory pre-certification. Additionally, the eligible dependents of employees shall, if the employee so chooses, be covered under these plans subject to the terms and conditions for such coverage.

2. For employees who are hired on or after May 1, 1997, the Board shall, if the employee so requests, provide health insurance coverage in accordance with the following terms:
   a. The Board shall assume 100% of the cost of premiums for medical/hospital insurance coverage for employees and their eligible dependents.
   b. Employees who request dependent coverage shall contribute 10% of the cost of premiums for dependent coverage for the dental and prescription plans.

3. For employees who were hired before May 1, 1997, the Board shall, if the employee so requests, assume 100% of the cost of the premiums for employees and their eligible dependents for medical/hospital, dental and prescription insurance.

4. Employees who have alternate medical/hospital, dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided by the Board by signing a waiver form. To the extent permitted by law, an employee who waives coverage shall receive payment equal to twenty five (25%) of the cost of the premium the Board would have paid had the employee not waived coverage. An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan, may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to the rules and regulations of the insurance carriers.

5. Employees who are in active service prior to October 1, 2006, who retire from the district with a minimum of twenty-five (25) years of service to the district, shall receive, at Board expense, coverage for the employee only in the district's dental plan for a period of ten (10) years from the effective date of retirement.

B. Leave of Absence

1. Employees shall be credited with fourteen (14) days cumulative sick leave at the beginning of each school year. Three (3) additional non-cumulative days of allowable sick leave shall be available to employees who have used all accumulated allowable sick leave.

2. Upon retirement from the district, with at least fifteen (15) years of service to the district, an employee shall be compensated at one and one half times the then highest current per diem substitute
teacher's pay for his/her accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Effective July 1, 1997, compensation for employees new to the district shall be capped at $10,000, regardless of the number of sick days accumulated.

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:

a. Religious holidays;
b. Closing on the purchase of a home;
c. Moving day;
d. Court appearance or other legal matters;
e. Entering offspring in college;
f. Attending graduation of offspring or spouse;
g. Attending wedding of member of immediate family;
h. Marriage;
i. Adoption;
j. Other Emergency or Urgent Reason Not Listed Above.

An employee shall be granted up to three (3) days of personal leave per year with full pay. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than fifteen sick days may be accumulated in any one year.

4. An employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

5. By individual consideration of unusual cases, the Board may grant sick leave with full or partial salary over and above the annual and accumulated sick leave.

6. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three days for other close relatives, and up to one (1) day for relative not a member of the immediate family or close friend.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather,

7. Employees shall be granted a child care or adoption leave without pay for not more than three (3) years. The Board shall grant a child care or adoption leave of absence without pay to employees under the following terms and conditions:

a. Any tenured or non-tenured employee may request an unpaid leave of absence to care for a newly born or adopted child.

b. Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than ninety days prior to the requested commencement date of the leave. This ninety day notification period may be reduced by agreement between the employee and the Superintendent.

c. Any tenured or non-tenured employee may return to work within the school year in which the leave begins, provided he/she shall have specified the month when he/she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence, but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption or for other proper causes provided that such change will not substantially interfere with administration of the school. Any tenured employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be permitted to do so if he/she makes application at least three weeks prior to the commencement date of his/her leave of absence.

d. An employee under tenure shall be granted a child care or adoption leave without pay for not more than three years from September of the school year in which he/she requests the leave. When the leave is granted, he/she shall return as a tenured employee.

e. The Board shall not be required to extend the leave on non-tenured employees beyond the school year for which they were hired. Non-tenured employees wishing to return for the following school year shall be considered by the Board for re-employment for the following year.

f. Any tenured employee may return to work in a school year subsequent to the school year in which his/her leave begins, provided he/she shall have requested to do so in his/her application for a leave of absence. Any such employee shall be permitted to return to work at the beginning of any of the two school years following the school year in which his/her leave commences, provided such employee has given the Board written notice of his/her intention to do so not less than six (6) months prior to the beginning of the school year in which he/she wishes to return.

g. Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in the year in which he/she actually returns from such leave) provided he/she has it least ninety one (91) or more working days (ten month employee) of service to the district in the year in which the leave commences.

h. No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the West Windsor-Plainsboro Regional School District in the area of his/her competence.
i. An employee granted a leave of absence under this Article shall have the following benefits paid by the Board for a period of three months after the beginning of such leave under the terms and conditions set forth in Paragraph A of this policy:

(1) Medical/Hospital

(2) Prescription Plan

(3) Dental Plan

j. Return to Service - An employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant or if not, to a substantially equivalent position.

8. Employees are entitled to sick leave benefits during the four weeks preceding and the four weeks following childbirth. No employee shall be required to take an unpaid leave of absence for pregnancy.

a. An employee who is unable to work due to a disability, including a maternity disability, may request a leave of absence for the period of time related to the disability. The Board shall not arbitrarily or unreasonably deny such requested leave. Unless the employee on leave has sick leave available and is otherwise able to use sick leave, such leave of absence shall be without pay.

b. Any employee who becomes pregnant shall notify the Superintendent of her condition, and if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.

c. The Board recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the four weeks preceding and the four weeks following childbirth when the employee is presumed to be disabled, she will be entitled to sick leave benefits.

Should disability occur earlier in the pregnancy, or continue for more than one month following birth, the employee may use additional sick leave benefits if she presents a physician's statement attesting to her continued disability.

d. The Board reserves its right to request that an employee applying for leave submit a statement of health from her physician, and further reserves the right to require a maternity disability leave to start sooner than requested should the employee's condition (mental or physical) warrant this action.

e. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following bases:

(1) Performance - Her performance has substantially declined from the time immediately prior to her pregnancy.

(2) Physical Incapacity - Her physical condition, or capacity, is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if;
(a) The employee fails to produce a certification from her physician that she is medically able to continue working, or

(b) The Board's physician and the employee's physician agree that she cannot continue working, or

(c) Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

(3) Just Cause - Any other "just cause" as defined in N.J.S.A. Title 18A.

f. When the anticipated period of disability occurs early in the school year, and therefore, could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the Board and the employee agree, the employee may use up to two months of accumulated sick leave, despite the requirement that to receive disability payments an employee must work until one month before childbirth.

g. In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.

h. The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take an unpaid leave of absence for pregnancy. The Board may, at its discretion require periodic physician certification of the employee's continued fitness to perform her duties.

i. As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.

j. Except as otherwise provided in this Article, no tenured or non-tenured employee on maternity disability leave shall be barred from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file at least two weeks prior to the date of her return, or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties.

D. Vacation

1. Employees shall receive vacation days in accordance with the following schedule:

   a. Upon employment, fifteen (15) vacation days per year.

   b. On July 1 following five (5) full school years of employment, twenty two (22) vacation days per year.
2. Vacation days shall be prorated upon employment and shall be posted on July 1 of each year in accordance with procedures established by the Superintendent/Designee.

3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a prorated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty two (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for his/her work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.

4. Upon retirement from the district, an employee shall be compensated for cumulative vacation days at his/her then current per diem rate of pay. Up to forty-five vacation days may be cumulative.

5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.

6. Administrators may accumulate unused vacation time from one year to the next; however, the total number of accumulated days may not exceed forty five (45) as of August 31 of any school year. If, on July 1 of any year, the total number of accumulated vacation days exceeds forty five (45), the excess days must be used prior to August 31. Cumulative vacation days beyond forty five (45) days on August 31 of any school year shall be converted to sick leave; however, no person may increase his or her total accumulation of unused sick days by more than fifteen (15) days in any one year.

E. Holidays

Employees shall receive the nineteen (19) holidays as listed in the annual holiday schedule.

F. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the current IRS rate.

2. Employees are eligible to receive reimbursement for the costs associated with the enrollment in and attendance at approved courses for professional improvement as follows:

Reimbursement shall cover 100% of the cost of tuition, registration, and lab fees of any college or university. The Board will pay 100% of the costs of approved texts per semester. A maximum of eighteen credits per year shall be covered by these regulations.

For employees hired after February 1, 1997, reimbursement shall not exceed the cost of twelve (12) credits of graduate study at Rutgers University, regardless of the number of credits taken. An employee can receive up to the maximum reimbursement rate of twelve Rutgers graduate credits even if he/she took fewer than twelve credits at a college or university with a higher tuition rate.

Reimbursement shall be made to the employee only after submission of proof of the satisfactory
completion of the courses with a grade of B or better (or "pass" in a pass/fail course) and evidence of payment of tuition costs.

3. Travel and expense reimbursement shall be governed by Board Policy 3440.

Adopted: 24 June 2003
Revised: 26 September 2006

1210 BOARD-SUPERINTENDENT RELATIONS

The Board of Education believes that it is the primary duty of the Board to establish policies and the primary duty of the Superintendent to implement and administer those policies.

The Superintendent, as Chief Administrative Officer of the school district, is the primary professional advisor to the Board. Policy should not be adopted or revised without consultation with the Superintendent.

The Superintendent is responsible for the development, supervision, and operation of the school program and facilities and will be given latitude to implement and administer policies in accordance with such standards as may have been set forth in the policies. The Superintendent will discharge his/her responsibility in part through the establishment and promulgation of managerial guidelines and directives.

In evaluating the effectiveness of Board policy in meeting the goals of the district, the Board will request the Superintendent to make appropriate inquiries, investigations, and reports.

Adopted: 24 June 2003

1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this district in a Superintendent and recognizes that the appointment of a person to that office is one of the most important functions this Board can perform.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. Recruitment procedures shall be prepared in advance of the search and shall include the following:

1. The preparation of a written job description;

2. Preparation of informative material describing this school district and its educational goals;

3. Where feasible, the opportunity for applicants to visit the district;
4. The requirement that each serious candidate for the position be interviewed by Board members in a format that encourages the candidate to express an educational philosophy;

5. Solicitation of applications from a wide geographical area; and


Qualifications

The Superintendent must possess a valid New Jersey administrative certificate endorsed for school administrator in accordance with law and must qualify for employment following a criminal history record check.

The Superintendent shall meet criteria established at the time of the search.

Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. The employment contract with the Superintendent must be approved with a majority vote of the full Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract will include a term of not less than three nor more than five years for which employment is contracted, stating beginning and ending dates; the salary to be paid; the benefits to be received; and a provision for termination of the contract by Superintendent as established in the contract between the Board and the Superintendent.

During the term of the contract, the Superintendent may be dismissed or reduced in compensation only for inefficiency, incapacity, conduct unbecoming a Superintendent or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws. The contract will automatically renew for the same term and with the same conditions unless the parties have entered a new contract, which may provide a different term of not less than three nor more than five years, or the Board has notified the Superintendent at least one year in advance of the expiration of the contract, that the contract will not be renewed.

Physical Examination

A person appointed Superintendent must meet the requirements for physical examination set forth in Policy No. 3160.
Disqualification

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

N.J.A.C. 6:11-9.3; 6:11-9.4

Adopted: 24 June 2003

1230 SUPERINTENDENT'S DUTIES

Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his/her office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principal advisor to the Board. He/She may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

A. In the discharge of his/her responsibility as principal advisor to the Board, the Superintendent shall:

1. Ensure that all aspects of district operation comply with Board policy, state law and district contracts, N.J.S.A. 18A:17-20b;

2. Report to the Board on the needs of the district, N.J.S.A. 18A:17-20b;

3. Advise the Board of any changes or additions that should be made to its policies;

4. Provide the Board with such information as may be needed to ensure the making of informed decisions, N.J.S.A. 18A:17-20; and

5. Perform such other duties as may be assigned by the Board, N.J.S.A. 18A:17-20b.

B. In the discharge of his/her responsibility for the implementation of the operational action plan of
the district, the Superintendent shall:

1. Prepare, promulgate, and disseminate managerial guidelines and directives;

2. Evaluate the short term and long term needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;

3. Maintain written objectives to implement the district action plan adopted by the Board, N.J.A.C. 6:8-2.4;

4. Evaluate progress toward the attainment of the district action plan and report thereon to the Board, N.J.A.C. 6:8-2.4; and

5. Report to the Commissioner and the County Superintendent on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner, N.J.S.A. 18A:17-21.

C. In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written curriculum for the schools of the district consistent with the educational goals adopted by the Board, N.J.A.C. 6:8-2.5;

2. Coordinate the proper implementation of the curriculum as it applies to each school in the district;

3. Evaluate at least annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness, N.J.S.A. 18A:7A-11b;


5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district, N.J.S.A. 18A:17-20; and

6. Keep informed regarding current research in the field of education and inform the Board as appropriate.

D. In the discharge of his/her responsibility for the direction and welfare of pupils, the Superintendent shall:

1. Strive to motivate pupils to achieve their individual best;

2. Create a climate of respect for authority and discipline in each of the schools of the district;

3. Report to the Board the suspension of a pupil on a periodic basis, N.J.S.A. 18A:37-4; and

4. Recommend any changes in the program of pupil management and support as necessary to respond to district needs.
E. In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall:

1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer, N.J.S.A. 18A:27-4.1, N.J.A.C. 6:11-3.1(b);

2. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;

3. Train staff as necessary to implement approved changes in the curriculum or instructional methods of the district, N.J.S.A. 18A:7A-11e;

4. Evaluate the effectiveness of staff members in the performance of their assigned tasks, N.J.A.C. 6:3-4.3;

5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness, N.J.A.C. 6:3-4.3; and


F. In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall:

1. Strive to make efficient use of district resources in the daily operations of the schools;

2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;

3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and

4. Evaluate the suitability of the district facilities to satisfy current and future needs in housing the instructional program and recommend to the Board such changes and improvements as may be required, N.J.S.A. 18A:7A-11g.

G. In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall:

1. Supervise the preparation of the annual budget and recommend its adoption to the Board, N.J.S.A. 18A:17-20b;

2. Implement the budget adopted by the Board;

3. Establish sufficient fiscal controls to ensure that district funds are expended wisely and efficiently; and

H. In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall:

1. Strive to interpret the needs of the school to the public and the concerns of the public to the Board;

2. As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;

3. Keep the public informed about the accomplishments and problems of the school district;

4. Cooperate with the news media; and

5. Work effectively with municipal government officials and public agencies concerned with the welfare of pupils.


Adopted: 24 June 2003

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1240 EVALUATION OF SUPERINTENDENT

An effective working relationship between the Board of Education and the Superintendent is essential to the successful operation of the school district. The development and maintenance of such a relationship may be greatly assisted by a periodic review of the Superintendent's diverse responsibilities accompanied by an evaluation of the Superintendent's performance.

The Board in compliance with state law (N.J.S.A. 18A: 17-20.3) will evaluate the Superintendent of Schools annually.

The Superintendent of Schools evaluation will consist of two parts:

- Progress Towards District Goals and Objectives;
- Demonstration of Executive Skills

In addition, the Board, as part of the management team will conduct a self-evaluation to identify its strengths and weaknesses, and to provide direction for the improvement of the Board's management role:

Legal Requirements

A. The Purpose of the evaluation shall be to:

1. Promote professional excellence and improve the skills of Superintendent of Schools;

2. Improve the quality of the education received by the students served by the public schools;

3. Provide a basis for the review of the job performance of the Superintendent of Schools.
4. Improve communications between the Board of Education and the Superintendent of Schools.

B. The Role and Responsibility of the Board shall be to:

1. Review, revise and approve procedures and instruments suggested by the Superintendent of Schools for implementation of this policy;

2. Determine whether the services of a qualified consultant will contribute substantially to the evaluation process, and to hire such a consultant if the Board deems it desirable;

3. Design of evaluation instruments in conjunction with the Board, suited to reviewing the Superintendent of School's performance based upon the job description and district goals;

4. Hold an annual summary conference between a majority of full membership of the Board and the Superintendent of Schools. This conference shall include a review of the Superintendent of School's performance in terms of his job description, progress towards district goals and objectives; and demonstration of executive skills;

5. Adopt an individual plan for professional growth and development of the Superintendent of Schools based in part upon any needs identified in the evaluation. This plan shall reflect contributions by both the Board and Superintendent of Schools.

C. The role and responsibility of the Superintendent of Schools shall be to provide information and propose for Board approval procedures for:

1. Development of a job description and evaluation criteria, based upon the district's local goals, program objectives, policies, instructional priorities, state goals, statutory requirements and the functions, duties and responsibilities of the Superintendent of Schools. The evaluation criteria shall include, but not be limited to, available indicators of student progress, district records, personal observation;

2. Specification of methods of data collection and reporting appropriate to the job description;

3. Scheduling the required annual conference at an appropriate time, and with appropriate information available to allow proper consideration of all the items to be included in the subsequent written performance report;

4. Provision for performance data not included in the report prepared by the Board to be entered into the record by the Superintendent of Schools within five working days after the completion of the report.

Components

A. Progress Towards District Goals and Objectives

1. Forward motion: the primary function of the district.
2. Set cooperatively by agreed upon process. Translated into action with measurable outcomes.

3. Up-dates throughout the year.

4. Forms the basis for future district goals.

B. Leadership Skills/Executive Skills

1. The way in which the Superintendent accomplishes the district goals.

2. Based primarily on job description; decision-making, supervision, delegation, communication, professionalism, etc.

3. Should include evaluation of the Superintendent's personal goals.

4. Forms the basis for future personal goals.

C. Evaluation Cycle

1. Between reorganization meeting and July 1, the Board and Superintendent will establish annual goals and a Professional Improvement Plan based on previous year's performance evaluation.

2. Prior to October 1, the Superintendent submits an action plan on how to best address goals for Board review and approval.

3. The Board conducts mid-year review with the Superintendent in Executive Session prior to February 1, unless the Superintendent requests that it be held in public.

4. The annual summary conference between the Board with a majority of the total membership of the Board and the Superintendent present, shall be held before the written performance report is filed. The conference shall be held in private unless the Superintendent requests that it be held in public.

5. The Board completes a summative appraisal of Superintendent prior to the Board elections. The summative appraisal shall be a composite of the individual Board member's assessment of the Superintendent. Each judgment shall be supported by as much documentation and objective evidence as possible. One Board member's opinion should not be the sole basis for judgment on an item.

6. Opportunity for the administrator to include in the report, within five working days of its completion by the Board, performance data which was not included in the report.

N.J.A.C. 6:3-2.2

Adopted: 24 June 2003

1310 EMPLOYMENT OF ASSISTANT SUPERINTENDENT FOR FINANCE AND SUPPORT SERVICES/BOARD SECRETARY
The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of Assistant Superintendent for Finance and Support Services/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as Assistant Superintendent for Finance and Support Services/Board Secretary or perform the duties of a Assistant Superintendent for Finance and Support Services/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of Assistant Superintendent for Finance and Support Services/Board Secretary must produce evidence of their training and/or experience in the fields of economic and legal environment, accounting, quantitative methods, management information systems, organizational theories, administrative processes, production and marketing of goods, financing of the business enterprise and other responsibilities as outlined in the Board job description, and Policy No. 1320.

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

N.J.A.C. 6:11-9.3; 6:11-9.7

Adopted: 24 June 2003

1320 DUTIES OF ASSISTANT SUPERINTENDENT FOR FINANCE AND SUPPORT SERVICES/BOARD SECRETARY

The Assistant Superintendent for Finance and Support Services/Board Secretary shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

In order to achieve the functions of the position, the Assistant Superintendent for Finance and Support Services/Board Secretary shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans;

2. Prepare the annual budget based upon district resources and needs;

3. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;

4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;

5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.
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<td>6.</td>
<td>Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;</td>
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<td>7.</td>
<td>Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;</td>
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<td>8.</td>
<td>Strive to increase the efficient use of district resources in his/her area of responsibility;</td>
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<td>9.</td>
<td>Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;</td>
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<td>10.</td>
<td>Strive to develop personal capabilities in financial strategies and supervisory methods;</td>
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<td>11.</td>
<td>Strive to conduct himself or herself in a proper manner at all times;</td>
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<td>12.</td>
<td>Be responsible for the conduct of all duties legally assigned to his/her position including:</td>
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<td>a.</td>
<td>Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7;</td>
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<td>b.</td>
<td>Recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A:17-7;</td>
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<td>c.</td>
<td>Collecting tuition fees and other monies due the Board and transmitting them to the Treasurer of School Monies, N.J.S.A. 18A:17-8;</td>
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<td>d.</td>
<td>Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4;</td>
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<td>e.</td>
<td>Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;</td>
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<td>f.</td>
<td>Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;</td>
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<td>g.</td>
<td>Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;</td>
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<td>h.</td>
<td>Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;</td>
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<td>i.</td>
<td>Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;</td>
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<td>j.</td>
<td>Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the</td>
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<td>1330 EVALUATION OF THE ASSISTANT SUPERINTENDENT FOR FINANCE AND SUPPORT SERVICES</td>
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<td>The Superintendent will evaluate the performance of the Assistant Superintendent for Finance and Support Services, tenured or nontenured, in order to assist both the Board and the School Business Administrator in the proper discharge of their responsibilities and to provide the district with efficient and effective services.</td>
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<td>The evaluation of the Assistant Superintendent for Finance and Support Services will consist of an assessment, by the Superintendent, of the Assistant Superintendent for Finance and Support Services' performance of the duties specified in the job description approved by the Board. Reference will be made to the report of the auditor. The Superintendent may, in his/her discretion, consult with staff members assigned to work with the School Business Administrator.</td>
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<td>The Board and the Superintendent will annually establish procedures for the evaluation of the Assistant Superintendent for Finance and Support Services. Such procedures may include, but need not be limited to, an informal conference with the Assistant Superintendent for Finance and Support Services for the purpose of discussing his/her job performance, a written evaluation report to which the Assistant Superintendent for Finance and Support Services may add comments, and the establishment of a written plan for performance improvement and growth. The Assistant Superintendent for Finance and Support Services will be evaluated by the Superintendent no later than April 30th.</td>
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<td>Adopted: 24 June 2003</td>
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<th>1400 JOB DESCRIPTIONS</th>
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<td>Upon the recommendation of the Superintendent, the Board of Education shall adopt job descriptions for all employment positions.</td>
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<td>All job descriptions will be written and will be based on the outcome and process goals developed by the Board and, as appropriate to the position, on program objectives. Each job description will specify:</td>
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1. The qualifications and specific certificate and endorsement required for the position;

2. The function, duties, and responsibilities of the position;

3. The extent and the limits of the position holder's authority;

4. The work relationships between the position holder and other employees of the district; and

5. Any background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position.

Job descriptions will be reviewed periodically.

N.J.A.C. 6:3-1.4; 6:3-4.3; 6:11-4.6; 6:3-5.1

Adopted: 24 June 2003

1510 RIGHTS OF PERSONS WITH HANDICAPS OR DISABILITIES

It is the policy of the Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program or activity sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.14.

Notice of the Board's policy on nondiscrimination in employment (Policy and Regulation No. 1530) and education (Policy and Regulation No. 5750) will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

Employment

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, training, transfer, or any other term, condition, or privilege of employment solely because of his/her handicap/disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment shall be required to answer a question or submit to an examination regarding a handicap/disability except as such handicap/disability relates directly to the performance of the job sought. No candidate will be discriminated against on the basis of a handicap/disability that is not directly related to the essential function of the position for which he/she has applied.
Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

The Board employment policies and procedures shall comply with the Americans with Disabilities Act.

Facilities Accessibility

No qualified handicapped/disabled person shall, because of the school district's facilities being inaccessible or unusable by handicapped/disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities shall be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Alterations to existing facilities or part thereof, shall be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with handicaps/disabilities who have a need to access Board facilities.

Educational Program Accessibility

No qualified handicapped/disabled person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.

The Board has an affirmative obligation to evaluate a pupil who is suspected of having a handicap/disability to determine the pupil's need for special education and related services. The Board directs that all reasonable efforts be made to identify unserved children with handicaps/disabilities in this district who are eligible for special education and/or related services in accordance with Policy No. 2460 and Regulations Nos. 2460 through 2460.14, the Individuals with Disabilities Education Act, §504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under §504 and do not qualify for services under the Individuals with Disabilities Education Act. A pupil may be handicapped/disabled within the meaning of §504, and therefore entitled to regular or special education and related aids and services under the §504 regulation, even though the pupil may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No pupil will be denied, because of his/her educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of pupils with handicaps/disabilities and their parents will be rigorously enforced.

Enforcement
The Director of Guidance is designated as district coordinator for matters dealing with §504. The district coordinator shall act as a compliance officer. A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes.

The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of handicapped/disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation.

A complaint regarding the identification, evaluation, classification, or educational program of a pupil with a handicap/disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6A:14-2.7 and the Office of Administrative Law, N.J.A.C. 1:6A-1 et seq., and by the procedural safeguard processes established by Board Policy No. 2460 and Regulation No. 2460.6 or the grievance procedures established in Regulation No. 1510.

Guarantee of Rights

The Board shall not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or the Individuals with Disabilities Education Act.

The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or the Individuals with Disabilities Education Act.

Evaluation and Compliance

The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Board will submit such assurances of compliance as are required by law.

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)
20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)
N.J.S.A. 10:5-1 et seq.
N.J.A.C. 6A:14-1 et seq.
34 CFR Part 104

Adopted: 24 June 2003
1522 SCHOOL-LEVEL PLANNING

The Board of Education recognizes the T&E mandate for a school level planning process that involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

School Report Card

The Board directs the Superintendent to compile annually a profile of each school that includes as a minimum the statistical information specified by the New Jersey State Department of Education. A draft will be provided to the Board.

No later than the date prescribed by the New Jersey State Department of Education, each school's profile shall be distributed to staff members, parents, and the local media and shall be made available at a public meeting of the Board.

School Based Planning Team

Each school shall establish a planning team that shall be responsible for the development and implementation of the school-level plan.

The planning team shall consist of the Principal, teaching staff members, and representative parent or legal guardian. Community representatives and students enrolled in the school may also be members of the planning team.

The school planning team shall review the school profile and other relevant data and school planning materials. The team shall be supplied upon request with such additional materials and information it deems appropriate and necessary to its work, subject to limitations established by law on access to pupil records.

School-level Plan

The school-level plan shall cover 1-2 years and be developed and implemented annually. The plan shall include two or more pupil performance objectives and a review of progress by teaching and administrative staff toward the achievement of objectives established in the previous school-level plan. The school planning team shall submit the plan to the Superintendent who shall submit the school's performance objectives to the County Superintendent for review and approval. The report on progress toward the achievement of objectives shall be included in the Quality Assurance Annual Report presented at a public Board meeting no later than a date prescribed by the New Jersey State Department of Education.

The annual school-level plan shall be reviewed by staff members and the improvement planning team at least once each semester. Review meetings shall be conducted by grade level, department, team, curriculum council, or similarly appropriate groupings.

The results of each such meeting, school profile data, and indicators of progress toward achieving pupil performance standards shall be considered by the school planning team in the development of the succeeding school-level plan.
Each school shall provide the Superintendent documentation on its school-level planning process. The Superintendent shall provide the County Superintendent with documentation regarding school-level planning for each of the district's schools.

Pupil Performance Objectives

The school planning team shall develop two or more objectives based on pupil performance or behavior standards. The objectives shall cover a period of not more than two years and shall be linked to State goals and to district instructional goals and objectives.

If pupil performance is below minimum State standards, the planning team shall establish objectives to meet these standards. Benchmarks, or interim performance levels, shall be set to measure the school's progress toward the achievement of State minimum standards.

If pupil's academic performance meets or exceeds minimum State standards, the planning team shall establish challenge objectives.

Each school shall achieve its pupil performance objectives by:

- Meeting and/or exceeding established benchmarks for minimum State standards; and/or
- Achieving challenge objectives or demonstrating progress toward meeting such objectives.

N.J.A.C. 6:8-2.4

Adopted: 24 June 2003

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1523 MULTI-YEAR EQUITY PLAN

The Board of Education will identify and correct discriminatory and inequitable policies, programs, practices and conditions within or affecting the public schools. The school district will develop a three-year plan to comply with equity requirements for which they are responsible, which are mandated by the Fourteenth Amendment of the U.S. Constitution; Article I, Paragraph 5 of the New Jersey State Constitution; N.J.S.A. 18A:36-20 and 18A:10-5; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973, and other related legislation.

The goal of the Multi-Year Equity Plan is to enable districts to comply with the above named statutes, as specified in N.J.A.C. 6:4, Equality in Educational Programs, through the following:

A. Affirmative Action Plans


C. Civil Rights in Vocational Programs - The Fourteenth Amendment of the U.S. Constitution; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1979); Guidelines for the Desegregation of Public Schools in New Jersey (1989); and N.J.A.C. 6:4-1.1 et seq.

The Multi-Year Equity Plan will be developed and submitted to the County Office of Education and the Bureau of Bilingual Education and Equity Issues. The Plan will be developed in compliance with the requirements set forth by the New Jersey Department of Education. The school district will conduct a comprehensive needs assessment of its equity compliance status. The school district will then formulate an objective or objectives for each area of priority needs identified in the needs assessment. The essential components of the Multi-Year Equity Plan shall be:

1. A Statement of Assurance;

2. Board of Education Equity Policies - The policies will, as a minimum:

   a. Identify and correct all forms of prejudice and discrimination in all district programs, practices, curricula, instructional materials, and assessments;

   b. Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability;

   c. Provide equitable treatment for pregnant and married students;

   d. Prohibit or eliminate sexual harassment, and harassment on every other basis.

3. A Board of Education Resolution authorizing development and implementation of the Multi-Year Equity Plan, and appoint a district Affirmative Action Officer and an Affirmative Action Officer for each school building, who will be a certificated staff person trained to handle the district's equity responsibilities;

4. A comprehensive assessment of the district's equity needs;

5. A Staff Development Program - A program to facilitate implementation of the Multi-Year Equity Plan to achieve Equality in Educational Programs, as specified in the N.J.A.C. 6:4-1.1 et seq., the Desegregation Guidelines; Section 504 of the Rehabilitation Act; The Civil Rights Act, 1964 and The Bilingual Education Law through:

   a. Annual staff development to all certificated administrative and professional staff;
b. Staff development to all non-certificated (non-professional staff) staff at least every school year;
c. To parents and community to facilitate participation and support as needed.

6. A School and Classroom Practices Program for ensuring equity in the educational program; and

Each component of the Multi-Year Equity Plan must delineate the objectives to be achieved and the results expected in each of the three years of the Plan. The Plan will include the target date for the completion of each major activity or milestone.

Specific statements of Board policy and procedure regarding matters of equity are contained in the following policies and/or regulations:

1510 Rights of Persons With Handicaps or Disabilities
1530 Equal Employment Opportunities
1550 Affirmative Action Program for Employment and Contract Practices
2260 Affirmative Action Program for School and Classroom Practices
3362 Sexual Harassment - Teaching Staff Member
4352 Sexual Harassment - Support Staff Member
5700 Pupil Rights
5750 Equal Educational Opportunity
5751 Sexual Harassment of Pupils
5752 Marital Status and Pregnancy
5755 Equity in Educational Programs and Services
5770 Pupil Right to Privacy
5841 Secret Societies
5842 Equal Access to Pupil Organizations

The Multi-Year Equity Plan will be adopted by a Board of Education resolution and signed by the Superintendent. The Plan will be publicized throughout the community and will inform the students, staff and community of the Affirmative Action Officer, the location and availability of the school district's Plan and related policies.

The Multi-year Equity Plan is subject to approval by the New Jersey Department of Education and the Bureau of Bilingual Education and Equity Issues.

Title VI of the Civil Rights Act of 1964
The Rehabilitation Act of 1973
N.J.S.A. 18A:36-20
N.J.A.C. 6:4-1.1 through 1.5(g).
Title IX of the Education Amendments of 1972
Title VII, Civil Rights Act of 1964
Equal Pay Act of 1973
N.J.A.C. 6.4-1.6.
The Fourteenth Amendment of the U.S. Constitution  
Article I, Paragraph 5 of the New Jersey State Constitution  
Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1979)  
Guidelines for the Desegregation of Public Schools in New Jersey (1989)  
Multi-Year Equity Plan - Forms and Directions to Assist School Districts In Developing a Multi-Year Plan TO Provide Equality In Educational Programs (October 1995)

Adopted: 24 June 2003

1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity in the schools of this district.

Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The school district's employment applications and pre-employment inquiries shall conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board will target-underutilized groups in its recruiting efforts and will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

For the purpose of this policy, "disability" means suffering from physical disability; from any mental, psychological, or developmental disability; or from AIDS or HIV infection.

The Board shall not enter into, or maintain, any contracts with a person, agency, or organization if it has knowledge that such person, agency, or organization discriminates on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, either in employment practices or in the provision of benefits or services to pupils or employees.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.
The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

42 U.S.C.A. 12101 et seq.
N.J.S.A. 10:5-1 et seq.
N.J.A.C. 6:4-1.1 et seq.

Adopted: 24 June 2003

1540 ADMINISTRATOR'S CODE OF ETHICS

Definitions

"Administrator" means any employee of this school district who holds a position that:

1. Requires certification with the endorsement of school administrator, Principal, or School Business Administrator;

2. Does not require certification but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district; or

3. Requires certification with the endorsement of supervisor and is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district.

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stock of a business but does not include the control of assets in a labor union.

"Immediate family member", for the purposes of this policy, is defined as a person for whom an employee has been assigned legal responsibility, parent, step-parent, child, step-child, son-in-law, or daughter-in-law, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, brother-in-law, or sister-in-law, a guardianship capacity, or person living in the same household.

Code of Ethics

No administrator or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No administrator shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, a member of his/her immediate family, or any other person.
No administrator shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No administrator shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the administrator or a member of his/her immediate family.

No administrator shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No administrator or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties.

No administrator shall use, or allow to be used, his/her public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No administrator or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

Nothing shall prohibit an administrator or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests.


School Ethics Policy Guideline 1

Adopted: 24 June 2003
coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Study job descriptions, job qualifications, and salary guides for discriminatory practices;

2. Compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees;

3. Develop methods to search out sources of candidates for employment;

4. Recommend methods of recruitment that will encourage minority and female applicants;

5. Review recruiting advertisements and application forms;

6. Compare data on the promotion and discharge of women and minorities to district-wide data on promotion and discharge of employees; and

7. Recommend programs that will encourage greater job opportunities for women and members of minority groups.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for employment and contract practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan.

N.J.S.A. 10:5-1 et seq.
N.J.A.C. 6:4-1.3(b)

Adopted: 24 June 2003

1570 INTERNAL CONTROLS

The West Windsor-Plainsboro Regional School District shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation.

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards and as deemed necessary and appropriate by West Windsor-Plainsboro Regional School District management.

The West Windsor-Plainsboro Regional School District shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to the requirements of N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C.
6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, when performed by the same individuals, are a violation of sound segregation of duties and shall segregate the duties of all such processes among Business office staff based on available district resources, assessed vulnerability, and associated cost-benefit. The West Windsor-Plainsboro Regional School District shall include in the Comprehensive Annual Financial Report (CAFR) a detailed organizational chart for the Central office that tie to the district's position control logs, including but not limited to, the business, human resources, and information management functions.

The West Windsor-Plainsboro Regional School District shall establish Standard Operating Procedures (SOPs) for each task or function of the business operations of the district. The SOP Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) and 6A:23A-6.6(c). A standard operating procedure shall be established that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.

The West Windsor-Plainsboro Regional School District shall maintain an Enterprise Resource Planning (ERP) System which integrates all data and processes of the school district into a unified system. The ERP system shall use multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. Whenever considering financial systems or the automation of other services or functions, the Superintendent of Schools or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure that a single person does not have the ability to make system edits that would violate segregation of duties controls.

The West Windsor-Plainsboro Regional School District shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure that the data within the position control roster system includes, at a minimum, the required information as required in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6; 6A:23A-6.7; 6A:23A-6.8

Adopted: September 15, 2009

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<td><strong>2110 MISSION STATEMENT</strong></td>
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<td>The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.</td>
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<td><strong>2200 CURRICULUM CONTENT</strong></td>
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<td>The Board of Education will provide the instruction and services mandated by law and regulation as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the pupils of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy No. 2220.</td>
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For purposes of this policy "curriculum" means planned learning opportunities designed to assist pupils toward the achievement of the intended outcomes of instruction.

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

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

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

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

1. Preparation of all pupils for employment or post secondary study upon graduation from high school;

2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey) and World Languages;

3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all pupils in accordance with Policy No. 2530;

4. Guidance and counseling to assist in career and academic planning for all pupils, in accordance with Policy No. 2411;

5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy No. 2460 and Regulation Nos. 2460.1 through 2460.14;

6. Bilingual education, English as a Second Language, and English language services for pupils of limited English language proficiency, when the number of such pupils so necessitates, in accordance with Policy No. 2423;

7. Programs and services for pupils at risk who require remedial assistance in accordance with Policy Nos. 2414, 2415, and 5460;

8. Equal educational opportunity for all pupils in accordance with Policy Nos. 2260, and 5750;

9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for pupils with exceptional abilities, in accordance with Policy No. 2464;

11. Instruction in accident and fire prevention;

12. A substance abuse prevention program;

13. A program for family life education; and

14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Core Curriculum Content Standards

Adopted: 24 June 2003

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2210 CURRICULUM DEVELOPMENT

The Board of Education is committed to the continuing improvement of the educational program of the district. To this end, the curriculum shall be evaluated and modified in accordance with a plan for curriculum development.

As educational leader of the district, the Superintendent shall be responsible to the Board for the development of curriculum and shall establish procedures for curriculum development that ensure the effective participation of teaching staff members, pupils, the community, and members of the Board.

The Superintendent with Board approval may conduct experimental programs that are not part of the duly adopted curriculum and are deemed to be necessary to the continuing growth of the instructional program; he/she shall report to the Board the results of any such pilot program, along with its objectives, evaluative criteria, and costs, before any such program is formally adopted.

The Superintendent shall report to the Board periodically, on all progress in curriculum development.

Adopted: 24 June 2003

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2220 CURRICULUM ADOPTION

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the children of this district by the adoption of courses of study.

For purposes of this policy, a "course of study" means the planned content of a series of classes, courses, subjects, studies, or related activities.

No course of study will be added, deleted or substantially changed in this district without Board approval. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.
The Superintendent is responsible for the continuous evaluation of the courses of study against the educational goals of the Board and shall recommend to the Board such new or altered courses of study as are deemed to be in the best interests of the pupils of this district. The Superintendent's recommendation will include the following information about the proposed course of study:

1. The specific objective of the course of study and the relationship of the course to the educational goals adopted by the Board;

2. The applicability of the course to pupils and an enumeration of those groups of pupils to be affected by it;

3. A description of course content, including any instructional method that departs significantly from the ordinary and is an integral part of the course of study;

4. A rationale for the course in terms of the goals of this district and a justification of the course, especially when it is proposed to take the place of an existing course of study;

5. The resources that implementation of the course will require, including textbooks, material, equipment, and specially trained personnel;

6. The methods and standards by which the efficacy of the course will be monitored and evaluated; and

7. A developmental history of the course and, where available, information on its use elsewhere.

The Superintendent shall maintain a current list of all courses of study offered by this district and shall provide each member of the Board with a copy.

N.J.A.C. 6:4-1.1 et seq.; 6:8-2.6; 6:39-1.2

Adopted: 24 June 2003

2230 CURRICULUM GUIDES

The Board of Education directs the preparation of a guide for each approved course of study in order to direct and assist teaching staff members toward the attainment of goals addressed by that course.

Each curriculum guide will contain, as appropriate to the course of study, content standards; objectives, concepts, and skills to be taught; attitudes and appreciations to be developed; suggested activities designed to achieve the objectives; suggested methods of instruction; performance indicators; evaluation criteria intended to test the extent to which learning objectives have been achieved; and a reading list of supplemental titles for the guidance of teachers.

The curriculum guides will be the basic instructional tool for each course of study.
No teacher shall be expected to implement every suggestion made in the guide, nor shall the guide constrain a teacher from the use of ingenuity in meeting the objectives of the guide, subject to the review of the Principal.

The Superintendent shall be responsible for the preparation of curriculum guides, and shall develop a plan for such preparation that includes the participation of appropriate staff members and resource personnel; the participation of members of the community; the participation of pupils at appropriate grade levels; continuing research in instructional methods, materials, and activities; systematic review of all curriculum guides to ensure their continuing usefulness in achieving goals set by the Board; and a system of administrative review to ensure that curriculum guides are being followed by teaching staff members to the degree of conformity desired by the Board.

All new curriculum guides and revisions of existing guides shall be submitted to the Board for approval before they are implemented.

Copies of all applicable current curriculum guides shall be kept on file in their respective schools.


Adopted: 24 June 2003

2240 CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help pupils learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. The Board recognizes that all individuals have the right to expect that controversial issues are being presented fairly, and to express concern if they believe that unfair, biased, or prejudiced presentations are being made.

For purposes of this policy a "controversial issue" is a topic on which opposing points of view have been expressed by responsible and thoughtful persons which is likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to the instructional goals of the course of study and level of maturity of the pupils. The discussion of controversial issues must not tend to indoctrinate pupils or persuade them to a particular point of view. Instead, teachers must encourage fair presentation and open-mindedness and the free exchange of ideas in a spirit of scholarly inquiry, drawing upon information and insights from the widest feasible range of resources.

When the consideration of controversial issues have not been specified in the course guide, the Board will permit the instructional use of only those issues that have been approved in advance by the teacher's primary supervisor.

The discussion of controversial issues in the classroom will be conducted in an unprejudiced and dispassionate manner and can not be allowed to disrupt the educational process. In the discussion of any issue, a teacher may express a personal opinion, provided the expression is characterized as
personal opinion and does not attempt to persuade pupils to the teacher's point of view.

The Superintendent shall assist teaching staff members in developing an alertness to the occurrence of controversial issues in the context of the curriculum and developing techniques for the management of controversial issues that do not stifle a spirit of free inquiry.

Adopted: 24 June 2003

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2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Superintendent or his/her designee shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. He/She shall:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials impermissible for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;

2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program;

3. Review current and proposed programs, activities, and practices to ensure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education;

4. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;

5. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parent(s) or legal guardian(s), pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an affirmative action complaint may be filed and processed.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.
2310 ELEMENTARY CLASS PLACEMENT

The school district attempts to take the needs of each child into consideration when making a class placement. Some criteria used by the instructional staff to identify the child's needs include reading level, special interests, sex, maturity, and behavior. From these individual needs assessments, the staff strives to place the child in the most positive educational environment.

Parental interest in the public placement process is valued. Since parents are an important source in gathering information about student needs, they are encouraged to discuss them with the classroom teacher throughout the year. Given then, that the opportunity for discussions of student needs is available and encouraged, parental requests for a particular teacher should not be necessary and are discouraged.

On those occasions when a parent believes that further discussion regarding the child's needs is necessary, the parent should confer with the building principal.

Since the class placement process begins in April, parental input concerning a child's needs should occur by the end of the third marking period.

Adopted: 24 June 2003

2312 CLASS SIZE

The Board of Education recognizes that class size is a contributing factor in quality Education.

Recommended class sizes are:

Primary grades Optimum 18 to 20
K-3 Maximum suggested 25 (an aide may be assigned at 23 to 25)

Upper Elementary grades Optimum 22
4-5

Middle grades 6-8 Maximum suggested 25

Secondary grades 9-12 Class size established according to the type of class.

It shall be the responsibility of the Superintendent to keep the Board informed of the changing needs for class groups and personnel.
Adopted: 24 June 2003

2320 INDEPENDENT STUDY

The Board of Education will permit a properly qualified pupil to take courses and/or earn credit toward high school graduation by completion of a program of independent study in accordance with rules of the State Board of Education and this policy.

A program of independent study shall consist of curricular activities and may include, but need not be limited to, enrollment in a course offered by an approved institution of higher learning.

The Board shall approve each program of independent study and designate the number of credits toward graduation to be awarded upon successful completion of each such program. Credit shall be awarded only on the Principal's certification to the Board that the pupil has met the specific instructional objectives established for the program of independent study.

The Board directs that only those pupils shall be admitted to a program of independent study who have demonstrated academic proficiency, maturity of judgment, a strong motivation to learn, and self-reliance. Applicants shall be limited to pupils at grade six and higher. Programs of independent study need not be limited to participation by a single pupil but may involve more than one or a group of pupils, subject to Board approval.

The Principal shall offer aid and counsel to qualified pupils who wish to explore and initiate independent projects. The Principal shall develop specified, measurable instructional objectives and assign appropriate staff guidance for each individually planned program of independent study.

Each recommendation for Board approval of a program of independent study must include the qualifications of the pupil; the objectives established for the program; a description of the method of study and research to be undertaken, if any; the staff member or members assigned to advise the project; the manner in which the program of study will be evaluated; and a proposal for the number of credits (where appropriate) to be awarded for the program.

The Superintendent shall maintain a file of independent projects for such review as the Board or the Commissioner may require.

N.J.A.C. 6:3-4A.1

Adopted: 24 June 2003

2340 FIELD TRIPS

These rules apply to all trips sponsored by school personnel.

Educational value

Field trips are for the purpose of supplementing the instructional program. The group(s) shall be made thoroughly familiar with the objectives of the trip and shall be prepared by the teacher to profit educationally.

Application
Each teacher contemplating a trip shall discuss the purposes and logistics with the Principal before making any arrangements. After securing the Principal's tentative approval, the teacher shall secure the permission of an official of the institution or point of interest to bring a group for a visit. The teacher shall then make out a field trip application and secure the Principal's signature.

Each principal shall forward approved applications to the Coordinator of Transportation at least fifteen days before the date of the trip. Upon approving the transportation needs the Coordinator of Transportation forwards the application to the Superintendent for final approval. When the approval of the Superintendent is received, the Principal shall inform the teacher that final arrangements may be made.

Number of Students

There is no minimum and no maximum number of students required for the approval of the trip. However, whenever entire classes or combined classes can travel together to the same place, such trips are preferable to trips for small groups or single classes.

Number of Trips Permitted

No specified number of trips is allotted to any teacher or to any building. However, the total number of trips made at school expense shall not exceed the number for which funds have been budgeted.

Approval of Student Participation

A form must be obtained by the teacher indicating written parental permission for the student to participate in the trip. The teacher should inform the parent/legal guardian of the educational value of the trip, destination, and approximate time of return. If the trip terminates after the regular dismissal of students, the teacher must ensure that the parent/legal guardian will provide for the child's transportation home.

Supervision of Students

It is the teacher's responsibility to obtain a suitable number of chaperones. At least one member of the instructional staff must travel in each bus used for the trip.

Rules of student conduct should be firmly established and understood by students.

Expenses

When possible, the cost of transportation for approved field trips shall be borne by the Board of Education. Additional expenses such as meals and admission fees shall be borne by the parent/legal guardian. However, family inability to pay will not preclude a student's participation.

Lunch

When a class will not be in the building for lunch, it is the teacher's responsibility to inform the cafeteria manager.
Termination

Trips should normally be terminated at such time so as to permit the return of students to school by the end of the school day. Trips which keep the group away from school until after the school day ends. shall be approved only if the teacher arranges with parents to transport students home.

Changes in Trip Schedules

When plans for an approved trip changes for any reason, the following persons shall be notified as soon as possible: the teacher requesting the trip, the Principal, the Coordinator of Transportation, and the cafeteria manager, if there is a change in lunch status.

Overnight Field Trips

The Board recognizes the educational and social advantages of school activities that involve overnight participation. However, they must be approved in advance by the Board of Education.

To ensure that overnight trips meet the educational philosophy of the district, the Board requires that all organizations planning an overnight trip follow these procedures before parents/students may be surveyed or informed of the intent of the trip and/or fund raising started:

1. Prepare and submit proposal to the building principal stating:
   - The nature of the trip
   - The dates
   - Projected cost
   - Proposal for fund raising

2. The proposal will be reviewed by the Principal to assure:
   - The educational purpose is clear and appropriate.
   - Every effort is made to avoid conflict of dates with state mandated and/or national testing and major religious observances.
   - The cost and/or manner of fund raising will not cause undue stress to the community.

The proposal, if approved, is then submitted to the Superintendent for concurrence and Board approval.

Upon receiving appropriate approvals, the following guidelines apply:

1. Parents/legal guardians and students shall receive detailed information about the trip, including costs, well in advance of the date. No student shall be excluded from any trip due to lack of ability to
pay, (as defined by N.J.S.A. 18A:36-2) and all efforts will be made to ensure that students are not absenting themselves for financial reasons.

2. Parents/legal guardians shall indicate their approval of their son or daughter's participation in the trip and a willingness to be responsible for the student cost by signing a permission slip. The form shall include information about the trip such as the purpose of the activity, dates and cost.

3. When reasonable in terms of the overall field trip schedule, students will be provided with the opportunity to attend religious services.

4. Trips should not be an expense to the district. Funds should be raised primarily by the sponsoring parent organization and the students. Every effort shall be made to involve participating parents and students in planning the fund raising activity, according to Board policy governing fund raising (No. 5830). Parents/legal guardians and students who choose not to be part of the planning process will receive information about the fund raising activity in advance of the actual effort.

5. Student participation must be optional. Students who do not attend the trip must not be held accountable for any learning that may take place on the trip.

6. Students shall have adequate time to complete assignments missed as a result of being on a field trip.

7. The Board may authorize field trips to which all or part of the costs are borne by the pupils parent/guardian except that no pupil in a special education class or a pupil unable to pay the cost of the trip shall be assessed any such costs (as defined by N.J.S.A. 18A:36-21).

Violation of Rules

A pupil who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other pupils and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed pupil's transportation to home or school as appropriate. The cost of any such transportation will be borne by the parent(s)/legal guardian(s) of the pupil. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations.

Other

The Superintendent shall ensure each principal issues rules for the operation of field trips that ensure that the safety and well-being of pupils shall be protected at all times; that parental permission is sought and obtained before any pupil may be removed from the school for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip
itinerary, except where the health, safety or welfare of pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

The Superintendent reserves the right to cancel a planned field trip when deemed appropriate to protect the health and well being of staff and students.


Adopted: 24 June 2003

2360 USE OF TECHNOLOGY

The Board of Education recognizes that the use of technology in the educational process is essential as part of the schooling experience. Technology is to be viewed as a tool to enhance the learning process among other tools that are required for teachers and students to fully explore the curriculum. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional tool, the Board directs that the Superintendent and the teaching and support staff use technology as a regular part of the learning process in every area of the curriculum.

For purposes of this policy "technology" means the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent in consultation with the teaching and support staff shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional and administrative program of the school district. The Superintendent shall prepare a technology plan for the school district which shall encompass the following:

Curricular, Instructional and Administrative Need

The technology plan shall define the curricular, instructional and administrative need for technological equipment and media for each area of instruction and shall project the need to the extent possible for a five year period.

In-service Education

The Board shall provide opportunities to participate in in-service programs for employees on all hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided on or off site. The cost of tuition for in-service programs may be reimbursed by the Board.

Facilities Planning

In all facilities projects involving new constructions, additions and renovations the Superintendent or designee shall ensure that the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical and visual systems of the
building(s). All educational specifications shall include under the description of instructional activities and implications for technology and under special features, those features required for the use of instructional technology.

Computer Software Acquisition and Upgrading

The school district will only support specified software and updates and training. Staff members shall not purchase software that has not been included on a list of specified software or has been approved by the Director of Technology.

The Board will purchase upgrades to software on a periodic basis. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Director of Technology.

Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network which there is public access shall be copy protected by the Director of Technology who shall inform individuals who have access to such programs, that they are not permitted to copy them without authorization.

Internal Communication (District)

The school district shall provide communication between schools by a variety of means.

External Communications

The Board encourages the use of external communications so that the schools may utilize the vast resources of external databases and communicate with other schools, external agencies and business throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Director of Technology. The Director of Technology shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material inappropriate for use by pupils.

Broadcast Rights and Copyrights

The Board specifically retains the Broadcast rights and copyrights to all materials created by employees of the Board as part of their responsibilities to the Board. Any financial remuneration for the use of such materials shall be retained by the Board and specifically dedicated to enhance technology used as part of the educational program.

Computer Security

The Superintendent shall develop security procedures to include, but not be limited to, the following areas:
1. Physical Security of Equipment

All computer equipment shall be maintained in a secure manner appropriate to its location.

2. Data Security

a. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.

b. Disaster recovery plans shall be kept up-to-date at all times.

c. Password protection shall be in place and updated periodically.

d. Resource security shall be in place to prevent unauthorized access to system files, libraries, and data.

3. Employee Training

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above.

All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.

4. Transaction Audit Trail

Appropriate procedures will be maintained in order to monitor system activity and users, as necessary.

Use of Facsimile (FAX) Machines

Fax machines provide a useful means of communicating and shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended. Any individual violating this confidentiality shall be subject to discipline as provided by the policies and regulations of the Board.

N.J.A.C. 6:22-5.4
17 U.S.C. 101 et seq.

Adopted: 24 June 2003
2. The district system has a limited educational purpose. The purpose of the district system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase district intracommunication, enhance productivity and assist district employees in upgrading their skills through greater exchange of information with their peers. The district system will also assist in the sharing of information with the local community including parents, social service agencies, government agencies, and businesses.

3. Users may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or services through the district system.

4. Users may not use the system for political lobbying, for favoring or approving particular candidates or favoring or approving particular referendum questions.

5. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

B. District Responsibilities

1. The Superintendent will serve as the coordinator to oversee the district system and will work with other regional or state organizations as necessary.

2. The building principal will serve as the building-level coordinator for the district system. The building principal will approve building-level activities, ensure that teachers receive proper training in the use of the system and the requirements of this policy. The Principal will establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Regulation at the building level.

3. The Director of Technology will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule; establish a district virus protection process, and other necessary activities.

C. Technical Services Provided Through District System

1. E-mail. E-mail will allow employees and students to communicate with people from throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.

2. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.

3. Telnet. Telnet allows the user to log into the remote computers.


5. Newsgroups. Newsgroups are discussion groups that are similar to mail lists. The district will
provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.

6. Internet Relay Chat (IRC). IRC provides the capability of engaging in "real-time" discussions. The district will provide access to IRC only for specifically defined educational activities.

7. Blocking software. The district will install and maintain filtering agents or other technical measures designed to block access to sites that contain visual depictions that are obscene, pornographic or harmful to minors.

D. Access to the System

1. The District's Acceptable Use Regulation will govern all use of the district system. Student use of the system will also be governed by the disciplinary code. Employee use will also be governed by district policy and applicable laws. Employees who use the system in an inappropriate manner shall be subject to discipline, including termination of employment.

2. World Wide Web. All district employees and students will have access to the Web through the district's networked computers. No agreement will be required. Parents may specifically request that their child(ren) not be provided such access by notifying the district in writing.

3. Classroom Accounts. Elementary age students will be granted E-mail access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parents. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the district in writing.

4. Individual E-mail Accounts for Students. Secondary students may be provided with individual E-mail accounts. Secondary students will not have dial-up access to the system. An agreement will be required for an individual E-mail account. This agreement must be signed by the student and his or her parent.

5. Individual E-mail Accounts for District Employees. District employees may be provided with an individual account.

E. Parental Notification and Responsibility

1. The district will notify the parents about the district network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.

2. Parents have the right to request the termination of their child(ren)'s individual account.

3. The District Acceptable Use Regulation contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in students use of the Internet. Further, the district
recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.

4. The district will provide students and parents with guidelines for student safety while using the Internet.

F. District Limitation of Liability

The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system.

G. Due Process

1. The district will cooperate fully with local, state, or federal officials in any reasonable investigation concerning to or relating to any illegal activities conducted through the district system.

2. All students suspected or accused of violating the District's Acceptable User Regulation shall be provided with due process appropriate to the infraction and to the penalty for same, all in accordance with the district's disciplinary code.

3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accordance with the applicable provision of the disciplinary code.

4. Employee violations of the District Acceptable Use Regulation will be handled in accordance with district policy.

H. Rights of Access to Files and E-Mail; Privacy Issues

Access to the district's Communication and Internet system is intended for educational purposes consistent in accordance with the terms of this policy and regulation. In order to insure that the policy and regulation are being complied with, the district retains the right to search and access all computer files created or stored on district owned computers. The Board directs authorized personnel to monitor network activity, in any manner necessary, to maintain the integrity of the system and to insure proper use thereof. All other users, however, shall respect the rights of others and shall not attempt to access files of others not intended to be for public or district wide inspection.

I. Copyright and Plagiarism

1. District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct
students to respect copyright laws and to request permission when appropriate.

2. District policies on plagiarism will govern the use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practices.

J. Academic Freedom Selection of Material, Student Rights to Free Speech

When using the Internet for class activities, teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview any materials and sites they specifically require or recommend students access to determine the appropriateness of the material contained on the site. Teachers will provide guidelines to assist their students in channeling their research activities effectively and properly.

K. District Web Site

1. District Web Site. The district established a Web site and will develop Web pages that will present information about the district. The Superintendent will designate the Webmaster responsible for maintaining the district Web site.

2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site.

N.J.S.A. 2A:38A-3
N.J.S.A 2C:20-25
17 U.S.C. Sec. 101
Children's Internet Protection Act 20 U.S.C. Sec. 9134
47 U.S.C. 254(h)

Adopted: 24 June 2003

2362 LIBRARY-MEDIA CENTERS

The Board of Education encourages students to enjoy the process of learning and to acquire those skills necessary for a lifetime of continuous learning and adaptation to change.

To ensure that each student has significant opportunities to utilize instructional materials which support and enrich the curriculum, the Board should establish Library-Media Centers to be used by students, staff, administrators and other adults involved in the educational program of the district.

The responsibility for coordination of the selection of instructional materials and equipment for the Library-Media Center should rest with professionally trained media personnel. Administration, staff, students and interested citizens should be involved in the selection process. The Superintendent shall develop procedures for continuing review of materials and equipment being considered for purchase and evaluation of materials and equipment already in use.

The Board reserves the right to make final selection decisions.
2411 GUIDANCE COUNSELING

The Board of Education affirms its commitment to the West Windsor-Plainsboro students by providing a comprehensive guidance program, for grades kindergarten through twelfth. This program, incorporated into the district's total educational program, will aid our students in making informed and responsible decisions and in using effective decision-making processes.

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools. The overall philosophy of West Windsor-Plainsboro Regional Schools Guidance Services is to assist students in personal growth through development of educational planning, self-awareness, collection, interpretation and utilization of data, setting of goals, decision making and development of career plans.

A program of guidance and counseling, including developmental guidance and exploration, shall be offered to all pupils in this school district and shall involve the coordinated efforts of all teaching staff members under the leadership of certified guidance and counseling personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each pupil;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parent(s) or legal guardian(s) and shares parents' or legal guardians' concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the pupil's interest;
7. Is available equitably to all pupils and prohibits biased counseling and the use of materials that discriminate among pupils on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the pupil, and monitors the efficacy of such referrals.

N.J.A.C. 6:4-1.5; 6:43-3.16
N.J.A.C. 6A:8-3.2

Adopted: 24 June 2003
2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The West Windsor-Plainsboro Regional School District Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or a special education pupil age three to twenty-one at the pupil's home or another suitable out-of-school setting when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.

Requests for home instruction shall include a written determination from the pupil's physician documenting the projected need for the pupil's confinement to their residence or other treatment setting for ten consecutive school days or fifteen or more cumulative school days during the school year. The written determination from the pupil's physician shall be forwarded to the school physician, who shall verify the need for home instruction. The parent(s) or legal guardian(s) shall be notified concerning the school physician's verification or reason(s) for denial within five school days after receipt of the written determination by the pupil's physician.

The West Windsor-Plainsboro Regional School District shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the pupil's confinement, during the first week of the pupil's confinement to the home or out-of-school setting.

The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). The West Windsor-Plainsboro Regional School District will maintain a written plan for the delivery of instruction and the teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9. The teacher shall provide one-on-one instruction in accordance with the requirements of N.J.A.C. 6A:16-10.1(c)3. The teacher shall provide one-on-one instruction for no fewer than five hours per week on three separate days of the week and, if the pupil is physically able, no fewer than five hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom.

For a pupil with disabilities, the home instruction shall be consistent with the pupil's IEP to the extent appropriate and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8. When the provision for home instruction for a pupil with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the pupil's IEP.

For a pupil without disabilities, the home instruction shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8 and the district's requirements for promotion at that grade level. Special situations will be handled on a case by case basis. When the provision for home instruction for a pupil without disabilities will exceed sixty calendar days, the school physician will refer the pupil to the Child Study Team for evaluation according to the requirements of N.J.A.C. 6A:14.
The West Windsor-Plainsboro Regional School District shall be responsible for the costs of providing instruction for pupils as required by N.J.A.C. 6A:16-10.1(b).

The West Windsor-Plainsboro Regional School District Board of Education reserves the right to withhold home instruction when the reason for the pupil's confinement is such as to expose a teacher to a health hazard or dangerous home situation, a parent(s) or legal guardian(s), or other responsible adult is not present during the hours of instruction, or the condition of the pupil is such as to preclude benefit from such instruction.

Pupils on home instruction will be accounted for on the attendance register as required by the Department of Education. The name of a pupil on home instruction will not be released at a public Board meeting or placed in a public record.

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1

Accepted: January 8, 2008

<table>
<thead>
<tr>
<th>2414 PROGRAMS FOR PUPILS AT RISK</th>
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<tbody>
<tr>
<td>The Board of Education recognizes that certain conditions place children at risk of not acquiring the knowledge, skills, behaviors, and attitudes necessary for school success, school completion, and successful functioning as an adult in society.</td>
</tr>
<tr>
<td>A &quot;pupil at risk&quot; means a pupil who is in danger of failure to achieve the New Jersey Core Curriculum Content Standards and the high school graduation requirements or dropping out of school because of specific cognitive, affective, economic, social, and/or health needs. The conditions that may place a pupil at risk include the pupil's failure to acquire the essential skills needed to stay on grade level or the pupil's performance below minimum levels of proficiency; history of adjustment or behavioral problems; placement on long-term suspension for violation of school rules; history of poor school attendance; being limited in English language proficiency; being disruptive or disaffected; pregnancy or parenthood; failure to qualify for promotion or graduation; condition of poverty as defined by his/her eligibility for free meals or free milk and/or exhibiting other characteristics identified by the Board.</td>
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<tr>
<td>Programs and services for pupils at risk shall meet the goals of:</td>
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<tr>
<td>1. Enhancing the health, self-esteem, and acquisition of the life skills necessary for age-appropriate development and productive functioning in the school setting and society;</td>
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<tr>
<td>2. Identifying and assisting pupils who are not meeting standards for behavior and achievement in areas such as attendance, conduct, and mastery of the curriculum, as well as performing below state minimum levels of proficiency; and</td>
</tr>
<tr>
<td>3. Improving the school climate so that pupils experience school as a safe, supportive, and disciplined place where academic and interpersonal growth and learning can take place.</td>
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</table>
N.J.A.C. 6:8-1.1 et seq.

Adopted: 24 June 2003

<table>
<thead>
<tr>
<th>2415 TITLE I SERVICES</th>
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<tbody>
<tr>
<td>The Board of Education elects to augment the instructional program of educationally deprived pupils by projects supported by federal funds allocated under Title I - The Improving America's Schools Act of 1994 (IASA) (Public Law 103-382) Part A and Part C Subpart 2.</td>
</tr>
</tbody>
</table>

**Purpose**

The purpose of Title I is to enable schools to provide opportunities for children to acquire the knowledge and skills contained in the State content standards and to meet the State performance standards developed for all children.

**Title I Grants**

The school district is eligible to receive a Basic Grant. A school district meeting specific criteria may also be eligible for a Concentration Grant or Target Grant. Eligibility and the amount of the grant shall be in accordance with Federal and State Title I guidelines.

**Application Procedure**

The school district will submit an application and plan for Title I funds to the New Jersey Department of Education for approval. The school district application shall describe: student assessment strategies, indicators that will be used to provide information on student progress, professional development activities, poverty criteria used to select eligible school attendance areas, nature of programs to be conducted, plans to provide for and include eligible children in private schools and other information as required in the application. The school district plan will be developed in conjunction with parent(s) or legal guardian(s) of children served under the Title I program and appropriate staff serving in the program.

**Program Requirements**

Title I funds will be used only in eligible school attendance areas as designated in the Title I guidelines and regulations. In order for a school to be designated as an eligible school attendance area, for Title I purposes, the percentage of children from low-income families in the school attendance area must be at least as high as the percentage of children from low-income families in the school district as a whole.

The school district must use the best available measure for identifying children from low-income families to identify eligible school attendance areas, determine the ranking of each area and to determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits
The school district will provide the State Department of Education assurances that it will provide the maximum coordination between the Title I program, the regular school program and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I service, even if they arrive during the school year, are served.

**Type Of Title I Program**

The school district will offer a Target Assistance Title I program.

**Target Assistance Schools**

Definition - All schools receiving Title I funds and who are either ineligible for or choosing not to elect the option of operating School-wide Programs will be known as Target Assistance Schools. Such schools may use Title I funds only for services to children identified as having the greatest need for special assistance.

Eligibility - Children not older than age 21 who are entitled to a free public education through grade twelve and pre-school age children who are old enough to benefit from an organized instructional program in a school or educational setting are eligible for Title I services in a Target Assistance School Program. Children who are economically disadvantaged; homeless children; children with disabilities; migrant children; limited English proficient children; and children who participated in a Head Start or Even Start program at any time during the two years preceding the year for which selection is made are eligible for Title I services in a Target Assistance Schools Program on the same basis as all other children.

Selection of Students - Children eligible for services are those from the population described above and identified by the school as failing or most at risk of failing, to meet the State's performance standards on the basis of multiple, educationally related, objective criteria established by the school district and supplemented by the school. Students identified from pre-school through grade two, must be selected solely on the basis of such criteria as teacher judgment, interviews with parent(s) or legal guardian(s), and developmentally appropriate measures.

State Approval - A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Assignment of Personnel - Personnel paid from Title I funds in Target Assistance Schools may assume limited duties assigned to personnel not so paid as long as the amount of time spent on such duties is the same proportional of total work time as prevails with respect to similar personnel at the same schools, participate in general school planning and professional development and team teach with regular classroom teachers, if such collaboration directly benefits participating children.

**Special Rules**

Simultaneous Service - Schools may serve Title I students and students with similar educational needs
in the same educational setting, where appropriate.

Comprehensive Services - If health, nutrition and other social services are not otherwise available to eligible children in a Target Assistance School, then, as a last resort, a portion of allocated funds may be used to provide such services in accordance with the Title I regulation and guidelines. These comprehensive services may only be provided if the school has engaged in a comprehensive needs assessment, has established a collaborative partnership with local service providers, and has determined that funds for such services are not reasonably available from other public or private sources.

Professional Development - Each Target Assistance School shall devote sufficient resources to carry out effectively appropriate professional development activities. Such a school may, however, enter into a consortium with another school to carry out such activities.

Public School Choice

Definition - A school district may use Title I funds and State, local and private funds, to develop and implement programs which will enable parent(s) or legal guardian(s) of Title I children to select the public school their children will attend.

State Approval - A School-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Assessment

The school district will review annually the performance of each school in order to determine whether satisfactory progress has been made toward meeting New Jersey's standards in reading, writing and mathematics. The assessments used for this purpose are those described in New Jersey's Title I State Plan and other indicators the school district describes in the plan. The school district may take corrective action at any time if a school fails to make adequate progress. The school district will take corrective action for the third year if this failure continues for two consecutive years. All assessment and school improvement will be conducted in accordance with the guidelines and regulations.

Staff

Title I services will be provided by appropriately certified and trained teaching staff members, paid on a district-wide salary schedule. Title I staff members shall be encouraged to coordinate plans and activities with other teaching staff members and to be readily accessible to parent(s) or legal guardian(s) of pupils receiving Title I services.

Parent Involvement

The Title I program will be developed and evaluated in consultation with the parent(s) or legal guardian(s) of participating pupils. The Board will ensure the participation of parent(s) or legal guardian(s) through its policy as agreed upon by parent(s) or legal guardian(s). The parent(s) or legal guardian(s) involvement shall include, but not be limited to:

1. Informing parent(s) or legal guardian(s) of a pupil's selection for Title I services, the reason for the
pupil's selection, and the specific instructional objectives established for the pupil;

2. Reporting the pupil's progress in the Title I program and arranging conferences between individual parent(s) or legal guardian(s) and the pupil's Title I teachers;

3. Providing materials, suggestions, and training to assist parent(s) or legal guardian(s) in the education of their children at home;

4. Providing parent(s) or legal guardian(s) with timely information about the design, operation, and evaluation of the program;

5. Annually convening a public meeting, to which all parent(s) or legal guardian(s) of participating pupils are invited, for the purpose of explaining Title I programs and activities;

6. Informing parent(s) or legal guardian(s) of their right to participate in program design and implementation and inviting them to participate; and

7. Permitting parent(s) or legal guardian(s) to observe the conduct of Title I activities.

To the extent practicable, information and activities for parent(s) or legal guardian(s) will be provided in a language and form that the parent(s) or legal guardian(s) understands.

The Board will annually, in consultation with parent(s) or legal guardian(s), assess the effectiveness of the parent involvement program.

Fiscal Requirements

The amount of funds the school district may be entitled to is based on the school district formula count as indicated in the Title I guidelines and regulations. The school district will use Title I funds for projects designed to provide supplemental services to meet the special educational needs of educationally deprived children at the (preschool, elementary and secondary) school levels. Title I funds will only be used to pay for authorized activities as indicated in the school district's application and plan and as provided for in the Title I guidelines and regulations.

Maintenance Of Effort

The school district may receive the full Title I allocation if the State Department of Education determines that either the school district's per pupil expenditures or aggregate expenditures of State and local funds for free public education in the preceding year were not less than 90 percent of the expenditures for the second preceding year. The school district's allocation will be reduced by the exact percentage by which the school district failed to meet the 90 percent level.

Comparability of Services

Title I funds will be used only to supplement the district's regular programs and will not be used to supplant state and local funds received by this district. The school district will use state and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.
Moreover, state and local funds will be used to provide comparable services in all schools receiving Title I assistance.

In order to achieve comparability of services, the Board directs the Superintendent to assign teachers, administrators, and auxiliary personnel and to provide curriculum materials and instructional supplies to schools and classes in such a manner as to ensure equivalence throughout the district in professional services and educational materials.

Title I services provided to private school pupils will be equivalent to those provided to public school pupils.

Supplement

The school district will use Title I funds to supplement, and to the extent practicable, increase the level of funds that would, in the absence of such funds, be made available from non-federal sources for the education of pupils participating in Title I programs and projects.

Capital Expenses

The school district may apply to the State Department of Education for costs associated with capital expenses incurred to provide equitable services for eligible private school children.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with state and federal guidelines.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Evaluation

The Superintendent or designee will conduct an annual evaluation of Title I projects that include objective measurements of pupils' educational achievement. The results of the evaluation will be used to improve the program. In addition, an evaluation will be conducted at least once every three years to determine whether improved performance has been sustained for a period of more than one year. The Superintendent will report to the Board any decline in achievement levels along with a recommendation for corrective action.

20 U.S.C.A. 6301 et seq.
2417 PUPIL INTERVENTION AND REFERRAL SERVICES (PAC)

The Board of Education directs the establishment and implementation of procedures in each school building for the delivery of intervention services for pupils who are experiencing difficulties in their classes, in meeting the New Jersey Core Curriculum Content Standards and who have not been determined to be in need of special education programs and services pursuant to N.J.S.A. 18A:46-1 et seq. and N.J.A.C. 6A:14.

The school district will:

1. Identify pupils in need, and plan and provide for appropriate intervention or referral services and/or referral to school and community resources, based on desired outcomes;

2. Identify the roles and responsibilities of the building staff who participate in planning and providing intervention and referral services;

3. Provide support, guidance and professional development to school staff who identify and refer pupils and to school staff who participate in planning and providing intervention and referral services;

4. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral plans;

5. Coordinate the access to and the delivery of school services for identified pupils;

6. Coordinate the services of community-based social and health provider agencies; and

7. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

Intervention and Referral Team

The school district will establish a Pupil Assistance Committee (PAC) to provide the delivery of intervention and referral services.

Each PAC will consist of the following permanent members:

1. Permanent Members

" Guidance Counselor
" Building Vice Principal or Principal
" CST Member
" Nurse
" Student Assistance Counselor (SAC)
" Teaching Staff Members

2. Additional Members Include

" Staff member making referral
" Counselor of the referred student
" Minimum of one current teacher with knowledge of referred student.

The PAC will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.

When a pupil is referred to the PAC, the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community based social and health provider agencies. An intervention and referral plan may be developed, implemented, and monitored for each referred pupil who requires assistance.

Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the PAC, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral plans.

Each PAC will have a chairperson who will coordinate PAC activities and set the PAC schedule. Each PAC will have a secretary who will document PAC proceedings. It is strongly recommended that each of the permanent members at the middle and high school levels are "Core Team" trained. PAC may also serve as "Core Team" at the middle and secondary levels.

Once the PAC chair and/or Student Assistance Counselor designate the referral as a "Core Team" referral, PAC becomes a Core Team and is subject to Core Team confidentiality laws. Any non-Core Team members will leave PAC when discussing Core Team matters.

PAC will also serve as the building 504 Committee and is subject to the procedures outlined in the district 504 manual.

N.J.A.C. 6:26-1.1 et seq.; 6A:14 et seq.

Adopted: 24 June 2003

2421 VOCATIONAL EDUCATION

The Board will support an education program that includes the enrollment of pupils in a shared time program of vocational education outside this district, provided that such enrollment has been approved by the parent(s) or legal guardian(s) of the pupil.

Admission to out-of-district vocational education programs will be open to regularly enrolled pupils who are qualified by their interest, motivation, and potential for achieving the goals of the program.

No pupil shall be denied admission or participation in such programs due to race, color, creed,
religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

Pupils participating in part-time programs shall not be exploited, illegally employed, or employed under conditions that fail to safeguard their health and interest.

All pupils participating in shared time vocational education programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board, including rules regarding attendance, for those periods when they are not assigned to outside work projects or other classes.

N.J.A.C. 6:43-1.1 et seq.

Adopted: 24 June 2003

2422 HEALTH EDUCATION

The Board of Education shall provide a comprehensive health education program through a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.

The Superintendent shall develop and recommend to the Board a program of health education designed to encourage the attitudes and practices that are conducive to good health, promote well-being, and prevent disease. The program of health education will include instruction in personal health and hygiene, growth and development, dental health, mental and emotional well-being, accident prevention and safety, prevention of lyme disease, consumer health, community and environmental health, family life, and the prevention of substance abuse, disease, and human immunodeficiency virus (HIV) infection, sexual assault and other approved topics.

Excusal

Any pupil whose parent(s) or legal guardian(s) presents to the school principal a signed statement that any part of the instruction in health, family life, human immunodeficiency virus (HIV) infection prevention education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no pupil so excused shall be penalized by loss of credit or denial of a diploma otherwise earned.

Community Involvement

The programs of instruction for family life education and HIV prevention shall be developed through appropriate consultation and in participation with teachers, school administrators, parent(s) or legal guardian(s), secondary school pupils, physicians, members of the clergy, and representative members of the community, so that each revision of the HIV prevention curriculum is accurate, current, relevant and acceptable. Such consultation shall continue, as appropriate, as the program is continually evaluated and revised.
Family Life Education

The Board will adopt a coordinated, sequential family life education program in grades Kindergarten through twelve which includes instruction in human development, sexuality, HIV prevention, and reproduction; in the physical, mental, emotional, social, economic, and psychological aspects of interpersonal relationships; and in emerging health and social issues.

A copy of the complete district family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom. The parent(s) or legal guardian(s) of each pupil enrolled in the program shall receive annually an outline of the curriculum and a list of instructional materials for that pupil's grade along with notice of the availability for review of the complete curriculum and all materials.

The family life program may be taught by district personnel certified to teach biology, comprehensive science, elementary grades, health and physical education, home economics, nursery school, psychology, or special education classes, and the school nurse. The program may utilize the contributions of such community resource persons as parent(s) or legal guardian(s), physicians, the clergy, attorneys, school social workers, school psychologists, and law enforcement personnel. The Board encourages the utilization of teachers in other disciplines through an interdisciplinary approach.

Substance Abuse Education

Instructional programs on the nature of drugs, alcohol, tobacco, and anabolic steroids and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught at every grade level in a manner adapted to the age and understanding of the pupils. Such substance abuse education will be integrated with the health education program.

Human Immunodeficiency Virus (HIV) Infection Prevention Education

HIV/AIDS prevention education shall be provided at the elementary and secondary levels as part of a coordinated sequential comprehensive health education program and shall be articulated with instruction in family life and science. The HIV/AIDS prevention education curriculum shall be available for parental review upon request.

N.J.A.C. 6:4-1.5; 6:29-4.1; 6:29-4.2; 6:29-6.6

Adopted: 24 June 2003

2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for pupils of Limited English Proficiency (LEP) as required by law and rules of the State Board of Education. Pupils of LEP are those pupils whose native language is other than English and who have such difficulty speaking, reading, writing, or understanding the English language as to be denied the opportunity to learn successfully in classrooms where the language of instruction is English.
<table>
<thead>
<tr>
<th>Identification of LEP Pupils</th>
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<tr>
<td>The Board directs the conduct of a screening process to determine the native language of each pupil who enters the school district. A census shall be maintained of all pupils whose native language is other than English. The English language proficiency of each pupil whose native language is not English shall be determined by a review process that considers the results of an English language proficiency test, the pupil's level of reading in English, the pupil's previous academic performance, the results of standardized tests in English, and the reports of teachers responsible for the pupil's education.</td>
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<tr>
<th>Program Implementation</th>
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<tr>
<td>The district shall provide a program:</td>
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1. Whenever there are one or more but fewer than ten LEP pupils enrolled in the district, services in addition to the regular school program that are designed to improve English language proficiency in accordance with N.J.S.A. 18A:35-15 et seq.;

2. Whenever there are ten or more LEP pupils enrolled in the district, an ESL program that meets the requirements of law for a thorough and efficient system of education in accordance with N.J.S.A. 18A:35-15 et seq.; and

3. Whenever there are twenty or more LEP pupils in any one language classification, a program of bilingual education shall be provided. Where the age, grade, or geographical distribution of LEP pupils makes a full-time bilingual program impractical, the Board may offer an alternative bilingual education program, provided that program has been approved by the Department of Education.

The bilingual program shall include instruction, by appropriately certified teaching staff members, in all the subjects required by law and offered to English speaking pupils. Where verbalization is not essential to understanding, pupils of limited English proficiency shall participate in classes with English speaking pupils. The bilingual curriculum must be approved by the Board, and pupils enrolled in the bilingual or ESL programs shall be offered all the support services and activities available to other pupils in this district.

<table>
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<tr>
<th>Bilingual Program Exit</th>
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<tr>
<td>Pupils enrolled in the bilingual, ESL, or English languages services program shall be reviewed for readiness to function successfully in an English-only program. The process to determine the readiness or inability of the individual pupil to function successfully in the English-only program shall be initiated by the pupil's level of English proficiency as measured by the State established cut-off score on an English language proficiency test, and the readiness of the pupil shall be further assessed on the basis of multiple indicators which shall, at a minimum, include classroom performance, the pupil's reading level in English, the judgment of the teaching staff member or members responsible for the education of the pupil, and performance on achievement tests in English. A pupil should not ordinarily remain in a bilingual education program for more than three years.</td>
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A parent(s) or legal guardian(s) may remove a pupil who is enrolled in a bilingual education program at any time; except that during the first three years of a pupil's participation in a bilingual education
program, parent(s) or legal guardian(s) may only remove the pupil at the end of each school year. If during the first three years of a pupil's participation in a bilingual education program, a parent(s) or legal guardian(s) wishes to remove the pupil prior to the end of each school year, the removal must be approved by the County Superintendent of Schools. The parent(s) or legal guardian(s) may appeal the County Superintendent's decision to the Commissioner of Education if the County Superintendent determines the pupil should remain in the bilingual education program until the end of the school year.

An exited pupil may reenter the bilingual program if his/her teacher determines that the pupil's failure to progress is caused by an inability to communicate, understand, or comprehend in English and the pupil scores below the cutoff score on a language proficiency test other than that used to assess the pupil's readiness for exit. Unless waiver is granted by the County Superintendent, the reentry test will be administered only after one full semester in the English-only program and within two years after the pupil's exit from the bilingual program.

When the exit review process is completed, the pupil's parent(s) or legal guardian(s) shall be informed by mail of the placement determination. A parent(s) or legal guardian(s), or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Director of Pupil Personnel Services, who will provide a written explanation for the decision within ten working days. The complaintant may appeal the Director of Pupil Personnel Services's decision in writing to the Superintendent, who will respond in writing within twenty calendar days. If the parent/legal guardian or teaching staff member is dissatisfied with the decision of the Superintendent, they may appeal to the Board which shall render a decision within twenty calendar days. A complainant not satisfied with the Board's explanation may appeal to the Commissioner of Education.

Parental Involvement

The parent(s) or legal guardian(s) of a pupil of limited English proficiency will be notified, in accordance with law N.J.A.C. 6A:15-1.13, that their pupil has been identified as eligible for enrollment in a bilingual, or ESL or English language services education program. Notice shall be given no later than ten days after the enrollment and shall include a statement of the parent or legal guardian's right of review and appeal.

Parent(s) or legal guardian(s) shall receive progress reports in the same manner and frequency as those sent to parents or legal guardians of other pupils.

Parent(s) or legal guardian(s) of pupils of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives.

Graduation

Pupils of limited English proficiency will qualify for graduation from high school in accordance with Policy No. 5460. Such pupils will be provided with all courses and opportunities necessary to enable them to qualify for graduation.

All LEP pupils must satisfy requirements for high school graduation according to N.J.A.C. 6:3-4A.1, except LEP pupils who enter the school district in grades nine or later. These pupils, to be eligible for a State-endorsed high school diploma, may demonstrate they have attained minimum levels of proficiency established by the Department of Education through the Special Review Assessment in
their native language, and by attaining a passing level of fluency as determined by a language proficiency test approved by the New Jersey Department of Education.

Program Plan

The Superintendent shall prepare a plan for bilingual instruction, ESL, and English language services for approval by the Board and the County Superintendent.

N.J.A.C. 6A:15-1.1 et seq.

Adopted: 24 June 2003

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<tr>
<th>2425 PHYSICAL EDUCATION</th>
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<td>The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a life-long appreciation for physical activity. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities.</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<th>2430 CO-CURRICULAR ACTIVITIES</th>
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<td>The Board of Education believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.</td>
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<td>The purpose of co-curricular activities shall be:</td>
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<tr>
<td>1. To develop useful new capabilities in pupils that can lead to extension of career opportunities;</td>
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<td>2. To develop pupil initiative and provide for the exercise of responsibility;</td>
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<tr>
<td>3. To develop leadership capabilities and good organizational skills;</td>
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<tr>
<td>4. To aid pupils in the social skills;</td>
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<tr>
<td>5. To enable pupils to explore a wider range of individual interest than might be available in the regular program.</td>
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For purposes of this policy, co-curricular activities shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include marching band, band clubs, dramatic or musical presentations, and intramurals.

Equal access to school facilities shall be granted to all activities that meet this definition.

The Superintendent shall prepare procedures to implement a co-curricular program which shall:

1. Assess the needs and interests of the pupils of this district;

2. Ensure the provision of competent guidance and supervision by staff;

3. Guard against the exploitation of pupils;

4. Provide for a variety of experiences and a diversity of organizational models;

5. Provide for the continuing evaluation of the co-curricular program and staff;

6. Ensure all co-curricular activities are open to all eligible pupils and that all pupils are fully informed of the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the pupil. Guidance is necessary to encourage nonparticipants and to prevent students from emphasizing activities at the cost of their academic performance.

Only persons in the employ of the Board of Education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent. Fund-raising activities of co-curricular student groups must be approved by the Board.

All pupils in good disciplinary and academic standing shall have equal access to all co-curricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or handicap.

"Good disciplinary standing" shall mean that a pupil is not eligible to participate while serving a detention or suspension.

"Good academic standing" for all grades six through twelve, means the successful completion of the student's academic program. For grades 9-12, the requirements are defined as follows:
Any student who wishes to compete or engage in co-curricular activities must meet the minimum credit requirements established by the New Jersey Interscholastic Athletic Association (NJSIAA).

A student must have passed 27.5 credits in the previous year to be eligible for participation in activities offered in the fall and/or winter. To be eligible for co-curricular activities offered in the Spring, a student must be passing 13.75 credits in the Fall semester.

Eligibility for co-curricular activities will be determined on a semester-by-semester basis as follows:

1. Fall and Winter activities (September 1 - January 31) final grades of the preceding school year, including, as appropriate, Summer school grades.

2. Spring activities - first semester average of the 1st and 2nd marking period of the current school year. Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

3. Students who will graduate early, embark in full time college study prior to entering grade nine, or exercise the home schooling option are ineligible for co-curricular activities.

It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than the NJSIAA's minimum of 13.75 credits during the first semester provided they are meeting West Windsor-Plainsboro Regional School District's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester.

Attendance

The district's attendance policy shall also apply

Implementation

The Superintendent shall direct development of detailed regulations to ensure equitable implementation of this policy. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district affirmative action/equity requirements. Participation in academically related coaching or tutoring groups may be exempt from the eligibility requirement at the Superintendent's discretion.

Copies of this policy will appear in the student and parent handbooks. A copy of this policy will be given to all new students.


Adopted: 24 June 2003

2431 ATHLETIC COMPETITION

Interscholastic and Intramural Competition
The Board of Education considers all competitive co-curricular activities - academic, artistic and athletic - an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

Competitive activities can provide pupils with valuable experiences and opportunities. In the district, the emphasis in any competition - intramural or interscholastic - shall be on providing such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program.

The Board shall approve all proposed interscholastic competition, either as a schedule or as a discrete event, whichever is appropriate. The Board must approve membership in any leagues, associations and conferences, and any agreements with other schools for a series of games or events. Contests of any kind between and among the schools of the district shall be approved by the Superintendent.

The Board shall appoint coaches, advisors, physicians and other necessary supervisory personnel upon recommendation of the Superintendent. The Superintendent shall also ensure that training programs/regulations are developed for all extracurricular athletic activities and that all physical facilities involved in any competition in which district schools take part shall be adequate, safe and sanitary.

Public recognition shall be given to participants in academic or artistic competitions in the same measure as to athletic competitors. The district's affirmative action resolution and plan for equity in school and classroom practices shall apply to determining eligibility for competition, approval of each competitive activity in which pupils officially represent the district, and district expenditure to provide facilities and coaches.

Parent Consent

No pupil may participate in a school-sponsored physical activity outside the regular physical education curriculum without a signed consent form from a parent/legal guardian naming the activity and acknowledging that the activity may be hazardous.

Academic Eligibility

Academic standards for eligibility shall be those established by Policy No. 2430 Co-Curricular Activities.

Attendance Standards

Attendance standards shall be those set in Policy No. 5200, Attendance. In particular, a pupil shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness.

Disciplinary Standards

Disciplinary standards are based on Board Policy Nos. 5610 Suspension, 5620 Expulsion, and 5600 Pupil Discipline. Pupils on disciplinary probation or serving a detention or suspension may not
practice, perform or compete. The Superintendent and the building principal shall decide at the end of a probation or suspension whether the pupil may return to practice and competition.

Special Education Pupils

To participate in interscholastic competition, special education pupils must meet the same requirements listed above in conformity with IEP's.

Physical Eligibility

All pupils in grades seven through twelve participating in intramural or interscholastic athletics must be given a medical examination within three hundred sixty-five days prior to the first practice session, with a health history update if the examination was completed more than sixty days prior to the first practice session of the first sport participated in. The medical examination shall be given by the district's medical officer or designated team doctor. Examinations shall be made available throughout the school year consistent with the district athletic schedule. If requested by the parent(s)/legal guardian(s), the medical examination may be given by another licensed physician, but must be reported to the district medical officer or designated team doctor on a form furnished by the district and, as a minimum, include the content adopted by the Board. In the event a private physician is used, the medical examination shall not be at the expense of the Board.

The parent(s)/legal guardian(s) shall be sent written notification signed by the examining physician testifying to the pupil's physical fitness to participate in athletics. The reason for the physician's disapproval of the pupil's participation shall be included in the notification. The health findings of the medical examination for participation in athletics shall be made part of the general health examination record.

The Superintendent shall present to the Board for adoption procedures for administration of the required medical examination to determine the fitness of a pupil to participate in athletics. This procedure shall include a form for a medical history to be filled out and returned by a parent(s)/legal guardian(s) and a form to be filled out by the examining physician.

The medical examination to determine the fitness of a pupil to participate in athletics shall include as a minimum, the following:

A medical history questionnaire, completed by the parent(s)/legal guardian(s) of the pupil, to determine if the pupil:

1. Has been medically advised not to participate in any sport, and the reason for such advice;

2. Is under a physician's care and the reasons for such care;

3 Has experienced loss of consciousness after an injury;

4 Has experienced a fracture or dislocation;

5. Has undergone any surgery;
6. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;

7. Has allergies including hives, asthma and reaction to bee stings;

8. Has experienced frequent chest pains or palpitations;

9. Has a recent history of fatigue and undue tiredness;

10. Has a history of fainting with exercise;

11. Has a history of family members dying suddenly,

B. A physical examination which shall include, as a minimum, no less than:

1. Measurement of weight, height, and blood pressure;

2. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;

3. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;

4. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;

5. Examination of the nose to assess the presence of deformity which may affect endurance;

6. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;

7. Examination of chest contour;

8. Auscultation and percussion of the lungs;

9. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;

10. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;

11. Assessment of the back to determine range of motion and abnormal curvature of the spine;

12. Examination of extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;

13. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;
14. Assessment of physiological maturation;

15. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Insurance

The Board will cover each participant in interscholastic football with insurance coverage as recommended by the current insurance carrier. All other interscholastic activities shall be covered at the recommendation of the insurance advisor and Superintendent.

Good Sportsmanship

The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the Director of Athletics and coaches accept the responsibility for encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.

Parent(s)/legal guardian(s) and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events,

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects etc., shall not be tolerated in students, staff or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

The Superintendent shall prepare regulations on good sportsmanship and ensure their dissemination through the Director of Athletics to coaches, students, parent(s)/legal guardian(s) and the community.

N.J.S.A. 2C:21-11;
N.J.A.C. 6:4-1.5; 6:29-1.3; 6:29-3.1 et seq.;
6:29-3.4

Adopted: 24 June 2003
The Director shall:

1. Assess the needs of the community.
2. Offer a curriculum that will meet the needs of the community.
3. Interview and recommend teachers who are capable of teaching the appropriate courses.
4. Work with the advisory council composed of interested citizens.
5. Call meeting of the advisory council and prepare agendas for these meetings.
6. Publish a brochure to be sent to the residents of the district mailing list and to others who may wish it.

Financial

Community education shall be supported by a combination of registration and materials fee, local taxation, and such state and/or federal aid for which the school is qualified. Income from all courses shall be placed in a separate account to be used for no other purpose than the community education program.

An annual estimate of the income and expenditures of community education shall be submitted by the Director to the Superintendent for consideration as part of the proposed annual school budget.

Advisory Council

An advisory council of ten to fifteen members shall be composed of residents of both townships and shall represent a wide range of interests and backgrounds which reflect the composition of the community. Appointments will be for a two-year term. In appointing or reappointing members, the president of the Board shall be guided by policy. Members will be eligible for reappointment.

The council will establish its own by-laws, rules, and chairperson with the approval of the Board. The Director of Community Education will be a member of the council and will work closely with the members to help the community education program reflect the needs and interests of the community.

The primary functions of the advisory council shall be to help develop policies for the community education program, assist the Director in assessing the needs of the community, and participate in program and staff development.

Courses

Courses shall be recommended to the Superintendent by the Director and the advisory council. The Superintendent shall recommend the courses for approval to the Board.

Personnel and Pay Practices

The best qualified people available shall be employed as instructors. Custodial services shall be
provided on the same basis as they are provided to other regular programs of the school system.

All Instructors shall be paid once or twice a semester, depending on the length of the course. The Director shall establish policies that will be consistent, equitable and budgetarily sound.

Physical Facilities

All physical facilities of the school system shall be available for use by community education when they are not scheduled for use by the daytime students, without any charge to community education.

Registration

Efficient procedures will be established to encourage maximum registration. Fees for citizens of the district who are sixty years old and over will be half the advertised fee for the course, plus full payment for materials and for courses offered by a service or company.

Fees for any course shall be refunded on request at any time prior to the first meeting of that course, excluding a registration fee. If a class is canceled, the entire fee will be refunded.

Any absence by a teacher will either be made up by that teacher or a substitute will be used, at the discretion of the Director.

Activities of a public service may be offered on a non-fee basis within the limitations of the community education budget.

Relations with Other Agencies

Through jointly sponsored courses, the personnel and facilities of the community education program may be made available to further the educational efforts of other agencies when the objectives of these efforts are in accord with those of the school system.

Relations with Other Communities

Activities may be sponsored jointly with the adult school programs of neighboring communities when such an arrangement will improve the opportunities available to district residents.

Adopted: 24 June 2003

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<th>2460 SPECIAL EDUCATION</th>
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<td>The West Windsor-Plainsboro Regional School District Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:</td>
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<tr>
<td>2460</td>
<td>1. All pupils with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3;</td>
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2. Homeless pupils are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.;

3. Pupils with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4;

4. An Individualized Education Program (IEP) is developed, reviewed and, as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7;

5. To the maximum extent appropriate, pupils with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2;

6. Pupils with disabilities are included in State-wide and district-wide assessment programs, with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All pupils with disabilities will participate in State-wide assessments or the applicable Alternative Proficiency Assessment in grades three, four, five, six, seven, eight, and eleven in accordance with their assigned grade level.

7. Pupils with disabilities are afforded procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent, when appropriate.

8. A free appropriate public education is available to all pupils with disabilities between the ages of three and twenty-one, including pupils with disabilities who have been suspended or expelled from school.

   a. The obligation to make a free, appropriate public education available to each eligible pupil begins no later than the pupil's third birthday and that an individualized education program (IEP) is in effect for the pupil by that date;

   b. If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin;

   c. A free appropriate public education is available to any pupil with a disability who is eligible for special education and related services, even though the pupil is advancing from grade to grade;

   d. The services and placement needed by each pupil with a disability to receive a free, appropriate public education are based on the pupil's unique needs and not on the pupil's disability; and

   e. The services and placement needed by each pupil with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the pupil's home as possible, and, when the IEP does not describe specific restrictions, the pupil is educated in the school he or she would attend if not a pupil with a disability.

9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14 will experience a smooth transition
and have an IEP developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

10. Full educational opportunity to all pupils with disabilities is provided;

11. The compilation, maintenance, access to, and confidentiality of pupil records are in accordance with N.J.A.C. 6A:32-7;

12. Provision is made for the participation of pupils with disabilities who are placed by their parent(s) in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2;

13. Pupils with disabilities who are placed in private schools by the district Board are provided special education and related services at no cost to their parent(s) according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.;

14. All personnel serving pupils with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law;

15. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district Board shall maintain information to demonstrate its efforts to:

a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;

b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;

c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;

d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and

e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.

16. Instructional material will be provided to blind or print-disabled pupils in a timely manner.

17. For pupils with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., the necessary materials to the parent(s) to apply for such services.

18. The West Windsor-Plainsboro Regional School District Board of Education will accept the use of electronic mail from parent(s) to submit requests to school officials regarding referral, identification,
evaluation, classification, and the provision of a free, appropriate public education. The parent(s) may not utilize electronic mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14.

19. The West Windsor-Plainsboro Regional School District Board of Education will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each pupil's IEP.

The West Windsor-Plainsboro Regional School District Board of Education shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

N.J.A.C. 6A:14-1 et seq.
20 USC §1400 et seq.
34 C.F.R. §300 et seq.

Accepted: April 28, 2009

2467 SURROGATE PARENTS AND FOSTER PARENTS

Federal and State laws require the West Windsor-Plainsboro Regional School District Board of Education to ensure that the rights of a pupil with disabilities as defined by N.J.A.C. 6A:14 are protected through the provision of an individual to act as surrogate for the parent(s) and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent (as defined according to N.J.A.C. 6A:14-1.3) cannot be identified or located after reasonable efforts;

2. An agency of the State of New Jersey has guardianship of the pupil and that agency has not taken steps to appoint a surrogate parent for the pupil;

3. The pupil is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the pupil;
4. No parent can be identified for the pupil in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the pupil's parent, and no State agency has taken steps to appoint a surrogate parent for the pupil; or

5. The pupil is an unaccompanied homeless youth and no State agency has taken steps to appoint a surrogate parent for the pupil.

Qualifications and Selection

The West Windsor-Plainsboro Regional School District will make reasonable efforts to appoint a surrogate parent within thirty days of its determination that a surrogate parent is required for a pupil. If the District fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such a pupil.

The person serving as a surrogate parent:

1. Shall have no interest that conflicts with those of the pupil he/she represents;

2. Shall possess the knowledge and skills that ensure adequate representation of the pupil;

3. Shall not be replaced without cause;

4. Shall be at least eighteen years of age;

5. Shall have a criminal history review in accordance with N.J.S.A. 18A:6-7.1 completed prior to his or her serving as the surrogate parent, if the school district compensates the surrogate parent for such services; and

6. Shall not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

The Supervisor of Special Services will determine whether there is a need for a surrogate parent for a pupil, contact any State agency that is involved with the pupil to determine whether the State has a surrogate parent appointed for the pupil, and will make reasonable efforts to appoint a surrogate parent for the pupil within thirty days of determining that there is a need for a surrogate parent for the pupil.

When a pupil (who is or may be a pupil with a disability) is in the care of a foster parent residing in this district, and the foster parent is not the parent of the pupil as defined in N.J.A.C. 6A:14-1.3, the Supervisor of Special Services shall contact the pupil's case manager at the Division of Youth and Family Services (DYFS) in the Department of Human Services to determine whether the parent(s) retains the right to make educational decisions and to determine the whereabouts of the parent(s).

If the parent(s) retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Child Study Team case manager shall obtain all required consent from and provide written notices to the parent(s).

If the district cannot ascertain the whereabouts of the parent(s), the Child Study Team case manager shall consult with the pupil's case manager at DYFS to assist in identifying an individual, including
the foster parent, who may serve as a surrogate. If there is no foster parent, or if the foster parent is unwilling to serve as the pupil’s parent pursuant to N.J.A.C. 6A:14-1.3, the Child Study Team case manager shall consult with the pupil's case manager at DYFS to assist in identifying an individual to serve as a surrogate parent and the Supervisor of Special Services shall appoint a surrogate parent and the Supervisor of Special Services shall appoint a surrogate parent and obtain all required consent from and provide written notices to the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the pupil. The Supervisor of Special Services shall coordinate the training for surrogate parents. The training will include, but not be limited to:

1. Providing the surrogate parent a copy of:
   a. Parental Rights in Special Education booklet;
   b. N.J.A.C. 6A:14;
   c. The Special Education Process;
   d. Code Training Materials from the Department of Education website; and
   e. Other relevant materials.

2. Providing the surrogate parent an opportunity to meet with the Supervisor of Special Services to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Supervisor of Special Services shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;

3. Providing the surrogate parent adequate time to become familiar with the pupil and the nature of the pupil's disability through a review of the pupil's record;

4. Providing the surrogate parent an opportunity to confer with the pupil's case manager to discuss the pupil; and

5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the pupil.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.
N.J.A.C. 6A:14-2.2

Issued: March 31, 2009

2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR GENERAL EDUCATION PUPILS

The West Windsor-Plainsboro Regional School District will provide instructional services to enrolled general education pupils at the pupil's home or other suitable out-of-school setting under the following conditions:

A. The pupil is mandated by State law and rule for placement in an alternative education program for violations of N.J.A.C. 6A:16-5.5 (firearm offenses) and 6A:16-5.6 (assault with weapons offenses), but placement is not immediately available; or

B. The pupil is placed on short-term or long-term suspension from participation in the general education program pursuant to N.J.A.C. 6A:16-7.2 and 7.3; or

C. A court order requires the pupil receive instructional services in the home or other out-of-school setting.

The West Windsor-Plainsboro Regional School District is responsible for the costs of providing instruction in the home or out-of-school setting either directly or through contract with another Board of Education, Educational Services Commission, Jointure Commission or approved clinic or agency. The district shall provide services no later than five school days after the pupil has left the general education program.

The services to be provided shall meet the minimum standards as required in N.J.A.C. 6A:16-10.2(d). The district will develop an Individualized Program Plan (IPP) for the delivery of instructional services and pupil progress in accordance with requirements of N.J.A.C. 6A:16-10.2(d)1. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals. The IPP shall incorporate any prior findings and actions recommended through the school building's system of Intervention and Referral Services pursuant to N.J.A.C. 6A:16-8 and recommend placement in an appropriate educational program. The school district shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and revise the IPP no less than every sixty calendar days.

The teacher(s) providing the instruction will be appropriately certified for the subject and grade level of the pupil. One-on-one instruction will be provided for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom. If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided.
for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.

Pupils will receive instruction that meets the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and that meets the school district's requirements for promotion and graduation. Special situations will be handled on a case by case basis.

If instruction is delivered in the pupil's home, a parent or other adult 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP or to be present in the home as required may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.

The Principal shall maintain a summary record, pursuant to N.J.A.C. 6A:16-10.2(g)1, concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs. The Superintendent shall provide the summary report annually to the County Superintendent pursuant to N.J.A.C. 6A:16-10.2(g).

N.J.A.C. 6A:16-10.2

Accepted: January 8, 2008

2510 ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used in the educational program of this district. "Textbook" means the principal source of instructional material for any given course of study, in whatever form the material may be presented, which are available or distributed to every pupil enrolled in the course of study.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration.

In considering the approval of any proposed textbooks, the Board will weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the pupils who will be using the book; its freedom from bias; its relationship to a course of study adopted by the Board; its relationship to a continuous multigrade program; its impact on community standards of taste; the manner by which it was selected; and its cost, appearance, and durability.

The Superintendent shall develop regulations for the selection of textbooks that include effective consultation with professional staff members at all appropriate levels.

The staff shall continually research new sources of textbooks and explore the innovative use of all possible books.

Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance and shall be replaced or updated with new editions as often as necessary to meet the needs
of pupils and the curriculum.

A list of all approved textbooks shall be maintained and revised annually and made available for the use of the professional staff and for the information of members of the Board and the public.


Adopted: 24 June 2003

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<th>INSTRUCTIONAL SERVICES AND RESOURCES</th>
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<td>Personnel and materials appropriate to the needs of the school program must be available to each student and teacher.</td>
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<td>To be in compliance with the requirements of federal law, the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that equivalence of such materials is ensured among the schools. Staff shall be assigned to comply with this directive.</td>
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<td>The Board will endeavor to provide the supportive resources and personnel necessary for teachers to implement the approved curriculum in their classrooms and work effectively with children.</td>
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<td>It will be the administration's responsibility to set up and maintain such central services for curriculum materials, including audiovisual materials, as are needed, and appropriate channels through which teachers and students will be supplied with these resources.</td>
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<td>In addition, there will be a media resource center and media specialist to offer children instruction and teachers assistance in selecting and using learning resources.</td>
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<td>N.J.S.A. 18A:34-1</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<th>2530</th>
<th>RESOURCE MATERIALS</th>
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<td>The Board of Education shall provide resource materials to implement district and school educational goals and objectives as pupil needs dictate and district resources permit. Such materials include reference books, other supplementary titles, maps, library print and non-print materials, and other sources of information for use by pupils that are not designated as textbooks.</td>
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<td></td>
<td>The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:</td>
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<td>1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served;</td>
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<td>2. Wherever possible, materials will provide major opposing views on controversial issues so that</td>
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</table>
pupils may develop under guidance the practice of critical reading and thinking;

3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;

4. Materials will be factually accurate and of genuine literary or artistic value;

5. Materials will be of a quality and durability appropriate to their intended uses and longevity;

6. Materials will relate to, support, and enrich the courses of study adopted by the Board.

The Superintendent will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.

The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy. Any request for the removal of resource materials will be governed by Policy No. 9130 on public complaints.

Adopted: 24 June 2003

2531 USE OF COPYRIGHTED MATERIALS

The Board of Education encourages teaching staff members to make judicious use of appropriate printed materials, sound recording, televised programs, and computer software in the curriculum but recognizes that federal law, applicable to public school districts, protects the originators of those materials from the unauthorized use of their copyrighted works. The Board expressly forbids the use of school equipment for the illegal reproduction of copyrighted materials.

In order to define the fair and reasonable use that teaching staff members may make of copyrighted works for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board directs the Superintendent to promulgate regulations regarding the copying and distribution of copyrighted materials for instructional purposes.

Computer software may be reproduced only for archival purposes or when copying is an essential step in the utilization of the program. Computer software should be purchased in sufficient quantity to permit its classroom use without simultaneous loading. Where appropriate, the Director of Technology shall seek a licensing agreement with the software publisher that permits the reproduction of software, the simultaneous use of software, and the purchase of multiple copies of software at discount prices.

Pupils and staff members shall be instructed that copyright infringement is a form of theft. A pupil or staff member who reproduces or uses copyrighted material in violation of this policy will be subject to discipline.
2610 EDUCATIONAL PROGRAM EVALUATION

The Superintendent shall develop and implement a systematic short-range and long-range plan for the continuing assessment of the progress of the educational program toward the goals established by the district. He/she shall recommend tests and methods to accomplish this end.

The Board reserves the right to review each test and to approve those which serve a legitimate purpose without infringing upon the personal rights of the student or their parents/guardians. The results of any evaluation may be released by the Superintendent using district-wide data. Parents/guardians may obtain an explanation of the results of their child's test from qualified school personnel.

The Superintendent or designee shall recommend improvements in the program and staff based upon the evaluation of the district's program.

The Board will cooperate with the commissioner in the conduct of such state-wide assessment programs as are required by the State Board of Education and shall use the data toward the improvement of the schools of this district.

N.J.A.C. 6:8-3.2; 6:39-1.1 et seq.

Adopted: 24 June 2003

2622 PUPIL ASSESSMENT

Assessments

The Superintendent shall develop and present to the Board of Education annually for its approval a pupil assessment program that complies with state and federal laws and regulations. In addition, the Superintendent shall recommend for approval other standardized testing instruments to assess pupils' proficiency in core curriculum content areas.

Records

Information regarding individual pupil test scores shall be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed appropriate by the Commissioner.

Dissemination of Information

The school district must release to the public the results of statewide assessments in accordance with the New Jersey Department of Education guidelines. Additionally, the results of the performance of school district pupils on statewide assessments shall be released annually through the dissemination of the school district's New Jersey School Report Card and other such means as determined by the
Superintendent. Pupils with disabilities and Limited English Proficiency may not be included in the summary data.

Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

Pupils With Disabilities

Pupils with disabilities shall participate in all state assessments unless the pupil's disability is so severe that the pupil is not receiving instruction in any of the knowledge and skills measured by the statewide assessment in a subject area with or without accommodations. The Board shall provide appropriate accommodations or modifications to the statewide assessment system as specified by the New Jersey Department of Education as defined in N.J.A.C. 6A:14-1.3 or as deemed eligible by Section 504 of the Rehabilitation Act as determined by the Individual Education Plan (IEP) Team or the 504 Team in compliance with the New Jersey Department of Education guidelines. Special Review Assessment (SRA) may be used for pupils with disabilities or the Alternate Proficiency Assessment may be used for pupils with severe disabilities.

Pupils With Limited English Proficiency (LEP)

Pupils with Limited English Proficiency (LEP) shall participate in all statewide assessments and may be provided appropriate accommodations or modifications as specified by the New Jersey Department of Education. High school pupils of LEP may demonstrate proficiency for graduation through one or more of the following means:

1. HSPA;
2. SRA process in English;
3. SRA process in the native language along with an English proficiency assessment; or
4. SRA process in English with accommodations.

N.J.S.A. 18A:7C-6.2
N.J.A.C. 6:4-1.5; 6:8-2.2 et seq.; 6A:8-4.1 et seq.; 6A:8-5.1 et seq.; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.12; 6A:15-1.11

Adopted: 24 June 2003

2624 GRADING SYSTEM

The Board of Education recognizes that a system of measuring, recording, and reporting the
achievements of individual pupils is important to the continuing process of learning. The Board, therefore directs that the instructional programs of this school district include a system of grading that measures progress toward the New Jersey Core Curriculum Content Standards and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study.

In every case, the evaluation and the grading symbols shall be intended to appraise the students' progress toward established goals.

The parent(s)/legal guardian(s) must be made aware of the progress of their child, his/her own growth patterns and the child's progress in relation to recognized standards.

The Superintendent shall develop and implement an administrative regulation that establishes a process for the review of any grade or evaluation in question. The regulations shall protect the integrity of the grading and evaluation system and guarantee a fair hearing to all individuals party to a dispute concerning a grade or evaluation.

Adopted: 24 June 2003

2700 SERVICES TO NONPUBLIC SCHOOL PUPILS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to pupils enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

N.J.A.C. 6:20-6.1

The Board shall, on individual request, purchase and loan, without charge, textbooks to pupils attending a nonpublic school located in this district, provided the pupil is a New Jersey resident and the pupil's tuition is not paid by a district Board of Education. Any textbook so loaned will remain the property of this Board. Textbooks loaned to nonpublic school pupils shall be returned at the end of the school year, unless the nonpublic school agrees, with the Superintendent's permission, to store the textbooks without cost to this Board.

A request for the loan of textbooks shall be submitted in writing by the pupil's parent(s) or legal guardian(s) either directly to this Board or through the nonpublic school. Requests must be received by this Board by March 1 of the preceding school year.

Textbooks shall be purchased in the same manner as are textbooks purchased for use in this district. Nonpublic school pupils shall be subject to the rules and sanctions for the care of textbooks set forth in Policy No. 5513, Care of School Property, in the same manner as are pupils of this district.

N.J.A.C. 6A:14-3.1 et seq.
The Board shall provide services for the identification, referral, evaluation, and determination of eligibility for special education and/or related services, the development of individualized education programs, and speech correction for articulation disorders.

The eligibility of pupils in nonpublic schools for such services shall be determined by the criteria established by rules of the State Board and used to determine the eligibility of pupils enrolled in this district for the same services. Services shall be provided only upon the written consent of the parent(s) or legal guardian(s) of the pupil and shall include procedural safeguards provided to pupils of this district under N.J.A.C. 6A:14.2 et seq. and Policy No. 2460 and Regulation No. 2460.6 Special Education, Procedural Safeguards.

Remedial services will be supplied by appropriately certified personnel who are not employees of the nonpublic school, except that speech correction may be provided by employees of the nonpublic school. Such services shall be provided only upon consent of the parent(s) or legal guardian(s) of the pupil. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of remedial services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.

N.J.A.C. 6A:14 et seq.

The Board shall provide supportive services for acquiring communication proficiency in the English language for children of limited English speaking ability, supplementary instruction services, and home instruction services. Auxiliary services will be provided only upon the written consent of the pupil's parent(s) or legal guardian(s).

Auxiliary services may be provided by appropriately certified personnel who are employees of this district or of the nonpublic school. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of auxiliary services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.

N.J.A.C. 6:29-8.1 et seq.

The Board shall provide nursing services and emergency health care for pupils enrolled full time unless the nonpublic school has given written notice that it declines to receive such services. The Superintendent or his/her designee and the administrator of the nonpublic school shall meet annually to determine jointly the kind and extent of services to be provided within the limits of state funding. Instructional services shall not be offered.

Nursing services shall include assistance with medical examinations and dental screening, screening of hearing examinations, maintenance of pupil health records, notification of local and county health officials of any pupil who has not been properly immunized, and the conduct of scoliosis examinations. If the Board and the nonpublic school agree, emergency care shall be provided to nonpublic school pupils who become ill or are injured in school or during participation on a school athletic team or squad in the same manner such services are provided to pupils of this district.
Nursing and health care services shall be provided by a professional registered nurse licensed in New Jersey who is an employee of this district, an employee of a third party contractor, or an independent contractor. The location of the services will be determined by the Board and will comply with the rules of the State Board.

The Board may purchase equipment and supplies for the provision of services under this policy, within the allocation of funds, and may lend any such equipment to a nonpublic school without charge provided it is understood that such equipment remains the property of the Board.

A nonpublic school pupil whose parent(s) or legal guardian(s) objects in writing to the receipt of nursing services shall not be compelled to receive such services, except for a physical examination to determine whether the pupil is ill or infected with a communicable disease.

Delivery of Services

The Board shall provide any transportation necessitated by the provision of services under this policy.

Funds spent on services delivered under this policy in any one nonpublic school shall not exceed the amount allocated to that school on a per pupil basis, less the cost to this district of administrative services directly attributable to the provision of such services. A maximum of six percent of the allocated amount may be spent on administrative costs.

Records regarding individual pupils receiving services under this policy shall be kept in accordance with State Board rules and Policy No. 8330 on Pupil Records.

The Board shall file with the Commissioner a report on the number of nonpublic school pupils identified as eligible to receive services at a time and in a form required by the New Jersey Department of Education.

N.J.A.C. 6A:14-1.1 et seq.; 6:20-6.1; 6:29-8.1 et seq.

Adopted: 24 June 2003
3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools. "Teaching staff positions" are positions that require a certificate issued by the New Jersey Department of Education.

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

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

Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the county Superintendent shall be sought before the position is filled.

N.J.A.C. 6:11-3.1; 6:11-3.3
3112 ABOLISHING POSITIONS

The Board of Education will provide the professional staff necessary for the economical and efficient implementation of the educational program of the district. The Board reserves the right to abolish positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of pupils, or other good cause so warrant. The Superintendent shall continually review the efficiency and effectiveness of the district organization and recommend to the Board the abolishment of positions and the reallocation of duties and positions.


Adopted: 24 June 2003

3124 EMPLOYMENT CONTRACT

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

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

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

N.J.A.C. 6:11-3.1(b)

Adopted: 24 June 2003

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

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

The Superintendent shall recruit, screen, and recommend to the Board suitable candidates for district employment in accordance with applicable bargaining agreements for covered employees. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district. Approval shall be given only to those candidates for employment recommended by the Superintendent.
The Superintendent may appoint a person to fill a sudden vacancy, subject to ratification of that action by the Board at the next Board meeting, and may appoint substitute teachers in accordance with this policy.

In order to qualify for a teaching staff member position a candidate must:

1. Possess a standard certificate issued by the New Jersey State Board of Examiners with an endorsement appropriate to the position he/she is to fill; or

2. Have qualified and applied for such a certificate; or

3. If applying for employment as principal by an alternate route, qualify for the provisional certificate for admission to the Principal Residency Program; or

4. If applying for his/her first teaching position, possess a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing for issuance of a provisional instructional certificate; or

5. In the event extenuating circumstances prevent the Board from recruiting a suitable certified candidate in those endorsement areas permitted by State Board rules, possess an emergency certificate appropriately endorsed.

The Superintendent shall require visual proof of any candidate's certification or pending application for certification.

No person shall be employed in a position involving regular contact with pupils unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position. Applicants or employees who have successfully undergone a criminal history background check through the Criminal History Review Unit are issued approval letters for public school employment. These applicants are permitted to change school districts or contractors without the need to undergo another background check providing the date of the approval letter has not exceeded two years from the date it was issued. An employee changing districts with a valid approval letter, dated within two years of the hiring date, may be employed and will not be required to undergo another criminal history background check.

Substitute employees, who are rehired annually by the Board, are only required to undergo a criminal history record check upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board or contractor demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board or contractor may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.
No criminal history record check shall be furnished unless the applicant provided written consent to the check. The applicant shall bear the cost for the check, including all costs for administering and processing the check.

Nepotism

It is the objective of the West Windsor-Plainsboro Board to employ the best qualified persons as members of the faculty, administration, and staff. However, the protection of the individual as well as the district requires certain safeguards against conflicts of interest regarding the employment of family members, whether real or perceived. This policy is intended to reinforce the district's commitment to employment practices which create and maintain constructive working relationships and which reflect the district's commitment to employment practices that are fairly, efficiently, and evenhandedly applied to all employees and to applicants for employment.

Members of an immediate family who are employed by the district, whether in regular, probationary, or temporary positions will not be so placed that one member is in a position having direct organizational responsibility over the other member's position, work unit, or department.

Individual members of the Board are prohibited from appointing, voting for, or confirming the employment of any immediate family member.

An "immediate family member", for the purposes of this policy, is defined as a person for whom an employee has been assigned legal responsibility, parent, step-parent, child, step-child, son-in-law, or daughter-in-law, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, brother-in-law, or sister-in-law, a guardianship capacity, or persons living in the same household.

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

New Employees

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

Part-time Teaching Staff Members

A "part-time teaching staff member" is a member employed less than fifty percent of the time of a full-time teaching staff member.

Part-time teaching staff members will be compensated on the salary schedule negotiated for full-time teaching staff members, prorated to their part-time service.

Part-time teaching staff members will receive employment benefits negotiated for full-time teaching staff members, prorated to their part-time service when they work fifty percent or more of the time of a full-time teaching staff member, except as otherwise provided by the collective bargaining
The Board recognizes that part-time teaching staff members who serve the statutory probationary period will earn the protections of tenure and seniority.

Substitute Teachers

The Board will annually approve (and periodically update) a list of substitutes who may be assigned to provide coverage for teacher absence to ensure continuity of the educational program.

The Superintendent may select substitutes from the list approved by the Board to serve in the place of an absent teacher who retains an entitlement to a regular position. The Superintendent may employ, subject to ratification by the Board at the next meeting of the Board, substitutes who have not received the prior approval of the Board when no approved substitute is available.

A substitute who holds a county substitute certificate or a regular certificate without appropriate endorsements shall serve no more than twenty consecutive days in the same position.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted, the instructions of the Principal.

Short term substitute teachers shall be compensated in accordance with the wages established annually by the Board and will receive no other benefits.

A substitute teacher who has been employed in the same position for twenty-one consecutive days will be compensated on the first step of the salary guide commencing with the twenty-first day of service in that position in accordance with the applicable bargaining agreement.

A long-term substitute teacher (a substitute who has been employed to replace a teaching staff member who will be absent for ninety or more schools days will be employed under contract in order to ensure continuity of instructional services and will be compensated at the appropriate experience and education step of the salary guide from the first day of service in that position. Any such contract offered will clearly state that employment is as substitute for a regular teaching staff member.

Service as a substitute will not count toward the accrual of tenure or seniority.

Athletic Coaches

The Board authorizes the Superintendent to recommend the employment of qualified coaches for the district interscholastic and intramural athletic programs. The Board will employ as athletic coaches only those persons who have demonstrated appropriate knowledge and coaching skills and are properly certified. Coaches should possess the personal characteristics that qualify them to serve as role models to the pupils they coach.

An athletic coach whose duties include the athletic training of pupil athletes will be designated an athletic trainer and must be registered by the State Board of Medical Examiners as an athletic trainer.

The Superintendent shall advertise a vacancy in a coaching position by posting notice of the vacancy
in this school district and by advertising the vacancy by appropriate means throughout the region or beyond. The Superintendent may thereafter recommend to the Board the employment of any qualified candidate for the coaching position who possesses an instructional certificate issued by the New Jersey State Board of Examiners.

In the event that no qualified, fully certified candidate applies for the coaching position, the Superintendent may recommend to the Board a candidate who is the holder of a county substitute's certificate, provided that the Superintendent has demonstrated to the County Superintendent that the vacant coaching position has been advertised and no qualified, fully certified candidate has applied for the position; the Superintendent has attested in writing to the County Superintendent the prospective employee's knowledge and experience in the sport; and the County Superintendent has approved the employment of the candidate.

An athletic coach employed under a county substitute's certificate shall be employed for a single designated sports season.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend that would be paid to a district employee in the same position and shall be supervised by the Director of Athletics. No out-of-district athletic coach shall be eligible for tenure or for employment benefits. Nothing in this policy shall imply that prior employment in a coaching position creates an entitlement.

N.J.A.C. 6:11-3.1; 6:11-4.2 et seq.; 6:11-5.1 et seq.; 6:29-3.3

Adopted: 24 June 2003

3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS

The Board of Education recognizes that all newly prepared teachers are required to serve their first year of employment under provisional certification and in a district induction program designed to train and guide new teachers and to identify those teachers who qualify for standard certification.

Professional Support Team

The Board shall, in accordance with State Board of Education rules, provide provisional teachers with the training and supervision of a professional support team composed of a Principal or his/her designee, an experienced mentor teacher, a college faculty member or comparable staff member, a curriculum supervisor or comparable staff member, and such additional members as the Superintendent may recommend and the Board approve.

Members of the professional support team shall be approved by the Board and recommended by a committee composed of representatives of the constituent staff organizations. Support team members shall be appropriately certified, experienced, and cooperative staff members recognized for their discretion and helpfulness. Support team members shall be appropriately trained for participation in the induction program.
Mentor teachers shall, whenever possible, be in the same instructional area and school building as the provisional teacher.

**Evaluation of Provisional Teachers**

Both traditional and alternate route provisional teachers shall be formally evaluated as specified in Regulation No. 3126, by members of the support team and the mentor teacher. The support team may conduct additional evaluations.

**Role of Mentor Teachers**

Mentor teachers shall not participate in any way in decisions which may have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of provisional teachers unless they are appropriately certified administrators. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.

N.J.A.C. 6:11-5.1 et seq.

Adopted: 24 June 2003

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**3130 ASSIGNMENT AND TRANSFER**

The Board of Education and the Superintendent will strive to assign teaching staff members to positions in which their service will best benefit the educational program of the district. Each teaching staff member must possess the certificate and endorsement appropriate to the position to which he/she is appointed. The Superintendent shall require each newly employed or reassigned teaching staff member to exhibit the appropriately endorsed certificate before the member assumes responsibility for the duties of the position.

The Board will approve an assignment that requires a teaching staff member's transfer to a different building, to a different seniority employment category, to a different tenure position, or to a nontenurable position only upon the recommendation of the Superintendent and by a roll call majority vote of the full membership of the Board. The Board will not withhold its approval of the Superintendent's recommendation for arbitrary and capricious reasons.

The Superintendent shall recommend such teaching staff member transfers as will contribute to the provision of a thorough and efficient educational system. No teaching staff member shall be transferred for disciplinary reasons.


Adopted: 24 June 2003

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**3134 ASSIGNMENT OF NON-PAID ADDITIONAL DUTIES**
The professional responsibilities of teaching staff members include such co-curricular extra duty positions as may be assigned by the Board of Education. The Board may appoint teaching staff members to extra duty positions. The Superintendent shall ensure that co-curricular extra duty positions do not interfere with teachers primary duties.

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

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


Adopted: 24 June 2003

### 3141 RESIGNATION

Instructional personnel who wish to terminate their employment shall submit a written resignation to the Superintendent.

As required by the State, resignation of such employees shall provide at least sixty days notice. All resignations shall be approved by the Board of Education.

The Superintendent shall be authorized to release the employee before the original termination date or to extend the period of service beyond the termination date if such action is agreed to be in the best interest of the employee and also serves the best interests of the district.

If an instructional employee fails to give the required notice, this fact shall be reported to the Board by the Superintendent, and the Board may request the State Commissioner of Education to suspend the employee's certificate for the period of time permitted by statute.

N.J.A.C. 6:11-3.8

Adopted: 24 June 2003

### 3143 DISMISSAL

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

The Board may upon the recommendation of the Superintendent, dismiss a nontenured teaching staff
member when dismissal is in the best interest of the school district.

However, the Board reserves the right to terminate a nontenured employee without notice when sufficient cause warrants.

The Board will determine whether to permit an employee to continue to perform services during the period between the giving of notice and the date of termination.


Adopted: 24 June 2003

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<th>3151 SALARY DEDUCTIONS</th>
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<tbody>
<tr>
<td>A. Deductions as a result of absence</td>
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<tr>
<td>1. Contractual employees</td>
</tr>
<tr>
<td>a. Whenever any employees absence from work is not approved or is in excess of the number of days granted under any existing rule pertinent to any leave of absence, then salary deductions shall be made for each work day when the employee is not present and performing his or her duties in accordance with the following schedule:</td>
</tr>
<tr>
<td>(1) 12-month employees - 1/260th of the annual salary</td>
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<td>(2) 11-month employees - 1/240th of the annual salary</td>
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<tr>
<td>(3) 10-month employees - 1/220th of the annual salary</td>
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<tr>
<td>(4) School year basis - 1/200th of the annual salary</td>
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<tr>
<td>b. Upon the recommendations of the Superintendent, the Board may waive the deductions in individual cases. Such exclusions may be partial or full and shall be entirely at the discretion of the Board.</td>
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2. Contractual employees - hourly rate

Hourly rate basis: Employees who are employed at an hourly rate and who are continuously employed shall have their deductions made in terms of their hourly rate.

3. Noncontractual employees

Noncontractual personnel shall be paid at an hourly or per diem rate and shall be paid only for those periods of time when services are actually performed.

B. Deductions as a result of court order
The Board and its administrators shall refrain from honoring requests for the garnisheeing of salaries unless such requests are based on a court order or are mandated by law or judicial decisions. Employee requests for the assignment of salary shall not be granted.

Whenever the Assistant Superintendent for Finance and Support Services/Board Secretary or designee receives a request for cooperation in securing the payment of employee debts, the employee shall be notified of the request.

The Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall not honor a request to garnishee unless such a request is based on court order or mandated by law or judicial decision.

In the event that a judicial order is received, the Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall make the necessary deductions and shall periodically forward the payment to the creditor.


Adopted: 24 June 2003

3152 WITHHOLDING AN INCREMENT

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

Procedures for governing the withholding of increment is referenced by state law.

N.J.A.C. 6:24-4.1

Adopted: 24 June 2003

3160 PHYSICAL EXAMINATION

The Board of Education requires that each teaching staff member who has received a conditional offer of employment in this district, full-time or part-time, submit to a physical examination that includes the member's health history, health screenings, and medical evaluation, in accordance with district regulations.

A teaching staff member may include in his/her health history such health status information, including medications, as may be of value to medical personnel, in the event of an emergency requiring treatment. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status. The member may also choose to share the same information with the Principal and, if desired, with the certified school nurse to assure ready access in a medical emergency.
No pre-employment examination will be used to determine a candidate's disabilities.

The physical examinations required by this policy shall be limited to those assessments necessary to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All records containing medical and health information about individual employees, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the employee, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee, except that a Principal and school nurse so authorized by the employee may receive information about the employee's health history.

Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy No. 3425.

42 U.S.C.A. 12101
N.J.A.C. 6:29-2.3; 6:29-7.1 et seq.

Adopted: 24 June 2003

3161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health.

If the results of the examination show that the employee has a mental abnormality, communicable disease, or other ailment rendering him/her unfit for duty, the teaching staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.

A teaching staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.
3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to discipline, which may include the withholding of salary increments and/or certification of tenure charges.

No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the contract negotiated with the member's majority representative or provided in the policies of the Board.

The Superintendent is directed to ascertain the rate of absence among the professional staff, in accordance with rules of the State Board of Education. Whenever the rate of absence in any school year is higher than three and one-half percent, the Superintendent shall develop and present to the Board a plan for the review and improvement of staff attendance. The review and improvement plan shall require the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.


Adopted: 24 June 2003
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.

No employee of the Board shall use, attempt to use, or allow to be used any information which is not generally available to the public, and which the staff member acquired by reason of his/her position, for the purpose of securing financial gain for the employee, family member, a political organization, or a business in which the employee or a family member has an interest or which employs or provides compensation to the employee or family member.

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 provision of services on which he/she receives a royalty.

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


Adopted: 24 June 2003

3217 USE OF CORPORAL PUNISHMENT

Corporal punishment is expressly prohibited by law in New Jersey schools. The law specifically provides as follows:

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary: 1) to quell a disturbance, threatening physical injury to others; 2) to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil; 3) for the purpose of self-defense; 4) for the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intendment of this section. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.


Adopted: 24 June 2003

3218 SUBSTANCE ABUSE

Standard of Conduct

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

Employees suspected of being under the influence of a substance in violation of this policy shall be required to undergo immediate testing to determine whether the employee is under the influence of a substance. Sanctions for violation of this policy shall include, but are not limited to, mandated counseling and/or rehabilitation, suspension, or termination of employment.

Definitions

For purposes of this policy, "substance" shall mean

1. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;

2. All chemicals with release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;

3. All alcoholic beverages; and

4. Anabolic steroids.

Substance Abuse

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling.

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

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part II. All employees shall be provided with a copy of the policy.

Program Review

The Board shall review its substance abuse program on a biennial basis to determine its effectiveness and implement changes as required and to ensure that disciplinary sanctions are consistently enforced.

Adopted: 24 June 2003
The Board of Education recognizes the importance of implementing a program for the evaluation of nontenured teaching staff members in accordance with law for the purposes of identifying and correcting deficiencies, improving professional competence, improving the quality of instruction received by pupils of this district, and assisting the Board in determining the member's reemployment.

The program of evaluation of nontenured teaching staff members shall include the observation of each such employee in the performance of assigned duties by an appropriate supervisor no fewer than three times annually and at least once each semester; the written evaluation of both the employee's performance during observation and the employee's total employment performance; a timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed; and an opportunity for the employee to record a timely disclaimer to the evaluation.

Supervisors shall make every effort to assist nontenured teaching staff members in the remediation of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are inexperienced or marginally competent. Supervisors should recognize that the purposes of this policy cannot be realized by evaluations that do not record the weaknesses as well as the strengths of teaching staff members. Assessments that are less than honest and candid serve neither the professional growth of the employee nor the interest of the district in building a staff of highly competent, well-trained personnel.

N.J.A.C. 6:3-4.1; 6:11-5.4

Adopted: 24 June 2003

3223 EVALUATION OF ADMINISTRATORS

The Superintendent shall prepare or have prepared evaluations of the performance of all administrative personnel. The Superintendent shall report the results of these evaluations to the Board of Education, and make recommendations regarding administrative reappointment and salary status.

The following schedule shall be observed:

Nontenured Administrators

The Board recognizes the value of frequent meetings and open communication between the administration and his/her supervisors and encourages these evaluation meetings on a monthly basis. Such meetings shall be the basis for the written annual evaluation.

A written annual evaluation will be completed on or before May 15.

Tenured Administrators

The Board recognizes the value of frequent meetings and open communication between the administration and his/her supervisors and encourages these evaluation meetings on a monthly basis. Such meetings shall be the basis for the written annual evaluation.
A written annual evaluation will be completed by June 30.

N.J.A.C. 6:3-4.1; 6:3-4.3

Adopted: 24 June 2003

### 3230 OUTSIDE ACTIVITIES

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

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

1. Teaching staff members should refrain from conduct, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;

2. Teaching staff members should not devote time during the working day to an outside activity without valid reason. They should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the Superintendent;

3. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of pupils who travel on such trips. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of the district;

4. Teaching staff members shall not campaign on school premises or during the performance of their teaching duties on behalf of any candidate for local, state, or national office or for any public question on the ballot;

5. Teaching staff members should not tutor students currently enrolled in their classes privately for compensation;

6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 19:1.1 et seq.
3240 PROFESSIONAL DEVELOPMENT

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarship.

Each active teacher shall be required to complete 100 clock hours of State-approved continuing professional development and/or in-service every five years pursuant with N.J.A.C. 6:11-13.1 et seq. Professional activities/meetings referenced in this Policy must be included as a State-approved experience, as recommended by the Professional Teaching Standards Board (N.J.A.C. 6:11-13.4) and approved by the Commissioner of Education to satisfy the 100-hour requirement.

The Superintendent shall prepare and distribute to all teaching staff members procedures governing professional development activities. The Superintendent shall report regularly to the Board on the professional development activities of teaching staff members.

N.J.A.C. 6:8-2.8(a)4; 6:11-13.1 et seq.

Adopted: 24 June 2003

3244 IN-SERVICE TRAINING

The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district-wide and school-wide programs as well as individual personal improvement programs.

The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.

The Superintendent shall report periodically to the Board on the conduct of the in-service training program and the results of its evaluation.

N.J.A.C. 6:8-2.8(a)4

Adopted: 24 June 2003
3245 EDUCATIONAL RESEARCH

The West Windsor-Plainsboro Board of Education recognizes the importance of educational research in answering educational questions and changing educational practices. It further recognizes the needs of individuals and institutions to rely on public schools for information to conduct research.

Educational research in this context is expected to contribute to the education and benefit of our students and/or educational community. Therefore, the Superintendent is authorized to cooperate, when feasible, with colleges, universities, recognized research agencies or individuals to collaborate with potentially useful research.

Teaching staff members may seek funding from local, state, and federal sources, public and private, for locally conducted research projects. All research projects involving pupils, district personnel, facilities, and/or resources shall have the prior written approval of the Superintendent. The Board of Education shall be notified of any proposed research project involving pupils, prior to its commencement.

Because of frequent requests for studies in our schools, it is necessary that guidelines and procedures be implemented to insure that approved studies will be beneficial to our students and educational community. The Superintendent reserves the right to refuse any request for a research project.

The Superintendent is charged with the responsibility of developing administrative procedures that are designed to implement this policy. A written report must be made to the Superintendent when a research project is terminated (either completed or incomplete). The Superintendent may also require progress reports during the course of any research project and shall notify appropriate administrators of the conduct of any research project.

Adopted: 24 June 2003

3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Principal.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134;

2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal;

3. Teaching staff members may leave the school grounds during mealtime and are required to sign out
3310 ACADEMIC FREEDOM

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

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

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

Adopted: 24 June 2003

3362 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment

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Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 24 June 2003

3381 PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;

2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or

3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in a timely fashion in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1

Adopted: 24 June 2003

3425 WORK RELATED DISABILITY PAY

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

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

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

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

N.J.S.A. 34:15-38

Adopted: 24 June 2003

### 3431.1 FAMILY LEAVE

In accordance with the federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act, the Board of Education will grant teaching staff members up to twelve weeks leave of absence in any twelve month period for the provision of the care made necessary by the birth or adoption of a child or by the serious health condition of a spouse, parent, child or the employee.

No employee shall be required to take family leave or to extend family leave beyond the time requested. An employee shall not be discriminated against for having exercised his/her rights under the Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

For the purposes of this policy, a "parent" is a biological, adoptive, or foster parent; stepparent; parent-in-law; a legal guardian in a parent-child relationship; or a person who has the sole or joint legal or physical custody, care, guardianship, or visitation with a child. "Serious health condition" is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider. A "week" is the number of days an employee normally works each calendar week.

Eligibility

An employee shall become eligible for family leave after he/she has worked twelve months in this district and at least one thousand hours, excluding overtime, during the previous twelve month period. The calculation of the twelve month period shall commence with the commencement of the family leave. Leave taken for the birth or adoption of a child may commence at any time within one year after the birth or adoption, regardless of when the birth or adoption occurs.
An employee on family leave shall not work full-time for another employer, unless he/she was so employed full-time prior to the commencement of family leave. An employee on family leave may work part-time up to half of the hours regularly worked for this Board prior to the family leave or part-time in any employment outside the district that commenced prior to the family leave.

Types of Leave

An employee may take family leave in consecutive weeks, as intermittent leave, or as reduced leave. An employee who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional program.

1. Intermittent leave is non-consecutive leave comprised of intervals each of which is at least one but less than twelve weeks within a consecutive twelve month period for each single serious health condition. An employee is entitled to take intermittent leave when medically necessary for the serious medical condition of a family member, but the employee and the Board must agree to intermittent leave for the birth or adoption of a child.

2. Reduced leave is non-consecutive leave of up to the equivalent of twelve weeks that is taken in increments of less than one full week at a time but not less than one workday, unless the Board and employee agree to a shortened workday. Reduced leave may not be scheduled for more than twenty-four consecutive weeks. An employee is entitled to take only one reduced leave schedule within a twelve month period. An employee is entitled to take reduced leave for the serious medical condition of a family member, but the employee and the Board must agree to reduced leave for the birth or adoption of a child.

3. The fact that a holiday may occur within the week taken by an employee as Family and Medical Leave Act (FMLA) has no effect and the week is counted as a week of FMLA. However, if the employee is out on FMLA and the school district is closed and the employee would not be expected to report for work for one or more weeks, the days the school district is closed for this employee do not count against the employee's FMLA leave entitlement.

Any leave time remaining after an employee has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after an employee has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

Notice

An employee eligible for family leave must give reasonable advance notice in writing to the Superintendent, except where emergent circumstances warrant shorter notice. Whenever emergent circumstances make written notice impracticable, the employee may give oral notice to the Human Resource Manager, but any oral notice must be followed by written notice delivered within five working days.

1. Notice for leave to be taken for the birth or adoption of a child shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable.
2. Notice for leave to be taken for the serious medical condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable.

Benefits

Family leave shall be unpaid leave.

In accordance with law, the Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the employee had not been absent on family leave.

An employee returning from family leave shall be entitled to the position he/she held when leave commenced or to a similar position, full-time or part-time, within his/her certification, except as his/her entitlement to a position may have been affected by a reduction in force. The employee's tenure and seniority rights, if any, and other benefits shall be preserved, but the employee shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of an employee prior to the expiration of family leave shall be permitted if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

Family leave granted to a nontenured employee cannot work to extend the employee's employment beyond the expiration of his/her employment contract.

Verification of Leave

The Board shall require the certification of the health care provider verifying the purpose of requested family leave. Certification of a serious health condition shall contain the date on which the condition commenced, its probable duration, and relevant medical information known to the provider. Certification of a birth or adoption shall contain the projected date of birth or placement. In the event the Board doubts the validity of the certification, the employee shall obtain the opinion of a second health care provider approved by the Board. If the certification and opinion disagree, the employee shall, at Board expense, obtain an opinion from a third health care provider approved by both the employee and the Board. The opinion of the third health care provider shall be final and binding.

In order that an employee's entitlement to family leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave.

29 U.S.C. 2601 et seq.
29 C.F.R. 825.200 et seq.
N.J.S.A. 34:11B-1 et seq.
3440 JOB EXPENSES

The Board of Education will reimburse teaching staff members for travel expenses in accordance with applicable New Jersey Statutes.

For the purpose of this Policy:

1. Travel Expenditures - means those costs paid by the school district using local, State, or Federal funds, whether paid directly by the school district or by employee reimbursement, for travel by school district employees and/or Board of Education members to training and seminars, conventions and conferences, regular school district business, and retreats.

2. Training and Seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or any educational institution or facility.

3. Conventions and Conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars although some training may take place at such events.

4. Regular School District Business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions for training and seminars and convention and conferences above.

5. Retreats - means meetings with school district employees and Board members held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

School district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and from the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and school Board policies. This includes, but is not limited to, required professional development and other staff training, required training for new school Board members, and attendance at specific conferences authorized in existing employee contracts.

The school district shall not bear costs for car rentals, limousine services, and/or chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendees' accommodations at the travel event.

All travel by district teaching staff members shall be educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the teaching staff member's current responsibilities and the school district's professional development plan. All travel expenditures must be for travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district and is in compliance with State travel payment guidelines as
established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards.

A teaching staff member shall submit to the Comptroller within 30 calendar days of incurring the travel expense(s) a brief report that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district.

The detailed documentation that demonstrates compliance with the school Board's travel policy including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate, shall be maintained in the Comptroller's office.

Travel for teaching staff members may occur only upon prior written approval of the Superintendent of Schools and prior approval by a majority of the full voting membership of the Board, except prior Board approval shall not be required for any travel that is caused by or subject to contractual provisions, statutory requirements, or federal regulatory requirements. All travel is subject to the subsidence requirements and annual maximum travel expenditures established by the Board for the district pursuant to N.J.S.A. 18:11-12.

For regular school district business travel only, the Board shall annually establish a maximum amount per employee for regular district business travel for which Board approval is not required.

The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, detailed in Board Meeting minutes, itemizes the approval by event, total cost, and number of employees and/or school Board members attending the event. General or blanket pre-approval for travel is not authorized. Approval shall be itemized by event, event total cost, and number of employees and school Board members attending the event.

Travel payments will be paid only upon compliance with N.J.S.A. 18A:11-12 and this Policy's provisions and approval requirements.

The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event. An employee or organization shall not receive an amount for travel and/or travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq.

A Board member shall recuse himself/herself from voting on travel if the Board member, a member of his immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.

One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or
reimbursement except in limited circumstances authorized in the Department of the Treasury guidelines. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following provisions:

1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the Federal per diem rates as established in the Federal register for the current year;

2. Lodging expenses may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of the Federal per diem rate. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;

3. Receipts are required for hotel and meal expenses.

4. In any case in which the total per diem reimbursement is greater than the Federal per diem rate, except as stated in 2. above, the costs will be considered to be excessive and shall not be paid by school district funds;

5. The school district shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits;

6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee or school Board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement;

7. Expenses for alcoholic beverages shall not be reimbursed;

8. Expenses for airfare shall be limited to coach fare, and the most economical air travel must be used, including the use of discounted and special rates; and

9. Expenses for travel shall not include recreational or elective travel.

Annually in the prebudget year, the Board shall establish by Board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The Board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date. The maximum school district travel expenditure amount shall include all travel in accordance with N.J.S.A. 18A:11-12 supported by local and State funds.

The school district shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.S.A. 18A:11-12 and shall provide auditable information.

Any Board of Education that violates its established maximum travel expenditure as set forth in
N.J.S.A. 18A:11-12, or that otherwise is not in compliance with the travel limitations set forth in 18A:11-12 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.

A person who approves any travel in violation of the N.J.S.A. 18A:11-12 or this Policy shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event. An employee or Board member who travels in violation of the Board's policy or N.J.S.A. 18A:11-123 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.


Adopted: 9 October 2007
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**4111 CREATING POSITIONS**

The Board of Education recognizes its authority to establish support staff positions that, when filled by qualified employees, will assist the district in the achievement of educational goals set by the Board. Support staff positions are "non-teaching", non-administrative positions.

The Board will create new positions as required, approve a job title and job description appropriate to the position, and determine the number of persons required to staff adequately each such position.

The Superintendent shall recommend to the Board such new positions or additional staffing in existing positions as may be required by pupil enrollments and the operational needs of the district.


Adopted: 24 June 2003

**4124 SUPPORT STAFF EMPLOYMENT**

The Board of Education shall appoint support staff employees annually for a term of employment not to exceed one year, terminating no later than the subsequent June 30.
4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the district that support staff positions created by the Board be filled with highly qualified and competent employees.

The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

No person shall be employed in a position involving regular contact with pupils unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position. Applicants or employees who have successfully undergone a criminal history background check through the Criminal History Review Unit are issued approval letters for public school employment. These applicants are permitted to change school districts or contractors without the need to undergo another background check providing the date of the approval letter has not exceeded two years from the date it was issued. An employee changing districts with a valid approval letter, dated within two years of the hiring date, may be employed and will not be required to undergo another criminal history background check.

Substitute employees, who are rehired annually by the Board, are required to undergo a criminal history record check upon initial employment.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board or contractor demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.lc. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board or contractor may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be furnished unless the applicant provided written consent to the check. The applicant shall bear the cost for the check, including all costs for administering and processing the check.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he/she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

Nepotism

It is the objective of the West Windsor-Plainsboro Board to employ the best qualified persons as members of the faculty, administration, and staff. However, the protection of the individual as well as the district requires certain safeguards against conflicts of interest, whether real or perceived. This policy is intended to reinforce the district's commitment to employment practices which create and
maintain constructive working relationships and which reflect the district's commitment to employment practices that are fairly, efficiently, and evenhandedly applied to all employees and to applicants for employment.

Members of an immediate family who are employed by the district, whether in regular, probationary, or temporary positions, will not be so placed that one member is in a position having direct organizational responsibility over the other member's position, work unit, or department.

Individual members of the Board are prohibited from appointing, voting for, or confirming the employment of any immediate family member.

An "immediate family member", for the purposes of this policy, is defined as a person for whom an employee has been assigned legal responsibility, parent, step-parent, child, step-child, son-in-law, or daughter-in-law, brother, sister, spouse, aunt, uncle, niece, nephew, grandparent, grandchild, brother-in-law, or sister-in-law, a guardianship capacity, or persons living in the same household.

New Employees

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

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

Bus Drivers

In order to qualify for employment as a regular or substitute school bus driver a candidate must be a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid bus driver's license approved by the New Jersey Department of Law and Public Safety, Division of Motor Vehicles that is neither suspended nor revoked.

The Board and any contractor providing transportation services to the Board will annually submit to the County Superintendent, prior to the assignment of any driver, the following information regarding each driver and substitute driver employed by this Board or by any contractor supplying transportation services to this Board:

1. The driver's name and social security number;

2. Certification of the driver's possession of a valid school bus driver's license; and

3. Certification that the driver has qualified for employment after a criminal background check.

Prior to employment as a bus driver, and upon application for renewal of a school bus driver's license, a bus driver shall submit to the Commissioner of Education his/her name, address and fingerprints taken by a State or municipal law enforcement agency. No criminal history record check shall be
furnished unless the applicant provided written consent to the check. The Commissioner shall notify
the applicant, in writing, of the applicant's qualification or disqualification as a school bus driver. A
school bus driver shall be disqualified from employment or service if the individual's check reveals a
also be notified of a disqualification.

Any bus driver who fails to comply with the requirements of this policy will be subject to discipline
and may be dismissed.

Instructional Assistants

The Board will employ instructional assistants to assist teaching staff members in the discharge of
their professional responsibilities. Instructional assistants will serve the needs of pupils by performing
nonprofessional duties and may work only under the direct supervision of teaching staff members.

Instructional assistants must be high school graduates, be in good health, and be mature persons of
good character who work well with children. Wherever possible, instructional assistants should have
experience in education. Preference may be given to persons who possess a teaching staff member's
certificate.

The Superintendent shall submit to the County Superintendent for his/her approval, job descriptions
and employment standards for all instructional assistant positions. In addition, the Superintendent
shall annually submit to the County Superintendent the names of persons employed as instructional
assistants and a statement certifying that these persons meet the approved qualifications.

Part-Time Employees

A "part-time support staff member" is a person employed for less than full-time. "Full-time" is
employment for a full fiscal year, full work week, and a full work day. A "full work day" is the full
number of hours included in the standard work day for a particular position (e.g. eight hours for
operations staff), and a "full work week" is five full work days per week.

The Board may employ part-time support staff members who work less than the standard work week
for their particular position as district needs require. Part-time employment shall be for periods and
hours specified in the Board's resolution of employment.

Substitutes

The Board will employ substitutes for absent support staff members as necessary to ensure continuity
in the operation of the school district. The Board shall annually approve a list of support staff
substitutes and the positions in which each is permitted to serve and may approve additional
substitutes during the school year.

N.J.A.C. 6:11-4.6; 6:21-11.1

Adopted: 24 June 2003
### 4130 ASSIGNMENT AND TRANSFER

The Board of Education and the Superintendent reserve the right to assign and transfer support staff members to the positions for which they are qualified and in which their service will best serve the operation of the district.

The Superintendent is responsible for the assignment and transfer of support staff members, except that the Board of Education is responsible for the assignment of support staff members in the positions of Treasurer of School Monies, Board Attorney, or Board Secretary, except a Board Secretary who performs business administrator functions.

The Board will transfer support staff members only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval of the transfer for arbitrary and capricious reasons.

The Board will consider the request of an employee who requests transfer to a new position and may grant a transfer so requested that is in the best interests of the school district.

Employees may not transfer duties from one position to another nor may one employee perform the duties of another employee without the prior approval of the Superintendent or designee.

N.J.S.A. 34:13A-1 et seq.  

Adopted: 24 June 2003

### 4140 TERMINATION OF EMPLOYMENT

Support staff personnel shall be notified that to terminate their employment in good standing, they shall submit in writing to the Superintendent according to the guidelines outlined in Policy No. R4140.

The Board may terminate the employment contract with a non-tenured support staff member at any time, but only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board of Education. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.


Adopted: 24 June 2003

### 4150 DISCIPLINE

The Board of Education directs all support staff members to observe statutes, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violators of those statutes, rules, policies, and regulations will be subject to discipline.
The Superintendent or designee shall deal with disciplinary matters on a case by case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

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

N.J.S.A. 34-13A-1 et seq.; 34:19-1

Adopted: 24 June 2003

4151 SALARY DEDUCTIONS

A. Deductions as a result of absence

1. Contractual employees

a. Whenever any employee's absence from work is not approved or is in excess of the number of days granted under any existing rule pertinent to any leave of absence, then salary deductions shall be made for each work day when the employee is not present and performing his or her duties in accordance with the following schedule:

(1) 12-month employees - 1/260th of the annual salary
(2) 11-month employees - 1/240th of the annual salary
(3) 10-month employees - 1/220th of the annual salary
(4) School year basis - 1/200th of the annual salary

b. Upon the recommendations of the Superintendent, the Board may waive the deductions in individual cases. Such exclusions may be partial or full and shall be entirely at the discretion of the Board.

2. Contractual employees - hourly rate

Hourly rate basis: Employees who are employed at an hourly rate and who are continuously employed shall have their deductions made in terms of their hourly rate.

3. Noncontractual employees

Noncontractual personnel shall be paid at an hourly or per diem rate and shall be paid only for those periods of time when services are actually performed.
B. Deductions as a result of court order

The Board and its administrators shall refrain from honoring requests for the garnisheeing of salaries unless such requests are based on a court order or are mandated by law or judicial decisions. Employee requests for the assignment of salary shall not be granted.

Whenever the Assistant Superintendent for Finance and Support Services/Board Secretary or designee receives a request for cooperation in securing the payment of employee debts, the employee shall be notified of the request.

The Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall not honor a request to garnishee unless such a request is based on court order or mandated by law or judicial decision.

In the event that a judicial order is received, the Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall make the necessary deductions and shall periodically forward the payment to the creditor.

Adopted: 24 June 2003

4152 FREEZING OR REDUCING WAGES

The Board of Education recognizes that any advancement on a salary schedule, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary schedule shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent or designee shall base a recommendation for wage freeze or reduction on evaluations of the employee's performance and conduct. The Superintendent or designee must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

N.J.A.C. 6:24-4.1

Adopted: 24 June 2003

4160 PHYSICAL EXAMINATION

The Board of Education requires that each support staff member who has received a conditional offer of employment in this district, full-time or part-time, submit to a physical examination that includes the member's health history, health screenings, and medical evaluation, in accordance with district regulations.

A support staff member may include in his/her health history such health status information, including
medications, as may be of value to medical personnel, in the event of an emergency requiring treatment. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status. The member may also choose to share the same information with the Principal and, if desired, with the certified school nurse to assure ready access in a medical emergency.

No pre-employment examination will be used to determine a candidate's disabilities.

The physical examinations required by this policy shall be limited to those assessments necessary to determine the support staff member's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All records containing medical and health information about individual employees, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the employee, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee, except that a principal and school nurse so authorized by the employee may receive information about the employee's health history.

Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 4161 or disability in accordance with Policy No. 4425.

42 U.S.C.A. 12101
N.J.A.C. 6:29-2.3; 6:29-7.1 et seq.

Adopted: 24 June 2003

4161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.
A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.

If the results of the examination show mental abnormality, communicable disease, or other ailment rendering the employee unfit to perform his/her duties, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101
18A:30-1 et seq.
N.J.A.C. 6:29-7.4
N.J.A.C 8:57-1.16

Adopted: 24 June 2003

4211 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and
Continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.

The Superintendent shall develop regulations to implement this policy.


Adopted: 24 June 2003

### 4214 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 use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

No employee of the Board shall use, attempt to use, or allow to be used any information which is not generally available to the public, and which the staff member acquired by reason of his/her position, for the purpose of securing financial gain for the staff member, family member, a political organization, or a business in which the staff member or a family member has an interest or which employs or provides compensation to the staff member or family member.

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 provision of services on which he/she receives a royalty.

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


Adopted: 24 June 2003

### 4218 SUBSTANCE ABUSE
Standard of Conduct

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

Employees suspected of being under the influence of a substance in violation of this policy shall be required to undergo immediate testing to determine whether the employee is under the influence of a substance. Sanctions for violation of this policy shall include, but are not limited to, mandated counseling and/or rehabilitation, suspension, or termination of employment.

Definitions

For purposes of this policy, "substance" shall mean

1. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;
2. All chemicals with release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;
3. All alcoholic beverages; and
4. Anabolic steroids.

Substance Abuse

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling.

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

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part II. All employees shall be provided with a copy of the policy.

Program Review

The Board shall review its substance abuse program on a biennial basis to determine its effectiveness and implement changes as required and to ensure that disciplinary sanctions are consistently enforced.
Adopted: 24 June 2003

PART ONE OF TWO

4219 COMMERCIAL DRIVER CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient and drug-free workplace, which protects the district's most valuable resource, its pupils -- as well as the health and safety of its employees and the general public. The Board requires that all drivers performing any safety-sensitive function are free of drugs and alcohol. Safety-sensitive function means any on duty function as defined by 49 C.F.R. 395.2 including:

A. All time at the terminal facility or any public property waiting to be dispatched unless relieved from duty;
B. All time inspecting equipment;
C. All driving time;
D. All time other than driving time in or upon the commercial vehicle except in an area defined as a sleeping berth;
E. All time loading and unloading;
F. All time spent performing driver requirements related to accidents; and
G. All time repairing, obtaining assistance or remaining in attendance with the vehicle.

The Omnibus Transportation Employee Testing Act, requires all operators of commercial motor vehicles subject to the Commercial Drivers License requirements to be tested for controlled substances and alcohol. Federal regulations of the U. S. Department of Transportation require that school bus drivers as well as drivers of private carriers of passengers contracted by the Board be required to submit to alcohol and controlled substance testing. The Board designates the Coordinator of Transportation as the officer of the Board responsible for the implementation of this policy.

Prohibited Substances

The presence of any of the following controlled substances in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in the policy, is prohibited for any employee assigned to a classification covered by this policy.

No driver at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician.

Definitions
"Work Site" means any motor vehicle, office, building, yard or other location at which the driver is to perform work.

"Possess" means either in or on the driver's person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

Any violation of this policy may result in discipline, up to and including termination.

Prohibited substances include:

A. Marijuana;
B. Cocaine;
C. Opium or opiates (including heroin, morphine and codeine);
D. Phencyclidine (PCP);
E. Amphetamines or methamphetamines;
F. Other controlled substance;
G. Alcohol; or
H. A prescription drug for which the employee does not have a current, valid, personal prescription or which is not authorized or approved for use while operating a motor vehicle.

The Board retains the right to add or delete substances from the above list.

Categories of Testing

For the purpose of this policy, the occurrence of the following circumstances/instances shall require an employee to submit to a fitness-for-duty drug/alcohol screening:

A. Pre-Employment

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a fitness-for-duty drug/alcohol screening in conjunction with the required physical exam, Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this policy. No individual receiving a positive result from such screening shall be employed by the Board.

An exception to the pre-employment screening may be made if the prospective employee:

1. Has participated in a drug testing program within thirty days prior to date of the application for employment; and
2. Has participated in a controlled substance testing program within six months prior to the date of the application for employment or participated in a random controlled substances testing program within twelve months of the date of application for employment.

If an individual is so exempted, the Coordinator of Transportation shall contact the alcohol and/or controlled substances testing program in which the driver participated and obtain the following information:

1. Name and address of the program;
2. Verification of the driver's participation;
3. Verification that the program conforms to federal guidelines;
4. Verification the driver qualified and did not refuse to be tested for either alcohol or controlled substances;
5. The date the driver was last tested for alcohol and controlled substances;
6. The results of any tests taken within the last six months and any other violations.

B. Random Testing

A covered employee shall be subject to submit to a discretionary fitness-for-duty drug/alcohol screening on an unannounced and random basis resulting from the selection by a random generation methodology. Random testing will be spread reasonably throughout any given calendar year. The minimum annual percentage rate for random alcohol testing shall be 25% of the average number of drivers. The minimum rate of random controlled substances testing shall be 50% of the average number of drivers. These rates may be adjusted as determined by the FHWA (Federal Highway Administration) Administrator.

Drivers shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

C. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test. The following occurrences shall require post-accident drug/alcohol screening:

1. An accident by a driver performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life;
2. An accident in which the driver receives a citation under state or local law for a moving violation arising from the accident.

A driver who is subject to post-accident testing shall remain readily available for such testing or be deemed to have refused to submit for testing. A driver who is injured in an accident and requires
medical care, shall submit to post-accident drug and controlled substance testing by the medical care
facility providing the treatment or a designee of the Board if the facility is unable to provide the
testing. Nothing herein shall be construed to prevent the driver from leaving the scene of the accident
for the period required to obtain necessary assistance or to obtain emergency medical care.

When the testing for alcohol and controlled substances has not occurred within a reasonable time
frame, the following actions shall be taken:

Time Elapsed Action Required

2 hours Preparation of a record stating
the reason why the testing
was not promptly administered.

8 hours Cease attempts to administer
alcohol tests and maintain
a record stating reasons
testing was not promptly
administered.

32 hours Cease attempts to administer
controlled substance tests
and prepare and maintain a
record stating the reasons
the testing was not promptly
administered.

D. Reasonable Suspicion Testing

Observed conduct of an employee which is reasonably determined to be suspicious or extraordinary
for that employee while on Board property or while working for the Board shall result in testing for
reasonable suspicion. Such observed conduct may be physical symptoms including but not limited to
slurred or other than the employee's usual speech, irregular or unsteady gait, flushed or agitated
appearance, blood shot eyes, dilated pupils, nonsensical or irrational behavior or the smell of alcohol
or marijuana. Such conduct must be observed and documented in writing by a trained supervisor and
the documentation should be placed in the employee's file within twenty four hours of submission to a
fitness-for-duty drug/alcohol screening.

Supervisors shall be trained to observe whether reasonable suspicion exists. Such training shall consist
of at least sixty minutes of training on alcohol measure and sixty minutes of training on misuse of
controlled substances. The training shall cover physical, behavioral, speech and performance
indicators of probable misuse of alcohol and controlled substances. In no case shall the training
constitute less than one hundred twenty minutes.

E. Return to Duty Testing

The Coordinator of Transportation shall ensure that before a driver returns to duty requiring the
performance of a safety-sensitive function, the driver shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled-substances test with a result indicating a verified negative result for controlled-substances use.

Drivers required to take return-to-duty tests shall be evaluated by a substance abuse professional and participate in any assistance program prescribed by that individual.

This testing applies to an employee who previously tested positive and successfully completed a rehabilitation program and is now returning to duty. Such employees are subject to a minimum of six unannounced, follow-up drug screening and alcohol tests over the following twelve months, but testing shall not exceed sixty months. Alcohol follow-up testing shall be performed only when the driver is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions.

Medical Review Officer Notifications

The Board shall employ or contract with a medical review officer who is a licensed physician (MD or DO) and shall designate the Medical Review Officer as the individual responsible for receiving laboratory results generated by the testing program. The individual designated as the medical review official shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate the individuals confirmed positive test together with his/her medical history and other biomedical data.

A. Employer Notification

The Medical Review Officer may report controlled substances test results to the employer by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the Medical Review Official's evaluation.

The Medical Review Official must report to the employer the following:

That the controlled substances test being reported was in accordance with 49 C.F.R Part 40.

The name of the individual for whom the test results are being reported.

The type of test indicated on the custody and control form (random, pre-employment, etc.).

The date and location of the test collection.

The identification of the persons or entities performing the collection, analysis of the specimens, and serving the Medical Review Official for the specific test.

The verified results of the controlled substances test (positive or negative), and if positive, the identity of the controlled substance(s) for which the test was verified positive.

That the Medical Review Official has made every reasonable attempt to contact the driver.

B. Employee Notification
Prior to verifying a "positive" result, the Medical Review Official shall make every reasonable effort to contact the driver (confidentially), and afford him/her the opportunity to discuss the test result. If after making all reasonable efforts and documenting them, the Medical Review Official is unable to reach the driver directly, the Medical Review Official shall contact a designated management official, who shall direct the driver to contact the Medical Review Official as soon as possible (within twenty-four hours).

Under split-sample collection procedures, the driver has seventy-two hours following notification of a positive result to request the secondary sample be analyzed. In the event a split-sample was not taken, or was of inadequate quantity, the original test would be voided, and the driver would not be subject to a result.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits and shall have a written procedure for ensuring employee privacy, health and safety, the security, and the chain-of-custody of fluid samples. Such written procedures shall be available to an affected employee, and the Board shall discontinue use of any facility it learns has materially violated mandated procedures which compromised a screening.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening; provided, however, that such a designated laboratory must be certified by the Department of Health and Human Services as meeting the standards of the Mandatory Guideline for Federal Workplace Drug Programs.

Screening Procedure

The Board's designated screening laboratory shall employ methods of initial screening and confirmatory testing which comply with the standards promulgated by Department of Transportation/Federal Highway Administration. A secondary laboratory may not be used unless authorized.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a representative of the Board at a designated site. The presence of alcohol will be determined by a breathalyzer, administered by a certified employee.

Report of a Positive Screening Result

Positive results of an initial screening which has subsequently been confirmed shall be reported to the Coordinator of Transportation, by its designated Medical Review Officer (MRO) as provided in the standards promulgated by the Department of Transportation/Federal Highway Administration.
<table>
<thead>
<tr>
<th><strong>Refusal to Submit</strong></th>
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<tr>
<td>A driver shall be deemed as refusing to submit when the driver:</td>
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<tr>
<td>A. Fails to provide adequate breath for testing without a solid medical explanation after notice of the requirement for breath testing; and/or</td>
</tr>
<tr>
<td>B. Fails to provide adequate urine for a controlled substances test after notice of the requirement for a controlled substance test; and/or</td>
</tr>
<tr>
<td>C. Engages in conduct that clearly obstructs the testing process.</td>
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<tr>
<th><strong>Employee Status Pending Receipt of Results</strong></th>
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<tbody>
<tr>
<td>An employee who is required to submit to a fitness-for-duty screening shall not be assigned to operate a Board vehicle pending the outcome of such screening. Until said time the employee will be suspended.</td>
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<tr>
<th><strong>Record of Negative Screening</strong></th>
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<tr>
<td>An employee required to submit to a fitness-for-duty screening as provided in this policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.</td>
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<tr>
<th><strong>Prescription Drugs</strong></th>
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<td>All bus drivers shall notify Coordinator of Transportation of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.</td>
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<thead>
<tr>
<th><strong>Consequences to Drivers Engaging in Prohibited Conduct</strong></th>
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<tbody>
<tr>
<td>An employee whose fitness-for-duty screening produces a positive result for a prohibited substance:</td>
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<tr>
<td>A. Shall not be permitted to perform safety-sensitive functions;</td>
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<th><strong>PART TWO OF TWO</strong></th>
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<tr>
<td>B. Shall be advised by the Coordinator of Transportation of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;</td>
</tr>
<tr>
<td>C. Shall be evaluated by a substance abuse professional who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;</td>
</tr>
<tr>
<td>D. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;</td>
</tr>
<tr>
<td>E. If assistance was required, the employee must be evaluated by a substance abuse professional to determine that the driver has followed the rehabilitation program prescribed;</td>
</tr>
</tbody>
</table>
F. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;

G. Be subject to the disciplinary policy and regulations of the Board as defined in Policy/Regulation Nos. 4150 and 4218 and/or in the Collective Bargaining Agreement.

Return-to-Work Agreement

An employee who has returned to work and who fails to comply with any of the terms of the Return to Work Agreement shall be subject to termination.

Maintenance and Retention of Records

The Coordinator of Transportation shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

A. Records Related to the Collection Process

1. Collection logbooks (if used);

2. Documents related to the random selection process;

3. Calibration documentation for Evidential Breath Testing Devices (EBT's);

4. Documentation of Breath Alcohol Technician (BAT) training;

5. Documentation of reasoning for reasonable suspicion testing;

6. Documentation of reasoning for post-accident testing;

7. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and

8. Consolidated annual calendar year summaries.

B. Records Related to the Driver's Test Results

1. Employer's copy of the alcohol test form, including results;

2. Employer's copy of the drug test chain of custody and control form;

3. Documents sent to the employer by the Medical Review Officer;

4. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test; and

5. Documents provided by a driver to dispute results of test.
C. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Rules

D. Records Related to Evaluations and Training

1. Records pertaining to Substance Abuse Professional's (SAP's) determination of driver's need for assistance;

2. Records concerning a driver's compliance with SAP's recommendations, and records related to education and training;

3. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;

4. Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials;

5. Documentation of supervisor training; and

6. Certification that training conducted under this rule complies with all requirements of the rule.

E. Records Related to Drug Testing

1. Agreements with collection site facilities, laboratories, Medical Review Officers (MRO's) and consortia;

2. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;

3. Monthly statistical summaries of urinalysis; and

4. The employer's drug testing policy and procedures.

F. Required Period of Retention

Document to be Period required maintained to be maintained

Alcohol test results indicating a 5 Years breath alcohol concentration of 0.02 or greater

Verified positive controlled substance test results

Refusals to submit to required alcohol or controlled substance tests

Required calibration of Evidential
Breath Testing Devices (EBT's)

Substance Abuse Professional's (SAP's) evaluations and referrals

Annual calendar year summary

Records related to the collection 2 Years process (except calibration) and required training

Negative and canceled controlled 1 Year substance test results

Alcohol test results indicating a breath alcohol concentration less than 0.02

G. Location of Records

All required records shall be maintained in accordance with Policy No. 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

H. Annual Calendar Year Summary

The Coordinator of Transportation shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The Coordinator of Transportation upon request of the Federal Highway Administration (FHWA) will provide the annual summary to that agency in the required format.

I. Employee Information Program

The Board will provide an employee information program. The Coordinator of Transportation will be responsible for implementing the program and shall ensure that each driver receives information in the manner specified below:

1. By receiving a copy of this policy and any subsequent revisions.

2. Through attendance at a meeting at which a detailed discussion of the following is conducted:

   a. The identity of the person designated by the employer to answer driver questions about the materials;

   b. Which drivers are subject to the alcohol misuse and controlled substance requirements;

   c. Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the work day the driver is required to be in compliance;
d. Specific information concerning driver conduct that is prohibited;

e. The circumstances under which a driver will be tested for alcohol and/or controlled substances;

f. The procedures that will be used to test for the presence of alcohol and controlled substances;

g. The requirement that a driver submit to alcohol and controlled substance tests;

h. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;

i. The consequences for drivers found to have violated the prohibitions of this rule, including the immediate removal of the driver from safety-sensitive functions;

j. The consequences for drivers found to have an alcohol concentration level of 0.02 or greater but less than 0.04;

k. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

Omnibus Transportation Act of 1991
49 C.F.R. 40 et seq.
49 C.F.R. 382 et seq.
49 C.F.R. 395.2

Adopted: 24 June 2003

4220 EMPLOYEE EVALUATION

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of weaknesses.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

Adopted: 24 June 2003

4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that employees enjoy a private life outside the school in which they enjoy associations and engage in activities with others for a variety of personal, economic, religious, or cultural reasons. The Board believes that school employees exert a continuing influence away from the school. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging district duties. Accordingly, the Board reserves the right to determine when activities outside the school interfere with an employee's performance and the discharge of the employee's responsibilities to this district.
The Board directs that all employees be governed in their activities outside the school by the following guidelines:

1. Employees should not devote time during the working day to an outside activity without valid reason, and they should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the Superintendent or designee;

The Board will not endorse, support, nor assume liability for any employee who conducts a private activity in which pupils or employees of this district participate;

2. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by employees in the performance of their school district duties reside with and may be claimed by the Board.

Adopted: 24 June 2003

4240 EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Superintendent or designee shall prepare rules for employee participation in programs of job skill improvement. The rules will include methods of reporting and verifying claims for participation in such activities.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the Superintendent or designee.

Adopted: 24 June 2003

4352 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to
discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 24 June 2003

4381 PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;

2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or

3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to Superintendent or designee before notice is given to a supervisor or a public body. The Superintendent or designee shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1
4420 BENEFITS COVERING NON-AFFILIATED SUPPORT STAFF - Category B

Certain employees of the district are not represented by any bargaining unit for the establishment of salary and other benefits. It is the function of this policy to outline the benefits provided to those employees. This policy shall be reviewed annually and can be revised at any time.

Titles:
- Accounts Payable Supervisor
- Building Use/Extended Day Program Coordinator
- Community Education Coordinator
- Confidential Secretary
- Computer Support Specialist
- Health Benefits Coordinator
- Security Aide
- Technical Project Assistant

Benefits for these employees shall be as follows:

A. Health Insurance

1. The Board shall provide full-time employees covered by this policy and their eligible dependents with the district's group medical/hospital, dental and prescription insurance coverage subject to the terms and conditions set forth in this policy and those established by resolution. The medical insurance plan shall include a mandatory second surgical opinion and mandatory hospital pre-certification.

2. Part-time employees who work a minimum of twenty (20) hours per week are eligible to obtain coverage under the district's group health insurance plans. For those employed between twenty (20) and thirty (30) hours per week, the employees may obtain the district's group dental and prescription coverage for themselves and their dependents, if they so choose, by paying a pro-rated portion of the premiums for dental and prescription coverage determined by the dividing he number of hours worked per week by 40. For example, a 20-hour per week employee would be required to pay fifty percent (50%) of the premiums for dental and prescription coverage.

3. Employees who have alternate medical and/or dental and/or prescription coverage may elect to waive coverage in one or more of the insurance plans provided in this Article by signing a waiver form.

To the extent permitted by law, an employee who waives coverage shall receive payment equal to twenty-five percent (25%) of the cost of the premium the Board would have paid had the employee not waived coverage.

An employee who has waived coverage, but later loses coverage in his/her alternate insurance plan,
may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated for each month of insurance coverage) and subject to rules and regulations of the insurance carrier.

4. Employees who are in active service prior to October 1, 2006, who retire from the district with a minimum of twenty-five (25) years of service to the district, shall receive, at Board expense, coverage for the employee only in the district's dental plan for a period of ten (10) years from the effective date of retirement.

B. Leave of Absence

1. Employees shall be credited with fourteen (14) days cumulative sick leave at the beginning of each school year. Three additional non-cumulative days of allowable sick leave shall be available to employees who have used all accumulated allowable sick leave.

2. Upon retirement from the district, with at least fifteen (15) years of service to the district an employee shall be compensated on a pro-rata basis; i.e. one day of their then current rate of pay for every four (4) days of accumulated sick leave. Compensation for unused sick days on the same basis will become payable to the estate of the individual if he/she dies while in active service. Effective July 1, 1997, compensation for employees new to the district shall be capped at $10,000, regardless of the number of sick days accumulated.

3. Personal business leave is defined as the absence of an employee from the post during school hours for reasons such as the following:
   a. Religious holidays;
   b. Closing on the purchase of a home;
   c. Moving day;
   d. Court appearance or other legal matters;
   e. Entering offspring in college;
   f. Attending graduation of offspring or spouse;
   g. Attending wedding of member of immediate family;
   h. Marriage;
   i. Adoption;
   j. Other Emergency or Urgent Reason Not Listed Above.

   An employee shall be granted up to three (3) days of personal leave per year with full pay. Unused personal business leave shall be accumulated as sick leave at the end of the year. However, no more than fifteen sick days may be accumulated in any one year.
4. An employee shall be granted up to three (3) days of family illness per year with full pay. Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

5. By individual consideration of unusual cases, the Board may grant sick leave with full or partial salary over and above the annual and accumulated sick leave.

6. Employees shall be granted up to five (5) days leave per occurrence without loss of pay for a death in the immediate family, up to three (3) days for other close relatives, and up to one (1) day for relative not a member of the immediate family or close friend.

Immediate family shall include husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, or any member of the employee's immediate household.

Other close relatives shall include aunt, uncle, sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, son-in-law, daughter-in-law.

7. Employees shall be granted a child care or adoption leave without pay for not more than three (3) years.

a. The Board shall grant a child care or adoption leave of absence without pay to employees under the following terms and conditions:

b. Any tenured or non-tenured employee may request an unpaid leave of absence to care for a newly born or adopted child.

c. Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than ninety days prior to the requested commencement date of the leave. This ninety day notification period may be reduced by agreement between the employee and the Superintendent.

d. Any employee may return to work within the school year in which the leave begins, provided he/she shall have specified the month when he/she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence, but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption, or for other proper causes provided that such change will not substantially interfere with administration of the school.

e. Any employee may return to work in a school year subsequent to the school year in which his/her leave begins, provided he/she shall have requested to do so in his/her application for a leave of absence. Any such employee shall be permitted to return to work at the beginning of any of the two school years following the school year in which his/her leave commences, provided such employee has given the Board written notice of his/her intention to do so not less than six (6) months prior to the beginning of the school year in which he/she wishes to return.

f. Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in the year in which he/she actually returns from such leave) provided he/she has at
least ninety-one or more working days (ten-month employee) of service to the district in the year in which the leave commences.

g. No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the West Windsor-Plainsboro Regional School District in area of his/her competence.

h. An employee granted a leave of absence under this Article shall have the following benefits paid by the Board for a period of three months after the beginning of such leave under the terms and conditions set forth in Paragraph A of this policy.

(1) Medical/Hospital

(2) Prescription Plan

(3) Dental Plan

i. Return to Service - An employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant, or if not, to a substantially equivalent position.

8. Employees are entitled to sick leave benefits during the four (4) weeks preceding and the four (4) weeks following childbirth. No employee shall be required to take an unpaid leave of absence for pregnancy.

a. An employee who is unable to work due to a disability, including a maternity disability, may request a leave of absence for the period of time related to the disability. The Board shall not arbitrarily or unreasonably deny such requested leave. Unless the employee on leave has sick leave available and is otherwise above to use sick leave, such leave of absence shall be without pay.

b. Any employee who becomes pregnant shall notify the Superintendent of her condition, and if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.

c. The Board recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the four weeks preceding and the four (4) weeks following childbirth when the employee is presumed to be disabled, she will be entitled to sick leave benefits.

Should disability occur earlier in the pregnancy, or continue for more than one month following birth, the employee may use additional sick leave benefits if she presents a physician's statement attesting to her continued disability.

d. The Board reserves its right to request that an employee applying for leave submit a statement of health from her physician, and further reserves the right to require a maternity disability leave to start sooner than requested should the employee's condition (mental or physical) warrant this action.

e. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following bases:
(1) Performance - Her performance has substantially declined from the time immediately prior to her pregnancy.

(2) Physical Incapacity - Her physical condition, or capacity, is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:

(a) The employee fails to produce a certification from her physician that she is medically able to continue working, or

(b) The Board's physician and the employee's physician agree that she cannot continue working, or

(c) Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

(3) Just Cause - Any other "just cause" as defined in N.J.S.A. Title 18A.

f. When the anticipated period of disability occurs early in the school year, and therefore, could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the Board and the employee agree, the employee may use up to two months of accumulated sick leave, despite the requirement that to receive disability payments an employee must work until one month before childbirth.

g. In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.

h. The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take an unpaid leave of absence for pregnancy. The Board may at its discretion, require periodic physician certification of the employee's continued fitness to perform her duties.

i. As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.

j. Except as otherwise provided in this Article, no tenured or non-tenured employee on maternity disability leave shall be barred from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file at least two weeks prior to the date of her return, or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties.

C. Vacation
1. Twelve-month employees shall receive vacation days based upon the following schedule:

Upon Employment 10 days per year
After four (4) full school years of employment 15 days per year
After nine (9) full school years of employment 20 days per year
After fourteen (14) full years of employment 22 days per year

2. Vacation days shall be prorated upon employment and shall be posted July 1 in accordance with procedures established by the Superintendent/designee.

3. An employee who leaves the employ of the school district prior to June 30 shall be entitled to a pro-rated number of vacation days for the employee's final school year of employment. (Example: an employee entitled to twenty (22) vacation days who resigns effective December 31 would receive eleven (11) vacation days for the work year.) If an employee who leaves the employ of the district prior to the end of a work year has taken vacation days in excess of his/her vacation entitlement, the employee shall reimburse the district for the excess vacation days at the rate of his/her per diem salary at the time of separation of employment.

4. Upon retirement from the district, an employee will be compensated for cumulative vacation days at his/her then current per diem rate of pay. Up to forty-five vacation days may be cumulative.

5. An employee who dies before a contract year is completed shall have payment for cumulative vacation days paid to his/her estate.

6. Cumulative vacation days beyond forty five (45) days shall be converted to sick leave. However, no person may increase his/her total accumulation of unused sick days by more than fifteen (15) days in any one year.

D. Holidays

1. Employees shall receive the nineteen (19) holidays as listed in the annual holiday schedule.

E. Miscellaneous

1. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed at the current IRS rate.

2. The Board shall reimburse the employee for 100% of the cost of tuition registration, lab fees and textbooks for courses taken at the graduate or undergraduate level. Such courses need not be a requirement of any program of study leading to a degree. Courses must be approved in advance by the employee's principal and/or immediate supervisor, and the Superintendent. The courses must be related to the employee's job duties. No more than four (4) courses shall be approved in any one year. Reimbursement shall be made to the employee only after submission of proof of the satisfactory
completion of the courses with a grade of B or better (or "pass" in a pass/fail course) and evidence of payment of tuition costs.

Adopted: 24 June 2003  
Revised: 26 September 2006

<table>
<thead>
<tr>
<th>4425 WORK RELATED DISABILITY PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a support staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.</td>
</tr>
<tr>
<td>An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for worker's compensation benefits, the employee may request and the Board may grant work related disability pay.</td>
</tr>
<tr>
<td>Any employee who qualified for work related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to one calendar year from the initial date of absence.</td>
</tr>
<tr>
<td>As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.</td>
</tr>
</tbody>
</table>

N.J.S.A. 34:15-38

Adopted: 24 June 2003

<table>
<thead>
<tr>
<th>4440 JOB EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Board of Education will reimburse support staff members for travel expenses in accordance with applicable New Jersey Statutes.</td>
</tr>
<tr>
<td>For the purpose of this Policy:</td>
</tr>
<tr>
<td>1. Travel Expenditures - means those costs paid by the school district using local, State, or Federal funds, whether paid directly by the school district or by employee reimbursement, for travel by school district employees and/or Board of Education members to training and seminars, conventions and conferences, regular school district business, and retreats.</td>
</tr>
<tr>
<td>2. Training and Seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or any educational institution or facility.</td>
</tr>
</tbody>
</table>
3. Conventions and Conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars although some training may take place at such events.

4. Regular School District Business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions for training and seminars and convention and conferences above.

5. Retreats - means meetings with school district employees and Board members held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

School district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and from the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and school Board policies. This includes, but is not limited to, required professional development and other staff training, required training for new school Board members, and attendance at specific conferences authorized in existing employee contracts.

The school district shall not bear costs for car rentals, limousine services, and/or chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendees' accommodations at the travel event.

All travel by district support staff members shall be educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the support staff member's current responsibilities and the school district's professional development plan. All travel expenditures must be for travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district and is in compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards.

A support staff member shall submit to the Comptroller within 30 calendar days of incurring the travel expense(s) a brief report that includes the primary purpose for the travel and the key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district.

The detailed documentation that demonstrates compliance with the school Board's travel policy including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate, shall be maintained in the Comptroller's office.

Travel for support staff members may occur only upon prior written approval of the Superintendent of Schools and prior approval by a majority of the full voting membership of the Board, except prior
Board approval shall not be required for any travel that is caused by or subject to contractual provisions, statutory requirements, or federal regulatory requirements. All travel is subject to the subsidence requirements and annual maximum travel expenditures established by the Board for the district pursuant to N.J.S.A. 18:11-12.

For regular school district business travel only, the Board shall annually establish a maximum amount per employee for regular district business travel for which Board approval is not required.

The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, detailed in Board Meeting minutes, itemizes the approval by event, total cost, and number of employees and/or school Board members attending the event. General or blanket pre-approval for travel is not authorized. Approval shall be itemized by event, event total cost, and number of employees and school Board members attending the event.

Travel payments will be paid only upon compliance with N.J.S.A. 18A:11-12 and this Policy's provisions and approval requirements.

The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event. An employee or organization shall not receive an amount for travel and/or travel-related expenses in advance of the travel pursuant to N.J.S.A. 18A:19-1 et seq.

A Board member shall recuse himself/herself from voting on travel if the Board member, a member of his immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.

One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in the Department of the Treasury guidelines. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following provisions:

1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the Federal per diem rates as established in the Federal register for the current year;

2. Lodging expenses may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of the Federal per diem rate. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;

3. Receipts are required for hotel and meal expenses.

4. In any case in which the total per diem reimbursement is greater than the Federal per diem rate, except as stated in 2. above, the costs will be considered to be excessive and shall not be paid by school district funds;
5. The school district shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits;

6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee or school Board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement;

7. Expenses for alcoholic beverages shall not be reimbursed;

8. Expenses for airfare shall be limited to coach fare, and the most economical air travel must be used, including the use of discounted and special rates; and

9. Expenses for travel shall not include recreational or elective travel.

Annually in the prebudget year, the Board shall establish by Board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The Board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date. The maximum school district travel expenditure amount shall include all travel in accordance with N.J.S.A. 18A:11-12 supported by local and State funds.

The school district shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.S.A. 18A:11-12 and shall provide auditable information.

Any Board of Education that violates its established maximum travel expenditure as set forth in N.J.S.A. 18A:11-12, or that otherwise is not in compliance with the travel limitations set forth in 18A:11-12 may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and N.J.S.A. 18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.

A person who approves any travel in violation of the N.J.S.A. 18A:11-12 or this Policy shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event. An employee or Board member who travels in violation of the Board's policy or N.J.S.A. 18A:11-123 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.


Adopted: 9 October 2007
The Board of Education of the West Windsor-Plainsboro Regional School District, in accordance with Chapter 303, New Jersey statutes of 1968, recognizes the West Windsor-Plainsboro Education Association as the exclusive negotiating representative for the specified support staff of the school district, excluding those with supervisory responsibilities. This recognition is renewed annually upon receipt by the Board of a certified list verifying that the Association represents a majority of such staff members.

Adopted: 24 June 2003

4522 NEGOTIATIONS LEGAL STATUS

The Board of Education negotiates salary and other conditions of employment with its employees under requirements and subject to limitations set forth in Chapter 303, Public Laws of 1968, of the State of New Jersey.

This legislation requires Boards of Education to:

1. Recognize and negotiate with duly chosen staff organizations;
2. Enter into written agreements with local staff organizations; and
3. Negotiate written policies setting forth grievance procedures.

Basic to all employer-employee negotiations is the concept of "bargaining in good faith."

It is the legal responsibility of both the Board and employee organizations to bargain in good faith as they conduct negotiations.

Adopted: 24 June 2003

5000 PUPILS

Number Title

5111 Eligibility of Resident/Nonresident Pupils
5112 Entrance Age
5113 Postgraduate Pupils
5114 Children Displaced by Domestic Violence
5117 School Attendance Areas
5125 Student Records
5130 Withdrawal From School
5200 Attendance
5230 Late Arrival and Early Dismissal
5240 Tardiness
5250 Excusal from Class or Program
5310 Health Services
5320 Immunization
5330 Administration of Medication
5350 Emergency and Crisis Management Plans
5410 Promotion and Retention
The Board of Education shall provide a free education to children between the ages of five and 20 who are resident pupils. "Resident pupils" are defined as pupils who are domiciled in the district and other children entitled by law to a free public education in the district as set forth in this policy. The Board of Education's obligation to provide a free public education shall extend to resident pupils ages three to 21 who are domiciled in the district and who have been identified as requiring special education.

The Board directs the Superintendent of Schools to develop regulations and forms to ensure that the district receives appropriate documentation to support the eligibility of any child to a free education in the district. The Board further directs that the Superintendent of Schools ensure that all lawful and appropriate steps are followed to seek the denial of admission and/or removal of any pupils who are found not to be eligible for a free education in the district.

Subject to the age restrictions set forth above, pupils shall be eligible for admission to the district's schools as follows:

1. A pupil who is domiciled within the school district. If the pupil is under 18 years of age, he/she must have his/her principal residence with a parent/legal guardian within the district. If the pupil is 18
2. A pupil who is kept in the home of another person domiciled within the school district subject to the
requirements herein. The adult with whom the pupil is residing shall be required to file with the Board
Secretary a sworn statement that he/she (a) is supporting the child gratis; (b) is assuming all personal
obligations for the child relative to school requirements; and (c) intends to keep and support the child
gratuitously for a longer time than merely through the school term. The parent or guardian of the child
shall be required to file with the Board Secretary, a sworn statement that (a) he/she is not capable of
supporting or providing care for the child due to a family or economic hardship and (b) their child is
not residing with the resident of the district solely for the purpose of receiving a free public education
within the district. The requirements concerning proof of support and custody shall not apply to a
resident keeping a child in his/her home when the child's parent or guardian is a member of the New
Jersey National Guard or a member of the reserve component of the Armed Forces of the United
States and who has been ordered into active military service in time of war or national emergency. In
such a situation, the child shall be eligible to enroll in the district, and the Board of Education shall not
assess tuition. Following the return of the child's parent or guardian from active military service, the
child's eligibility for enrollment without tuition shall cease at the end of the current school year.

3. A pupil whose parent or guardian is residing temporarily within the district, even though not
domiciled within the district. For purposes of this provision, any person who has had or shall have his
all-year round dwelling place within the district for one year or longer shall be deemed to be
domiciled within the district.

4. A pupil for whom the Division of Youth and Family Services in the Department of Human Services
is acting as guardian and who is placed in the district by said bureau.

5. A pupil whose parent or guardian has moved as a result of being homeless and is eligible for
admission in accordance with state or federal law.

6. A pupil who is placed in the home of a resident in the district by a court of competent jurisdiction of
the State of New Jersey or by any society, agency or institution incorporated and located in the State
of New Jersey having for its object the care and welfare of indigent, neglected or abandoned children
or a pupil who is a resident in any institution operated by any such society, agency or corporation, on
a nonprofit basis; however, no school district shall be required to take an unreasonable number of
persons under this section except upon the order of the Commissioner of Education.

7. A pupil who was previously a resident of the district, but is no longer a resident, whose parent or
guardian is a member of the New Jersey National Guard or a member of reserve component of the
armed forces of the United States who has been ordered into active military service in time or war or
national emergency, resulting in the relocation of the pupil out of the district. A district admitting a
student pursuant to this provision shall not be obligated for transportation costs.

8. A pupil who has reached the age of 20 provided the Superintendent of Schools approves the pupil's
continued enrollment.

9. Any pupil who is residing within the district pursuant to a recognized international or national pupil
exchange program and who is approved by the Board of Education for enrollment without the
payment of tuition.
10. Any other pupil whom the Board is required to enroll pursuant to federal or state law, including a nonimmigrant pupil eligible for enrollment pursuant to his/her visa issued by the United States Immigration and Naturalization Service.

Legal References:

No Child Left Behind Act of 2001 (P.L. 107-110)

Adopted: 24 June 2003

5111.1 ELIGIBILITY FOR ADMISSION OF NON-RESIDENT PUPILS

Non-resident students are defined as those who do not qualify for free admission to the school district under N.J.S.A.18 A:38-1. Such students may be permitted to attend district schools under certain conditions.

1. NON-RESIDENT TUITION STUDENTS*
A tuition student is one who does not now reside in the district and whose parent/guardian does not intend to buy, build, rent, or lease a residence in the district. Tuition students may be accepted for admission to district schools based on board established limitations and in accordance with rules developed by the Superintendent.

Factors to be considered in the admission of tuition students are:
   a. Programs at or near capacity.
   b. Need for additional services other than regular educational program.
   c. Satisfactory academic, attendance, and discipline records.

2. FUTURE RESIDENTS*
A future resident is a child from a family who HAS signed a contract to buy, build, rent, or lease a residence in the school district, with the intent to occupy same WITHIN 30 DAYS. Families who are buying or building must present a signed contract and such other documentation as may be required to establish reasonable intent to become a resident.

TUITION FOR FUTURE RESIDENT STUDENTS SHALL BE CHARGED AS FOLLOWS:
   a. No charge shall be made for the first thirty calendar days.
   b. Tuition shall be assessed and paid in advance, on a monthly basis for the period of time in excess of the first thirty calendar days. Based on need, exception to the advance payment may be granted. In
such incidents, a payment schedule shall not be for longer than one year.
c. The tuition charge shall cover the cost of education as closely as possible, in accordance with the
New Jersey Department of Education formula.

Should a student admitted as a future resident not achieve resident status by the end of the school year,
he/she shall not have the right to attend district schools as a future resident for the succeeding school
year.
3. FORMER RESIDENTS*
Former bona fide residents in grades K-11 may attend district schools for a period of thirty calendar
days after moving, without payment of tuition. Students who wish to continue attending district
schools beyond the thirty-day period must apply for readmission as non-resident tuition students.
Enrolled twelfth grade students whose parents/guardians are residents on the opening day of school
shall be exceptions and shall be permitted to complete their senior year in this district, without
payment of tuition.

4. NON-RESIDENT CLASSIFIED STUDENTS**
Non-resident classified students may, with the approval of the Superintendent, be enrolled as tuition
students in special district programs only by agreement with another public school district.

The placement must also be approved by the Child Study Team of the sending district and the Child
Study Team of this district. The tuition charged the sending district will be the per-pupil cost of the
program in which the student is to be placed.

5. CHILDREN OF NON-RESIDENT EMPLOYEES
A child of a non-resident employee may attend the district's schools without the payment of tuition
provided the child's family participated in the district enrollment program as of July 1, 1993.
Enrollment is subject to the terms of any applicable collective bargaining agreement.

Such enrollment shall be at no cost to the employee, providing that the student(s) does not require
special education services (Chapter 28) and/or ESL/Bilingual services. If the student(s) requires a
special education program, the employee(s) will be required to sign a contract, agreeing to pay for
such services and to the terms and conditions of the contract. All other terms and conditions of this
policy shall apply.

The total number of non-resident student enrollments shall be limited by master agreements
negotiated with employee associations. Should the number of requests submitted exceed the number
of slots available and the children qualify for admission, length of service in the district shall be the
determining factor for placement. Parents or guardians shall be provided a copy of the non-resident
student policy at the time they request permission for their children to attend our schools.

* Transportation for the children of tuition, future and former residents, and children of staff members
shall be a parental responsibility.

** Transportation for non-resident classified students will be the responsibility of the sending district.

Legal Reference: (18A: 38-3, 83/8, 38-19, 46-8, 46-13 et.seq.)
5112 ENTRANCE AGE

Kindergarten

A child will be accepted for kindergarten if the child's fifth birthday falls on or before October 1, of the school year for which entrance is required.

A child who does not meet the above requirement, and for whom application for admission into kindergarten is made by reason of the family moving into the West Windsor-Plainsboro Regional School District from another community, will be accepted provided that at the time of such moving, the child is attending a New Jersey public or out-of-state public kindergarten program.

First Grade

A child will be accepted for first grade if the child's sixth birthday falls on or before October 1 of the school year for which entrance is requested, or if the child had successfully completed a New Jersey public or out-of-state public kindergarten program. The district reserves the right to screen entrants to provide for their appropriate placement into kindergarten or first grade.

A child who does not meet the above age requirements, and for whom application to first grade is made by reason of the family moving into the West Windsor-Plainsboro Regional School District from another community will be accepted provided that at the time of such moving, the child is attending New Jersey public or out-of-state public first grade or has successfully completed a New Jersey public or out-of-state public kindergarten program. The district reserves the right to screen entrants to provide for their appropriate placement into kindergarten or first grade.

Grade Placement

Children who apply for admission on the basis of their prior schooling outside the district shall be screened to assure the appropriateness of placement within the West Windsor-Plainsboro Regional School District.

Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity such as birth certificate, social security card, etc.

Within the time prescribed by law, the chief school administrator shall request in writing from the school or district of previous attendance, the student's records.
5113 POSTGRADUATE PUPILS

The Board of Education will neither permit the enrollment in this district nor pay the educational costs elsewhere of persons who have been awarded a high school diploma or who have attained the age of twenty years or, in the case of disabled persons, the age of twenty-one years.

N.J.A.C. 6:20-1.2; 6A:14-3.3

Adopted: 24 June 2003

5114 CHILDREN DISPLACED BY DOMESTIC VIOLENCE

The Board of Education will cooperate with the County Office of Education, as appropriate and feasible, in the education of children temporarily displaced by domestic violence. Any pupil attending the schools of this district, whether regularly enrolled in this or another district, who has been admitted to a shelter for victims of domestic violence will be permitted and encouraged to continue an appropriate educational program with minimal disruption.

The Board will cooperate with other educational institutions in the sharing of pertinent pupil records and in the establishment of sending-receiving relationships on behalf of displaced children. The confidentiality of all matters concerning displaced children will be strictly observed, and no information regarding the present residence of the child will be released.


Adopted: 24 June 2003

5117 SCHOOL ATTENDANCE AREAS

The Board of Education directs that the assignment of pupils to schools within the district be consistent with the best interests of pupils and best use of the resources of this district.

The Superintendent shall annually review existing attendance areas and recommend to the Board such changes as may be justified by consideration of space availability, effectiveness of the instructional program, safe pupil transportation and travel, and an educationally sound balance of pupil populations.

The Board's current redistricting plan is clearly based upon specific parameters for an attendance structure that strives to achieve socio-economic and township balance. The Board believes that equitable educational experiences can be attained in any combination of schools within the system as
a result of deliberate policies of creating high-quality programs in all schools. The Board shall
determine the school attendance areas of the district and shall expect the pupils within each attendance
area to attend the school so designated. The Superintendent, in consultation with the Board, may
assign a pupil to a school other than that designated by his/her attendance area when such an
exception is critical to the growth and/or academic welfare of the individual pupil or the district.

The Superintendent shall assign pupils classified as disabled to appropriate programs within the
district in accordance with the recommendations of the Child Study Team, and pursuant to 18A:

N.J.A.C. 6:4-1.1 et seq.
6:6-4.3(a)91
6:8-3(9)5

Adopted: 24 June 2003

5125 STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as
the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations
of the institution, primarily in the areas of release of the records and the access provided to these
records. Any educational institution that receives funds under any program administered by the U.S.
Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA
may have funds administered by the Secretary of Education withheld.

FERPA generally protects privacy rights with respect to "education records". "Education records" are
records that contain information directly related to a student and that are maintained by an educational
agency or institution or by a party acting for the agency or institution. 34 CFR § 99.3 "Education
Records." The rights afforded under FERPA rest with a student's parents until the student reaches the
age of 18 or attends an institution of postsecondary education. 34 CFR § 99.3 "eligible student" and
99.5(a). Generally, in order to disclose information from student education records, a parent or eligible
student must provide his or her prior written consent. FERPA's consent provisions require a
specification of (1) the records that may be disclosed; (2) the purpose of the disclosure; and (3) the
identity of the party or class of parties to whom the records may be disclosed. 34 CFR § 99.30.

FERPA is a federal law applicable to pupil records. Fortunately, the New Jersey Department of
Education regulations (N.J.A.C. 6:3-6.1 and N.J.S.A. 18A:36-1a and 25-1 et seq.) have incorporated
the requirements of federal, as well as state law. Therefore, an understanding of the regulations will
permit our district to be in compliance with both federal and state law.

According to FERPA, personally identifiable information in an education record may not be released
without prior written consent from the student. However, FERPA has specifically identified certain
information called directory information that may be disclosed without student consent. According to
FERPA, a student can request that the institution not release directory information about him/her.
Institutions must comply with this request, once received, if the student is still enrolled.

Mandated and Permitted Records
There are two types of pupil records: mandated and permitted. Mandated records are those which the school district has been directed to compile by statute, regulation or administrative directive. Mandated records shall include personal data such as name, address, parents' names, citizenship and gender. A school district is prohibited from recording religious or political affiliation and is also prohibited from labeling a pupil as illegitimate. Other mandated records are attendance records, pupil progress, grade level, health history and special education records in accordance with the special education regulations. As of August 6, 2002, student's record related to disciplinary are mandated. (Amendment to N.J.S.A. 18A:36-1a and 25-1 through Public Law 2002, Chapter 63 {Senate No. 256}. According to N.J. law, "Mandated" records are considered directory information and may be disclosed without student/parent consent.

Permitted records are those which a Board of Education has authorized by resolution at a public meeting to be compiled in order to promote the educational welfare of the pupil. Permitted records must be objective and relevant. Prior to August 6, 2002 an example of a permitted record would have been student disciplinary records. According to N.J. law, "permitted" records are not considered directory information and are forwarded only with written consent of parent or adult pupil.

Maintenance and Security

The Chief School Administrator shall be responsible for the security of pupil records and shall devise procedures for assuring that access is limited to authorized persons. The procedures must be designed so that records are not altered, damaged or lost. Records shall be maintained in a central file at the school attended by the pupil. If any records are kept in other than a central file, a notation in the central file is required to indicate where the records may be found. When records are computerized, computer blocks are required for security to limit access to authorized persons. Furthermore, to guard against alteration, loss or destruction, a school district is required to maintain an updated duplicate file.

Disclosing Student Information

The district cannot legally disclose information considered to be part of an education record without prior consent of the holder of FERPA rights. However, FERPA identifies exceptions to the nondisclosure rule; therefore the district may release, without prior consent, information that can personally identify a student when:

" The information is considered directory information as defined.
" One school official releases information to other school officials with a legitimate educational interest.
" One school sends information to another school that the student wishes to attend.
" The school releases the information to the federal or state authorities conducting an audit or monitoring compliance with education programs.
" The school has been ordered by a court subpoena to release the information, but the school must make a reasonable effort to notify the student or the parents of the court's request prior to complying with the subpoena.
" There is an imminent health or safety emergency.
" As of August 6, 2002, student's record related to disciplinary may be disclosed without student/parent consent. (Amendment to N.J.S.A. 18A:36-1a and 25-1 through Public Law 2002, Chapter 63 {Senate No. 256}.
Procedures for Sending Discipline Records

Discipline records will be recorded into the Student Data Management System (SASI). These records will include all discipline issues where parents have been notified. Anything entered into the discipline file of a student (SASI) must be done so in conjunction with parent/guardian notification.

Upon student withdrawal and request of transfer of student records to another school district, a letter notifying parents of the August 6, 2002 law will be given to the parent. Said letter will notify a student's record related to discipline will be sent as part of the students records and may be disclosed without student/parent consent. (Amendment to N.J.S.A. 18A:36-1a and 25-1 through Public Law 2002, Chapter 63 {Senate No. 256}.

Out of courtesy, the district will grant 24 hours notice prior to the sending of records including disciplinary records.

Upon a request to withdraw or to have a transfer of records to another school district, the school registrar shall request that the appropriate administrator print the discipline file to be included with the records to be sent.

Access to Records

Only the following authorized organizations, agencies or persons shall have access to pupil records:

1. The parent of a pupil under the age of 18 and the pupil who has the written permission of the parent;
2. Pupils who are at least 16 years of age who are terminating their education.
3. The adult pupil (18 years old and over) and the pupil's parent who have written permission of the pupil. Please note that parents shall have access to pupil records without consent of the pupil so long as the pupil is financially dependent upon the parent;
4. Certified school district personnel who have assigned educational responsibility for the pupil.
5. Certified educational personnel in other accredited schools or state facility who have assigned educational responsibility for the pupil.
6. A district Board of Education in order to fulfill its legal responsibility as a Board and only through the Chief School Administrator. Information shall be discussed in executive session unless otherwise requested by the parent or adult pupil. If such a request is made, the school district should require that it be in writing.
7. Secretarial and clerical personnel under the direct supervision of certified personnel. Access shall be limited only to those files which such staff are directed and assigned to record information and shall cease when the task is completed.
8. Accredited organizations in order to carry out their accrediting functions. (e.g. Middle States Association).
9. The Department of Education staff who have assigned responsibility which necessitates review of such records.
10. Officials of other district Boards of Education within the State of New Jersey in which the pupil is placed, registered or intends to enroll subject to the following conditions:
a. Mandated records are forwarded with notification to the parents or adult pupil;

NOTE: Transfer of Student Disciplinary Records is now required. Under N.J.S.A. 18A:36-19a, when a student transfers to a new school district, the chief school administrator in the new district is required to request the student's records in writing, from the student's "school district of last attendance." The request must be made within two weeks of the date that the student enrolls in the new district. The amendment now explicitly requires the school district of last attendance to provide the receiving district "all information in the student's record related to disciplinary actions taken against the student by the district". The amendment also requires the district of last attendance to notify the receiving district if it has notice that the student committed any juvenile offenses under N.J.S.A 2A:4A-60. The amendment also stipulates that the parents' consent is not required for the transfer of this information. However, the district transferring the records is required to give the parents (or adult student) notice in writing that the transfer is occurring.

b. Permitted records are forwarded only with written consent of parent or adult pupil except where a formal sending-receiving relationship exists between the school districts;

c. All records to be forwarded within ten days after the transfer has been verified by the requesting school district;

d. Requests of the records from the new school district shall be made in writing within two weeks from the date that the pupil enrolls;

e. Upon request, the school district shall provide the parent or adult pupil a copy of the records forwarded;

f. The new school district must require proper identification of any newly enrolled pupils.

11. Officials of the United States Department of Education who have assigned responsibilities which necessitate review.

12. New Jersey agencies responsible for protective and investigative services for children. (e.g. DYFS)

13. Organizations, agencies or persons from outside the school with the written consent of the parent or adult pupil. (e.g., colleges, universities, the military).

14. Organizations, agencies or persons from outside the school, other than those specified in this section, upon presentation of a court order; this provision applies to the local police or attorneys seeking information in child custody disputes. Please note that a subpoena is not a court order.

15. Bona fide researchers who explain in writing the nature of the research project and who satisfy the Chief School Administrator or his/her designee that the records shall be used under strict conditions of anonymity and confidentiality. Extreme caution is advised before a school district authorizes a release of records pursuant to this paragraph.

Retention and Destruction
Records must be maintained and shall not be destroyed so long as the pupil is enrolled in the school district. Upon graduation or permanent departure of a pupil from the school district, the parent or adult pupil shall be notified in writing that a copy of the entire record is available upon request. The school district is permitted to charge a reasonable fee for the copies in accordance with a fee schedule set forth in N.J.S.A. 47:1A-2. Special consideration with regards to cost shall be given to indigent persons. No addition to the records shall be made after graduation or termination without the prior written consent of the parent or adult pupil.

Information in pupil records, other than listed below, may be destroyed after the information is no longer necessary to provide educational services to the pupil. Such destruction shall be accomplished only after written notification to the parent or adult pupil and written parental and adult pupil permission has been granted or after reasonable attempts to notify have been made and have been successful.

The New Jersey public school district of last enrollment shall keep in perpetuity a permanent record of a pupil's name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parent(s) and citizenship status.

No Child Left Behind Act

If a school district provides post secondary institutions or prospective employers with access to its school campuses, it must provide military recruiters with the same type of access. School districts must also provide, upon request by military recruiters, students' names, addresses and telephone numbers, unless a secondary school student or the parent of a student has requested that this information not be released without prior written parental consent.

Parents' and Students' Rights Under FERPA

In the context of secondary education, parents generally hold the rights granted under FERPA. When a student is 18, the rights under FERPA transfer from the parents to the student. In the case of divorced parents, the school must honor the rights of both parents under FERPA with respect to their child's record, unless a parent's rights have been specifically revoked by way of a court order.

Under FERPA, the parents and eligible student have the right to:

" Inspect the student's education records.
" Request that the school's authorized personnel amend the student's record.
" Determine which information in the student's education record is protected from nondisclosure to third parties.

Additionally, parent and eligible students may request a hearing to challenge the content of the student's records and to correct any inaccuracies or misleading information contained therein. The process begins with an informal hearing between the parents, student, and administrators to discuss the pertinent issues and air the concerns over the student's record with the hopes that the matter can be quickly resolved. Should the informal hearing fail, the federal regulations set forth guidelines for conducting a more formal hearing:
"The school shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student. "The school shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing. "The hearing may be conducted by any individual, including an official of the education agency or institution, who does not have a direct interest in the outcome of the hearing. "The school shall give the parent or eligible student a full and fair opportunity to present evidence regarding the contents of the record that are in question. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her choice, including an attorney. "The education agency or institution shall make its decision in writing within a reasonable period of time after the hearing. "The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. [34 C.F.R. Part 99 Sec. 99.22].

If at the conclusion of the hearing the school decides that amending the record is appropriate, the school must amend the record and provide the parent or eligible student with written notification of the amendment. If the school decides that it will not amend the record, the parent or eligible student may insert into the record a written statement contesting the information contained therein.

Adopted: 24 June 2003

5130 WITHDRAWAL FROM SCHOOL

The Board of Education believes that the educational goals of this district are best implemented by a pupil's exposure to the entire educational program and that every pupil enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No pupil below the age of sixteen will be permitted to withdraw from school.

The Board directs that efforts be made to determine the underlying reason for a pupil's decision to withdraw from school before the completion of the instructional program. A potential dropout pupil will be offered counseling and an opportunity to plan an instructional program appropriate to his/her career goals. No pupil under the age of eighteen will be permitted to withdraw without the written consent of the pupil's parent(s) or legal guardian(s).

Counseling services and information regarding high school equivalency programs will be made available to any pupil sixteen years of age or older who decides to withdraw from school before completion of the requirements for a diploma. A pupil who has withdrawn from school may apply for readmission at any time prior to his/her twentieth birthday.

N.J.A.C. 6:20-1.2; 6:30-2.1 et seq.

Adopted: 24 June 2003

5200 ATTENDANCE

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is
predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused when the demonstrated mental or physical condition of the pupil is such as to interfere with learning or prevent attendance, or by the observance of the pupil's religion on a day approved by the Board as a religious holiday, or by such circumstances as the building principal may determine constitute good cause. No pupil, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV. All other absences are unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level at the elementary and middle school or loss of credit toward the high school diploma in accordance with policies of this Board. A warning notice shall be given to any pupil, and to the parent(s) or legal guardian(s) of any minor pupil, who has been absent more than eighteen days in any one school year or nine days in a semester course excluding any absence attributable to disciplinary suspension.

Unexcused absences from school or from classes within the school day constitute truancies and shall be subject to the disciplinary rules of the Board. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion from school of a pupil over sixteen years of age. Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the pupil's behavior, and consider the modification of the pupil's educational program.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate is below ninety percent for the district or below eighty-five percent in any one school, the Superintendent shall develop and implement an attendance improvement plan. The attendance rate shall be calculated by dividing total pupil days present for all pupils by the total possible pupil days for all pupils and multiplying the result by one hundred.

N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6:20-1.1 et seq.

Adopted: 24 June 2003

5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that pupils be in attendance for the full school day in order to benefit
from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil except a senior in high school who has been granted permission will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each pupil. If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the noncustodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

N.J.A.C. 6:20-1.3

Adopted: 24 June 2003

5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.A.C. 6:20-1.3

Adopted: 24 June 2003
5250 EXCUSAL FROM CLASS OR PROGRAM

The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Principal or designee.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.


Adopted: 24 June 2003

5300 Use of Automated External Defibrillator (AED)

The West Windsor-Plainsboro Regional School District may maintain automated external defibrillators (AED) on school premises as approved by the Superintendent of Schools. Automated external defibrillators shall be used in emergency situations warranting their use by individuals specifically trained in application of the device through a program meeting the standards of the Department of Health and Family Services. The device shall not be administered by anyone without training.

Automated external defibrillator (AED) or defibrillator means a medical device heart monitor and defibrillator that:

A. Has received approval of its premarket notification filed pursuant to 21 U.S.C.s, 360 (k) from the United States Food and Drug Administration;
B. Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
C. Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

The automated external defibrillators shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored by the school nurse. The school nurse coordinator shall notify the appropriate first aid, ambulance or rescue squads or other appropriate emergency medical services provider that the West Windsor-Plainsboro Regional School District has acquired a specific type defibrillator, along with the locations of same.

The automated external defibrillator (AED) shall be kept on school property and shall not accompany EMS personnel to a hospital emergency room. (*Two units are located at each high school. One unit
will remain in the building at all times. The second unit located near the Athletic Trainer may be taken to the fields during practices or off premises during away games. They will be returned to their location after games/practices.

In accordance with protocols approved by the medical services director, a West Windsor-Plainsboro Regional Board of Education employee may use the automated external defibrillator under the following circumstances:

A. The West Windsor-Plainsboro Board of Education employee has successfully completed and holds a current certification from the American Red Cross, American Heart Association, or other training program recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and use of a defibrillator. The school nurse coordinator or other designated employee shall maintain a record of all school district employees who hold the required certification in cardio-pulmonary resuscitation and use of a defibrillator.
B. The victim is in cardiopulmonary arrest as determined by unconsciousness, absent pulse, and no spontaneous breathing.
C. "911" is activated.
D. Cardiopulmonary Resuscitation (CPR) is performed until the automated external defibrillator is brought to the scene.
E. An AED Incident Report is completed by the employee once the victim has been transferred to the care of Emergency Medical Services (EMS), whose presence shall be requested as soon as practicable. [see N.J.S.A. 2A:62A-26(b)]
F. The school nurse notifies the school physician of the use of the automated defibrillator after the victim has been transferred to the care of Emergency Medical Services (EMS).

The use of automated external defibrillators is contraindicated under the following conditions:

A. Conscious victim
B. Presence of breathing in victim
C. Presence of detectable pulse in victim
D. Children under the age of 8 (With adult pads. Must use pediatric pads for children less than 8 years of age)
E. Victim is lying in water
F. Victim is lying on a metal surface

Any person or entity who, in good faith, acquires or provides a defibrillator, renders emergency care or treatment by the use of a defibrillator or supervises such care or treatment and, who has complied with the requirements of N.J.S.A. 2A:62A-24 et seq., shall be immune from civil liability for any personal injury as a result of such care or treatment, or as a result of any acts or omissions by the person or entity in providing, rendering, or supervising the emergency care or treatment. The immunity provided shall include the prescribing licensed physician and the person or entity who provided the training in cardio-pulmonary resuscitation and use of the defibrillator. A person shall not be immunized for any act of gross negligence or willful or wanton misconduct. Use of an AED in the absence of duty to do so shall not be considered gross negligence or willful or wanton misconduct. (See N.J.S.A. 2A: 62A-27 (c).)

References:
-American Heart Association, "Instructor's Manual Heartsaver AED"
5306 HEALTH SERVICES TO NONPUBLIC SCHOOLS

The West Windsor-Plainsboro Regional School District Board of Education, having nonpublic schools within the school district boundaries, is required to provide nursing services to pupils enrolled in the nonpublic school pursuant to N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5.

The West Windsor-Plainsboro Regional School District Board of Education shall provide for the extension of emergency care provided to public school pupils to those pupils who are enrolled full-time in the nonpublic school who are injured or become ill at school or during participation on a school team or squad pursuant to N.J.A.C. 6A:16-1.4 and 6A:16-2.1(a)4. The West Windsor-Plainsboro Regional School District Board of Education may provide additional services to those required under N.J.A.C. 6A:16-2.5(a) under conditions as outlined in N.J.A.C. 6A:16-2.5(c).

The health services shall be provided by a registered nurse licensed in the State of New Jersey who is an employee of the West Windsor-Plainsboro Regional School District, an employee of a third-party contractor, or an independent contractor. The health services provided to the nonpublic school pupil shall not include instructional services.

A nonpublic school may decline nursing services required under N.J.A.C. 6A:16-2.5 by submitting notification to the West Windsor-Plainsboro Regional School District Board of Education signed by the Chief School Administrator of the nonpublic school pursuant to N.J.S.A. 18A:40-29. A pupil who is enrolled in a nonpublic school and whose parent(s) or legal guardian(s) objects to the pupil receiving any services provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the services except for a physical or medical examination to determine whether the pupil is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The West Windsor-Plainsboro Regional School District Board of Education shall consider the provision of health services to nonpublic schools based upon the considerations outlined in N.J.A.C 6A:16-2.5(h)1 - 3. The Superintendent or designee shall confer annually with the administrator of the nonpublic school to advise the nonpublic school of the amount of funds allocated to the nonpublic school by the Department of Education; to agree on the basic health services to be provided and additional medical services which may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to assure the nonpublic school the County Office of Education shall provide assistance in the event an agreement cannot be reached regarding the health services and additional medical services to be provided to the nonpublic school; to assure the nonpublic school receiving services receives a copy of N.J.S.A. 18A:40-23 to 31 and N.J.A.C. 6A:16-2.5; and to assure a description of the provision of nursing services is reflected in the school district's Nursing Services Plan.

The West Windsor-Plainsboro Regional School District Board of Education providing health services
to a nonpublic school(s) shall annually submit information to the County Superintendent on or before October 1 that includes: a written statement verifying the required annual conference was held with the nonpublic school; a copy of the contract with another agency to provide the services, if applicable; a copy of the Board meeting minutes approving the contract; and a description of the type and number of services that were provided during the previous school year on a form approved by the Commissioner of Education. A copy of the information submitted to the County Superintendent shall also be provided to the Chief School Administrator of the nonpublic school(s).

N.J.A.C. 6A:16-2.5 et seq.

Accepted: 6 November 2007

5307 NURSING SERVICES PLAN

The West Windsor-Plainsboro Regional School District Board of Education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the County Superintendent of Education for review and approval.

The Superintendent, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse.

The Nursing Services Plan shall include a description of the basic nursing services to be provided to all pupils and a summary of the specific medical needs of individual pupils, if any, and the nursing services required to address those needs. The Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils in all of its school buildings as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

The West Windsor-Plainsboro Regional School District Board of Education, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the number and location of school buildings; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

N.J.A.C. 6A:16-2.1(b)

Accepted: 10/23/07

5310 HEALTH SERVICES

The West Windsor-Plainsboro Regional School District Board of Education shall develop and adopt
written policies, procedures, mechanisms, or programs governing the following school functions in accordance with N.J.A.C. 6A:16-1.4(a):

1. Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);

2. Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);

3. Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);

4. Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);

5. An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b)(Policy 5307);

6. Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);

7. Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);

8. Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);

9. Provision of nursing services to non-public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);


12. School safety plans as required by N.J.A.C. 6A:16-5.1 (Policies and Regulations 7430, 8420, 8431 and 8468 and Regulations 8420.1 through 8420.6)

The West Windsor-Plainsboro Regional School District Board of Education shall develop and adopt
policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, New Jersey Department of Agriculture, and local boards of health which include the following requirements in accordance with N.J.A.C. 6A:16-1.4(b):

1. Exclusion of any pupil from the school setting for failure to meet requirements for immunization against communicable disease as required in N.J.A.C. 8:57-4, Immunization of Pupils in School (Policy and Regulation 5320);

2. Exclusion of any person from the school setting if the person has uncovered weeping skin lesions as required in N.J.A.C. 8:61-2.1, Attendance at School by Pupils or Adults with HIV Infection (Policy and Regulation 8451 and Policy 8453);

3. Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-2, Participation and Attendance at School by Individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines that schools implement universal precautions (Policy and Regulation 8451 and Policy 8453);

4. Assurance that any pupil with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to home instruction, or classified as eligible for special education for reason of HIV infection pursuant to N.J.A.C. 8:61-2.1 (Policy and Regulation 8451 and Policy 8453);

5. Creation of wellness policies pursuant to 7 CFR Parts 210, 215, 220 and 245 and N.J.A.C. 2:36-1.7, Local School Nutrition Policy (Policy 8505); and

6. Ensuring accessibility of the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

When the West Windsor-Plainsboro Regional School District engages in pupil testing, studies, or surveys the Board procedures and materials shall meet the Federal requirements of 20 U.S.C. § 1232h, and N.J.S.A. 18A:36-34, School Surveys, parent(s) or legal guardian(s) consent required before administration in accordance with N.J.A.C. 6A:16-1.4(c) (Policies 2415.05 and 9560).

The West Windsor-Plainsboro Regional School District Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services and ensure staff members are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);

2. The administration of medication to pupils in the school setting in accordance with N.J.A.C. 6A:16-
2.1(a)2 (Policy and Regulation 5330).

3. The review of Do Not Resuscitate (DNR) Orders received from the pupil's parent(s) or legal guardian(s) or medical home (Policy 5332);

4. The provision of health services in emergency situations including:
   a. The emergency administration of epinephrine via epipen pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
   b. The care of any pupil who becomes injured or ill while at school or during participation in school-sponsored functions (Policy and Regulation 8441);
   c. The transportation and supervision of any pupil determined to be in need of immediate care (Policy and Regulation 8441);
   d. The notification to parent(s) or legal guardian(s) of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441); and
   e. The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).

5. The treatment of asthma in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)5 (Policy 5335).


7. Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-1.1(f) and in compliance with the Centers for Disease Control and Prevention's guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996), incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and


The West Windsor-Plainsboro Regional School District Board of Education shall provide the health services as required in N.J.A.C. 6A:16-2.2 as indicated below:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16.

2. A Building Principal or designee shall not knowingly admit or retain in the school building any pupil whose parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's
immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.

3. The West Windsor-Plainsboro Regional School District shall perform tuberculosis tests on pupils using methods required by and when specifically directed to do so by the New Jersey Department of Health and Senior Services, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.

4. The West Windsor-Plainsboro Regional School District shall immediately report any communicable diseases that are identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, by telephone to the health officer of the jurisdiction in which the school is located.

5. Each school in the West Windsor-Plainsboro Regional School District shall have and maintain for the care of pupils at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.

6. Each pupil medical examination shall be conducted at the medical home of the pupil. If a pupil does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facility.

   a. For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.

   b. A full report of the examination shall be maintained as part of the pupil's health record.

7. The findings of medical examinations as required under 8. below shall be documented on a form that is approved by the Commissioner of Education and shall include the following components:

   a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.16;

   b. Medical history including allergies, past serious illnesses, injuries and operations, medications, and current health problems;

   c. Health screenings including height, weight, hearing, blood pressure, and vision; and

   d. Physical examinations.

8. The West Windsor-Plainsboro Regional School District shall ensure that pupils receive medical examinations:

   a. Prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;

   b. Upon enrollment into school in accordance with N.J.A.C. 6A:16-2.2(h)2;
c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;

d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and

e. When the pupil is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.

9. The West Windsor-Plainsboro Regional School District Board of Education shall make accessible information regarding the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

10. Information concerning a pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.

11. The school nurse shall ensure that pupils receive health screenings as outlined below in accordance with New Jersey Department of Education Health Service Guidelines:

a. Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.

b. Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.

c. Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grade seven and eleven pursuant to N.J.S.A. 18A:40-4.

d. Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.

e. Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.

f. The West Windsor-Plainsboro Regional School District shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.

12. The Speech/Language Therapist shall screen to ensure hearing aids worn by pupils who are deaf and/or hard of hearing are functioning properly. The Speech/Language Therapist will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist pupils hear are functioning properly.

N.J.A.C. 6A:16-1.4 et seq.; 6A:16-2.2 et seq.
5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health and Senior Services.

No child shall be admitted to school unless he/she has completed required immunizations or has been granted a provisional status in accordance with rules and the regulations implementing this policy.

The Board shall not require the immunization of any pupil for whom such immunization is medically contraindicated or any pupil for whom administration of immunizing agents conflicts with bona fide religious tenets or practices.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 26:4-6
N.J.A.C. 8:57-4.1 et seq.

Adopted: 24 June 2003

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

Definitions

For purposes of this policy, "medication" means any prescription drug or over-the-counter medicine or nutritional supplement.

For the purposes of this policy, "self-administration" means carrying and taking medication without the intervention of the School Nurse, approved through the school district policy and restricted to students with asthma and other life-threatening illnesses.

For the purposes of this policy, "life-threatening illness" means an illness or condition that requires an
immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. epinephrine injection in anaphylaxis.

For the purposes of this policy, "a pre-filled single dose auto-injector mechanism containing epinephrine" means a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.

No medication will be administered to pupils in school except by the School Nurse, another registered nurse, or the pupil's parent(s) or legal guardian(s) acting on a written order from the pupil's private physician or the school medical inspector. A written request for the administration of medication at school must be approved by the Principal. Medication must be delivered to the School Nurse by the pupil's parent(s) or legal guardian(s). The medication must be brought to the School Nurse in the original container labeled by the pharmacy or physician.

Written orders signed by the pupil's private physician or an advanced practice nurse for the use of a pre-filled single dose auto-injector mechanism containing epinephrine, must be provided stating the name of the medication, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. If written orders for use of a pre-filled single dose auto-injector mechanism containing epinephrine are provided, the orders must say the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication. These written orders must be reviewed by the school medical inspector prior to school approval for self-administration of any medication. The school medical inspector may also issue standing orders to the School Nurse regarding the administration of medication. Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The School Nurse shall have the primary responsibility for the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. However, the School Nurse may designate, in consultation with the Board or Superintendent, another employee of the district trained in accord with the "Training Protocols for the Implementation of Emergency Administration of Epinephrine" issued by the New Jersey Department of Education, to administer the pre-filled single dose auto-injector mechanism containing epinephrine when the School Nurse is not physically present at the scene. The pupil's parent(s) or legal guardian(s) must consent in writing to the designated person if applicable. In addition, the parent(s) or legal guardian(s) must be informed that the school district has no liability as a result of any injury arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine, and the parent(s) or legal guardian(s) must sign a statement that shall indemnify and hold the district and employees harmless against any claims arising from the administration of a pre-filled single dose auto-injector mechanism containing epinephrine. The permission for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330.
All pupil medications shall be appropriately maintained and secured by the School Nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the School Nurse. The School Nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The School Nurse may report to the school medical inspector any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The School Nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school district to be in charge of the pupil during school activities. Such individuals shall report such incidents to the School Nurse immediately. The School Nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

Individual health plans will be written for students who self-administer medication and specific needs will be addressed in that context.

N.J.S.A. 45:11-23
N.J.A.C. 6:29-1.3

5331 Anaphylaxis to Food and Other Substances

The West Windsor-Plainsboro Regional School District Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. At the same time, the West Windsor-Plainsboro Regional School District Board of Education recognizes a pupil's health and safety may be contingent upon timely administration of medication duly prescribed by a physician. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable New Jersey state laws.

The West Windsor-Plainsboro Regional School District Board of Education recognizes pupils may have anaphylaxis to certain foods and other substances. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Symptoms can occur within minutes to hours after contact with the allergy-causing substance and these reactions can be mild to life-threatening. Therefore it is very important the parent(s)/legal guardian(s) of pupils with anaphylaxis to food and other substances inform the building principal and the school nurse in the event the pupil may have an anaphylactic reaction while in school. The building principal and the school nurse will notify school staff that interact with the pupil.

The West Windsor-Plainsboro Regional School District Board of Education will permit the self-
administration of medication for a pupil with anaphylaxis to food and other substances pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. The parent(s)/legal guardian(s) of a pupil with anaphylaxis to food and other substances must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the pupil in accordance with Policy No. 5330.

The building principal and the school nurse will take precautions to ensure the safety of pupils with anaphylaxis to food and other substances.

Based on the school cafeteria's use of government commodity foods and beverages and donations of food and beverages by parent(s)/legal guardian(s) and organizations, the West Windsor-Plainsboro Regional School District may not know the exact ingredients used in the preparation of all food and beverage items served within the school lunch program, by parent(s)/legal guardian(s) and/or by school organizations. Therefore, the parent(s)/legal guardian(s) and/or the pupil with anaphylaxis to food should be responsible for the pupil's purchase and consumption of any food products sold or provided by the school and/or by any school related organizations that may cause an anaphylactic reaction. Upon the request of a parent(s)/legal guardian(s) of a pupil with anaphylaxis to food the building principal, working with the school nurse and school cafeteria personnel, will accommodate a pupil with anaphylaxis to food by offering limited food substitutions that are free of the pupil's food allergy.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip and/or classroom celebration. When necessary, the building Principal may request that parents not send snacks to school that contain peanuts, tree nuts, or nut oil products, and that parents send fruit or vegetable snacks or snacks that are store bought and have ingredient labels. Because the ingredients of these food products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide the pupil with advance notice of the classroom experience, field trip and/or classroom celebration in order for the pupil to bring a food or beverage from their home so they may participate in the activity.

When a parent/legal guardian informs the building principal and the school nurse in writing with medical documentation, that the pupil may have an anaphylactic reaction to substances other than food while in school, the building principal will work with school staff to determine if these substances are on school grounds. The building principal will inform and work with the parent/legal guardian and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

The School Nurse will provide training to school staff in order for school staff to understand food allergies, recognize symptoms, know what to do in an emergency situation, and will work with other school staff to eliminate or substitute the use of food allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.


Adopted: May 26, 2009
5332 DO NOT RESUSCITATE ORDERS

Federal and State legislation entitles every pupil to a free, appropriate public education in the least restrictive environment. Due to the high risk of medically fragile pupils and pupils with chronic illnesses, who in the past would not have survived to be able to attend school, families, professionals, and school personnel are challenged with new issues in caring for these pupils in the school setting. Some families may wish not to pursue life-saving medical protocols for their child due to the lack of benefit to the pupil's condition or quality of life that is likely to result from following these protocols. In accordance with N.J.A.C. 6A:16-2.1(a)3, all Do Not Resuscitate (DNR) orders received for a pupil will be thoroughly and carefully reviewed.

"Do Not Resuscitate order" or "DNR order" means a written directive signed by the parent or legal guardian of a pupil who, after consultation with the pupil's pediatrician and other advisors, declines emergency administration of cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) to the pupil. "Written order" means a directive and protocol written by the pupil's medical home to address a healthcare need or provide a medical service for a specific pupil. "Medical home" means a health care provider and that provider's practice site chosen by the pupil's parent or legal guardian for the provision of health care.

A family desiring to pursue a DNR order must submit a written order, which should be developed after a meeting with the parent(s) or legal guardian(s), the pupil, if appropriate, the school physician, the school nurse, the pupil's family healthcare provider, and the local emergency medical services provider. The written order shall include specific written emergency orders and shall specifically meet the goals for the pupil. Community emergency medical services protocols must be clearly defined in the written order.

The school nurse is responsible for providing an appropriate response to DNR orders. The school nurse will coordinate the school district's review of the written order with the Building Principal or designee, the school physician, and the Superintendent of Schools or designee. The Superintendent of Schools or designee will review the written order with the Board of Education and the school Board Attorney. The school physician shall be responsible for instructing school staff in DNR orders.

The existence of a DNR written order and plan shall be referenced on the pupil's health form that is approved for use by the Commissioner of Education. A copy of the DNR written order shall be placed with the pupil's individualized health record and a copy should be kept with the local emergency medical services provider. The DNR written order shall be reviewed whenever a change occurs in the pupil's condition and at least once every six months.

N.J.A.C. 6A:16-1.3; 6A:16-2.1(a)3
New Jersey Department of Education - School Health Services Guidelines, July 2001

Accepted: 10/23/07

5335 TREATMENT OF ASTHMA

The West Windsor-Plainsboro Regional School District Board of Education recognizes the primary
goal for children with asthma is to allow the child to live as normal a life as possible. The child should be able to participate in normal childhood activities, experience exercise tolerance similar to peers, and attend school to grow intellectually and develop socially. In accordance with N.J.A.C. 6A:16-2.1(a)5, the Board adopts this Policy that includes procedures for the treatment of asthma in the school setting.

Each school in the West Windsor-Plainsboro Regional School District shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each school nurse in the district shall receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology pursuant to N.J.S.A. 18A:40-12.8(a). The school nurse, upon receiving this training, is authorized to administer asthma medication through the use of a nebulizer pursuant to N.J.S.A. 18A:40-12.8(a).

Each pupil authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 and Policy 5330 or a nebulizer shall have an Asthma Action Plan (AAP) prepared by the pupil's medical home and submitted to the certified school nurse. The AAP shall identify, at a minimum, asthma triggers and information to be included in the individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) for meeting the medical needs of the pupil while attending school or a school-sponsored function.

N.J.A.C. 6A:16-2.1(a)5

Accepted: 10/23/07

5350 EMERGENCY AND CRISIS MANAGEMENT PLANS

In accordance with the regulations of the State Board of Education and in the best interests of the students, staff and community, the Board of Education has established plans, procedures and mechanisms for responding to emergencies and crises that are set forth in the "West Windsor-Plainsboro Regional School District Crisis Management and Emergency Procedures District Manual."

The Board directs the Superintendent of Schools to form district and building level Crisis Management Teams who will be charged with reviewing crisis management protocol, ensuring staff training, and implementing appropriate crisis management procedures. The building level teams shall consist of, but not be limited to, the Principal and his/her designees, operations foreman, school counselor, nurse, and Child Study Team member. All Crisis Management Team members shall have an updated Crisis Management Plan. All staff shall have access to the Crisis Management Plan and a copy shall be posted on the district website.

1. In accordance with N.J.A.C. 6A:16-5.2, the plans, at a minimum, shall provide for:

   a. The protection of the health, safety and welfare of the school population; and
   b. Supportive services for staff, students and their families.

In addition, the West Windsor Crisis Management Plan shall include, but is not limited to, the
following sub categories:

Response to Any Emergency
Crisis Team Members (District & Building)
Administrative Staff Responsibilities
Crisis Team Phone Tree
Violence Prevention Procedures & Early Warning Signs
Procedures for Responding to Students at Risk for
Self-Harm, Suicidal Act, or Harm to Others
Evaluating Suicide Risk
Suicide Attempt and Reporting Suicide
Serious Injury/Death/Traumatic Loss
School Bus Accident & Bus Accident Procedures
Managing Traumatic Loss
Responding to Traumatic Loss
Weather Related Incident (Hurricane-Tornado-Severe
Weather)
Fire
Hazardous Materials
Explosion/Plane Crash/Nuclear Incident
Assault/Fight
Bomb Threat & Board of Education Policy re: Bomb Threat
Telephoned Bomb Threat Checklist
Intruder/Hostage
Child Kidnapping, Missing/Lost Students
Student Unrest
Weapons & Definition of Weapon
Power Outage
Warning and Notification
Safe & Secure Procedures
Safe & Secure Plan
Sheltering Procedures
Sheltering Plan
Evacuation/Relocation Centers
Relocation Center and Evacuation Plan
Media Procedures
Emergency Alert System (EAS)
Emergency Phone Numbers
Booklists
CPR/First Aid Certified Persons
Threat Assessment
Response to Terrorism
Letter and Parcel Security Plan
Teacher Resources
School Maps

2. The Superintendent of Schools shall consult with law enforcement agencies, health and social
services agencies and emergency management planners in the development of district plans,
procedures and mechanisms for responding to emergencies and crises.

3. The Board authorizes the Superintendent of Schools to direct that revisions and/or addendum be made to the manual to comply with directives from law enforcement or to address exigent circumstances.

4. The district shall develop and provide an in-service training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the district's plans, procedures and mechanisms for managing crises.

The Crisis Management Plan, building Crisis Management Teams, in-service training program, and district wide drill protocol shall be reviewed and updated on an annual basis.

N.J.A.C. 6A:16-5.2

Adopted: 24 June 2003

5410 PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion K-8, shall be related to the New Jersey Core Curriculum Content Standards and district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Students shall normally be promoted annually. Exceptions to this policy may be made when it becomes evident that a student should proceed more slowly or at an accelerated pace.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate.

Retention shall not be used until all other possibilities, including special help and remedial work, have been exhausted.

In all cases of retention or acceleration, the parents must be informed of such possibility well in advance in a conference with the classroom teacher and principal. In all instances, the advice and help of the Child Study Team (CST), guidance and special staff shall be utilized.

Although a teacher may recommend retention or acceleration, such action must be approved first by the building principal and later by the child's parents. A teacher, in recommending retention or acceleration, and a principal in approving it, shall set forth the reasons for such action.

The Principal shall exercise particular care in approving more than one retention during a child's
elementary school life and may, when desirable, provide for promotion on the basis of social and personal needs rather than on academic achievement.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the waiving of attendance requirements on promotion.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Principal and ultimately the Superintendent.


Adopted: 24 June 2003

5420 REPORTING PUPIL PROGRESS

The Board of Education believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parent(s) or legal guardian(s). The Board directs the establishment of a program of reporting pupil progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting pupil progress to parent(s) or legal guardian(s) that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the pupil and parent(s) or legal guardian(s) receive ample warning of a possible failing grade or any grade that would adversely affect the pupil's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parents or legal guardians; and require the issuance of report cards at intervals of not less than two times a year in grade kindergarten, three times a year in grades one through three and four times a year in grades four through twelve.

Reports of individual achievement on state assessment tests shall be promptly made available to the pupil or the pupil's parent(s) or legal guardian(s).

N.J.A.C. 6:3-4A.1

Adopted: 24 June 2003

5440 HONORING PUPIL ACHIEVEMENT

The Board of Education values excellence and wishes to inculcate in pupils the desire to do their best in all things.

The Board will recognize the outstanding achievements of pupils by means appropriate to the grade level of the pupil and to the nature of the accomplishment.
The Board will maintain membership in the National Honor Society and will follow the guidelines of that organization in selecting members from the pupils in this district.

In each high school graduating class, the pupil who has earned the highest weighted grade point average shall be named valedictorian and the pupil who has earned the next highest weighted grade point average shall be named salutatorian provided that any pupil so named shall have been enrolled in this district for at least two years immediately prior to high school graduation.

In the event the highest or next highest weighted grade point average has been earned by two or more pupils, both or all the pupils who have tied for first or second place shall be named co-valedictorian or co-salutatorian, as the case may be.

The Superintendent shall develop mechanisms for the recognition of pupil achievement that establish fair standards for recognition, assure that all eligible pupils are offered an equal opportunity to meet those standards, and provide for appropriate recognition ceremonies and awards.

Rank in Class

The academic environment in both West Windsor-Plainsboro High School North and South is very challenging. The majority of our students meet that challenge by earning exemplary grades. We believe that rank in class unnecessarily increases competition and that our students' levels of achievement are not equitably or fully communicated by this single transcript statistic. West Windsor-Plainsboro High School North and South policy, therefore, precludes the reporting of rank-in-class on transcripts.

N.J.A.C. 6:39-1.6

Adopted: 24 June 2003
5460 HIGH SCHOOL GRADUATION

The Board of Education shall develop adopt, and implement requirements for a State endorsed diploma which include the following:

In order for a student to graduate and receive a high school diploma from West Windsor - Plainsboro High School North or South, each student must:

A. Pass the High School Proficiency Assessment (HSPA). The applicable sections of the HSPA or SRA process shall follow the schedule provided by the Department pursuant to N.J.A.C. 6A:8-4.1(a) for the implementation of New Jersey's Core Curriculum Content Standards.

AND

B. Fulfill the requirements as described utilizing one or both of the following two options:

1. Earn a minimum of 120 credits by successful completion of the prescribed courses listed in the chart on the following page. This requirement may be met in whole or in part through a traditional program where a "credit" means the award for student participation in the equivalent of a class period of instruction (commonly referred to as "option 1").

Each full year course that meets routinely for one non-extended class period shall yield 5 credits. Semester courses that meet routinely for one non-extended class period shall yield 2.5 credits and quarter courses meeting routinely for one class period shall yield 1.25 credits. Courses meeting for extended periods, a portion of a year, or a portion of a week shall be prorated. For example, a lab course shall be awarded 1.0 additional credits if that class routinely meets an additional 20 minutes per four-day cycle.

(1) At least 20 credits in language arts literacy;

(2) At least 15 credits in mathematics;

(3) At least 15 credits in science effective with the 2000-2001 grade nine class;

(4) At least 15 credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 2; 10 credits U.S. History & 5 credits of World History.

(5) At least 3.75 credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;

Comprehensive Health, Physical Education and Safety includes driver education theory and family life education. Students with an authorized excuse may be excused from the physical activity part of the regular program and will be assigned an alternative activity. This core curriculum content area is required for every year of student attendance in grades 9-12. A minimum of 3 3/4 (150 minutes per week) or a maximum of 5 credits will be awarded for each year of successful participation.
(6.1) At least 10 credits in the visual [and] performing and/or practical arts effective with the 2001-2002 grade nine class and those entering grade nine prior to the 2004-2005 school year; (Applicable until the class of 2007 graduates).

(6.2)At least 5 credits in visual and performing arts effective with the 2004-2005 grade nine class;

(6.3) At least five credits in career education and consumer, family, and life skills, or vocational-technical education effective with the 2004-2005 grade nine class;

(7) At least 10 credits in World Languages or student demonstration of proficiency for all regular education students who have attended a West Windsor-Plainsboro high school full time for three years or more. At least 5 credits in World Languages or student demonstration of proficiency for all other students, effective with the 2004-2005 grade nine class. +

+ All students will be encouraged to fulfill the two year World Language requirement. Any student can meet the World Language requirement through "student demonstration of proficiency". "Student demonstration of proficiency" is to be determined by the World Languages supervisor. Districts may do language proficiency testing, interviews and/or other assessments for documentation.

Any student may appeal to the building Principal for exemption from the two year requirement. Students whose appeal is approved will be held to the NJDOE one year World Language requirement. Automatic exemptions (no appeal to the Principal necessary) include transfer students who enter WWPHS any time after September 30 of their 10th grade year. These students will be held to the NJDOE one year World Language requirement. Shared time students who attend Vocational-Technical School for part of the day during their 11th and 12th grade years will be held to the one year World Language requirement. Individual students with disabilities who have irresolvable scheduling conflicts would need to fulfill the one year World Language requirement. LEP students who demonstrate proficiency in their native language, or another language, would be exempt. LEP students who take an additional English or English as a Second Language (ESL) class may use that second English class to fulfill the requirement.

Student's Native Language: LEP students may use their native language to satisfy the requirement when entering the ninth grade or subsequent grade levels as newly arrived students from their native country. Students that have been speaking their native language since a very young age and throughout their prior educational experience will satisfy the world languages requirement. Districts may do language proficiency testing for documentation. Study of English: LEP students who take an additional English or English as a Second Language (ESL) class may use that second English class to fulfill the world languages high school graduation requirement.

(8) Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;

The Board of Education, through the IEP process and pursuant to N.J.A.C. 6A:14-4.12, may, for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 may demonstrate that they have attained State minimum levels of proficiency through the Alternate Proficiency Assessment or SRA process if specified in the student's Individualized Education Program (IEP) or Section 504 accommodation plan.

Or

II. The 120-credit requirement set forth above may be met in whole or in part through program completion (commonly referred to as "option 2").

The Board of Education, in developing their graduation requirements, may use a combination of option 1 and option 2, rather than limiting themselves to only one of the options.

Under "Option 2", the Board of Education is empowered to use performance or competency assessment to approve, as fulfilling requirements for high school graduation, the completion of educational programs or activities occurring all or in part before students enroll in high school.

Models for developing option 2 activities or programs linked to the Core Curriculum Content Standards include interdisciplinary or theme-based programs, independent study, co-curricular or extra-curricular activities, magnet programs, student exchange programs, distance learning opportunities, internships, community service, or other structured learning experiences. Activities and programs developed in accordance with option 2 shall include appropriate assessments and that student achievements may meet or exceed the Core Curriculum Content Standards. Depending on their individual interests, abilities, and career plans, many students will and should develop knowledge and skills that build upon and go beyond the specific indicators in the Core Curriculum Content Standards.

The principal shall certify completion of curricular activities or programs based upon specified instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards.

Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be approved in the same manner as other approved courses. Individual programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be on file in the local district and subject to review by the Commissioner or his or her designee.

The Board of Education may utilize performance or competency assessment to approve student completion of programs aimed at meeting or exceeding the Core Curriculum Content Standards at the secondary level, including those occurring all or in part prior to a student's high school enrollment.

The Board of Education may recognize successful completion of an accredited college course that assures achievement of knowledge and skills as delineated in the Core Curriculum Content Standards or includes learning that builds on and goes beyond the standards.

High school diplomas
(a) The Board of Education shall award a State-endorsed high school diploma to prospective graduates
who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), 5.1(c), or (d) below.

(b) The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in (a) above.

1. The Board of Education shall provide students exiting grade 12 without a diploma the opportunity for continued high school enrollment to age 20, or until the requirements for a State-endorsed diploma have been met, whichever comes first.

2. The Board of Education shall allow any out-of-school individual to age 20 who has otherwise met all State and local graduation requirements but has failed to pass the HSPA to return to school at scheduled times for the purpose of taking the necessary test. Upon certification of passing the test applicable to the student's class in concordance with N.J.A.C. 6A:8-5.1(a)3, a State-endorsed diploma will be granted by the high school of record.

(c) The Commissioner, pursuant to N.J.A.C. 6:30-1.3(a)1, shall award a State-endorsed high school diploma based on achieving the Statewide standard scores for passage of the General Educational Development (GED) test, to individuals age 16 or older who are no longer enrolled in school and have not achieved a high school credential.

(d) Starting in the 2002-2003 academic year, The Board of Education shall award a State-endorsed high school diploma to any individual who:

1. Has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA;

2. Has presented official transcripts showing at least 30 general education credits leading to a degree at an accredited institution of higher education; and

3. Has, if a student currently enrolled in a public school, formally requested such early award of a State-endorsed high school diploma.

Credit attained via above will be reflected on the high school transcript. If the student elects, at a later date, to go the traditional graduation route, the college courses taken will be reviewed for application towards the high school graduation requirements. These will be reviewed on a case-by-case basis by the Principals' Advisory Committee.

(e) The chief school administrator in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting, not later than September 30, to the district board of education or the charter school board of trustees, and to the Commissioner:

1. The total number of students graduated;

2. The number of students graduated under the SRA process;

3. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their IEPs;

4. The total number of students denied graduation from the 12th grade class; and

5. The number of students denied graduation from the 12th grade class solely because of failure to pass the HSPA or SRA, based on the provisions of N.J.A.C. 6A:8-5.1(a)3.

18A:35-1 et seq.; 18A:36-17;
N.J.A.C. 6A:8-1; 6A:8-5.1 et seq.; 6A:14-4.12 et seq.;
6A:14-4.12; 6A:14-1.3; 6A:8-4.1(d)5; 6A:8-5.1(a)3; 6A:8-5.1(a); 5.1(c),or(d);6A:8-5.1(a)3; 6:30-1.3(a)1;

Adopted: 24 June 2003
Revised: 23 March 2004
5465 EARLY GRADUATION

The Board of Education may grant a high school diploma to a pupil who has not completed the twelfth grade. Each request for early graduation will be considered individually by the Principal's Advisory Committee.

A pupil will be permitted early graduation from high school only if he/she has satisfied the number of course credits for graduation established by Board Policy No. 5460, and demonstration of proficiencies in all sections of the HSPA or SRA process applicable to the class graduating in the year all other graduation requirements are met; and a satisfactory attendance record as defined by Policy and Regulation No. 5200.

Alternately, beginning in 2002-03, the Board shall grant early graduation to pupils who request early graduation and who have earned thirty general education credits leading to a degree at an accredited institution of higher education, or

1. Has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA;

2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and

3. Has, if a student currently enrolled in a public school, formally requested such early award of a State-endorsed high school diploma.

Credit attained via above will be reflected on the high school transcript. If the student elects, at a later date, to go the traditional graduation route, the college courses taken will be reviewed for application towards the high school graduation requirements. These will be reviewed on a case-by-case basis by the Principal's Advisory Committee.

A pupil permitted to graduate before the end of the twelfth grade will be issued a state-endorsed diploma certifying that he/she has met all state and local requirements for early graduation. The diploma will bear the date of its issuance. The pupil may be permitted to participate in graduation ceremonies without formal readmission to the school district on application to and approval of the high school Principal.

N.J.A.C. 6A:8-5.2(d3)

Adopted: 24 June 2003

5466 GRADUATION AND YEARBOOK FEES

The Board of Education recognizes that the cost of graduation ceremonies, if any, directly paid by graduating pupils and the cost of a yearbook directly paid by the graduating pupil may create a financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.
The Board of Education will not exclude from the graduation ceremony any pupil who is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

Furthermore, the Board will pay the cost for a graduating pupil to purchase a yearbook if the graduating pupil is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

In determining financial hardship, the criteria will be the same as the Statewide eligibility standards established by the State Board of Education for free and reduced price meals under the State School Lunch Program.

N.J.S.A. 18A:7C-5.1

Adopted: 24 June 2003

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board authorizes building principals at each level to adopt and enforce reasonable standards to ensure that pupils' dress and grooming does not affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.


Adopted: 24 June 2003

The West Windsor-Plainsboro Regional School District Board of Education prohibits acts of harassment, intimidation, bullying or hazing. The West Windsor-Plainsboro Regional School District Board of Education also prohibits active or passive support of any of these prohibited acts.

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

Definitions

For purposes of this policy, "electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

For purposes of this policy, "harassment, intimidation or bullying" mean any gesture or written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that:

a. is motivated (1) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or (2) by any other distinguishing characteristic; and

b. (1) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or (2) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Bullying" also means any repeated and intentional, aggressive physical, verbal or psychological act(s), or any electronic communication that involves an imbalance of power of one student over another (not necessarily based on physical size), which occurs on school property, or off school property (when it is reasonably necessary to address when the victim's physical or emotional safety is at risk), at any school-sponsored activity, or on a school bus, including such actions as insulting, abusing verbally or physically, threatening, intimidating, humiliating or harassing, and that a reasonable person should know, under the circumstances, will have the effect of harming another student or damaging another student's property or has the effect of insulting or demeaning another student or group of students in such a way as to cause a substantial disruption in, or substantial interference with, the orderly operation of the school.

This policy shall not prohibit the expression of ideas or viewpoints, including those that others may find offensive, insofar as such expression is constitutionally protected.

"Hazing" means performing on or off school property or by electronic communication any act, coercing another or attempting to coerce another to perform any act of initiation into any school class, school athletic team or any school organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.

Expected Behavior

The West Windsor-Plainsboro Regional School District Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
The West Windsor-Plainsboro Regional School District Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

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

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures, and standards of conduct, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Consequences for Committing Act(s) of Harassment, Intimidation, Bullying or Hazing

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or hazing, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures (Board Policy 5600, Pupil Discipline, and age-appropriate rules established at each school level). Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Reporting Complaints

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are required to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of any anonymous report.

Investigating Complaints
The principal and/or principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Response to Incidents of Harassment, Intimidation, Bullying or Hazing

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

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and consistent with Board Policy 5600, Pupil Discipline. Prior to making any determination regarding discipline, the principal or principal's designee shall ensure that the due process rights of students are safeguarded.

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

The chief school administrator/designee shall ensure that appropriate supports and assistance are provided to victims of harassment, intimidation, bullying or hazing.

Prohibition on Reprisal or Retaliation

The West Windsor-Plainsboro Regional School District prohibits reprisal or retaliations against any person who reports an act of harassment, intimidation, bullying or hazing. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

Consequences for False Accusations

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.
Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as means of harassment, intimidation, or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including report to appropriate law enforcement officials.

Policy Dissemination

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions or on a school bus and all acts of hazing related to any school class, school athletic team or school organization. The chief school administrator shall develop an annual process for discussing the school district policy on harassment, intimidation, bullying and hazing with students.

Establishment of Bullying Prevention and Hazing Prevention Programs

Information regarding the district's policy against harassment, intimidation, bullying and hazing shall be incorporated into a school's employee training program.

The West Windsor-Plainsboro Regional School District and its schools are shall establish age appropriate bullying prevention and hazing prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

The chief school administrator/designee shall:
1) provide training on the school district's harassment, intimidation, bullying and hazing policies to school employees and volunteers who have significant contact with students; and
2) develop a process for discussing the school district's harassment, intimidation, bullying and hazing policies with students.

Legal References

N.J.S.A. 18A:36-20
N.J.S.A. 18A:38-5.1
N.J.S.A. 10:5-1 et seq.
N.J.S.A. 2C:33-4
N.J.A.C. 6A:16-6.2
Saxe v. State College Area School District, 240 F.3d 200 (3rd Cir. 2001)
Davis v. Monroe County Board of Education 526 U.S. 629 (1999)
Memorandum of Agreement between Education and Law Enforcement Officials

Adopted: 6/10/03
5512.2 GANG AND GANG-RELATED ACTIVITY

The West Windsor-Plainsboro Regional School District Board of Education recognizes the need for appropriate rules and regulations to ensure a safe and healthy environment that is conducive to teaching and learning.

In that connection, the West Windsor-Plainsboro Regional School District acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contributing to the proliferation of gangs. A gang in this policy is defined as "any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols."

A. The West Windsor-Plainsboro Regional School District Board of Education prohibits the following on school property or at school-related functions, and off school property if it involves intimidation or an attack on another student in the District:

1. Initiating, advocating, or promoting a gang or any gang-related activities;

2. Tagging or defacing school property with gang names, slogans and/or insignias;

3. Conducting gang initiations;

4. Threatening another with bodily injury and/or inflicting bodily injury on another in connection with a gang or gang-related activity;

5. Inciting, soliciting, or recruiting others for gang membership or gang-related activities;

6. Aiding or abetting any of the above activities by one's presence or support.

Any student found to have engaged in any of the above shall be subject to school discipline, including but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered by the above or by any other part of the school's disciplinary code, a finding that the conduct was gang related or gang affiliated shall be considered an aggravating factor in determining the appropriate punishment.

B. The Board further prohibits the following in-school and at-school related events:

1. Wearing of gang apparel, accessories, signs, insignias, or symbols on one's clothing or person.

2. Display of gang apparel, accessories, signs, insignias, or symbols on personal property.

3. Communication in any method (verbally or non-verbally) designed to convey gang membership or affiliation.

The Superintendent or his/her designee shall determine, in consultation with law enforcement
officials, what types of specific apparel, accessories, signs, insignias, and symbols are to be prohibited at each school under this policy, and may adopt regulations hereunder. The regulations and this policy shall be publicized to all students and parents via the District's web site, student handbooks or any other reasonable means. The list may be part of a broader dress code applicable to all students at the school.

The preferred response to the wearing or display of items prohibited by policy or regulation (unaccompanied by any other disciplinary code violation) is intervention in lieu of discipline. The decision to intervene in lieu of imposing discipline is left to the discretion of the school administrator, based upon all of the circumstances, including the nature of the violation, the adequacy of notice that the item was prohibited and the student's overall behaviors in the school setting. Intervention may include counseling, meetings with parents and/or police, recommendations for attending informational programs on gangs. The purpose of such intervention is to discuss the school's observations and concerns and to offer the student and the parents information and an opportunity to ask questions or provide other information.

A student may be disciplined for the wearing or display of any apparel, accessory, sign, insignia or symbol, which is specifically prohibited in the dress code or regulations, or for the wearing or display of any item with respect to which the individual student has been previously warned is prohibited under regulations adopted under this policy.

N.J.S.A 2C:44-3h.

Cross reference: Policy Nos. 5512 Hazing; 5512.1 Harassment, Intimidation, and Bullying; and 7610 Vandalism

Adopted: September 23, 2008

5513 CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of school property (including textbooks) and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of school property (including textbooks) and prepare a schedule of fines.
5520 DISORDER AND DEMONSTRATION

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to preserve order so that the system may function properly. Pupils shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board shall not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or violates the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, or slanderous; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

The Board directs all staff members to attempt to resolve pupil conflict. Pupils who express dissent should be made aware of the lawful procedures available to them for the resolution of their grievances.

The Superintendent shall establish procedures for the prompt resolution of any disorder that occurs on school premises. The building principal shall be responsible for the identification and resolution of disorders in any school building and may summon law enforcement officers as necessary.

5530 SUBSTANCE ABUSE

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

N.J.A.C. 6:29-6.2

For the purposes of this policy:

1. Confidentiality" of all information concerning a student's or staff member's involvement in an intervention or treatment program will be kept in accordance with N.J.A.C. 6:3-6.4, 6.6, 42 CFR 2,
but is subject to disclosure by court order which can be obtained only after finding of "good cause"; to protect against an existing threat to life or serious bodily injury of another person; to investigate or prosecute an extremely serious crime; or if the individual brings the matter up on any legal proceeding.

The identity of any student or staff member who voluntarily and on his/her own initiative confides in a school employee will not be disclosed as long as he/she agrees to participate in an appropriate treatment or counseling program and provided he/she is not involved in drug distribution activities. Any school employee who is the recipient of such confidential communications should refer the confider to the Substance Awareness Coordinator (SAC) for counseling and/or treatment referrals. The SAC may make a confidential referral without parent/guardian approval to a New Jersey State Department of Health approved program for drug or alcohol treatment (outpatient) pursuant to federal law. The Board of Education is not responsible for the cost of any evaluation or treatment provided by an independent agency and/or organization. All controlled dangerous substances and/or drug paraphernalia which are voluntarily handed over as part of or as the result of seeking counseling or treatment shall be turned over to the County Prosecutor.

2. "Controlled substance, drug, drug paraphernalia, alcohol or counterfeit drug" shall have the meaning given to them as defined by the Pharmacy Act, P.L. 233, and the Liquor Act, P.L. 90, No. 21.

3. "Counterfeit controlled substance" or "look-a-likes," are defined as follows:

a. Any drug that bears, or whose container or label bears a trademark, trade name, or identifying mark used without authorization of the owner of rights to such trademark, trade names, or identifying mark;

b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;

c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;

d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, in its markings, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.

4. "Evaluation" means those procedures used to determine a student's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the student's family.

5. "Examination by a physician" for the purpose of diagnosing whether the student is under the influence of alcohol and/or other drugs shall include but not be limited to the following procedures:

a. Talking with the student to assess his/her alertness, speech and general attitude;

b. Taking a health history including the use of alcohol and/or other substances;

c. A physical examination with a general assessment of body systems; and
d. A blood and/or urine test.

6. "Intervention and referral to treatment" means those programs and services offered to help a student because of the use of substances by the student or a member of the student's family.

7. "Involvement with substances" means that the student is influenced by the use of substances by the student or a member of his/her family, whether or not on school premises or during the school day. A suspicion or determination that a student is involved with substances does not depend on a finding that the student is immediately under the influence of a substance or possesses or distributes a substance on school premises.

8. "Parent" means the parent(s) or legal guardian(s) having legal custody and control of a student.

9. "Prescription Drug" is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this policy when to that effect, a parent's statement, signed physician's statement, and/or a prescription label is presented. If the student is under the care of a physician and has a prescription, the medication must be registered with the school nurse and held within his/her office unless special conditions exist. Such medications may be dispensed only from the office of the school nurse. When special conditions require a student to maintain and/or administer his/her own medicine, these special conditions and procedures must be identified in writing to the school nurse by the prescribing physician (reference, see (Policy No. 5330).

10. "School premises" shall include not only the actual buildings, facilities, and grounds of the school campus, but shall also include school buses, school bus stops, school parking areas, and including field trips and foreign travel.

11. "Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9.

12. "Substance abuse" means the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

13. "Under the influence of alcohol or substances other than anabolic steroids" is defined as manifesting signs of alcohol/drug use such as staggering, unsteady gait, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, extreme mood swings, aggressiveness, poor judgement, poor decision making, extreme passivity, or any other behavior not normal for that particular student. A blood and/or urine screen showing a positive result for any chemical is the mandated method to confirm.

14. "Under the influence as it pertains specifically to anabolic steroids" is defined as manifesting a pattern of observable symptomatology and/or medical issues (which may be disclosed to the school nurse, or discovered through athletic physicals.) It is important to view such symptoms as a complex of traits rather than as symptoms in isolation.
The following traits associated with the use of anabolic steroids: rapid increase in muscle mass, premature balding, severe acne, abnormal breast development in males, masculinizing effect in females such as more body hair, deeper voice, smaller breasts and fewer menstrual cycles. An increase in irritable behavior and/or anger outbursts may accompany the physical symptoms. Additionally, medical issues include elevated blood pressure and/or elevated cholesterol, and in males, testicular atrophy. A blood and/or urine screen showing a positive result for any chemical is thus mandated method to confirm.

N.J.A.C. 6:29-6.3(c)2

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to appropriate law enforcement personnel.

N.J.A.C. 6:29-6.6

The Board shall provide a program of instruction on the nature and effects of substances. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

Identification, Evaluation, and Intervention
N.J.A.C. 6:29-6.3

All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to the school nurse or the school medical inspector and the Principal (or, in the Principal's absence, to a person designated by the Principal). If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified. The Principal or his/her designee shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent. In the case of anabolic steroids, the matter should be reported to the same personnel above; however, the reporting does not require immediate action.

The Principal must arrange for an immediate medical examination of the pupil by a doctor selected by the parent(s) or legal guardian(s) or, if the parent(s) or legal guardian(s) doctor is not immediately available, by the school medical inspector. If neither the parent(s) or legal guardian(s) doctor nor the school medical inspector is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination and diagnosis. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if possible and by a member of the school staff appointed by the Principal. An examination conducted, at parental request, by a physician other than the school medical
inspector shall not be at district expense. Treatment will not be at Board expense.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril, all procedures shall be expedited in accordance with the emergency. Policy No. 8441, Care of Injured and Ill Persons, may be implemented as appropriate, provided no component of the procedures implementing this policy is omitted.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services.

Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially disabled shall be evaluated by the Child Study Team (CST) to determine his/her eligibility for special education and/or related services.

In-Service Training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to Parents N.J.S.A. 18A:40A-16
N.J.A.C. 6:29-6.3(c)7

The Board will provide a program of outreach to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

Records

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 5125 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.
If a secondary pupil involved in a school intervention or treatment program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only with; the pupil's written consent, to another person or entity whom the pupil specifies in writing; pursuant to an appropriate court order; to a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary pupil or another child may be an abused or neglected child.


The Board will lend to pupils attending nonpublic schools located in this district and to the parent(s) or legal guardian(s) of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.


No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any employee who in good faith reports a pupil to the Principal, the Principal's designee, the school medical inspector, or the School Nurse in an attempt to help such pupil cure his/her abuse of substances shall not be liable in civil damages as a result of making any such report.

Drug Free School Zones N.J.A.C. 6:29-6.3(c)6

The Board will cooperate with law enforcement drug operations and activities on or near school property in accordance with N.J.A.C. 6:29-10 et seq. and Policy No. 9322, Drug Free School Zones.


The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health, and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parent(s) or legal guardian(s). Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

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<tr>
<th>Pol #</th>
<th>West Winds...</th>
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<tbody>
<tr>
<td>5533</td>
<td>STUDENT SMOKING</td>
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<td>The Board of Education recognizes that smoking habits developed by youngsters may have lifelong health-threatening consequences, and that any products containing tobacco pose a risk to the health and well being of smokers and non-smokers. Therefore, the Board prohibits smoking by students anywhere on school property at any time and on any transportation vehicle supplied by this Board and at any sponsored school activity. The Board also directs that the health curriculum, K-12, include instruction on the health hazards of the use of tobacco.</td>
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<td>For the purposes of this policy, &quot;smoking&quot; includes the burning of a lighted cigarette, cigar, pipe or any substance containing tobacco and also the use of smokeless or chewing tobacco and snuff.</td>
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<td>The Principal or other responsible supervisory staff member of the school building is authorized to report violations, in accordance with law, to the Board of Health. Pupils who violate the provisions of this policy shall be subject to appropriate disciplinary measures. Discipline shall escalate for repeated violations.</td>
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<td>This policy and an implementing procedure will be disseminated in writing for all students, parents/legal guardians, and staff annually.</td>
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<tr>
<td>5530</td>
<td>DISAFFECTED PUPILS</td>
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<td>The Board of Education believes that the educational needs of all pupils should be served. The Board will make every reasonable effort to identify and serve disaffected pupils whose learning is impeded by environmental circumstances, the pupil's attitude, or an inappropriate instructional program.</td>
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<td>For the purposes of this policy, &quot;disaffected pupil&quot; means the pupil who has instructional needs that are not being met by the regular instructional program and who is performing well below his/her social or academic capacity.</td>
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<td>Disaffected pupils may include pupils unable to function properly within a traditional school program; pupils of average or above average intelligence and ability who achieve below their potential; pupils unable to establish occupational or future goals; pupils with a pattern of behavior problems, including problems with attendance and tardiness; pupils who lack motivation, direction, and decision making ability; pupils who possess a poor self-image; pupils suffering stressful family settings; pupils hostile toward adults and authority figures; pupils in difficulty with community and law enforcement agencies; and pupils lacking interest in school and avoiding involvement in school activities.</td>
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<td>Teaching staff members shall be alert to pupils experiencing difficulty in their classes. Any such pupil</td>
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who does not appear to be disabled may be referred to the Pupil Assistance Committee. A disaffected pupil who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy No. 2460.

N.J.A.C. 6:26-1.1 et seq.
N.J.A.C. 6A:14-1.1 et seq.

 Adopted: 24 June 2003

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<th>5560 DISRUPTIVE PUPILS</th>
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The Board of Education believes that the pupils of this district are entitled to an education free from undue disruption. Pupils who willfully disrupt the educational program shall be subject to the discipline procedures of this district. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive pupil's unacceptable conduct.

For the purposes of this policy, "disruptive pupil" means the pupil who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct which is in defiance of school rules or regulations and which hinders academic success for other pupils as well as for himself or herself.

Disruptive pupils may be disciplined in accordance with Policy No. 5600.

A disruptive pupil who does not appear to be disabled may be referred to the Pupil Assistance Committee in accordance with Policy No. 2417.

A disruptive pupil who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy No. 2460.

The Superintendent shall report regularly to the Board the incidence of acts of violence and vandalism in the school district and shall prepare a remedial plan whenever the report shows a significant increase in the number of such acts.

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

 Adopted: 24 June 2003

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<th>5570 SPORTSMANSHIP</th>
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The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat. In exhibiting sportsmanship all participants shall:

1. Understand and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;

3. Display respect for all individuals participating in the athletic event;

4. Treat opponents in an empathetic manner; and

5. Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:

1. Any person who strikes or physically abuses an official, coach, player or spectator;

2. Any person who intentionally incites participants or spectators to abusive action;

3. Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators;

4. Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;

5. Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and

6. Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.

7. Other conduct judged by the Principal or designee to be unsportsmanlike in character.


Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

NJSIAA Guidelines

Adopted: 24 June 2003

5600 PUPIL DISCIPLINE

The Board of Education has the responsibility to ensure that the physical and mental health, safety and welfare of each student and/or staff member are protected. To assure an educational setting that is conducive to learning and student/staff well-being, reasonable and fair rules are established to govern behavior.

The Board believes that the best discipline is self-imposed, and students are encouraged to assume and
accept responsibility for their own behavior. When students fail to discipline themselves and violate the school's rules, they shall be subject to disciplinary measures including suspension and expulsion from school.

Information regarding disciplinary actions may be entered on a pupil's record when such information may assist the work of the pupil's counselors.

The Superintendent or designee shall provide notice to students and their parents/guardians of the rules of this district regarding student conduct and the sanctions which may be imposed for breach of those rules.

In developing rules to implement this policy; the Superintendent or designee shall provide appropriate recognition for students who consistently maintain high standards of self-discipline and good citizenship. The rules shall require that students:

1. Conform to reasonable standards of socially acceptable behavior;
2. Respect the person, property and rights of others;
3. Preserve the degree of order necessary to the educational program in which are engaged;
4. Obey constituted authority and respond to those who hold that authority.

Students who display chronic behavior problems may be referred to the Child Study Team (CST) by the Superintendent or designee. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students shall be provided with appropriate programs and services as prescribed by the CST.

A suspension from school shall be defined as an exclusion from attendance in school for a specified time not to exceed ten consecutive school days unless extended by the Board. A student suspended from school may not participate in nor attend school activities nor be on school property during the time of suspension.

Exclusion from school through suspension shall be used as a means of discipline only for gross violations of school rules and/or Board policy or for serious offenses that jeopardize the welfare of staff and or students or only in cases where other forms of discipline have not been or are not likely to be effective. A parent conference shall be held before the student is permitted to return to school.

Students suspended from school are permitted the opportunity to make up assignments or missed tests while suspended from school. A reasonable amount of time for makeup work will be provided.

The Principal must report all suspensions immediately to the Superintendent of Schools who, in turn, must report the suspension to the Board as per established schedule.

Conduct, which shall constitute cause for suspension includes, but is not limited to, the following:

1. Continued and willful disobedience;
2. Defiance of the authority of any staff member;

3. Use of profanity;

4. Conduct which constitutes a continuing danger to the physical or emotional well-being of others;

5. Physical assault on another student;

6. Taking or attempting to take property or money belonging to the school, a student, or staff member;

7. Vandalism of school property;

8. Vandalism of staff property;

9. Participation in or incitement to unauthorized occupancy of any part of school or other facility owned or rented by the school district;

10. Smoking on school property;

11. Use, sale, or possession of drugs/alcohol as defined by school policy;

12. Repeated tardiness to school, unauthorized absence from class, or truancy.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process. Before expulsion proceedings may begin, the student must be referred to the CST for comprehensive evaluation.

Teaching staff members and other employees of this Board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

Suspension Mandated for Assault on a Board Member or Employee

Any student who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member or other employee of the Board, acting in performance of his/her duties and in a situation where his/her authority to so act is apparent, shall be immediately suspended from school with procedural due process pending expulsion proceedings before the Board. The expulsion proceedings shall take place no later than twenty calendar days following the day on which the suspension occurs.

Student Rights to Due Process

Students shall not be deprived of their right to an education in the schools in the West Windsor-Plainsboro Regional School District without notice of the charges against them and an opportunity to be heard in their behalf before the person or body with the authority to reinstate them. Each student shall be afforded the opportunity of an informal hearing before suspension from school or if circumstances prohibit, as soon as possible after the suspension.
Administrators shall observe the following rights of due process before a student is suspended:

Informal Hearing Before the Principal or Designee:

1. Explain to the student orally the offense of which he/she is accused;

2. Provide the student with an opportunity to be heard and convey other information he/she thinks relevant.

The Principal will notify the parents/legal guardians of the suspension and will provide the parents/legal guardians with an opportunity to consult with the Principal or his/her designee. A parent conference shall be held before the student is permitted to return to school.

Suspension for More Than Ten Days or Expulsion From School

Suspension for more than ten school days or expulsion from school are decisions of such magnitude that they be made only by the Board of Education. Such actions may take place only after a formal hearing before the Board of Education. The Board may also extend a ten day school suspension for up to ten additional school days, pending a formal hearing. However, the formal hearing shall take place whenever possible, before the expiration of the original ten school day suspension, and in no event later than twenty-one calendar days following the original suspension notice. Expulsion refers to the permanent denial of a student's right to attend school. Recommendation for expulsion may be made by the Superintendent or his/her designee.

Procedures - Formal Hearing Before the Board of Education

1. Explain to the student in writing the offense of which he/she is accused;

2. Provide the student with an opportunity to be heard and convey other information he/she thinks relevant;

3. Notify the parents/guardians in writing and provide them with an opportunity to be present at the formal hearing, which may be either open or closed at the option of the parents;

4. Provide the student with the names of adverse witnesses;

5. Provide the student with copies of any written statements or affidavits by adverse witnesses;

6. Provide the student with an opportunity to present witnesses and other evidence in his/her own behalf;

7. Provide the student with an opportunity to question adverse witnesses;

8. The student may be represented by counsel. Parents/guardians may appear at the formal hearing and represent and assist the student.

5600.1 FIGHTING AND ASSAULT

The students of the West Windsor-Plainsboro Regional School District have a fundamental right to attend school in safety, free from the threat of violence in any measure,

The Board of Education of the West Windsor-Plainsboro Regional School District directs staff to encourage students to learn to resolve differences without resorting to force. Students are urged to employ conflict resolution, peer mediation, peacemaking, and other non-violent strategies at all levels of schooling. However, when students choose to ignore our teachings and resort to violence, the Board is obligated to remove offenders in order to provide a safe environment for other students.

Any person who commits a violent act on school grounds or during a school activity shall be subject to discipline and/or criminal charges under this policy as follows:

1. Assault

Any middle or high school student who harms or injures, or recklessly strikes with intent to cause harm, or intends to harm or injure any person on school grounds or during a school activity, or instigates such an act shall be considered to have committed an assault.

Any middle or high school student who is judged by the Principal of his/her school to have committed an assault shall be immediately suspended from school and shall be brought before the Board for an expulsion hearing. In addition, the Principal shall file a police report.

2. Fighting

Any middle or high school student who engages in a physical confrontation with another party on school grounds or during a school activity in which both parties harm, injure, or strike with the intent to cause harm to another, but in which instance both parties have substantial culpability for the physical confrontation, shall be considered to have committed an act of fighting.

First offense: Any student who is judged by his/her principal to have committed an act of fighting shall be suspended from school for a period of five school days. In addition, criminal charges may be brought by the Principal and parents may be encouraged to obtain counseling services.

Second offense: Any student who is judged by the Principal to have committed a second act of fighting shall be suspended from school for a period of ten days.

However, a student who has committed a second act of fighting and who successfully completes a behavior management counseling program, accompanied by a parent and to the satisfaction of the Principal, shall have the term of exclusion reduced to five days.

Third offense. Any student who is judged by the Principal to have committed a third act of fighting shall be immediately suspended from school and shall be brought to the Board for an expulsion hearing.
hearing.

3. Inappropriate use of physical force

Any middle or high school student who engages in reckless pushing or shoving with another student, thereby posing a substantial danger to self and others, in which both parties have substantial culpability, but in which neither party harms nor intends to harm the other, shall have committed an act of inappropriate use of physical force.

First offense: Any student who is judged by the Principal to have engaged in an inappropriate use of physical force shall be suspended from school for a period of not less than one and not more than three days. This suspension may be in-school or out of school at the discretion of the Principal.

Second offense: Any student who is judged by the Principal to have engaged in a second instance of inappropriate use of physical force shall be suspended from school for a period of not less than three and not more than five days.

Third offense: Any student who is judged by the Principal to have engaged in a third or more instance of inappropriate use of physical force shall be suspended from school for a period of not less than five and not more than ten days.

However, a student who has committed an act of inappropriate use of physical force and who successfully completes a behavior management counseling program, accompanied by a parent and to the satisfaction of the Principal, may have the term of exclusion reduced or waived.

4. Self Defense

A student who employs physical force only as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe he/she was in danger of serious physical harm, and who ceases to strike, harm, or otherwise employ physical force at the first opportunity, shall be considered to have acted in self defense.

A student who is judged by the Principal to have acted in self defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be disciplined as stated above.

5. Assault or fighting by party other than student

Any person other than a student of the West Windsor-Plainsboro Regional School District who engages in an act of assault or fighting on school grounds or during a school activity shall be subject to criminal prosecution. The Principal of the school disrupted or potentially disrupted by such an act shall file charges of disorderly conduct and/or any other criminal offense committed by such a person.

6. Elementary school students

Any elementary school student who engages in inappropriate use of physical force or recklessly pushes or shoves another student, thereby posing a substantial danger to self and others, shall be subject to disciplinary actions.
Counseling, peace-making strategies, and guiding children to differentiating between appropriate and inappropriate behavior shall be employed by staff to assist children to learn how to resolve differences without physical force. However, repeat offenders are subject to suspension from school when, in the judgment of the school principal, such action is necessary to ensure a safe and orderly school environment.

Right To An Appeal

Any student, parent/legal guardian of a student who wishes to appeal a disciplinary action by a school principal has a right to appeal said disciplinary action within the guidelines provided in this policy. An appeal shall be permitted only when the disciplinary action taken results in a student being excluded from school for at least one school day.

Purpose Of The Appellate Hearing

The purpose of the appellate hearing is to review a disciplinary action taken by a school principal. In the interest of fairness, it allows appealing parties to offer argument and fact on their behalf and to state why they believe a student was improperly excluded from school.

Appellate Hearing To Be Convened Within Five Days

The Superintendent or designee will provide an appellate hearing within five school days following receipt, either verbal or in writing, of a request for such a hearing.

Disciplinary Action To Remain In Effect During Appeal

During the period in which the appeal is pending, an exclusion from school shall remain in effect. Should an exclusion be overturned or modified as a result of an appeal, the student's records shall be amended to reflect such a finding.

Rules Of The Appellate Hearing

1. The Superintendent of Schools or designee will serve as a hearing officer.

2. The format of the hearing does not permit either party to cross-examine the other or call witnesses. Any questions raised by the appealing party will be addressed to the hearing officer who will either provide a response or ask another party to provide a response if he/she believes such is necessary to providing a fair and impartial hearing on the exclusion under appeal.

3. The appealing party may be represented by an attorney, in which case the school administration may also be represented by an attorney. If an appealing party chooses to be represented by an attorney, school administrators must be notified of this intent at the time an appellate hearing is requested.

4. The hearing may be video-taped or audio-taped by either party.

Order Of Business At The Appellate Hearing
At the appellate hearing, the parties will have an opportunity to state their case, as follows:

1. The parent/legal guardian, or student shall state the nature of their request and provide reasons why the exclusion ought to be overturned or modified.

2. The Principal or designee will explain the basis for disciplinary action.

3. The parent/legal guardian, or student may offer further argument and/or rebuttal.

4. The hearing officer may ask questions of either party for purposes of clarification.

5. The hearing officer shall issue a finding which either upholds, overturns, or modifies the exclusion. The hearing officer may provide his/her finding verbally, immediately upon completion of the hearing, or may issue it in writing within five school days of the hearing.

Test For Overturning Or Modifying A Disciplinary Action

The hearing officer is empowered to overturn or modify a disciplinary action only in the instance where the hearing officer finds in favor of the appealing party for any one of the three following reasons:

1. Insufficient evidence exists to support the Principal's determination that the student was likely to have committed the offense. For this purpose, the question to be considered is, "Does the preponderance of evidence lead an impartial party to conclude that it is more likely than not that the student committed the offense?"

2. The disciplinary action or exclusion from school was not within the authority of the Principal as defined in school policy and cited in the student code of conduct.

3. The disciplinary action or exclusion from school was not reasonably consistent with that given by the school principal to others who committed similar offenses.

If the hearing officer finds that sufficient evidence exists to conclude that the student committed the offense, that the exclusion was permitted under Board policy and the student code of conduct, and that the exclusion was reasonably consistent with that given to other students who committed similar offenses, then the hearing officer will uphold the exclusion.

The hearing officer's decision shall be binding on all parties and shall take immediate effect unless otherwise stated. However, a parent/legal guardian, or student who disagrees with the hearing officer's decision has a right to appeal that decision to the Board. As in the case of the appeal to the Superintendent, the exclusion will remain in effect while an appeal to the Board is pending.

An appeal to the Board shall be in written form addressed to the Board Secretary. Eleven copies must be provided by the appealing party. In this written appeal, the appealing party may provide whatever facts and arguments he/she wishes. The Board Secretary will forward a copy of the appeal to each member of the Board in the next regular Board delivery.

Members of the Board will read the appeal individually and ponder its merit. The appeal will be
reviewed by the Board in a closed session during its next regular meeting. A majority of the Board may choose to consider the appeal. In that case, a closed session of the Board will be scheduled wherein written documentation by the school principal will also be considered by the Board before reaching a decision. Following a review by the Board as a whole, the Board may choose to uphold, overturn, or modify the exclusion. Should the Board overturn or modify an exclusion, the students records shall be amended to reflect the Board's findings.

However, if a majority of the Board does not find the appeal to merit full review of the Board as a whole, the appeal shall be considered to be denied.

The Board Secretary will notify the appealing party of the Board's disposition of the appeal in writing within ten school days of the Board's decision.

Adopted: 24 June 2003

5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

For the purposes of this policy, "suspension" means the temporary removal of a pupil from the regular instructional program "short term suspension" means a suspension of not more than ten days; and "long term suspension" means a suspension of more than ten days.

No pupil otherwise eligible for attendance shall be removed from the instructional program to which he/she has been assigned unless that pupil has materially and substantially interfered with the maintenance of good order or removal is necessary to protect the pupil's physical safety or emotional well-being.

Any pupil convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the school's regular educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil in accordance with Policy No. 5611.

Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion hearings before the Board.
Whenever a teacher, administrator, Board member, school district employee or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a pupil, the Principal shall file a written report with the Superintendent. The Superintendent, upon receiving such report shall report the alleged assault to the Board at the next regular Board meeting; provided the name of the pupil who allegedly committed the assault; although it may be disclosed to the Board members, shall be kept confidential to the public at the Board meeting. A person failing to file a report of an alleged assault may be liable to disciplinary action.

A pupil may be suspended only by the building principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting.

The suspended pupil may be reinstated by the Principal within one day of the suspension, or by the Superintendent at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no pupil suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within twenty-one calendar days of the suspension, to consider that pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension.

No pupil shall be suspended from the public schools of this district without notice of the charges made against him/her and an opportunity to be heard before the person or body with the authority to reinstate. Every pupil for whom a suspension of any length is contemplated will be afforded an informal hearing before a suspension is ordered, except that the informal hearing may be delayed by not more than three days when extraordinary circumstances involving the health and safety of the pupil or others in the school require the pupil's immediate removal.

A pupil removed from the instructional program for a long-term suspension shall be offered the opportunity for a formal hearing, which shall take place not later than twenty-one calendar days after the suspension occurs. The first formal hearing will be before the Superintendent; a pupil who so requests will then be granted a hearing before the Board.

The formal hearing shall include written notice to the pupil of the date, place, and time of the hearing; written notice to the pupil of the specific charges against the pupil; an opportunity for the pupil to be heard in his/her own behalf and to cross-examine adverse witnesses; representation by the pupil's counsel; a written record of the hearing and a copy of the transcript of the proceedings; and a means by which the pupil may appeal the outcome of the hearing to the next highest administrative authority. Hearings will be held in private, except that a pupil may request and the Board may, in its discretion, grant a public hearing.

A pupil suspended from the schools of this district shall receive individual home instruction commencing not later than two weeks after the suspension occurs, or be assigned, on the recommendation of the Superintendent, to an alternative educational program.

Pupils with disabilities shall be suspended when necessary in accordance with Policy No. 2460 and Regulation No. 2460.6.

The records of a pupil disciplined by suspension will be expunged in accordance with Policy and
Regulation No. 8330. All record of a suspension will be immediately expunged if the pupil is found innocent of the charges levied. The name of a disciplined pupil under the age of eighteen years will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such pupil will be designated by code.

N.J.A.C. 6A:14-2.8 et seq.
20 U.S.C. 1415

Adopted: 24 June 2003

5611 REMOVAL OF PUPILS FROM THE REGULAR EDUCATION PROGRAM FOR WEAPONS/FIREARMS VIOLATIONS

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide this safe learning environment, the Board of Education will implement the Safe Schools Initiative - Chapters 127 and 128, The Zero Tolerance For Guns Act. The Act provides for immediate removal of a pupil found to be in possession of a firearm, committing a crime with a firearm or assaulting a member of the school community with a weapon other than a firearm.

Any pupil convicted or adjudicated delinquent for possession of a firearm or crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

The Superintendent determines whether the pupil is prepared to return to the regular education program or whether the pupil remains in the alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14 et seq., Special Education.

If a pupil is removed from the regular education program and a placement in an approved alternative education program is not available, or if the Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pupil, the school district may consider and provide home instruction, home schooling, distance learning or another program completion option.

The West Windsor-Plainsboro Board of Education prohibits the possession and/or use of firearms, other weapons, or dangerous instruments which can be used as weapons, on school property, on a...
school bus or at any school-sponsored function.

A student found or observed on any school property, on a school bus or at a school-sponsored function in possession of a weapon, other than a firearm, or an imitation firearm, shall be reported to the principal immediately. The principal shall immediately inform the Superintendent and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved. The Superintendent shall notify the members of the Board of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided.

Pupils with disabilities who exhibit dangerous or violent behavior, may be removed immediately from the school setting and be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.6.

In accordance with N.J.A.C. 6:29-10.3(a) the Board of Education will adopt procedures and a memorandum of agreement with appropriate law enforcement authorities consistent with the Attorney General's Executive Directive 1988-1. The Superintendent will work with the local law enforcement officials to review and revise the implementation of any agreements.

"Firearm" and "weapon" shall be as defined in N.J.S.A. 2C:39-1(f), 2C:39-1(r) and 18 U.S.C. §921 as per below:

1. "Firearm" means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.

2. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device which projects releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. "Weapon" shall also mean an imitation firearm.
5700 PUPIL RIGHTS

The Board of Education recognizes that pupils possess both the right to a free public education. In granting pupils the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

Attendant on the rights guaranteed to each pupil are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this district.

As pupils differ in age and maturity, so they differ in the ability to assume both the rights and responsibilities. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the pupil and the pupil's need for continuing guidance and control.

A pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult pupil is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult pupil will be informed of the rights of the pupil and will continue to be informed of the pupil's progress in school.

N.J.S.A. 9:17B-1
N.J.S.A. 18A:36-20
Adopted: 24 June 2003

5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas designed to eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status,
affectational or sexual orientation or sex, social or economic status, or disability:

1. School climate/learning environment;

2. Courses of study, including Physical Education;

3. Instructional materials and strategies;

4. Library materials;

5. Software and audio-visual materials;

6. Guidance and counseling;

7. Extra-curricular programs and activities;

8. Testing and other assessments.

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and Genocide.

Proactive measures shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with Policy No. 2260. Pupils who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all pupils. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101
N.J.S.A. 10:5-1
N.J.A.C. 6:4-1.1 et seq.; 6A:14-1.2
5751 SEXUAL HARASSMENT

The Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils from sexual harassment. Accordingly, the Board of Education shall not tolerate sexual harassment of pupils by staff members, other pupils or other individuals on school premises, school buses or at any school-sponsored activity. Sexual harassment is a form of prohibited sex discrimination.

Pupils who believe that they have been subjected to sexual harassment may file a formal complaint. The Affirmative Action Officer shall receive any such complaints and carry out a prompt and thorough investigation. The Affirmative Action Officer shall protect the rights of both the person making the complaint and the alleged harasser. The Superintendent of Schools and his/her designee shall develop a regulation setting forth the procedure for the filing and processing of complaints of sexual harassment and ensure that appropriate training is providing to those staff members who have the responsibility for investigating complaints of sexual harassment.

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate.

The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

Definitions of Sexual Harassment

1. Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo sexual harassment occurs whether or not the pupil submits to the threatened harmful conduct.

2. Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature by a staff member, other pupil(s) or other individual(s) that is sufficiently severe or pervasive to have reasonably resulted in a limitation of the pupil's ability to participate in or benefit from an educational program or activity. For purposes of this policy, any of the aforementioned conduct by a staff member directed toward a pupil shall be considered "unwelcome".

The following are examples of conduct that can constitute sexual harassment:

1. Slurs, epithets, threats, verbal abuse, derogatory comments, degrading descriptions or practical jokes of a sexual nature or about gender specific traits;

2. Graphic verbal comments about an individual's body;

3. Sexual jokes, stories, drawings, pictures or gestures;

4. Spreading of sexual rumors;
5. Teasing or sexual remarks about a student enrolled in predominately single sex class;
6. Touching of an individual's body or clothes in a sexual way;
7. Nonverbal movements of a sexual nature;
8. Displaying sexually suggestive objects or materials;
9. Pressure or coercion involving proposed sexual activity; and
10. Leering, staring, overly personal conversation, sexual flirtations or sexual propositions that are repeated after the unwelcome nature of same are communicated to the individual committing the act.

Investigation and Response to Complaints

1. The administration will: a) inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting. b) identify and train campus teams of professional staff members to respond to the concerns of students and/ or staff.

2. The campus team will refer all concerns or complaints to the Principal and the building Affirmative Action Officer.

3. The Principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer.

4. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer.

5. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignment.

6. The complaint procedure shall be made available for pupils, parent(s) or legal guardian(s), and/or staff member protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent.

7. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil or staff member making the complaint and the alleged harasser.

Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.

Sources: N.J.AAUW Study Hostile Hallways...; Equal Employment Opportunities Commission: New Jersey School Boards Association:
N.J.AAUW: Occupational Education Equity Center (Sexual Harassment in the Schools). Educator's Guide To Controlling Sexual Harassment...Thompson Publishing Groups, Washington, D.C.
<table>
<thead>
<tr>
<th>5752</th>
<th>MARITAL STATUS AND PREGNANCY</th>
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<tr>
<td>The Board of Education will not discriminate among pupils on the basis of their marital status or parenthood. No pupil, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his/her marital status or parenthood.</td>
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<td>A pregnant pupil shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupil so requests or a physician certifies that her exclusion is necessary for the pupil's physical, mental, or emotional well-being. An excluded pregnant pupil will be provided with adequate and timely opportunity for instruction to continue or make up her schoolwork without prejudice or penalty. Pregnant pupils will be provided with an instructional program.</td>
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<th>5770</th>
<th>PUPIL RIGHT OF PRIVACY</th>
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<td>The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.</td>
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<td>Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.</td>
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<td>The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school principal or designee are directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.</td>
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Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the building principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.


Adopted: 24 June 2003

5830 PUPIL FUND RAISING

The Board of Education believes that school related door-to-door student fund raising solicitations can be a nuisance and a financial imposition on members of the community.

In an effort to coordinate such activities, only Board approved solicitations will be permitted.

The procedures for such approval shall be as follows:

1. Principals will submit to the Superintendent their recommended list of school-related fund raising events by October 1 of each year. The reason the funds are being raised must be included.

2. The Superintendent will consider these requests and present a recommended listing of the fund raising projects for October Board consideration and final approval.

The Board believes that school fund raising activities that are work or service oriented (as opposed to sales of merchandise) should be encouraged.
Students who elect not to participate in the fund raising activity may not be excluded from the event for that reason.

The senior yearbook, the student newspaper or any other major, accredited school publication may solicit advertising in accordance with rules developed by the Superintendent.

If in the course of the year, any additional, non-listed fund raising needs develop, the Superintendent will submit these needs for consideration and approval to the Board of Education.

Adopted: 24 June 2003

5850 SOCIAL EVENTS AND CLASS TRIPS

The Board of Education recognizes the value of social events and class trips that will enhance and enrich the school experience for the pupils of this district.

For purposes of this policy, a "social event" is a party, celebration, or dance organized for the participation of pupils, and "class trips" are trips taken by pupils in a single graduating class, pupils who share a particular interest in an activity, or pupils who are enrolled in a particular subject area. Social events and class trips are not related or are only indirectly related to the curriculum.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on school premises that have been approved by the Principal or designee and for social events and class trips away from school premises that have been approved by the Principal or designee. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating pupils. The Board will assume no responsibility for a pupil social event or trip that has not been approved in accordance with this policy.

5850

The Board will not approve a social event or class trip that has the effect of reducing the school year for participating pupils to fewer than one hundred eighty days.

The Board reserves the right to cancel any scheduled trip.

Social events or class trips are not part of the thorough and efficient system of education provided the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Pupils who participate in approved social events and class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

A pupil who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating pupils at risk and shall be immediately dismissed from the event or trip. Any such pupil will be returned home by appropriate and safe means of transportation in the company of a chaperone, the pupil's parent(s) or legal guardian(s), or a representative of the pupil's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will
be the responsibility of the pupil and/or the pupil's parent(s) or legal guardian(s).

The Superintendent will develop regulations governing the conduct and safety of all participants in social events and class trips and will distribute them to pupil and adult participants.

Adopted: 24 June 2003

6000 FINANCES

Number Title

6141 Tax Revenues
6150 Tuition Income
6160 Grants from External Sources
6210 Fiscal Planning
6220 Budget Preparation
6230 Budget Hearing
6320 Purchases Subject to Bid
6340 Multiple Year Contracts
6350 Competitive Contracting
6421 Purchases Budgeted
6422 Purchases Not Budgeted
6440 Cooperative Purchasing
6450 Choice of Vendor
6470 Payment of Claims
6510 Payroll Authorization
6510.1 Summer Payment Plan
6520 Payroll Deductions
6620 Petty Cash
6660 Student Activity Fund
6700 Investments
6810 Financial Objectives
6820 Financial Reports
6830 Audit

6141 TAX REVENUES

The Board of Education believes that the interests of district taxpayers as well as the interests of the educational program are best served by the orderly, planned transfer of tax revenues to the school district as such funds are required to pay the debts of the district.

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall request the Municipal Treasurer to transfer tax revenues in anticipation of district expenditures in accordance with law and an annual schedule of transfer approved annually by this Board of Education.

N.J.S.A. 54:4-75
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<th>Pol #</th>
<th>West Windsor-Plainsboro RSD Policies – Winter 2010</th>
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<td>Adopted: 24 June 2003</td>
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<tr>
<td>6150</td>
<td><strong>6150 TUITION INCOME</strong></td>
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<td>The Board of Education shall charge and assess tuition for attendance in the schools of this district by pupils not entitled to receive a free public education in this district and whose enrollment has been approved by the Board.</td>
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<td>Tuition rates will be determined and approved annually and will represent the cost per pupil in average daily enrollment, in accordance with law. Rates will be published to the sender before the beginning of the school year or before the pupil's attendance commences.</td>
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<td>The Assistant Superintendent for Finance &amp; Support Services/Board Secretary or designee shall be responsible for the assessment and collection of tuition. Tuition billing will be made monthly in advance of the period for which the billing is made. Payment to be made for all tuition shall be on a schedule provided by the Assistant Superintendent for Finance &amp; Support Services/Board Secretary or designee.</td>
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<td>Educational services will be terminated for any pupil whose tuition payment is more than ninety days overdue.</td>
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<td>N.J.A.C. 6:20-3.1 et seq.</td>
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<td>6160</td>
<td><strong>6160 GRANTS FROM EXTERNAL SOURCES</strong></td>
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<td>The Board of Education encourages the development of proposals to private foundations and other sources of financial aid to subsidize such activities as innovative projects, feasibility studies, long-range planning, and research and development. Any such activity must:</td>
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<td>1. Be based on a specific set of project objectives that relate to the established goals of the district;</td>
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<td>2. Provide measures for evaluating whether or not project objectives are being achieved; and</td>
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<td>3. Conform to applicable state and federal laws and to Board policies.</td>
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<td>The Superintendent shall establish regulations for the processing of grant proposals throughout the district.</td>
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<td>The acceptance of all grant funds from external sources is subject to Board approval.</td>
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<td>Adopted: 24 June 2003</td>
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<td>6210</td>
<td><strong>6210 FISCAL PLANNING</strong></td>
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<td>The Board of Education shall collect and assemble the information necessary to discharge its</td>
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responsibility for the fiscal management of the school district and to plan for the financial needs of the educational program. The Board will strive toward maintaining both short and long range perspectives of district financial requirements.

Accordingly, the Board directs the Assistant Superintendent for Finance and Support Services/Board Secretary or designee to include cost estimates in all ongoing district studies of the educational program, to prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment, to forecast an estimated expenditure budget for one year in the future, to maintain a plan of anticipated state and federal revenues and to report to the Board any serious financial forecast that emerges from the district's fiscal planning.

Adopted: 24 June 2003

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6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district; its preparation is, therefore, one of the most important functions performed by the Board of Education. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis of every member of the Board during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process. Once the budget is adopted by the Board and approved by the County Superintendent, the Board members shall inform the community of the details of the budget.

The Board shall prepare and maintain a budget in which budgeted anticipated revenues and fund balances equal budgeted appropriations. Only those expenses reasonably required to provide a thorough and efficient educational program shall be approved for the budget. Surplus/fund balance remaining from the prior year's budget may be applied against taxes to be raised locally. The amount of surplus/fund balance appropriated into the budget will be in accordance with New Jersey Department of Education regulations.

The Board shall adopt specific budgetary goals and priorities for each budget cycle and shall communicate them to the administration as a preliminary step in the budgeting process.

In general, budget outcomes shall:

1. Provide the financial resources to deliver quality services;
2. Allocate resources to reflect priority needs for that specific budget cycle;
3. Ensure that the adopted budget is in compliance with NJ State accounting requirements;
4. Obtain community support of the budget.

The process shall include four phases:
1. Pre-Budget Preparation September-October

During this phase, the Board of Education formulates tentative goals and assumptions and the administration reviews the budget policy, the Board of Education's goals and assumptions, school programs and services, analyses of current and past expenditures, upcoming building projects, demographic projections, local and state economic conditions. It then defines budget priorities, and develops enrollment and class size projections, capital expenditure demands, and "formula" account calculations.

The phase culminates with the Board of Education confirming budget policy and constructing goals and assumptions that will guide in the development of the budget.

2. Budget Preparation October-December

During this phase, each administrator with budget responsibility shall construct a budget with the involvement of appropriate constituents. Such budgets shall be construed in conformity with the Board's goals and assumptions as well as administration's guidelines.

The central office administration shall review all budgets to ensure that they conform to the Board's budget policy and current budget goals and assumptions and shall consolidate cost center budgets into a district-wide budget and present this proposed budget to the Board of Education for its review.

3. Budget Review and Approval January-April

The Board of Education shall review the administration's proposed budget and submit a preliminary budget to the County Superintendent for review and approval. Subsequent to approval from the County Superintendent, the Board shall submit a final budget to the voters of West Windsor and Plainsboro for approval.

4. Budget Implementation and Accounting July-June

The Central Office Administration shall provide the Board of Education with monthly reports on the status of the accounts, adhere to the Board's policy on the transfer of funds, and develop recommendations for the following year's budget.

This policy has an associated set of regulations specifying actions to be taken and responsibilities for each action, during phases 1-4. There will also be an associated annual Budget/Election Calendar listing specific dates for benchmark dates during the process.

The term "Cost Center" refers to each of the district schools, maintenance department, transportation department, special services, technology, and central office.

N.J.A.C. 6:20-2A.1 et seq.  

Adopted: 24 June 2003
6230 BUDGET HEARING

The annual budget adopted by the Board of Education and approved by the County Superintendent represents the Board's position on the allocation of resources required to operate a thorough and efficient system of education. All reasonable means shall be employed by the Board to present and explain that position to residents and taxpayers of the community. A public budget hearing will be conducted in accordance with law. Each member of the Board and each district administrator shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

The approved budget shall be submitted to municipal authorities for their information and comment before the public hearing is held.

The approved budget will be made available to the public in the form and at the places required by law. A simplified form of the budget may also be prepared annually and may be sent to each district resident, each parent(s) or legal guardian(s) of a pupil in public school, and representative of community organizations and distributed to each person attending the annual budget hearing.

The simplified budget may include the expenditure in each major category of current expense, capital items, and debt service; any anticipated change in tax rates; a summary of anticipated receipts; information that voters may use in comparing budget provisions in this school district with those in comparable districts; brief explanations of significant increases and decreases from the preceding budget and important transfers of expenditures from one classification to another; and a letter of transmittal from the Board.

18A:22-37 et seq.

Adopted: 24 June 2003

6320 PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A-34-1 shall not require the further adoption of a resolution for purchase.

Bid specifications will be prepared by the Assistant Superintendent for Finance & Support Services/Board Secretary or designee. Each bid specification will offer a common standard of
competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and readvertise. The Assistant Superintendent for Finance & Support Services/Board Secretary or designee is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board.

Bids shall be opened publicly by the Assistant Superintendent for Finance & Support Services/Board Secretary or designee before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to readvertise, or to purchase under a state contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened, and the vendor shall lose the right to bid. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he or she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he or she exercised reasonable care in the examination of the specifications and preparation of the bid. Any bidder who withdraws an opened bid shall forfeit any bid security deposited with the bid.

6:21-15.1 et seq.

Adopted: 24 June 2003

6340 MULTIPLE YEAR CONTRACTS

The Board of Education may enter a multiple year contract for goods and services when permitted by law whenever the extended contract will serve the needs of the district and yield greater return for the expenditure.

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee is directed to investigate the advantage to the district of multiple year contracts. Investigation should include, but need not be limited to, a comparison of the costs of multiple year and single year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the reliability and stability of the vendor.

Except for those contracts exempted from the requirement by law, all multiple year contracts will contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the Board's obligation.

All multiple year contracts must be approved by the Board. When the estimated annual cost of a multiple year contract exceeds the bid threshold established by law and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.
N.J.A.C. 6:20-8.2

Adopted: 24 June 2003

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<tr>
<th>6350 COMPETITIVE CONTRACTING</th>
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<td>Competitive contracting may be used in lieu of public bidding for specialized goods or services that exceed the bid threshold provided the process is administered by the Assistant Superintendent for Finance &amp; Support Services/Board Secretary or designee, by legal counsel of the Board of Education, or by the School Business Administrator and pursuant to N.J.S.A. 18A:18A-4.1. et seq. Competitive contracting may only be used for the purposes provided in N.J.S.A. 18A:18A-4.1. Unless an exception is provided for under N.J.S.A. 18A:18A-42 permitting a longer contract duration, contracts awarded under competitive contracting may be for a term not to exceed five years.</td>
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The Assistant Superintendent for Finance & Support Services/Board Secretary or designee will prepare request for proposal documentation, which will include all requirements deemed appropriate and necessary to allow for full and free competition between vendors, information necessary for potential vendors to submit a proposal, and a methodology by which the Board will evaluate and rank proposals received from vendors. The methodology for the awarding of competitive contracts will be based on an evaluation and ranking and will be developed in a way that is intended to meet the specific needs of the district and where such criteria will not unfairly or illegally discriminate against or exclude otherwise capable vendors. The methodology for awarding competitive contracts will comply with such rules and regulations as the Director of the Division of Local Government Services in the Department of Community Affairs may adopt in accordance with N.J.S.A. 18A:-4.4(a). |

Request for Proposal documentation will be published in an official newspaper of the Board at least twenty days prior to the date established for the submission of proposals. The Board may charge a fee for the proposal documentation that will not exceed $50.00 or the cost of reproducing the documentation, whichever is greater. |

Each interested vendor will be required to submit a proposal which will include all the information required by the request for proposals. Failure to meet the requirements of the request for proposals may result in the Board disqualifying the vendor from further consideration. Under no circumstances will the provisions of a proposal be subject to negotiation by the Board. |

If the Board, at the time of solicitation, utilizes its own employees to provide the goods or perform the services, or both considered for competitive contracting, the Board will, at any time prior to, but no later than the time of solicitation for competitive contracting proposals, notify affected employees of the Board's intention to solicit competitive contracting proposals pursuant to N.J.S.A. 18A:18A-4.5.c. Employees or their representatives will be permitted to submit recommendations and proposals affecting wages, hours, and terms and conditions of employment in such a manner as to meet the goals of the competitive contract. If employees are represented by an organization that has negotiated a contract with the Board, only the bargaining unit will be authorized to submit such recommendations.
or proposals. When requested by such employees, the Board will provide such information regarding budgets and the costs of performing the services by such employees as may be available. Nothing will prevent such employees from making recommendations that may include modifications to existing labor agreements in order to reduce such costs in lieu of award of a competitive contract, and agreements implementing such recommendations may be considered as cause for rejecting all other proposals.

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee will evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent will prepare a report evaluating and recommending the award of a contract or contracts. The report will be prepared pursuant to N.J.S.A. 18A:18A-4.5.d. The report will be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the Board, whichever is sooner. The Board will have the right to reject all proposals for any of the reasons set forth in N.J.S. 18A:18A-22.

The report prepared pursuant to 18A:18A-4.5d will become part of the public record and will reflect the final action of the Board. Contracts will be executed pursuant to N.J.S. 18A:18A-40.

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee will publish a notice in the official newspaper of the Board summarizing the award of a contract pursuant to N.J.S.A. 18A:18A-4.5g.


Adopted: 24 June 2003
member of the Board of Education during the preceding one-year period.

2. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the Board of Education from any business entity doing business with the school district are prohibited during the term of a contract.

3. When a business entity referred to in 2. above is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.

The requirements of this Policy shall not apply to a contract when a district emergency requires the immediate delivery of goods or services. The requirements of this policy shall not apply to contributions made prior to July 1, 2008.

N.J.A.C. 6A:23A-6.3

Adopted: September 23, 2008

6421 PURCHASES BUDGETED

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated.

No purchase order may be placed until the Assistant Superintendent for Finance and Support Services/Board Secretary or designee has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services N.J.S.A. 18A:18A-5(1) and work by employees of the Board N.J.S.A. 18A:18A-5(3) is within the quote threshold established in accordance with N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37 and is not made under a state contract, the purchasing agent shall, whenever practicable, solicit at least two quotations from independent vendors. All quotations received will be attached to and retained with a copy of the voucher used to pay the vendor.

All contracts that are in the aggregate below the quote threshold may be awarded by the Assistant Superintendent of Finance and Support Services/Board Secretary or designee without soliciting competitive quotations.
The purchase or contract may be awarded on the basis of the lowest responsible quotation received or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, unspecifiable service or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

N.J.A.C. 6A:23-2.11

Adopted: 24 June 2003

6422 PURCHASES NOT BUDGETED AND EMERGENCY PURCHASES

The laws of the State and the interest of the community demand fiscal responsibility by the Board of Education in the operation of the school district. The Board directs the implementation of such fiscal controls as will ensure that public monies are not disbursed in amounts in excess of the funds provided to this district and that expenditures do not exceed the amount budgeted for each line item account.

Transfer of Funds

No encumbrance or expenditure will be approved which when added to the total existing encumbrances and expenditures exceed the amount appropriated by the Board in the applicable line item account established pursuant to the minimum chart of accounts provided by the New Jersey Department of Education. The Board may transfer to effectuate the approval of encumbrances or expenditures prohibited above from line item accounts with available appropriation balances. These transfers shall be made prior to the approval of such encumbrances or expenditures in accordance with N.J.S.A. 18A:22-8.1 and 8.2. The Superintendent shall request Board approval for the transfer of sufficient funds to meet the expenditure. The Superintendent may approve such transfers with the exception of transfers from unreserved balance ("surplus") between meetings of the Board and shall report any such transfers to the Board for ratification at the next regularly scheduled Board meeting.

Emergency Purchases

In the event of emergency as defined in N.J.S.A. 18A:18A-7 et seq., a purchase order may be authorized by the Assistant Superintendent for Finance and Support Services/Board Secretary or designee. Emergency purchases in excess of the bid threshold may be negotiated or awarded without public advertising for bids only when an emergency affecting the health and safety of occupants of
school property requires the immediate delivery of goods and services, provided that the contracts are awarded in accordance with N.J.S.A. 18A:18A-7. Any such emergency authorization shall be reported to the Board at its next meeting.

Overexpenditure of Funds

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall present the Board a certification each month that no line item account or program category account has been overexpended in violation of law or this policy. In addition, the Board, after review of the Board Secretary's monthly financial report, shall certify in the minutes that no major account or fund has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

If the Assistant Superintendent for Finance & Support Services/Board Secretary or designee reports an overexpenditure or the Board is unable to certify that no overexpenditure has been made, the Board shall eliminate the deficit by approving a resolution that transfers amounts among line item items and/or from the free balance.

An anticipated overexpenditure in the current expense/ general, capital outlay, or debt service funds will be reported immediately to the County Superintendent pursuant to N.J.A.C. 6:20-2.12 and 6:20-2A10(b). The Superintendent will notify the County Superintendent of the projected amount of the anticipated overexpenditure, the reason or reasons for the overexpenditure, and the action being taken by the Board to avoid the overexpenditure. Any such corrective action will be recorded in the Board minutes.

In the event the Board adopts an expanded chart of accounts, the Board requires at a public Board meeting, the approval of all line item transfers for all line items for the minimum chart of accounts referenced in N.J.A.C. 6:20-2A.2 (m)1.

The Board recognizes that it is a crime of the fourth degree for a Board member to purposely and knowingly disburse, order, or vote for the disbursement of public funds in excess of appropriations or incur obligations in excess of the appropriate limits of expenditure set by law.

N.J.S.A. 2C:30-4  

Adopted: 24 June 2003

There may be West Windsor-Plainsboro Regional School District activities where expenditures for non-employee activities, meals, and refreshments may occur. Expenditures for non-employee activities, meals, and refreshments for school district activities are allowed provided the expenses are in accordance with the provisions of N.J.A.C. 6A:23A-5.8. For the purposes of this Policy, unless the context clearly indicates otherwise, "activities" means events or functions provided or held for the benefit of pupils, dignitaries, and other "non-district" employees (e.g. parents) which are paid from
public funds. "Dignitary" means a notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary, for purposes of this Policy, is not a school district employee or Board of Education member.

Allowable expenditures for non-employee school district activities shall include:

1. All reasonable costs, including light meals and refreshments, directly related to activities that benefit pupils and are part of the instructional program including expenditures for field trips and extracurricular programs that are not solely for entertainment. Nothing in this Policy or N.J.A.C. 6A:23A-5.8 shall preclude the district from using student activity funds or accepting donations to support pupil activities that are solely for pupil entertainment;

2. All reasonable costs directly related to activities of dignitaries and other "non-district" employees (e.g. parents), including light meals and refreshments and any other directly related expense. Expenditures for this purpose shall be minimal and infrequent;

3. All reasonable costs of commencement and convocation activities for pupils; and

4. Expenditures related to district employees to the extent such employees are essential to the conduct of the activity.

The Board shall, at a minimum, take actions regarding pupil activities as follows:

1. Pre-approve field trip destinations;

2. Establish dollar thresholds for awards to recognize special accomplishments; and

3. Establish a budget supported by general fund revenues for each category of activity in a non-discriminatory manner (e.g. football, boys' soccer, girls' soccer, photography club). Student activity funds are excluded.

Pursuant to N.J.S.A. 18A:11-12 and State of New Jersey Department of Treasury, Office of Management and Budget Circular 08-19-OMB and 06-14-OMB, the following costs shall not be permitted using public funding:

1. Receptions, dinners, or other social functions held for or honoring any employee or group of employees of the district (e.g. breakfast, luncheon, dinner, or reception for retirees or award recipients). This does not prohibit the district from honoring employees without a social function or using public funds to support reasonable costs of employee recognition awards (e.g. teacher of the year awards, years of service awards). Use of public funds for reasonable costs of employee awards is a local discretionary expenditure;

2. Meals or refreshments served to guests at any athletic event or other games or contests; and/or

3. Expenses for alcoholic beverages.

The School Business Administrator/Board Secretary and/or designee shall maintain documentation to support activities, meals, and refreshments at district events. The documentation shall include a
description of the activity, the purpose/justification of the activity, expressed in terms of the goal(s) or objective(s) of the district, the make-up of the group participating in the activity, and the names and titles of Board members or employees included in the group.

N.J.A.C. 6A:23A-5.8

Adopted: September 15, 2009

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing tends to maximize the value received for each dollar spent. The Administration is encouraged to seek savings that may accrue to this district by means of joint agreements for the purchase of goods or services with the governing bodies of the municipalities or the counties within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

A cooperative pricing system is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own needs and for the prices to be extended to registered members, and notifies them of the bid prices awarded. The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.

A joint purchasing system is a cooperative purchasing system in which the lead agency has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.

A cooperative purchasing system is either a joint purchasing or cooperative pricing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services are Boards of Education, the purchase of work, materials or supplies shall be conducted pursuant to the Public Schools Contract Law (N.J.S.A. 18A:18A-11 et seq.)

The Assistant Superintendent for Finance and Support Services/Board Secretary or designee is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

No cooperative or joint purchase may be entered without Board approval of an agreement that specifies the categories of work, materials and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which payment will be made by each participating Board of Education, municipality or county, and such other terms deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.
Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the manner as for other expenses of the participant.

The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties.

Any party to a contract for joint operation of electronic data processing services may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such agreement, the same shall be referred to the County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education and the State Board pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.

N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6:20-8.7

Adopted: 24 June 2003
The Board of Education recognizes its position as a major purchaser of goods and services in the community served by the school district. It is the intention of the Board to purchase goods and services of the requisite quality at the lowest possible cost and to invite widespread competition in order to achieve this end. Where all other considerations are equal, however, the Board will exercise a preference for dealing with established local merchants and service providers from within the boundaries of the school district.

Salesmen are not permitted to call on teachers or other school staff members without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind, of district pupils or employees by their representatives is prohibited.


Adopted: 24 June 2003

6470 - PAYMENT OF CLAIMS

The West Windsor-Plainsboro Regional School District Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The West Windsor-Plainsboro Regional School District's financial systems shall be programmed to:

1. Limit system access so that only appropriate business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;

3. Prevent unauthorized changes to be processed;

4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;

5. Reject duplicate purchase order numbers;

6. Reject duplicate invoice numbers; and

7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy No. 6422.

The West Windsor-Plainsboro Regional School District Board of Education must approve all claims for payment, except, in accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary and the Comptroller are authorized to approve payment of claims, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the West Windsor-Plainsboro Regional School District Board of Education, and warrants to cover approved payrolls and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

All claims will be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants must be signed by the President, Board Secretary, and Treasurer of School Moneys.

N.J.A.C. 6A:23A-6.10
6471 SCHOOL DISTRICT TRAVEL

The West Windsor-Plainsboro Regional School District Board of Education shall ensure the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and State of New Jersey Department of the Treasury, Office of Management and Budget (NJOMB) Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the Office of Management and Budget conflict with the provisions of N.J.A.C. 6A:23A-7, the provisions of the superseding circulars shall govern.

A. Definitions

1. For the purposes of this Policy, "travel expenditures" means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:

a. Training and seminars - means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;

b. Conventions and conferences - means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;

c. School district sponsored events - means conferences, conventions, receptions, or special meetings where the school district plans, develops, implements, and coordinates the event and is the event's primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;

d. Regular school district business - means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed $150 per employee or Board member. Beginning in 2009-2010 the $150 limit per employee or Board member may be adjusted by inflation; and

e. Retreats - means meetings with school district employees and school Board members, at which organizational goals and objectives are discussed.
B. School District Travel Expenses

1. Any sections in either the State or Federal Circulars that conflict with New Jersey school law (N.J.S.A. 18A:1-1 et seq.) shall not be included in this Policy nor authorized under N.J.A.C. 6A:23A-7.1 et seq. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the State Circular, but not authorized for school districts under New Jersey school law.

2. School district travel expenditures shall include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

3. School district travel expenditures in accordance with this Policy and N.J.A.C. 6A:23-7.1 et seq. shall include costs for all required training and all travel authorized in school district employee contracts and school Board policies. This includes, but is not limited to, required professional development, other staff training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided that such travel meets the requirements of N.J.A.C. 6A:23-7.1 et seq.

4. All such expenditures are subject to the requirements of N.J.A.C. 6A:23-7.1 et seq., including but not limited to, inclusion in the annual travel limit, prior Board approval, separate tracking, and per diem reimbursements.

C. School District Travel Requirements

1. All travel by West Windsor-Plainsboro Regional School District Board of Education employees and Board members must be educationally necessary and fiscally prudent and all school district travel expenditures shall be:

   a. Directly related to and within the scope of the employee's or Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school building professional development plan, and an employee's individual professional development plan;

   b. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and

   c. In compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the Federal Office of Management and Budget; except those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board specifies in this Policy the applicable restrictions and requirements set forth in the State and Federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

2. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12. In accordance with the provisions of N.J.A.C. 6A:23A-5.9:
a. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Where the event is sponsored by a New Jersey-based organization and targeted to employees and/or Board members of New Jersey school districts, reimbursement for lodging may be permitted only where the sponsoring organization obtains a waiver pursuant to the provisions of N.J.A.C. 6A:23A-7.11. Where the event is national or regional in scope and targeted to school district employees and/or Board members from multiple States, reimbursement for lodging may only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds fifty miles.

b. Where a travel event has a total cost that exceeds $5,000, regardless of the number of attendees, or where more than five individuals from the district are to attend a travel event out-of-State, the school district shall obtain the prior written approval of the Executive County Superintendent. The Executive County Superintendent shall promptly review the request and render a decision within ten working days.

c. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. The Executive County Superintendent shall promptly review the request and render a decision within ten working days. It is expected that approvals will be rare.

D. Travel Reimbursements

1. Travel reimbursements will be paid only upon compliance with all provisions of N.J.A.C. 6A:23A-7 and the Board's procedures and approval requirements. The Board will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

E. Board Member Voting On School District Travel

1. A Board member shall recuse him/herself from voting on travel if the Board member, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.

2. A Board member shall not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the school official or member of his/her immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his/her independence of judgment in the execution of his/her official duties.

F. Maximum Travel Budget

1. Annually in the prebudget year, the Board shall establish by Board resolution, a maximum travel expenditure amount for the budget year which the school district shall not exceed. The Board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.

b. The Board may elect to exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount. If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.

c. Exclusion of Federal funds from the annual maximum travel budget does not exempt such travel from the requirements applicable to State and local funds.

2. The Board of Education, pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), authorizes an annual maximum amount per employee not to exceed $1,500 for regular business travel only for which prior Board approval is not required.

a. The annual maximum shall not exceed $1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 includes attendance at regularly scheduled in-State county meetings and Department of Education sponsored or association sponsored events free of charge. It also includes regularly scheduled in-State professional development activities for which the registration fee does not exceed $150 per employee or Board member.

c. Regular school district business travel as authorized in this Policy requires approval of the Superintendent prior to obligating the district to pay related expenses and prior to attendance at the travel event.

(1) The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.

(2) Regulation 6471 provides the procedures for the internal levels of approval required prior to Superintendent or designee approval of the travel event, as applicable.

G. Travel Approval Procedures

1. All travel requests for employees of the district shall be approved in writing by the Superintendent of Schools and approved by a majority of the full voting membership of the Board, except where the Board has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

a. The Superintendent shall designate an alternate approval authority to approve travel requests in his/her absence when necessary to obtain timely Board approval.

b. Regulation 6471 provides the procedures for the internal levels of approval required prior to the Superintendent's or designee's approval of the travel event, as applicable.
2. All travel requests for Board members shall require prior approval by a majority of the full voting membership of the Board, except where the Board has excluded regular business travel from prior approval pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and N.J.S.A. 18A:12-24.1.

3. The Board may approve, at any time prior to the event, travel for multiple months as long as the Board approval, as detailed in Board minutes, itemizes the approval by event, total cost, and number of employees and Board members attending the event. General or blanket pre-approval is not authorized.

4. Where occasional unforeseen emergent situations arise wherein a travel request cannot obtain prior approval of the Board, justification shall be included in the text of the travel request. Such requests shall require prior written approval of the Superintendent or designee and the Executive County Superintendent or designee. The Board shall ratify the request at its next regularly scheduled meeting. Travel to conferences, conventions, and symposiums are not considered to be emergencies and shall not be approved after the fact.

5. The Board, in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d) excludes from the requirements of prior Board approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements.

   a. For the exclusion of prior Board approval to apply, the required travel event must be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.

      (1) This does not include general grant guidelines or regulations that are permissive but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s) and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.

      (2) This does not include general contractual provisions in labor agreements for continuing education or professional development, except where the Board has included in its policy, a maximum amount per employee for regular business travel that does not require prior Board approval pursuant to N.J.A.C. 6A:23A-7.3.

H. Required Documentation for Travel

1. Neither the Superintendent or designee, nor the Board shall approve a travel request unless the written request for travel includes the following information:

   a. Name and dates of event;

   b. A list of Board members and/or employees to attend either by name or title;

   c. Estimated cost associated with travel (if lodging is shared with others, the fact must be stated);

   d. A justification and brief statement that includes the primary purpose for the travel and the key
issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements of federal or state law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;

e. Account number and funding source - Federal, State, private, or local; and

f. In the case of annual events, total attendance and cost for the previous year.

2. Detailed documentation shall be maintained on file in the school district which demonstrates compliance with the Board's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

I. Accounting for School District Travel

1. The Assistant Superintendent for Finance/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget:

a. The aggregate amount of all travel budgets shall not exceed the Board approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.

2. The Assistant Superintendent for Finance/Board Secretary shall maintain separate accounting for school district travel expenditures as necessary to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the Board's policy and N.J.A.C. 6A:23-7, and shall be in a detailed format suitable for audit.

3. The Assistant Superintendent for Finance/Board Secretary or designee, shall review and approve all requests for travel expenditure reimbursement submitted for expenses incurred in the course of school district business as to cost and support documentation required by N.J.A.C. 6A:23A-7:

a. The Assistant Superintendent for Finance/Board Secretary shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information has been submitted to support the payment and shall not approve any travel expenditure that when added to already approved travel expenditures would exceed the Board approved maximum travel expenditure amount for the budget year.

4. The Assistant Superintendent for Finance/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records.

5. An employee of the Board, a Board member, or organization, shall not receive payment, either partial or full, for travel and travel-related expenses in advance of the travel pursuant to N.J.S.A.
The payment of travel and travel-related expenses shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. This applies to travel-related purchases for which a purchase order is not applicable. This provision does not preclude the district from paying the vendor directly with the proper use of a purchase order (e.g., for registration, airline tickets, hotel).

J. Sanctions for Violations of Travel Requirements


2. A person who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12: As required in N.J.A.C. 6A:23A-7.7(b)(1) the Board designates the Superintendent of Schools as the person(s) with the final approval authority for travel and therefore shall be subject to this penalty.

3. An employee or Board member who violates the school district’s travel policy or these rules shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event pursuant to N.J.S.A. 18A:11-12.

4. In the event it is determined a violation of the provisions of N.J.A.C. 6A:23A-7 has occurred after Board payment has been made, the Superintendent of Schools shall be responsible to ensure the sanctions as outlined in N.J.A.C. 6A:23A-7.7 are imposed. If a violation is determined prior to payment or reimbursement of the travel event, no consequences as outlined in N.J.A.C. 6A:23A-7.7 shall be imposed; however, the Superintendent may impose disciplinary action as necessary.


K. Prohibited Travel Reimbursements

1. The following types of expenditures are not eligible for reimbursement:

a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12;

b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with the procedures set forth in N.J.A.C. 6A:23A-7.11;

c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with
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<td>d.</td>
<td>Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;</td>
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<td>e.</td>
<td>Costs for employee attendance for coordinating other attendees' accommodations at the travel event;</td>
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<td>f.</td>
<td>Lunch or refreshments for training sessions and retreats held within the school district including in-service days and for employee participants traveling from other locations within the school district;</td>
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<td>g.</td>
<td>Training to maintain a certification that is not required as a condition of employment (example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);</td>
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<td>Charges for laundry, valet service, or entertainment;</td>
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<td>i.</td>
<td>Limousine services and chauffeuring costs to or during the event;</td>
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<td>j.</td>
<td>Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted, and special rates. An example of the justified use of car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;</td>
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<td>k.</td>
<td>Alcoholic beverages;</td>
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<td>l.</td>
<td>Entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);</td>
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<td>m.</td>
<td>Gratuities or tips in excess of those permitted by Federal per diem rates;</td>
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<td>Reverse telephone charges or third party calls;</td>
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<td>Hospitality rooms;</td>
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<td>Souvenirs, memorabilia, promotional items, or gifts;</td>
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<td>q.</td>
<td>Air fare without documentation of quotes from at least three airlines and/or online services; and</td>
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<td>r.</td>
<td>Other travel expenditures that are unnecessary and/or excessive.</td>
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**L. Travel Methods**

1. For the purposes of this Policy, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.

3. Pursuant to OMB Circulars, the following travel methods requirements apply:

a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire;

b. Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:

   (1) The most economical air travel should be used, including the use of discounted and special rates;

   (2) The following options should be considered when booking tickets:

   (a) Connecting versus nonstop flights;

   (b) Departing earlier or later compared to the preferred departure time;

   (c) Utilizing alternative airports within a city, i.e. Chicago, Illinois - Midway Airport versus O'Hare Airport;

   (d) Utilizing alternative cities, i.e. Newark versus Philadelphia;

   (e) Utilizing "low cost" airlines; and

   (f) Exploring alternate arrival and/or departure days.

   (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members are prohibited from receiving "Frequent Flyer" benefits accruing from school district funded travel;

   (4) Airfare other than economy (i.e., Business or First Class) shall not be fully reimbursed by the school district except when travel in such classes:

   (a) Is less expensive than economy;

   (b) Avoids circuitous routings or excessive flight duration; or

   (c) Would result in overall transportation cost savings.

   (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall only be reimbursed at the economy rate for the approved destination;
(6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination;

(7) Airline tickets shall not be booked until all necessary approvals have been obtained;

(8) Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed; and

(9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to the above regulations. Sufficient justification shall be considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.

c. Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business:

(1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable;

(2) When one employee or Board member is traveling within the Northeast Corridor, NJ Transit shall be used as the rail option. Use of Amtrak will not be authorized unless it is the only means of travel available;

(3) The use of high speed rail services, such as Acela, shall not be authorized;

(4) When two or more employees and/or Board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel shall not be authorized. In those cases, the travelers must use a school district vehicle or, if not available, a personally-owned vehicle must be used; and

(5) All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for air travel above.

d. Use of a school district-owned or leased vehicle shall be the first means of ground transportation. Use of a personally-owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or leased vehicle is available:

(1) Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his/her personally-owned vehicle on official business:

(a) Parking and toll charges shall be allowed in addition to mileage allowance;

(b) Reimbursement for travel to points outside the State by automobile shall be permitted when such
arrangements prove to be more efficient and economical than other means of public transportation;

(c) In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) shall be considered;

(d) All employees and Board members using privately-owned vehicles in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately-owned vehicles;

(e) School district-owned or leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12;

(f) Necessary taxicab charges are permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs may be used; and

(g) Cruises are not permitted for travel events or transportation.

M. Routing of Travel

1. Pursuant to OMB Circulars:

a. All travel shall be by the most direct, economical, and usually-traveled route. Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel.

b. In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.

c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

N. Subsistence Allowance - Overnight Travel

1. Pursuant to the OMB Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

2. Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such travel is authorized pursuant to N.J.A.C. 6A:23A-7.11(c), or is a required component of a grant, donation, or other funding agreement with the district. The specific required overnight in-State travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with the number of employee(s), Board member(s), and total cost. All reimbursements are subject to these rules unless the
funding acceptance agreement specifies otherwise.

3. The Commissioner is authorized to grant waivers for overnight travel for school Board members and school district employees to attend in-State conferences in accordance with N.J.A.C. 6A:23A-7.11(c). If a waiver is granted by the Commissioner, it shall permit reimbursement for travel expenses for only those individuals whose home to the convention commute exceeds fifty miles.

4. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.

5. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements.

a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be $31 for meal/incidental expenses and $60 for lodging, or amounts listed in any superseding NJOMB circular.

b. Pursuant to N.J.S.A. 18A:11-12(o), reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting, and the going rate of the hotel is in excess of Federal per diem rates.

(1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.

(2) If there is no hotel at the site of the current travel event (e.g. Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.

c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings.

(1) Receipts shall be submitted in order to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.

d. The allowance for a meal or meals, or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging or transportation charge.

e. Receipts shall be required for all hotel, meals and incidental expenses.

f. In any case in which the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel
voucher submitted by the employee or Board member. In such cases, receipts shall be submitted for all costs including meals.

g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.

h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his/her family, to another school district employee, or to a member of the family of another school district employee.

O. Meal Allowance - Special Conditions - And Allowable Incidental Travel Expenditures


2. Meals during one-day, out-of-State trips required for school business purposes may be authorized for breakfast, lunch, and/or dinner in an amount permitted by NJOMB. The Commissioner shall post the most current rates on the Department of Education website for reference.

3. Lunch for training sessions and retreats may be authorized for an amount up to $7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.

   a. If lunch is included in a one-sum registration fee for the training session, the full amount is eligible for reimbursement if reasonable.

   b. Refreshments for breaks may also be provided at training sessions and retreats held at a site other than the school district. Providing lunch for staff meetings and in-service days or for staff that come from other parts of the school district shall not be permitted (See N.J.A.C. 6A:23A-7.12(d)).

   c. In accordance with N.J.S.A. 18A:11-12a(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.

4. Subsistence expenses for an employee or Board member shall not be allowed at the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with the provisions of Section O of this Policy and N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for staff meetings and in-service days.

5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to $7 and $10, respectively, that an employee or Board member is authorized to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's responsibilities.

   a. School district business above refers to the management operations of the district and does not refer to activities that benefit pupils and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)(4), all reasonable expenditures related to district employees that are essential to the conduct of a pupil activity are permitted.
6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.

   a. The meals may be served to employees who are required to attend the event and where it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or where the employee is required to remain at the school district to prepare for the event.

   b. The school district shall acquire the light meals and refreshments by the solicitation of quotes if required pursuant to N.J.S.A. 18A:18A-1 et seq.

   c. Where the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.

   d. The average cost per meal shall not exceed $10.

   e. The school district shall purchase or prepare foods that are sufficient to provide each Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid left-over food. Unintended left-over food should be donated to a charitable shelter or similar facility, if at all possible.

7. Allowable incidental travel expenses are defined as those that are essential to transacting official business.

   a. Charges for telephone calls on official business may be allowed. The voucher must show the dates on which such calls were made, the points between which each call was made and the cost per call.

   b. Employees and Board members using their personally-owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally-owned phones that said calls were business calls.

   c. Incidental expenses, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

P. Records and Supporting Documentation

1. All persons authorized to travel on business must keep a memorandum of expenditures chargeable to the school district, noting each item at the time the expense is incurred, together with the date incurred.

2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher must be signed by the employee or Board member to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.

4. Each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.

5. Documentation for requests for travel reimbursement shall show:

a. The dates and individual points of travel, number of miles traveled between such points, and kind of conveyance used;

b. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated;

c. The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel;

d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;

e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;

f. Personal charges on a hotel bill shall be deducted and shown on the bill;

g. When lodging is shared jointly, the fact must be stated on the travel voucher;

h. Where travel is not by the most economical, usually-traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;

i. When travel is authorized in the employee's or Board member's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place must be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, must be documented;

j. Reimbursement requests must be supported by other receipts as required;

k. The voucher shall be itemized; and

l. Reimbursement requests shall be rendered monthly when in excess of $25. Travel for a single travel event must be reported as soon as possible after the trip.

6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding N.J.A.C. 6A:23A-7.13(e)(12).
7. Travel mileage reimbursement requests of the just completed school year, that are not submitted by July 30 or the date approved by the district for the closing of books, whichever is earlier, for the just completed school year shall not be approved or paid.

N.J.A.C. 6A:23A-5.9; 6A:23A-7 et seq.

Adopted: August 25, 2009

6510- PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the West Windsor-Plainsboro Regional School District Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The list to be approved by the Board will include the names of recommended substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one school year.

The minutes of West Windsor-Plainsboro Regional School District Board meetings will record personnel actions of the Board, to include, but not be limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Certain categories of staff members designated by the Superintendent of Schools shall be required to use a time clock or sign in and out of work daily in order to verify days and hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made.

The Director of Human Resources is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once
every three years, between the months of September and May, the Superintendent of Schools shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency. A central location may be the primary site of the employee as directed.

The Superintendent of Schools shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. Where no appropriate identification can be produced, the School Business Administrator/Board Secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures set forth in this Policy and N.J.A.C. 6A:23A-5.7, the Superintendent of Schools shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the provisions of N.J.A.C. 6A:23A-5.7 will be required as part of the annual audit.

The payroll journal will be certified by the Board Secretary, the President of the Board, and approved by the Superintendent.

N.J.A.C. 6A:23A-5.7

Adopted: 24 June 2003
Revised: 15 September 2009

6510.1 SUMMER PAYMENT PLAN

A summer salary payment plan shall be administered during each school year. Personnel serving the district on an academic year basis indicate in writing their desire to participate. Such notification shall be forwarded to the Assistant Superintendent for Finance and Support Services/Board Secretary or designee on an approved form prior to the issuance of contracts for the ensuing school year.

Participation in the summer payment plan shall be voluntary and may be terminated at any time prior to September 1 by any participant, provided the request to terminate is submitted in writing.

Under the summer payment plan, ten percent of each biweekly salary installment shall be deducted and withheld from the payment to each participant. The money withheld shall be paid, in one installment at the end of June.
Money withheld from the salary of a participant shall be paid to the employee if his services are terminated during the academic year, less approved deductions for taxes, etc. The heirs of an employee who dies while participating in the plan shall be paid all money withheld before his death. Taxes are withheld when the money is earned not when summer payment is made.

Adopted: 24 June 2003

6520 PAYROLL DEDUCTIONS

The Board of Education may, in accordance with law or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employee.

Deductions will routinely be made as required for federal income tax, social security and medicare; New Jersey income tax, unemployment assistance, and other miscellaneous taxes; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing, for contributions on the employee's behalf for:

1. The payment of premiums for group life, accidental death or dismemberment, hospitalization, medical, surgical, major medical, health and accident, and legal insurance plans, N.J.S.A. 18A:16-13;


3. The employee's participation in a summer payment plan for repayment to the employee in one installment or by payment upon the death or termination of the employee, if earlier, N.J.S.A. 18A:29-3;


5. Payments to a credit union, N.J.S.A. 40A:19-17;

6. An approved charitable fund raising campaign, N.J.S.A. 52:14-15.9c; and


Contributions shall be made as soon as is reasonably possible after the funds have been deducted from an employee's salary. No contribution shall be made on behalf of an employee until the amount contributed has been deducted from the employee's salary.

The Board will permit the remittance of funds for annuities and mutual funds only to those insurers and custodial accounts authorized by law and expressly approved by this Board. The Board will consider the approval of only those insurers and custodial accounts to which twenty-five or more employees of this district subscribe.

An employee who wishes to pay into a tax sheltered annuity or mutual fund offered by a firm not
approved by this Board for payroll deductions must make his/her payment individually.

No Board employee shall withhold or pay to another or purchase or have assigned, other than by court order, any compensation for the services rendered by an employee of this district.

N.J.S.A. 43:3C-9
N.J.S.A. 54:8A-9
N.J.A.C. 6:20-2A.7; 6:20-2A.9

Adopted: 24 June 2003

6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy and directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes petty cash funds for amounts and custodians to be approved on an annual basis.

Petty cash funds may be disbursed only for the immediate payment of expenditures below the voucher limit set by the state and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund may submit to the Assistant Superintendent for Finance & Support Services/Board Secretary or designee a request for replenishment when the monies available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each school year.

N.J.S.A. 2C:21-15
N.J.A.C. 6:20-2A.8

Adopted: 24 June 2003

6660 STUDENT ACTIVITY FUND

The Board of Education directs the establishment of a student activity fund for the financial administration of co-curricular activities operated for the benefit of pupils and duly approved by the Board. Students activities funds shall be established in each school.
The student activity fund will include monies collected for and dedicated to the purposes of student government, clubs, publications, school trips, the school band and orchestra, and other student groups.

The Principal shall be responsible for the administration of the student activity fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved co-curricular program.

All funds received from the sale of class photographs, yearbooks, and other student activities shall be deposited in a student activity fund.

The Principal of each school shall issue receipts for all monies received by the student activities fund at his/her school.

All requests for disbursements from the student activities fund must be accompanied by an approved invoice form and shall be authorized by the Principal and the Superintendent.

The Principal or designee shall sign all elementary activity fund checks; the Principal and student activities account treasurer shall sign all high school and middle school activities fund checks. It shall be the responsibility of the Assistant Superintendent for Finance and Support Services/Board Secretary or designee to see that the Board approved recommendations of the auditor are followed as they pertain to these accounts.

All monies accumulated in the account of a specific class or activity will, upon the graduation of that class or the discontinuance of the activity, revert to the student activity fund.


Adopted: 24 June 2003

6700 INVESTMENTS

The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in bonds or other obligations of the United States; bonds of those federal agencies in which such investment is permitted by law; the New Jersey Cash Management Fund; bonds or obligations of a county, municipality, or school district; and public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee is authorized to invest district funds in accordance with this policy.

Any interest earned on the investment of district funds will be combined with general district revenues.

The Treasurer shall report to the Board each month the cash in all accounts on deposit and all investment assets. The Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall report to the Board each month the amount of funds in investments, investment interest
6810 FINANCIAL OBJECTIVES

The Board of Education recognizes its responsibility to the taxpayers of the district and the state to expend public monies wisely and prudently for the maintenance of a thorough and efficient system of public education and to institute appropriate controls and accounting procedures.

The Board alone is authorized by law to fix the school budget, approve bids, and approve expenditures of district funds. The district shall not incur a deficit.

The Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall establish and implement sound accounting practices, institute effective business practices, recommend the acquisition of appropriate accounting equipment, present to the Board accurate and timely fiscal and statistical reports of the district, report annually to the Board on the effectiveness of district financial operations, and recommend improvement in those operations.

The books of account and the classification of expenditures shall be maintained in accordance with rules of the State Board of Education and the standards promulgated by the State Department of Education. Any change in forms, system of accounts, or methods of maintaining the books must be approved by the Board of Education and the State Department of Education.

N.J.A.C. 6:20-2A.2

Adopted: 24 June 2003

6820 FINANCIAL REPORTS

The Board of Education directs the Board Secretary and the Treasurer of School Monies to make such accurate and timely reports to county, state, and federal offices as are required by law and rules of the State Board of Education. In addition, the Assistant Superintendent for Finance & Support Services/Board Secretary or designee and Treasurer shall report to the Board on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education. Financial reports shall use a terminology and classification consistent with the approved budget and the accounts of this district.

The Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall furnish each Board member and the Superintendent at least once a month, a summary statement of the line items and the revenues received to date showing:

N.J.S.A. 17:9-41 et seq.; 17:12B-241
N.J.S.A. 40:3-7
N.J.S.A. 40A:5-14; 40A:5-15.1

Adopted: 24 June 2003
1. Appropriation name and number;

2. Budget line item appropriated;

3. Budget line item expended to date;

4. Budget line item encumbered to date;

5. Budget line item unencumbered to date;

6. Total current expense funds encumbered to date; and

7. Total current expense funds unencumbered to date.

In the event that the Board has approved a budget with an expanded coding structure, the Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall present the financial report in two forms. One form shall use the minimum level chart of accounts established by the State Department of Education and the other shall use the expanded chart of accounts approved by this Board in accordance with Policy No. 6220.

If no line item account has encumbrances and expenditures that in total exceed the line item appropriation in violation of law, the Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall so certify to the Board each month. If one or more line item account has encumbrances and expenditures that in total exceed the line item appropriation, the Assistant Superintendent for Finance & Support Services/Board Secretary or designee shall promptly notify the Board so that corrective action may be taken in accordance with Policy No. 6422.

If the reports of the Board Secretary and the Treasurer differ in cash receipts or expenditures, the Board Secretary shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor.

N.J.S.A. 54:4-75
N.J.A.C. 6:20-2A.2; 6:20-2A.10

Adopted: 24 June 2003

6830 AUDIT

The Board of Education shall annually cause an audit to be made of the district's accounts and financial transactions. The audit will be conducted in accordance with law by the public school accountant appointed by the Board and will be completed within four months after the end of the school fiscal year.

The Board Secretary will receive the audit report and recommendations of the public school accountant and will prepare or have prepared a summary prior to the meeting at which the report will
be discussed by the Board. Copies of the summary will be available to members of the public.

Within thirty days of the receipt of the audit report, the Board will, at a regularly scheduled public meeting, cause the recommendations of the public school accountant to be read and will discuss the recommendations.

The Board shall implement the audit recommendations and report such implementation to the Commissioner.

The Board directs the Superintendent and other appropriate district officers and employees to cooperate fully with the public school accountant and to keep faithfully such records and reports as will assist in the audit process.


Adopted: 24 June 2003

7000 PROPERTY

Number Title

7100 Facilities Planning
7101 Educational Specifications
7230 Gifts and Donations
7250 School and Facility Names
7251 Dedication of Facilities
7300 Disposition of Property
7410 Maintenance and Repair
7420 Hygienic Management
7430 Safety: Personal and Possessions
7432 Eye Protection
7433 Hazardous Substances
7434 Smoking on School Premises
7435 Alcoholic Beverages on School Premises
7436 Drug Free Workplace
7440 Security of School Premises
7450 Property Inventory
7480 Motor Vehicles on School Property
7510 Use of School Facilities
7513 Recreational Use of Playgrounds
7520 Loan of School Equipment
7521 Board Reimbursement for Damage to, or Loss of, Property Belonging to Staff
7610 Vandalism

7100 FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with rules of the State Board of Education, will
maintain a five-year Long-Range Facilities Plan (LRFP) to be submitted to the New Jersey Department of Education as required.

All existing school facilities will be evaluated periodically for their suitability to current district needs. (Language contained in current Policy No. 7110.)

N.J.A.C. 6:23-1.1 et seq.

Adopted: 24 June 2003

7101 EDUCATIONAL SPECIFICATIONS

The administration shall develop and the Board shall review and approve comprehensive educational specifications for new or renovated facilities to be considered by the Board and a licensed architect before plans are drawn. Educational specifications shall include but not be limited to:

A. Identification of Facilities Needed
   1. Statement of Need;
   2. Enrollment Projection by Cohort or Percent of Population Method when construction is to accommodate increasing enrollments. Projections must be at least a five year projection.

B. Identification of Solution
   1. Statement of proposed new construction;
   2. Statement of proposed additions;

C. Description of Activities, Physical and Environmental Features and Spatial Relationships
   1. Physical Aspects - General
      a. General Recommendations,
      b. Special Features,
         (1) Educational Environment
         (2) Athletic Environment
         (3) Structural Environment
         (4) Electronic and Mechanical Environment
(5) Thermal Environment

(6) Visual Environment

(7) Sonic Environment

(8) Safety and Health Environment

2. Physical Aspects - Specific

For each administrative, educational and auxiliary space there shall be a specification which includes but is not limited to the:

a. Number of students housed,

b. Number of teachers, aides or other staff housed,

c. Approximate square feet,

d. Number of similar spaces,

e. Spatial relationship to other spaces,

f. Description of instructional activities,

g. Special features,

(1) Architectural

(2) Electronic/Electrical

(3) Mechanical

(4) Specialized Equipment

There shall also be a summary chart listing all spaces showing net square feet and a total showing gross square feet.

D. Capacity Worksheets

N.J.A.C. 6:22-1.2; 6:22-5.4; 6:22-5.5

Adopted: 24 June 2003

7230 GIFTS AND DONATIONS

Only the Board of Education may accept for the school district any bequest or gift or money, property
or goods, except that the Superintendent may accept on behalf of the Board any such gift of less than $2,000 in value.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Superintendent shall become the property of the Board, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.


Adopted: 24 June 2003

7250 SCHOOL AND FACILITY NAMES

The West Windsor-Plainsboro Board of Education reserves the right to name all schools and facilities of the district. The Board believes naming a district school or facility is a matter of importance, one that deserves thoughtful attention. The Board shall strive to honor the traditions and high ideals of the district and the community it serves. In selecting a name, the Board will not be influenced in its decision by personal prejudice or favoritism, political pressure or temporary popularity. The Board shall encourage citizen participation in the naming of the new district facility and, in each instance, shall set-up a means whereby suggestions will be solicited from the public.

Before naming any facility, the Board shall appoint an Ad Hoc Representative School-Community Committee (Policy No. 9130.1) with specific charge. The committee will invite interested citizens or township representatives to suggest name(s) and to offer written support for the appropriateness of their suggestion(s). The committee will review name(s) submitted and will make up to three prioritized recommendations to the Board, with accompanying reasons for their selections for formal Board action.

Criteria

The Board shall provide approved criteria for decision-making to the committee, including, but not limited to:

" No discrimination because of sex, race, creed or national origin;
" The history and traditions of West Windsor and Plainsboro Townships;
" Historical significance and/or contributions of various individuals and groups to the life and growth of the communities; and
"Names of streets or local communities in identifying the location of a given school."
"Guidelines for use of names of individuals.

Adopted: 24 June 2003

**7251 DEDICATION OF FACILITIES**

The Board of Education will place an appropriate plaque in each newly constructed school building or major addition to a school building. Listed on the plaque will be the officers and members who served on the Board from the time of passing of the referendum, or, if there is no referendum, then from the date of the signing of the construction contracts to the opening date of the building or addition. The Superintendent of Schools, Assistant Superintendent for Finance and Support Services/Board Secretary or designee and the Architect will also be listed.

Adopted: 24 June 2003

**7300 DISPOSITION OF PROPERTY**

The Board of Education believes that the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district.

Real estate property shall be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5. The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

Personal property may be sold to the United States, the State of New Jersey, another Board of Education, to any body politic, any foreign nation which has diplomatic relations with these United States, or any governmental unit in the United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest.


Adopted: 24 June 2003
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<tr>
<th>7410 MAINTENANCE AND REPAIR</th>
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<tr>
<td>The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.</td>
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<tr>
<td>The Board will approve, and implement a comprehensive five-year maintenance plan.</td>
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<tr>
<td>The Superintendent shall develop and implement a maintenance program that includes the annual inspection of buildings to ensure adherence to health and safety laws, a regular summer program of facilities repair and conditioning, the maintenance of a critical spare parts inventory, an equipment replacement program, and a long-range program of building modernization.</td>
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<tr>
<td>The maintenance program shall provide for the continuing upkeep of the physical plant and for the expeditious repair of those conditions that threaten the safety of the occupants or the integrity of the plant. Wherever possible and feasible, maintenance will be preventive. The Superintendent or designee will establish priorities among the requests for repairs received.</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<th>7420 HYGIENIC MANAGEMENT</th>
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<tr>
<td>The Board of Education recognizes that the health and physical well-being of the pupils and staff of this district depend in large measure upon the cleanliness and sanitary management of the schools.</td>
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<td>The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. Each school shall be inspected for cleanliness and sanitation by the Assistant Superintendent for Finance and Support Services/Board Secretary or designee and the Director of Buildings and Grounds not less than once each year.</td>
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<tr>
<td>The Board will cooperate with the local board of health in the sanitary inspection of the schools' toilets, washrooms, food vending machines, water supply, and sewage disposal systems.</td>
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<tr>
<td>The Superintendent shall prepare, in consultation with the school medical inspector, regulations, first aid and emergency medical procedures that utilize universal precautions in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures. These regulations and procedures will comply with the regulations of the State Department of Health and State Department of Labor (OSHA Standards for Occupational Exposure to Bloodborne Pathogens) and recommendations of the Centers for Disease Control and Prevention.</td>
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<tr>
<td>Bloodborne Pathogens</td>
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<tr>
<td>The Board recognizes that school employees may in the performance of their duties reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them</td>
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to bloodborne pathogens such as Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all job classifications and tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be updated annually and as required to include new or revised employees positions with occupational exposure. A copy of the plan shall be made accessible to employees.

Disposal of Medical Waste

The Superintendent shall prepare, in consultation with the school medical inspector, a medical waste disposal program to ensure all medical waste, including needles and sharps, are disposed of in accordance with the rules and regulations of the New Jersey Department of Health.

Chemical Hygiene

The Board also recognizes that certain school employees who work in laboratories may be exposed to hazardous chemicals in the course of their duties. In accordance with federal OSHA regulations, the Board will establish practices that are capable of protecting employees from health hazards presented by hazardous chemicals used in the workplace. The plan shall contain the locations of hazardous chemicals and shall enunciate a plan capable of protecting employees from associated health hazards and keeping exposure of employees below specified limits. The Chemical Hygiene Plan shall be readily available to employees and shall contain at least the following elements:

1. Standard operating procedures for using hazardous chemicals in laboratory work;
2. Criteria that the Board will use to determine and implement control measures to reduce employee exposure;
3. The requirement that fume hoods and other protective equipment are functioning properly and that measures are taken to ensure adequate performance of such equipment;
4. Provision for employee information and training;
5. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the building administrator before implementation;
6. Provisions for medical consultation;
7. Designation of personnel responsible for implementation of the chemical hygiene plan; and
8. Provisions for additional employee protection for work with particularly hazardous substances.

The Board directs that the program of chemical hygiene be implemented by the Chemical Hygiene Officer. The Science Supervisor for the High Schools will serve as Chemical Hygiene Officer for all schools in the district and shall be responsible for the examination of all school facilities to determine
where hazardous chemicals are used and to ensure compliance of all school facilities with the Chemical Hygiene Plan.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to statute, rules of the State Board of Education, and regulations of the State Board of Health.

The day to day monitoring of the cleanliness of each school building shall be the responsibility of the building principal.

29 C.F.R. 1910  
N.J.A.C. 6:29-1.3; 6:29-1.6; 6:29-2.5; 6:29-3.4  
N.J.A.C. 8:52-7.8; 8:61-1.1

Adopted: 24 June 2003

7422 SCHOOL INTEGRATED PEST MANAGEMENT

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy. The Board directs the Superintendent/designee to develop and implement an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the West Windsor-Plainsboro School District.

IPM Coordinator (IPMC)
The Board shall annually designate an employee to serve as the district's Integrated Pest Management Coordinator (IPMC). The IPMC is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools
Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM Plans
The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM.
methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all School property.

Education/Training
The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping
Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting
The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents/legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry
Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation
The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 12:1F-33
<table>
<thead>
<tr>
<th>7430 SAFETY: PERSONAL AND POSSESSIONS</th>
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<tbody>
<tr>
<td>The Board of Education believes the safety of its students is of the utmost importance. In developing courses and extracurricular activities, the safety of participating students shall be the primary consideration. The Superintendent or designee shall maintain all facilities and equipment to provide a safe learning environment. The curriculum shall include courses in safety as required by state law.</td>
</tr>
<tr>
<td>The Superintendent or designee shall oversee development of a districtwide safety program with emphasis on accident prevention. All teachers shall be familiar with the provisions of this program which especially concern them.</td>
</tr>
<tr>
<td>This policy and accompanying rules shall be disseminated to all appropriate personnel annually.</td>
</tr>
<tr>
<td>N.J.S.A. 40:67-16.7</td>
</tr>
<tr>
<td>N.J.A.C. 6:29-1.3; 6:29-1.7</td>
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<tr>
<td>Adopted: 24 June 2003</td>
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<tr>
<th>7432 EYE PROTECTION</th>
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<tr>
<td>The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.</td>
</tr>
<tr>
<td>The Superintendent shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which pupils, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.</td>
</tr>
<tr>
<td>Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.</td>
</tr>
<tr>
<td>Each classroom, shop, laboratory, and other area of the school in which pupils or staff members are...</td>
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</table>
exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The building principal shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing pupils in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils in the course who wear contact lenses.

A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide in-service training to staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

N.J.A.C. 6:29-1.7;

Adopted: 24 June 2003

7433 HAZARDOUS SUBSTANCES

The Board of Education will enforce the law governing hazardous substances in the school district. Employees of this district shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances.

Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Hazardous substances...
substances shall not include:

1. Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;

2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of five hundred pounds or more in a container in a public or private school or child care center building;

3. Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture;

4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;

5. Any fuel in a motor vehicle;

6. Tobacco or tobacco products;

7. Wood or wood products;

8. Foods, drugs, or cosmetics;

9. Hazardous substances which are an integral part of a building's structure or furnishings;

10. Products which are personal property and are intended for personal use; and

11. Any substance used in the routine maintenance of a public or private school or child care center building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school or child care center.

No person shall use or allow the use of any hazardous substance in or on any building or grounds used as a public school or child care center when children are expected to be present.

The Superintendent may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The Director of Buildings and Grounds shall conduct periodic audits of hazardous substances in use in the district, ascertain that such substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The Director of Buildings and Grounds shall inform the Superintendent of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent shall
take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent shall report periodically to the Board on hazardous substances in district use and the purpose of each.

N.J.S.A. 34:5A-1 et seq.; 34:5A-10.1 et seq.
N.J.A.C. 6:29-1.3; 6:53-4.1 et seq.
N.J.A.C. 8:59-1 et seq.

Adopted: 24 June 2003

### 7434 SMOKING ON SCHOOL PREMISES

The Board of Education believes that tobacco smoke in the school and work environments is not conducive to good health. As an educational organization, the district shall provide both effective educational programs and a positive example to students concerning the use of tobacco.

The Board declares all public buildings, premises and property owned and operated by the Board, and all spaces within them, to be officially designated smoke-free environments. Staff, students, and members of the public are expected to observe this restriction at all times.

In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all district buildings and on school grounds.

Definition: For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette pipe or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy.

The Board cannot, for any reason, condone the use of tobacco by any kindergarten through twelve grade pupils, in any form, at any time in school buildings, on school buses/vans, and on district property or school grounds or at school sponsored events. In addition, possession of tobacco products/ paraphernalia and/or matches/lighters by Pre-kindergarten through twelve grade pupils is specifically prohibited.

In order to further protect pupils and employees, contractors and visitors who choose not to smoke from a harmful environment, and in accordance with and beyond the specifics of the law, the following policies shall be enforced by the Board of Education.

For the purposes of this policy, "worksite" shall include any school building or any school premise and any school-owned vehicles or any other school-approved vehicle used to transport pupils to and from school or school activities. Worksite also includes off-school property during any school sponsored or school-approved activity, event or function such as a field trip or athletic event when pupils are under the jurisdiction of the school district.

Notice of this policy shall be posted at each school entrance in accordance with law. Smoking shall not be permitted at any time in classrooms, lecture halls or auditoriums.
In accordance with the law, *(N.J.S.A. 26:3D-17(b) there shall be no smoking by anyone (pupils, employees, contractors, and visitors), at any time in any district building except as part of bona fide classroom instruction regarding the risks and consequences of smoking. This prohibition specifically applies to dramatic/theatrical presentations.

The Principal of each school building is authorized to report violations, in accordance with law, to the Board of Health. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

District/Contracted Bus Or Van:

There shall be no smoking by anyone (pupils, employees, contractors and visitors), at any time, in any district owned or contracted bus or van that transports pupils or foodstuffs.

District Property/School Grounds:

In addition, the Board prohibits smoking by anyone (pupils, employees, contractors and visitors), at any time, at any district-sponsored event held off district property, including overnight trips and school grounds.

District Sponsored Events Held Off District Property School Grounds

The Board prohibits smoking by anyone (pupils, employees, contractors and visitors), at any time, at any district sponsored event held off district property and school grounds.

Announcements will be made before activities and during intermissions at various events regarding the specifics of this policy as a reminder. The Board desires that all adults especially employees, serve as role models for pupils and that adults would help us discourage the use of tobacco products by helping to enforce this policy. Employees shall not smoke in front of pupils at any time at any school sponsored event.

(The Board recognizes (statute N.J.S.A. 26:3D-1 7(b) The allowance of smoking only as bona tide classroom instruction regarding the risks and consequences of smoking.)

Administrative Responsibilities:

Pupils, chaperones, and district employees who violate the provisions of this policy may be subject to appropriate disciplinary measures, depending upon law, code, policy regulations, and/or contract provisions, if any. Contractors and visitors may be removed and could be charged as disorderly persons if they do not adhere to the provisions of this policy and/or refuse to comply warnings/directives.

The Superintendent shall develop procedures to implement this policy which includes informing all pupils, employees, contractors and visitors, of the smoking policy and regulations of this district. In addition, the Superintendent shall see to it that teaching staff members include instruction via the health curriculum on the potential hazards in the use of tobacco products and receive in-service, as needed, to do so.
<table>
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<tr>
<th>7435</th>
<th>ALCOHOLIC BEVERAGES ON SCHOOL PREMISES</th>
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<tr>
<td>The knowing possession, or knowing consumption of any alcoholic beverage by any person on school premises or when under the jurisdiction of the school district is explicitly prohibited.</td>
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<tr>
<td>For purposes of this policy, &quot;school premises&quot; shall include any school building or any school premise and any school-owned vehicles or any other school-approved vehicle used to transport pupils to and from school or school activities. Worksite also includes off-school property during any school sponsored or school-approved activity, event or function such as a field trip or athletic event when pupils are under the jurisdiction of the school district.</td>
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<tr>
<td>The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.</td>
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<tr>
<td>School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.</td>
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<td>Exceptions to this policy can only be permitted by prior action of the Board of Education.</td>
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<tr>
<th>7436</th>
<th>DRUG FREE WORKPLACE</th>
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<tbody>
<tr>
<td>The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person on school premises or when under the jurisdiction of the school district.</td>
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<tr>
<td>For purposes of this policy, &quot;school premises&quot; shall include any school building or any school premise and any school-owned vehicles or any other school-approved vehicle used to transport pupils to and from school or school activities. School premises also includes off-school property during any school sponsored or school-approved activity, event or function such as a field trip or athletic event when</td>
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pupils are under the jurisdiction of the school district.

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

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

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

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

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil or employee who violates this policy will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

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

41 U.S.C.A. Chapter 10
34 CFR 85.600 et seq.

Adopted: 24 June 2003

7440 SECURITY OF SCHOOL PREMISES

The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district
officials with local law enforcement officers, fire fighters, the sheriff’s office, and insurance company inspectors.

An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

Adopted: 24 June 2003

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS, ON SCHOOL GROUNDS, AND ON SCHOOL VEHICLES

The West Windsor-Plainsboro Regional School District Board of Education authorizes the use of electronic surveillance systems in school buildings, on school grounds and on school vehicles to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, in which case it will be subject to the West Windsor-Plainsboro Regional School District Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding and the district declares such use to be a legitimate educational interest.

Notice regarding the use of surveillance devices will be posted in school buildings subject to any legal requirements, on school grounds, and on school vehicles where surveillance devices may be used.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and pupils that electronic surveillance may be used in school buildings, on school grounds, and on school vehicles through publication in student and staff handbooks, school calendars, notices sent home with pupils, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Adopted: September 23, 2008

7450 PROPERTY INVENTORY

As steward of this district's school property, the Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend upon an accurate
inventory and properly maintained property records.

The Board shall conduct a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least $500 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The School Business Administrator shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The School Business Administrator shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14
N.J.A.C. 6:20-4.3

Adopted: 24 June 2003

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7480 MOTOR VEHICLES ON SCHOOL PROPERTY

The school grounds owned and maintained by this Board of Education are subject to damage by motor vehicles. Accordingly, the Board has provided areas, adjacent to the school building, in which employees of the district and visitors to the school may drive and park motor vehicles.

The Board prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snowmobiles, and mopeds, for any purpose on any part of the school property owned by the Board other than the driving and parking areas established by the Board except as expressly permitted by the School Business Administrator.

The Board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

N.J.S.A. 2C:17-3

Adopted: 24 June 2003

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7510 USE OF SCHOOL FACILITIES
The West Windsor-Board of Education believes that the schools and their facilities (buildings, playing fields, turf fields and grounds) belong to the community, the primary purpose of offering a full educational program for its children. Township affiliated student organizations, teacher organizations, educational organization and professional improvement organizations and organized community groups shall be permitted and encouraged to use school facilities when such use will not interrupt or interfere with the programs of the school district. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from use of its own property. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties.

The Superintendent shall establish proper rules of order for the use of district properties. Any persons violating the rules may be denied the use of school facilities. No person or organization(s) may use the school facilities for non-school purposes without prior approval of the Board of Education.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The Superintendent shall devise detailed regulations to:

1. Set up application and review procedures to guarantee that no one group monopolized the facilities unfairly;
2. Make clear the conditions under which use is granted, such as insurance coverage, care of property, chaperones, etc.

The superintendent's designee is authorized to approve the schedule of rates for facility use for meetings or activities of these groups according to the guidelines set forth in the accompanying regulations. The board reserves the right to approve or deny the use of a facility when there is any question of how that activity relates to the general philosophy of the district.

The building may not be used for activities that reflect on or discriminate against persons or groups based on race, religion, sex or national origin.

Religiously affiliated groups located in the district may be permitted to use school buildings for a period of two years. Permits may be renewed by the Board of Education for additional one-year periods. Applicants for renewal of permits must be in the process of acquiring their own permanent accommodations.

The Board of Education reserves the right to grant an additional extension when the organization shows a good cause, and present in written form reason for such an extension.

Users shall assume full responsibility for damages caused by or during such use. The school district shall not be held liable for injuries to persons occurring as a result of buildings or grounds use. All users not directly affiliated with the district shall provide a certificate of insurance (with a minimum of $1,000,000 liability coverage) in advance, naming West Windsor-Plainsboro School District as an additional insured, to indemnify and hold the board harmless against any liability or loss occurring as
a result of building or grounds use.

Accepted: August 28, 2007

<table>
<thead>
<tr>
<th>7513</th>
<th>RECREATIONAL USE OF PLAYGROUNDS</th>
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<tbody>
<tr>
<td>7513</td>
<td>The Board of Education requires that the playground of the school affords residents with a recreational area when school is not in session. The Board reserves the right to determine, in the interest of the safety of district residents and the integrity of the school facility, the uses to which the playground may be put and the hours when it may be used.</td>
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<td>The Board will publish rules of conduct, which shall govern all persons who use the facilities of this district. Students and employees of this district who violate those rules will be subject to discipline. The Board directs that any other person who violates a rule of this Board be requested to leave the school premises.</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<th>7520</th>
<th>LOAN OF SCHOOL EQUIPMENT</th>
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<tr>
<td>7520</td>
<td>The Board of Education believes that district owned equipment is a valuable resource that may be loaned for community use under certain conditions and when such use does not interfere with the educational program of the school.</td>
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<td>The Board may lend specific items of equipment on the written request of the user when approval has been granted by immediate supervisor and when such equipment is unobtainable elsewhere.</td>
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<td>School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the immediate supervisor is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is prohibited.</td>
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<td>The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.</td>
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<td>Therefore, the use of district-owned equipment by individuals or groups shall be governed by the following guidelines:</td>
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<tr>
<td></td>
<td>1. The use of equipment must not interfere with the instructional program.</td>
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<td>2. Those using district-owned equipment shall be fully liable for any damage or loss which may occur</td>
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in the use of the equipment.

3. On-site use of equipment by non-profit community groups may be approved by the building principal. The building principal may approve on-site personal use of equipment by residents or employees of the district under special circumstances.

4. Off-premises use of district equipment by non-profit community groups may be approved by the building principal.

5. Equipment may not be removed from the buildings for personal use.

Adopted: 24 June 2003

7521 BOARD REIMBURSEMENT FOR DAMAGE TO, OR LOSS OF, PROPERTY BELONGING TO STAFF

The Board of Education recognizes that in the performance of one's duties a staff member might incur damage to or loss of personal property through acts of vandalism or theft. As a responsible individual, staff members should have personal car and/or homeowners insurance to cover the majority of the costs of such losses. However, the Board understands that most such policies contain a deductible amount for which they will not receive reimbursement.

If a staff member should suffer damage to property covered by this policy through vandalism, or loss through theft, the Board will reimburse that individual for that portion of the Loss not covered by the insurance policy, up to a maximum of one hundred dollars per incident.

The following property is covered by this policy:

1. Equipment or material belonging to the staff member that is used on a temporary basis as a part of the instructional program.

2. The staff member's automobile while it is parked on school grounds or at other locations when the staff member is accountable to the Board.

Equipment must be necessary for the successful attainment of the objectives of the lesson, and not available through district sources. It is only covered during the period of time that it needs to be on school grounds. The automobile is covered only when the staff member is in the school or at some other location while on official business, and not during transportation to and from such locations.


Adopted: 24 June 2003

7610 VANDALISM

The Board of Education believes that all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.
Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal or has been caused by a pupil or a minor not a pupil of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.

A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.

N.J.S.A. 2C:33-10 et seq.

Adopted: 24 June 2003

The West Windsor-Plainsboro Board of Education adopts this policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12. For the purposes of this Policy, a "school district vehicle" means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual
and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

A school district vehicle shall only be used for business purposes, incidental and reasonable personal use of a school vehicle is permitted only with the approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

If a school district vehicle is misused the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.

The West Windsor-Plainsboro Board of Education designates the Comptroller as the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain

inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1., driving records of operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2., and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.


Adopted: September 15, 2009
### 8130 SCHOOL ORGANIZATION

The Board of Education directs the organization of the instructional program of this district in the following schools and grades:

**Schools: Grades:**

- Elementary Schools K-3
- Upper Elementary Schools 4-5
- Middle Schools 6-8
- High School 9-12

The Superintendent shall continually monitor the effectiveness of the district organizational plan and recommend to the Board such modifications in the plan as may be in the best interest of pupils, make most effective use of district resources, and serve the educational goals of the Board.

The Board may, by resolution, authorize exceptions to this policy.

**Adopted:** 24 June 2003

### 8140 PUPIL ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of pupils resident in this district and enrolled in district classes and programs.

The Superintendent shall record and verify the number of pupils enrolled in this district in accordance with law and regulations of the State Board of Education. Every reasonable effort shall be made to ensure the accuracy of enrollment figures. Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and to receive the district's full quota of state aid.

The Board Secretary shall annually, on or before October 20 and with the approval of the Superintendent, file with the Commissioner a report stating the numbers, as of the last school day prior to October 16, of pupils enrolled by grade; pupils also enrolled in approved programs of special education, bilingual education, and vocational education; pupils in state facilities; pupils enrolled in public or private schools to which the Board is paying tuition; and pupils receiving home instruction.
The Superintendent, will maintain a database that is demographically extensive, including information related to housing and development, bus routing, ethnicity, etc. This data will be regularly updated as necessary.

N.J.A.C. 6:20-1.1; 6:20-1.2; 6A:14-4.8; 6A:14-4.9

Adopted: 24 June 2003

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

The school year, as defined by the legislature (18A:36-1), begins on July 1 and ends on June 30. The Board is required to determine annually the dates between which schools of the district shall be open in accordance with requirements set by State Education authorities (18A:36-2). State of New Jersey regulations require a minimum of 180 days of student attendance during each school year.

The Board shall adopt annually a list of religious holidays that will include, but need not be limited to, those holidays designated as religious holidays by the Commissioner of Education.

The Superintendent shall annually prepare and submit to the Board a school calendar. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the pupils of this district.

N.J.A.C. 6:20-1.3; 6:14-4.1

Adopted: 24 June 2003

8220 SCHOOL DAY

The Board of Education shall determine the times that school will be in session for the purpose of providing adequate time for pupils to profit from the educational program of the district.

The schools of the district will be in session for pupils on those days specified by the Board.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

N.J.A.C. 6:20-1.3; 6:21-2.5
8310 PUBLIC RECORDS

For the protection of the public interest, the Board believes that members of the community have a right to inspect, copy or examine district records, with certain exemptions as specifically described in Open Public Records Act. Any limitations on this right shall be construed in favor of the public's right to access. The Board shall annually designate a custodian of district records. Requests for district records shall be submitted to the custodian in writing on the appropriate form. The custodian shall reply to all requests promptly and shall grant access or deny the request within seven days, provided that the record is currently available and not in storage or archived.

The custodian shall permit district records to be inspected, examined or copied during the hours that the Board office is open. Copies may be made at fees not to exceed that set by statute. Access shall be granted in the medium requested or some other meaningful medium, unless the request is for a medium not routinely used by the district; not routinely developed or maintained by the district, or requiring a substantial amount of manipulation or programming of information technology. In these cases, the Board may add a special reasonable charge.

The custodian shall ensure that statements are prominently posted in district offices that describe the specific terms of the public's right to appeal a denial of access and procedures for filing an appeal.

N.J.S.A. 10:4-14
N.J.S.A. 47:1A-1 et seq.; 47:3-16
N.J.A.C. 6:3-6.1 et seq.

Adopted: 24 June 2003

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district
maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

Personally identifiable health information that is deemed "protected health information" may only be disclosed by appropriately designated employees in accordance with the provisions of the Health Insurance Portability and Accountability Act and implementing rules and regulations.

N.J.S.A. 47:1A-1 et seq.
45 C.F.R. Part 160 and Subparts A and B of Part 164

Adopted: 24 June 2003

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<th>8431 PREPAREDNESS FOR TOXIC HAZARD</th>
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The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials. (See Policy No. 8468, District Crisis Plan)
8441 CARE OF INJURED AND ILL PERSONS

The Board of Education directs the Superintendent to provide for prompt and appropriate medical attention for pupils, staff members, or visitors who are injured or become ill on school premises or at school sponsored events.

Guidelines for Dealing with Accidents/Injury

1. The school nurse or another trained person shall be responsible for administering first aid.

2. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent(s)/legal guardian(s) and/or family physician immediately and shall be reported to the Superintendent and the Board in a timely fashion.

3. In emergencies, the school nurse, medical inspector/school physician or the Principal may make arrangements for immediate hospitalization of injured students contacting parent(s)/legal guardian(s) in advance if at all possible.

4. The teacher or other staff member who is responsible for a student at the time an accident occurs shall make out a report within twenty-four hours on an official form providing details about the accident. This shall be required for every accident whether first aid is necessary or not.

In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.

The Health Service Director shall, in consultation with the school nurse coordinator, prepare standing orders for the emergency treatment of injuries and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the procedures governing the handling of injured and ill persons.

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Pupil disabilities attributable to substance abuse will be handled in accordance with Policy No. 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.

N.J.A.C. 6:29-1.3(a)1; 6:29-1.3(a)3; 6:29-1.3(a)4
8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the West Windsor and Plainsboro Boards of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

N.J.S.A. 26:4-4; 26:4-6
N.J.A.C. 6:29-1.3
N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.;
8:61-1.1

Adopted: 24 June 2003

8453 HIV/AIDS

The Board of Education will comply with rules of the State Board of Education and the State Department of Health with regard to the admission and employment of persons who may be infected with Human Immunodeficiency Virus (HIV). AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in a school or for eligibility for
No person, pupil or employee, will be excluded from school solely because he/she is infected with HIV or lives with or is related to a person infected with HIV. Pupils infected with HIV, including those who may be symptomatic or diagnosed with AIDS, may be excluded from school only as a pupil not infected with HIV or diagnosed with AIDS may be excluded from school. A school employee infected with HIV may be restricted in his/her employment only if the employee has another illness that would affect his/her employment.

Any pupil excluded from the regular school program will be provided with home instruction in accordance with rules of the State Board of Education and Policy No. 2412.

No pupil, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV.

It is not required that anyone in the school be especially notified that an HIV-infected pupil or employee is present. School employee physicals, student physicals and athletic physicals do not require disclosure of HIV status. Records of health and medical examinations should not include information about an individual's infection with HIV. Therefore, HIV/AIDS status is an exception to records required pursuant to student physical examinations, N.J.A.C. 6:29-2.1, and school employee examinations, N.J.A.C. 6:29-7. In the event that the school nurse or a school official is apprised that a pupil or employee is HIV-infected, the fact of the infection will be held in strict confidence and will not be classified as a communicable disease for admission, local health reporting or educational transportation.

Information regarding a pupil's HIV-infection may be released only on the express written consent of the minor (person under twelve years of age) pupil's parent(s) or legal guardian(s), or the adult pupil and only to those staff members who need to know the status in order to determine the pupil's educational program. The person who receives such information shall not reveal it to any other person without the express written consent of the minor pupil's parent(s) or legal guardian(s), or the adult pupil.

The Board shall annually provide pupils, parent(s) or legal guardian(s), staff members, school volunteers, and members of the community with information intended to increase awareness of HIV and AIDS, including information regarding the nature of the disease and its prevention. The Board will cooperate with other agencies to provide HIV/AIDS awareness information to the community.

N.J.S.A. 26:5C-5; 26:5C-6; 26:5C-7; 26:5C-8;
26:5C-9; 26:5C-10; 26:5C-11;
26:5C-12; 26:5C-13; 26:5C-14
N.J.A.C. 6:29-2.4; 6:29-3.4
N.J.A.C. 8:57-2.1 et seq.; 8:61-1.1

Adopted: 24 June 2003

8461 REPORTING VIOLENCE AND VANDALISM
The Board of Education prohibits any act of violence to person or property committed on school premises and authorizes the school principal to take prompt, appropriate action whenever such violence occurs.

An employee of this district must report his/her knowledge of any act of violence committed by any person on school premises or on the person or property of any pupil in the course of travel to and from school. An employee who observes such an act or who has been reliably informed of such an act by a participant or victim shall file a report describing that act with the school principal.

The school principal shall forward the report to the Superintendent and shall notify the Superintendent of any action taken regarding the incident.

The Superintendent shall periodically inform the Board of all reported acts of violence and vandalism. The Superintendent shall annually, at a public meeting, provide the Board with the report made to the State Department of Education on all acts of violence and vandalism.

No employee of this district shall be disciplined or discriminated against as a consequence of having reported an act of violence pursuant to law and this policy.


Adopted: 24 June 2003

8462 CHILD ABUSE AND/OR NEGLECT

The Board of Education is concerned with the physical and mental well-being of the children of this district and recognizes the importance of early identification in halting child abuse and/or neglect. The Board will cooperate with state government and the Division of Youth and Family Services (DYFS) in the identification and reporting of cases of child abuse and/or neglect in accordance with law.

School personnel having reasonable cause to believe that a child has been subjected to child abuse and/or neglect or acts of child abuse and/or neglect as defined under N.J.S.A. 9.6-8.9 shall immediately report to DYFS as provided for under N.J.S.A. 9.6-8.10. School personnel reporting such abuse and/or neglect shall inform the school principal or his/her designee of the report unless the school personnel believes this notice will endanger the child or likely result in retaliation against the child or discrimination against the reporting personnel with respect to his/her employment.

The Board of Education and administration assure all school personnel there will be no employment discrimination in regards to compensation, hire, tenure or terms, conditions or privileges of employment upon making a good faith report or causing such report.

The Board of Education shall establish a DYFS liaison to facilitate communications and cooperation. The Board will provide for the annual delivery of information and in-service training of school personnel regarding child abuse and/or neglect. The Board and administration will cooperate with DYFS to investigate reports and provide staff to comfort and support the child(ren) during DYFS interviews and investigations. The Board will incorporate information regarding child abuse and/or neglect and its prevention into the district's health education program in accordance with the consultation procedures set forth in Policy No. 2422. The Board and administration will permit DYFS
upon presentation of appropriate authorization to remove pupils from school during the course of the
day to protect the child(ren) and cooperate to relocate child(ren) to another school if necessary.

The Board and administration will release, in accordance with N.J.S.A. 18A:36-19 and N.J.A.C. 6:3-6
et seq., all pupil records of the child(ren) under investigation that are deemed to be relevant to the
assessment or treatment of child abuse and/or neglect. School district records of child abuse and/or
neglect shall be kept confidential and disclosed only as prescribed by N.J.S.A. 9.6-8.10a., N.J.S.A.
18A:36-19, and N.J.A.C. 6:3-6 et seq.

Any employee's act of unbecoming conduct in the treatment of children, including alleged acts of
child abuse and/or neglect reported to DYFS, shall be promptly reported to the Principal who shall
immediately inform the Superintendent and institute an investigation. The Superintendent may
temporarily reassign or, with the concurrence of the Board President, suspend the employee without
loss of pay pending investigation.

Information regarding allegations of child abuse and/or neglect reported to, investigated and reported
upon by DYFS about a school employee shall be confidential and may be disclosed only as required
in order to cooperate with DYFS investigations or by court order. These records shall be maintained in
a secure place and be accessible to the Chief School Administrator and/or his/her designee.

The Board will provide due process rights to school personnel who have been reassigned or suspended
in accordance with statutes. Temporary reassignment or suspension of school personnel alleged to
have committed an act of child abuse and/or neglect shall occur if there is reasonable cause to believe
the life or health of the alleged victim or other children is in imminent danger due to continued contact
between the personnel and the child(ren). All records shall be removed from the school staff's
personnel file if the school district receives official notice from DYFS that the allegation was
unfounded. An unfounded allegation shall not be used against the employee for any purpose relating
to employment.

The Superintendent shall develop regulations for the reporting of child abuse and/or neglect and for
cooperation with DYFS in child abuse and/or neglect investigations.

N.J.S.A. 2A:4A-85; 2C:24-4
N.J.S.A. 9:6-8.8 et seq.
N.J.A.C. 6:29-9.1 et seq.

Adopted: 24 June 2003

8464 MISSING CHILDREN

The Board of Education directs the establishment and implementation of a program for the
identification and reporting of children missing from the educational system.

The Superintendent shall develop and implement procedures to identify children who have been
withdrawn from this district without enrollment in another school or school district or pupils who have
been willfully or neglectfully removed from school by protracted absences without good cause.
Children so identified shall be reported promptly to the West Windsor and Plainsboro Police Departments. The Board authorizes the release of the child's name, age, gender, last known home address, and physical description and the parent(s) or legal guardian(s) name and work place, if known, to the West Windsor and Plainsboro Police Departments. Reasonable attempts shall be made to determine the cause of a child's unauthorized absence and to remediate the cause to the extent possible within the school setting. The Superintendent shall report periodically to the Board the results of the program for the identification of children missing from the educational program.

N.J.S.A. 52A:17B-9.8b.

Adopted: 24 June 2003

8465 HATE CRIMES AND BIAS INCIDENTS IN SCHOOLS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. The commission of hate crimes and bias incidents committed on school grounds or at school related activities can lead to further violence and retaliation. Hate crimes and bias incidents are a direct attack upon the racial, religious and ethnic heritage of the school community and will not be tolerated by or within the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias incidents.

The investigatory and reporting of suspected or confirmed hate crimes or bias incidents shall be handled in accordance with "The Uniform State Memorandum of Agreement between Education and Law Enforcement Officials of West Windsor and Plainsboro.

N.J.S.A. 2A:4A-60c
N.J.A.C. 6:29-10.1 et seq.

Adopted: 24 June 2003

8467 WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
For the purposes of this policy "firearm" means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal or designee. The Principal or designee shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

N.J.S.A. 23:4-16
N.J.A.C. 6A:14-2.8 et seq.
Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act
18 U.S.C. 921
20 U.S.C 1415

Adopted: 24 June 2003

8468 CRISIS MANAGEMENT AND EMERGENCY PROCEDURES

The Board of Education recognizes its responsibility to be prepared to confront circumstances in which the physical and/or mental well-being of pupils, staff and other individuals on school grounds is threatened or overtly impacted upon by an individual or group of individuals. These situations include, but are not limited to, acts of terrorism, hostage situations and other threats or acts of a violent nature. The Board further recognizes there is a need to deal with the aftermath of such events and circumstances, and to contend with the psychological trauma, pain and confusion which may ensue as the result of these events.

The Board establishes through the person of the Superintendent or his/her designee the development of a Crisis Management Plan. The Crisis Management Plan will be updated/revised as needed to respond to changing conditions and directives and/or alerts from federal, state and local agencies.

1. As a source of information;

2. As a vehicle through which direct services may be delivered;
3. In an advisory capacity to the Superintendent, or his/her designee, and/or other agents or agencies dealing with the crisis situation.

Adopted: 24 June 2003

### 8470 RESPONSE TO CONCERTED JOB ACTION

In the event of a concerted job action, including but not limited to a work stoppage by any employee or groups of employees, the Superintendent shall be empowered to take necessary steps within statutory limits to protect the safety and welfare of pupils and staff and to ensure the security of school property, both real and personal. The Board of Education shall meet, in emergency session if necessary, as quickly and as frequently as required to ratify or alter the steps taken by the Superintendent.


Adopted: 24 June 2003

### 8505 - West Windsor-Plainsboro School Nutrition Policy

The West Windsor-Plainsboro Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States. Poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

- providing students with healthy and nutritious foods;
- encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- limiting the purchase of any products containing trans fats;
- supporting healthy eating through nutrition education;
- encouraging students to select and consume all components of the school meal; and
- providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

The district will meet all State and Federal requirements regarding all snack and beverage items sold, served, or given as free promotion anywhere on school property during the hours that school is in session, including items sold in a la carte lines, vending machines, snack bars, school stores, fundraisers or the reimbursable After School Snack Program. These requirements delineate the following, based on manufacturers' nutritional data or nutrient facts labels:

- the district shall not provide foods of minimal nutritional value as defined by U.S. Department of Agriculture regulations which include: soda water, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants, licorice, spun candy, and candy coated popcorn;
- the district shall not provide food and beverage items listing sugar, in any form, as the first ingredient;
"the district shall not provide any form of candy; "the district shall not provide any items with more than eight grams of total fat per serving, with the exception of nuts and seeds; "the district shall not provide items with more than two grams of saturated fat per serving; "the district shall not provide beverages exceeding 12 ounces, with the following exceptions: 

- water
- milk containing two percent or less fat
- whole milk shall not exceed 8 ounces;
- the district shall not provide soda in vending machines that are placed into areas that are accessible to students.

The school district administration shall ensure the following with respect to the beverages that are offered for sale during the school day in the elementary schools:

"100 percent of the beverages that are offered for sale during the school day in elementary schools shall be milk, water or 100 percent fruit or vegetable juices.

The school district administration shall ensure the following with respect to beverages offered for sale during the school day in the middle schools and the high schools:

"At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices.
"No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to the following: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using foods of minimal nutritional value during the course of providing health care to individual students; or special needs students whose Individualized Education Plans (IEPs) indicates their use for behavior modification.

This school district's curriculum does incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The West Windsor-Plainsboro Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and school administrative staff so they have the skills they need to implement this policy and promote healthy eating and lifestyle practices. The Board will work toward expanding awareness about this policy among students, parents, teachers, administration and the community.

The Board of Education directs the Superintendent of Schools to establish a Wellness Committee which shall include a student, parents, teaching staff members, administrators and a board member, to review implementation of the requirements of this Policy.
8600 TRANSPORTATION

The Board of Education shall transport pupils to and from school and school related activities in accordance with law and as authorized by this policy. Transportation shall be provided only to authorized public and nonpublic school pupils, authorized school staff members, and adults serving as approved chaperones.

Walkers and Riders

The Board, while cognizant of the fact that bus transportation of students is necessary when safety and/or distance preclude them from walking to school, also expresses its belief that walking is desirable and healthy and students should be encouraged to walk to school whenever possible.

As required by law the Board shall provide transportation for all students who reside a "remote" distance from their assigned school.

It is the policy of the Board to make a further distinction on the basis of grade level to define a remote distance as beyond one half mile for children in Primary Schools; one mile for Upper Elementary and Middle Schools and one and one half miles for High School.

When the walking distance established for a particular grade grouping ends at a point on a given street where other residential properties continue uninterrupted by a street crossing, then the walking distance shall be extended to the next 4-Way or "T" intersection excluding courts. All students within the extended walking distance shall walk to school. Should the next 4-Way or "T" intersection be more than an additional one half miles away, then the walking distances established in this policy, regardless where the boundary line falls, shall determine who walks to school.

The Board shall also provide transportation for those it determines would be required to walk to and from school along hazardous routes. Hazardous routes shall include but not be limited to the following:

1. Absence of sidewalks on at least one side of the roadway along the main corridor to school. Absence of sidewalks within residential developments will not entitle residents to school district transportation.

2. Students crossing major intersections on roads unprotected by stop signs, traffic signals or crossing guard.

Transportation provided in this category shall continue only so long as the unsafe condition exists. Once the unsafe conditions are corrected or eliminated, transportation will cease and the provisions of this policy concerning walking distances will be in effect.
The Board may also establish temporary bus stops during the construction stages of a development in
which students are eligible for transportation. These stops may be created and/or eliminated as
construction progresses.

In the interest of student safety, the Board will not establish bus routes that require school vehicles to
make "U" or "K" turns or enter cul-de-sacs except in unusual circumstances.

Students will be assigned only one bus seat going to and returning from school. This seat may be on a
route beginning or ending at the child's residence or child-care address if that child address is within
either West Windsor-Plainsboro Township and within three and one half miles of the boundary of the
sending/receiving area of the school the child is attending. Day care facilities for kindergarten students
will be designated either AM or PM and transportation provided based upon that designation. The bus
seat shall be assigned for five days a week. No student will be assigned more than one seat in either
direction. In the event that district school is in session when a child care facility is closed,
transportation shall be the responsibility of the parent or guardian.

The Board will transport pupils certified by a physician as temporarily disabled regardless of the
distance between their home and school.

The Board will transport disabled pupils in accordance with Policy No. 8670.

The Board will not be responsible for the transportation of nonresident pupils to or from school,
except that transportation to and from school will be provided for homeless children for whom this
district is determined to be the district of residence and for homeless children enrolled in this district
when no district of residence has been determined.

The Board will provide transportation of pupils remote from schools pursuant to N.J.S.A. 18A:39-1 et
seq. The Board will transport resident children who attend a nonpublic or charter school in the State of
New Jersey not more than twenty miles from their residence, but not a lesser distance from their
residence than that required for the transportation of pupils enrolled in the schools of this district. Aid
in lieu of transportation will be provided to a parent(s) or legal guardian(s) pursuant to N.J.S.A.
18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no
transportation will be provided for pupils enrolled in any public or nonpublic school.

When the Board provides transportation of pupils to and from: county vocational schools and/or
classified pursuant to chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board
has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to
N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board
will utilize one of the agencies identified and published by the Commissioner of Education as
providing cooperative transportation services in accordance with N.J.S.A. 18A:39-1 1.1. The Board
will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation. The
Board will provide to the agency any unique limitations or restrictions of the required transportation.
When the costs to provide transportation by one of the agencies is less than the aid in lieu of
payments, the Board will contract with the agency to provide transportation. The Board will make the
determination on the manner in which transportation services shall be provided in accordance with
N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of
the nonpublic school by August 1 prior to the beginning of the school year.
Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the agencies or the transportation provided by one of the agencies does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.

The Board requires that all buses bid or purchased shall be equipped with seat belts. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport pupils wear seat belts in the same manner.

The Board requires every school bus bid or purchased that is used to transport public or non-public pupils will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.

Buses used to transport pupils must meet state standards. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

The Assistant Superintendent for Finance and Support Services/Board Secretary or designee shall

1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;

2. Prepare and promulgate procedures to be followed in the event of a bus emergency and rules governing the conduct of all pupils transported by the Board;

3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and

4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board.

N.J.S.A. 27:15-16  
N.J.S.A. 39:3B-1 et seq.  
N.J.A.C. 6:21-1.1 et seq.; 6:21-2.1 et seq.

Adopted: 24 June 2003

8601 DISMISSAL FROM SCHOOL

It is the position of the West Windsor-Plainsboro Regional School District that parents/guardians are responsible for the safety of their children (1) to and from bus stops for transported students and (2) upon dismissal from school for students commonly known as "walkers," e.g. those students who are
not eligible for busing. The West Windsor-Plainsboro Regional School District, however, shall take precautions to ensure that parental/guardian preferences regarding the means of release shall be honored. The Board of Education directs the Superintendent to ensure that building principals develop, implement and disseminate procedures consistent with the provisions in this policy.

Elementary School - Grades PreK-5 (Opt Out Provision)

Upon dismissal from school, transported students shall be required to board their assigned buses unless prior permission has been granted for alternative arrangements. The building principal will establish rules for approving these alternative arrangements. Alternatives may include an occasional parental pick-up.

Students who do not receive bus transportation in grades PreK-5 (walkers) will be released only to a parent or legal guardian unless said parent or legal guardian has provided written permission for other designated adult(s) or sibling(s) to assume this responsibility.

Parents/guardians may sign a waiver to allow their child to be dismissed from school without identification of and/or hand-off to an individual assigned to receive their child. In so doing, the parent/guardian assumes responsibility for meeting the child, having someone of choice meet the child, or allowing the child to walk or bicycle home on his or her own.

Parents/guardians who choose not to sign the above mentioned waiver will be expected to report to a location designated by the building principal on or before the close of each school day to be first identified and then to receive their child or children. These same parents/guardians must obey school rules and local ordinances for parking of vehicles.

If a parent/guardian fails to report within ten (10) minutes after dismissal time, his or her child will be escorted to an Extended Day Program within the building until such time as the parent or guardian arrives. A charge for after school care will be assessed the parent/guardian by the Extended Day Program.

The building principal may honor occasional written requests for alternative dismissal arrangement on single given days. In the case of parental convenience, a written note signed by the parent/guardian should be received by the principal at least 24 hours in advance. For emergency situations a phone call from the parent/guardian should be received at least one hour in advance of dismissal time. School personnel will verify phone calls and notes when deemed necessary.

Secondary Students in Grades 6-12 (Opt In Provision)

Due to the extensive co-curricular program offered at the middle and high schools, and, based upon the age and maturity of the student population at these grade levels, unless otherwise informed by parents/guardians in writing, school officials will presume that students will take their assigned bus home, walk home, ride the late bus, or use other means approved by parents/guardians to reach home after being dismissed from school.

Students using late bus transportation will be required to show a student identification card or bus pass to the driver prior to boarding the late bus. The principal will author school rules for receiving late bus passes for students who are involved in afterschool activities and/or meeting with district staff members in the event they do not have a student identification card. Unless directed otherwise by
parents/guardians in writing, it is assumed that parents have given their child or children permission to ride the late bus and will assume responsibility for students upon their discharge from the bus.

Parents/guardians who elect to personally receive their child or children upon dismissal from school must indicate so in writing using the district form. Absent such a request, secondary school students will be released to their own recognizance upon dismissal. The principal will establish location and procedures for those parents/guardians who elect to meet their child/children personally upon dismissal from school.

Accepted: February 26, 2008

PK-G RADE 5
PARENTAL/GUARDIAN REQUEST FORM
DISMISSAL FROM SCHOOL

Parents/guardians must complete one form for each child in grades PK-5 for Non-Bused students only. Note: Until otherwise informed using the form below, school officials will limit release of the child upon dismissal to the parent or legal guardian only.

Parental/Guardian Choice regarding Dismissal from School
(print)Student Information
Name:
Grade Level:

Options: ELECT JUST ONE (Check and Initial the Preferred Box to the Left)
I give permission for my child to leave school on his/her own at dismissal time, and I assume responsibility for arranging any necessary supervision upon such release.
I wish to personally receive my child at dismissal time, and I agree to wait at the designated area for personal identification and pick up. In addition to myself, I name the following person(s) as approved to receive my child (limit of three, please).
(print)Designated Alternate #1
Name:
Relationship:
Phone Number:

(print)Designated Alternate #2
Name:
Relationship:
SECONGDARY - GRADES 6-12
PARENTAL/GUARDIAN REQUEST FORM
DISMISSAL FROM SCHOOL

Parents/guardians of students in grades 6-12 may elect to personally receive their child upon dismissal from school by using the form below. Absent receipt of this form it will be assumed that students have parental permission to leave school on their own upon dismissal.

Parental/Guardian Choice regarding Dismissal from School
(print)Student Information
Name:

Grade Level:

Check and Initial the Box to the Left
I wish to personally receive my child upon release from school and agree to wait at the designated area for personal identification and pick up. In addition to myself, I name the following person(s) as approved to receive my child (limit of three, please).

(print)Designated Alternate #1
Name:
Relationship:
Phone Number:

(print)Designated Alternate #2
Name:
Relationship:
Phone Number:

(print)Designated Alternate #3
Name:
Relationship:
Phone Number:

(print)Parent/Guardian Name:
(sign)Parent/Guardian

Date:

Note: This form is not required if you wish to allow your child to leave school on his/her own.

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<tr>
<th>8630 BUS DRIVER RESPONSIBILITY</th>
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<td>The Board of Education declares, the school bus drivers shall be responsible for the discipline of pupils while they are being transported to or from school. When pupil conduct warrants stringent discipline, the driver shall report that conduct to the appropriate building principal, who may suspend the pupil from riding on the school bus. The transportation of any pupil so suspended shall be the responsibility of the pupil's parent(s) or legal guardian(s).</td>
</tr>
<tr>
<td>The school bus driver is responsible for the safety of his/her pupils and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of his/her school bus. In the event of an emergency, the school bus driver shall follow procedures established by this Board.</td>
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N.J.A.C. 6:21-1.2; 6:21-11.1 et seq. |
| Adopted: 24 June 2003 |

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<thead>
<tr>
<th>8631 BUS CONDUCT</th>
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<tbody>
<tr>
<td>The Board of Education has assumed the responsibility for transporting many of its students. This responsibility begins as a student boards a school bus and ends when the student is delivered to the regular bus stop at the close of the school day.</td>
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<tr>
<td>In view of the fact that a bus is an extension of the classroom, the Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior. A student who violates these standards shall be reported to the building principal by the bus driver or the supervisor of transportation. The Principal shall inform the parent(s)/legal guardian(s) immediately of the misconduct and/or take appropriate disciplinary action.</td>
</tr>
<tr>
<td>While riding on a bus equipped with safety belts, students are required to use these belts in a proper manner. Instructions for proper use will be provided and failure to follow these instructions will be considered a major offense and treated as a violation of established standards for classroom behavior. Students will be exempt from the use of safety belts only upon the receipt of a written request from their parent(s)/legal guardian(s).</td>
</tr>
<tr>
<td>Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parent(s)/legal guardian(s) of the students involved become responsible for seeing that the students get to and from school safely.</td>
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<td><strong>8651</strong> USE OF DISTRICT-OWNED BUSES BY SENIOR CITIZENS</td>
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<td>West Windsor and Plainsboro senior citizens groups shall be permitted and encouraged to use district-owned buses when such use will not interrupt or interfere with programs of the schools.</td>
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<td>Limitations on areas of travel shall be those mandated by state statute. (N.J.S.A. 18A:4-15)</td>
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<tr>
<td>Fees shall be assessed to cover any expenses incurred by the Board as a result of this use.</td>
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<tr>
<td>The driver of the vehicle must be licensed to drive a bus and approved by the transportation coordinator.</td>
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<td>Adopted: 24 June 2003</td>
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| **8660** TRANSPORTATION BY PRIVATE VEHICLE |
| Student transportation to and from school related student activities normally will be provided in Board owned vehicles and by Board employees who are licensed bus drivers. However, volunteers may transport students to and from school related student activities in unusual circumstances or when a group is too small in number to make economical use of Type I or Type II (school bus or van) vehicles. |
| Volunteer drivers must be school district employees or parents/guardians who are willing to provide transportation to and from school related activities. |
| Qualifications for volunteer drivers shall include: |

1. A valid driver's license with no convictions for moving violations during the last two years. |
2. A private passenger vehicle of eight or fewer capacity with a current inspection sticker. |
3. Statutorily required insurance of at least the minimum coverage. |
| The Superintendent, or in an emergency, the building principal, must give advance approval to the activity and to the volunteer driver. To be approved, drivers must provide evidence of compliance with the qualifications listed above. |
| Other factors to be considered are: |

" Students will be picked up and/or dropped off in a safe area. |
" Adequate supervision will be provided to ensure safety. |
" Parents/guardians will be notified in advance that a volunteer driver will be providing transportation and must give written approval. |
" Volunteer drivers shall be reimbursed for all expenses incurred including the Board approved mileage rate per mile. |
In the event of an accident in which a student is riding in a volunteer's private passenger automobile, the first respondent would be the student's parent/guardian's automobile insurance carrier. The New Jersey No Fault Law provides unlimited medical expenses, and further provides that these expenses will be paid by the parent/guardian's automobile insurer regardless of the ownership of the vehicle in which a student is injured and regardless of fault.

If the parents do not have automobile insurance or if litigation results, then the insurer or the owner of the car involved in the accident will respond first. The Board of Education's insurance coverage will be in effect when claims are larger than the insurance carried by the owner of the vehicle.

Expenses incurred by School Board personnel as a result of injuries suffered while operating private passenger vehicles on school business will be covered by workers' compensation benefits.

N.J.A.C. 6:21-10.2; 6:21-10.3

Adopted: 24 June 2003

8670 TRANSPORTATION OF DISABLED PUPILS

The Board of Education shall provide transportation services for pupils with disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for a disabled pupil. Such transportation will conform to the pupil's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team (CST) or prescribed by the school physician. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of a disabled pupil may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school. When necessary for the pupil's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupil.

The transportation of disabled pupils to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupil's IEP and approved by the CST. The individual plan for a disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.A.C. 6:21-7.1 et seq.; 6A:14-3.9(a)7
8710 INSURANCE

The West Windsor-Plainsboro Board of Education is responsible for the purchase of insurance to cover the various risks to which the school district is exposed. In order to evaluate the range of services available and the cost thereof, the Board will periodically solicit bids or quotations from interested agents.

Coverages shall be maintained in the following general categories:

a. Workmen's compensation and employer liability (including Board members while on school business).
b. Comprehensive general liability.
c. School Board indemnity liability and professional liability insurance.
d. Comprehensive auto liability and physical damage.
e. Student and athletic liability.
f. Blanket and individual bond.
g. Umbrella liability insurance.
h. Crime insurance.
i. Property insurance.
j. Boiler and machinery insurance.
k. Other insurance such as medical, dental or prescription to be determined by agreements with employee groups.
l. Such other insurance as may be approved by the Board.

Insurance is to be placed with companies licensed by the Department of Insurance of the State of New Jersey, and shall be placed with companies who have a Best's Policyholders rating of "A" or better. Insurance may be placed through one or more agents or brokers, but in any event, a broker of record will be designated to oversee the entire insurance program for the Board. Such designated broker of record shall also:

a. Provide the Board with an annual report of existing, and if appropriate, any recommended additional coverages to the end that the Board shall have adequate, but not excessive, insurance coverage.
b. Provide the School Business Administrator/Board Secretary with the necessary figures for the school budget, annually.
c. Provide safety and fire inspections as appropriate.
d. Provide fire safety and fire prevention instruction as required.
e. Process claims promptly and assist where necessary to insure prompt settlements.

N.J.S.A. 40A:10-52 et seq.

Adopted: 24 June 2003

8740 BONDING

The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district monies and property be bonded.
The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Monies in accordance with rules of the State Board of Education. All other employees shall be covered under a blanket bond in an amount to be determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J. Consti., Art. 7, §1, 4  
N.J.A.C. 6:3-1.3

Adopted: 24 June 2003

8750 OFFICER AND EMPLOYEE INDEMNIFICATION

The Board of Education shall indemnify officers and employees of the school district in accordance with law whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding is brought against an officer or employee for any act or omission arising out of and in the course of the performance of his/her duties as an officer or employee subject to the conditions set forth in applicable law and this policy. The Board shall defray all costs of defending any such action, including reasonable counsel fees and expenses, together with costs of appeal, and shall save harmless and protect the employee or officers from any financial loss resulting from the action.

No officer or employee shall be entitled to be held harmless or have his/her defense costs defrayed in a disciplinary proceeding instituted against him/her by the Board or when the officer or employee is appealing an action taken by the Board.

In the case of a criminal or quasi-criminal action, the officer or employee shall be indemnified only if the action results in a final disposition in favor of the officer or employee. No officer or employee shall be entitled to be held harmless or have his/her defense costs defrayed as a result of a criminal or quasi-criminal complaint filed against the officer or employee by or on behalf of the Board of Education.

In accordance with law, an officer or employee may be indemnified for punitive damages, in accordance with law, if, in the opinion of the Board, the acts committed by the officer or employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

When permitted by law, the Board shall arrange for and maintain appropriate and reasonable insurance policies and limits of coverage to protect against any such damages, losses and expenses.

N.J.S.A. 40A:10-52
8760 PUPIL ACCIDENT INSURANCE

In the best interest of pupils, the Board of Education shall make available and administer a pupil accident insurance program which shall cover all pupils in the school system who wish to participate. Premiums shall be paid by the parent(s)/legal guardian(s).

The insurance company or companies assigned the contract shall be one or ones licensed to transact business in New Jersey.

The program shall offer an alternative between school time coverage and twenty-four hour coverage.

Additional voluntary insurance programs shall be arranged for pupils who participate in sports programs, with premiums to be paid by the parent(s)/legal guardian(s). This accident insurance shall provide for payments in connection with loss resulting from bodily injury or death sustained by pupils while participating in, practicing for, or during transportation to and from games or contests conducted by the school district, or with the consent of the Board or of the school and under the supervision of a Board employee or in connection with the physical education program of the district.

The provisions of this policy shall not be construed to impose any liability on the part of the Board for injuries sustained by a student as a result of or in connection with any of the games or contests herein mentioned, or as a result of or in connection with the physical education program of the district.


Adopted: 24 June 2003

8820 OPENING EXERCISES

The Board of Education requires that the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law. A pupil who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.

The parent(s) or legal guardian(s) of any pupil who elects not to salute the flag shall be so informed by the building principal, and any such parent(s) or legal guardian(s) or the adult pupil shall be required to furnish a written statement of the pupil's conscientious objection.


Adopted: 24 June 2003

8901 TELEPHONE CALLS

The telephones in each building with the exception of those in the teachers' lounges are for official school business.
Personal telephone calls beyond the regular zone shall be paid for by the staff member and shall be made on the telephone in the faculty lounge or on a pay phone only.

Teachers shall be released from classroom responsibilities to answer or originate telephone calls only under the most urgent circumstances.

Adopted: 24 June 2003

### 9000 COMMUNITY

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### 9100 COMMUNITY RELATIONS

The Board of Education believes that school district community relations is not solely an information program, but encompasses all aspects of the schools' relationship with the total community.

The Board of Education believes its school-community relations program should:

A. Promote public interest and participation in the operation of the school system;

B. Gather information about public attitudes toward the school system and its programs and report
them to Chief School Administrator and the Board;

c. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems and progress of the school system to the community and the staff;

D. Develop the most effective means of communication with the school system's public and use available media as appropriate;

E. Develop programs in the schools that will integrate home, school, and community in meeting the needs of district pupils;

F. Develop and maintain the confidence of the community in the school Board and the school staff;

G. Develop a climate that attracts good teachers and encourages staff to strive for excellence in the educational program;

H. Anticipate and forestall problems that are brought about by lack of understanding;

I. Evaluate past procedures in order to make improvements in future communications.

The Chief School Administrator shall be responsible for developing programs, techniques and channels for implementing this policy.

Communications with the Public

The Board will keep the community informed of the status of the schools through advertised public meetings, press releases, district website, and such other means as may be appropriate.

The public information program of the Board and the district shall be directed by the Superintendent or designee, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its annual goals and its progress toward achievement of them, its special education plan, its basic skills improvement plan, its bilingual/ESL program, pupil progress, and graduation statistics shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Adopted: 24 June 2003

9110 QUALITY ASSURANCE ANNUAL REPORT

The Board of Education recognizes the vital role played by parent(s) or legal guardian(s) and other residents of the district in assuring the children of this district a thorough and efficient system of education. Accordingly, and in compliance with rules of the State Board of Education, the Board shall annually, offer a quality assurance report at a regular Board meeting.
The Superintendent shall offer the public a quality assurance presentation that reports on:

1. The implementation of school-level plans, N.J.A.C. 6:8-2.4;

2. The achievement of performance objectives, N.J.A.C. 6:8-2.6;

3. Each school report card, including pupil performance results and pupil behavior data, N.J.A.C. 6:8-2.6 and 6:8-2.7;

4. Professional development activities, N.J.A.C. 6:8-2.8;

5. The condition of the school facilities, N.J.A.C. 6:8-2.9;

6. The status of mandated program reviews, N.J.A.C. 6:8-2.5;

7. Community support data consisting of:
   a. A review of demographic data,
   b. A community survey,
   c. Identification of available resources and linkages to social service agencies,
   d. Strategies to overcome any community and environmental conditions that hinder learning,
   e. Methods to eliminate any barriers to community participation,
   f. Planned level of community involvement,
   g. Strategies for parental involvement, and parent-teacher interaction.

The Superintendent shall prepare a summary of his/her QARR report for distribution at the meeting. Copies of the reports in addition to the summaries will be provided on request in accordance with Board policy on public records. Those reports that are public records will be available for public inspection from the time they are received or filed by the district.

The Board will invite public discussion on issues related to Superintendent's reports. Members of the public will be heard in accordance with Bylaw No. 0167 on public participation in Board meetings.

N.J.S.A. 10:4-6 et seq.
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6:8-2.4 et seq.; 6:8-7.1(f)
9120. PUBLIC RELATIONS PROGRAM (M)

The West Windsor-Plainsboro Regional School District Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The West Windsor-Plainsboro Regional School District Board of Education will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee. For the purpose of this policy, "public relations services" include activities directly relating to promotional efforts that advance a particular position and/or communicate information to the news media and district community at large through such means as press releases, press conferences, newsletters, flyers, mass community mailings and emails, television and radio broadcasting, and school-related community events. Public relations services do not include activities such as crisis communications, website maintenance, data collection and dissemination, school operations and development of the district calendar or handbook.

The West Windsor-Plainsboro Regional School District Board of Education will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal. These written permission forms shall be maintained by the Principal. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.

The West Windsor-Plainsboro Regional School District Board of Education adopts the following
strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

The West Windsor-Plainsboro Regional School District publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The West Windsor-Plainsboro Regional School District will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.

The West Windsor-Plainsboro Regional School District Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted: September 23, 2008
The West Windsor-Plainsboro Regional School District will maintain the Education/Government Access Channels: Channel 3 in Plainsboro Township and Channel 27 in West Windsor Township. These channels will be used for Board of Education-sanctioned events and information as well as township-sanctioned events and information. Channels 3 and 27 are not Public Access Channels.

The programming for Channels 3 and 27 is shared by the West Windsor-Plainsboro Regional School District, Plainsboro Township, and West Windsor Township. During its designated programming time, the West Windsor-Plainsboro Regional School District will provide residents with non-editorial information concerning school district services, programs, and activities, and will be limited to the specific events, meetings, and activities that are sanctioned by the West Windsor-Plainsboro Regional School District Board of Education.

The purpose of the West Windsor-Plainsboro Regional School District cable television programming is:

"To widen the dissemination of information on the activities of the school district."

"To increase awareness of school district activities."

"To provide information about school district programs and services offered to residents of Plainsboro Township and West Windsor Township.

Accepted: 2/14/06

9130 PUBLIC COMPLAINTS AND GRIEVANCES

The Board of Education values appropriate ways to resolve complaints about the conduct of and/or decisions made by school employees that affect students, parents and members of the community. Although the Board is prepared to be informed about and review constructive criticism about its employees, it believes it is important that every reasonable effort be made to resolve disputes between employees and complaining parties at the lowest possible level. This policy and the accompanying regulation shall not apply to matters for which there are prescribed procedures for appeal pursuant to State or Federal laws or regulations or employee grievance procedures.

Appeals regarding attendance area assignments shall only be redressable through the procedures outlined in Policy and Regulation No. 5117, and not through the procedures described in this policy. Complaints filed pursuant to the district's equal employment opportunity and affirmative action policies shall only be addressable through the procedures outlined in policies and regulations Nos. 1530 and 1550, respectively, and not through the procedures described in this policy.

It is the desire of the Board to rectify any misunderstandings that arise between its employees and parents or members of the community through informal discussions whenever possible. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. In accordance with this policy, a regulation shall be approved that provides a means for adjudicating disputes in a fair and impartial manner.
Parents and/or community members who have complaints about the conduct of and/or decisions made by employees shall be advised of the procedures to be followed when pursuing such complaints. Individuals with limited English speaking proficiency shall be provided with the opportunity for appropriate assistance at all levels of the processing of a complaint. Individuals with disabilities shall be provided reasonable accommodations in accordance with applicable laws and regulations.

Whenever an individual Board member or the Board as a whole receives a complaint about an employee's conduct or decision, he/she or it shall withhold substantive and/or conclusive comment and shall advise the complainant of the Board's policy that an attempt be made to resolve disputes at the lowest possible level. The Board member or Board President (for complaints received by the Board as a whole) shall further advise the complainant to contact the individual school where the employee is assigned to obtain a copy of the procedures set forth in Regulation No. 9130. Any Board member receiving a complaint shall also advise the Superintendent of Schools of the identity of the complainant and the nature of the complaint.

The West-Windsor-Plainsboro Regional Board of Education directs the Superintendent of Schools to develop appropriate regulations that include procedures as needed for dealing with public complaints and inquiries. The Superintendent of Schools is further directed to ensure that copies of this policy be published and disseminated as appropriate to ensure that parents and members of the community are aware of the appropriate procedures to be followed.

Adopted: 24 June 2003
Revised: 27 March 2007

9150 SCHOOL VISITORS

The Board welcomes visits to school by parent(s) or legal guardian(s), Board members, other adult residents of the community, and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present and to prevent the disruption of classes, the Superintendent or designee shall devise regulations by controlling visitors.

All visitors shall be required to report to the Principal's office upon entering the building.

A "visitor" is anyone other than a student enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or students during class time without the Principal's permission.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.
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<tr>
<th>Pol #</th>
<th>West Windsor-Plainsboro RSD Policies – Winter 2010</th>
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<tr>
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<td>N.J.S.A. 2C:18-3</td>
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<td>Adopted: 24 June 2003</td>
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<td>9160</td>
<td>9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS</td>
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<td>The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the district and acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.</td>
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<td>A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board. Residents of the district sixty years of age or older, Board members, and district personnel will be admitted without charge to all school events except interscholastic athletics.</td>
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<td>The Board may bar the attendance of any person at a school event whose conduct constitutes a disruption. The Board prohibits the possession and consumption of alcoholic beverages at any function sponsored by the district, and, further, prohibits wagering on school premises.</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<td>9161</td>
<td>9161 CROWD CONTROL</td>
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<td>The Board of Education believes that in order to achieve its goals for interscholastic competition, the student body and the general public attending an interscholastic event must conduct themselves in such a manner as to make a positive contribution toward the educational objectives of this district.</td>
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<td>The Board directs the Superintendent to prepare regulations for pupil and public behavior at interscholastic events and to publicly post such regulations and to devise procedures for the control of crowds.</td>
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<td>The Board authorizes school officials to have expelled from any district event by the law enforcement officers on duty, any spectator who willfully violates the rules and regulations of the district or whose behavior jeopardizes the safe conduct of the event. Further, any spectator involved in violations of the rules and regulations may be prohibited from attending further school events.</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<td>9180</td>
<td>9180 SCHOOL VOLUNTEERS</td>
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<td>The West Windsor-Plainsboro Regional School District Board of Education recognizes that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board directs the institution of a program for the utilization of volunteer services in grades kindergarten through twelve.</td>
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<td>The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks.</td>
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<td>Volunteers must be persons of known character, responsibility, and integrity.</td>
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Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer.

The Superintendent shall prepare and promulgate rules of conduct for school volunteers. Each school volunteer shall be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers or coach:

1. Volunteers may serve only under the direction and supervision of a teaching staff member;

2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;

3. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts;

4. Volunteers shall respect the individuality, dignity, and worth of each child;

5. Volunteers are not permitted access to pupil records;

6. Volunteers may consult with the Principal regarding their duties and responsibilities;

7. Volunteers shall receive no financial remuneration from the Board.

School volunteers in classrooms longer than 4 weeks or on any overnight trip may be required to have a criminal background check and be fingerprinted at District's expense, sign a waiver for workers' compensation and provide documentation that a Mantoux test has been administered.

The Superintendent shall report periodically to the Board on the number of volunteers serving in the schools of the district, the duties performed by volunteers, and the number of volunteer hours served, by school.


Adopted: 24 June 2003
Revised: September 23, 2008

9181 VOLUNTEER ATHLETIC COACHES

The West Windsor-Plainsboro Regional School District Board of Education recognizes the services of volunteer athletic coaches who may bring unique skills to the district, enrich the athletic program and enhance the relationship between the school district and the community. The West Windsor-Plainsboro Regional School District Board of Education establishes a program for the utilization of volunteer athletic coaches. The determination of whether to recommend the utilization of a volunteer coach athletic coaching position for any particular team shall be at the discretion of the Superintendent or his/her designee.
The Superintendent or his/her designee will be responsible for the recruitment and screening of volunteer athletic coaches and their assignment. The West Windsor-Plainsboro Regional School District Board of Education is not obligated to utilize the proffered services of any individual seeking appointment as a volunteer athletic coach. Coaching volunteers must be persons of demonstrated character, responsibility, and integrity and must be recommended by the Superintendent and appointed by the Board of Education prior to assuming any coaching responsibilities.

Volunteer coaches shall be approved for only one season at a time with the understanding that their appointment is limited to the particular sport and season for which they were approved and that there is no entitlement to a future appointment.

The Superintendent or his/her designee shall prepare and promulgate rules of conduct for volunteer athletic coaches. Each volunteer athletic coach will be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service of a volunteer athletic coach:

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board;

2. Volunteer athletic coaches may not directly supervise athletics in the absence of a head and/or assistant coach employed by the Board;

3. Volunteer athletic coaches must clearly understand their duties and responsibilities, including the duty to comply with all district rules, policies and regulations and the regulations of the NJSIAA, and perform no services outside those duties;

4. Volunteer athletic coaches serve only in a support capacity and only head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program;

5. Volunteer coaches shall not be considered "assistant coaches", nor shall they be listed in any programs or publications as "assistant coaches;"

6. Volunteer athletic coaches shall respect the individuality, athletic ability, dignity and worth of each pupil;

7. Volunteer athletic coaches are not permitted access to pupil records.

8. Volunteer athletic coaches who become aware of any confidential pupil matters as a result of their volunteer activities must exercise discretion in possessing and disclosing
9. Volunteer athletic coaches must consult with the Superintendent or his/her designee regarding any matters or questions regarding their duties and responsibilities.

10. Volunteer athletic coaches shall receive no financial remuneration from the district or any other source for their volunteer services.

11. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

All volunteer athletic coaches must have a satisfactory criminal background check, including a fingerprint test at the District's expense, sign a waiver for workers' compensation and provide documentation that a Mantoux test has been administered. The Superintendent and/or his designee may require additional documentation, as is deemed necessary.

The Superintendent shall report annually to the Board on the number of volunteer coaches serving in the district and the duties performed by volunteer coaches.


Cross References: 2431, 9180

Adopted: 2/24/04

Revised: September 23, 2008

9190 COMMUNITY RESOURCES

The Board of Education encourages local businesses and individual residents who are especially qualified because of training, experience or interest to take an active part in the district's educational programs. Those persons and representatives of businesses identified by the Superintendent and the staff and approved by the Board may be invited to act as advisors in groups or individually in appropriate circumstances and situations.

The district shall also take advantage of the physical and financial resources of the community and other organizations including business when such facilities or locations provide learning and enrichment opportunities not otherwise available to our students. Student safety shall be a primary concern in making use of such resources.

In accordance with law, the administration shall identify and establish working relationships with community agencies which are involved in evaluation and treatment of drug/alcohol problems.

Community volunteers who will be in contact with students may be required to pass a tuberculosis
screening.

Community volunteers are subject to the same rules of conduct as school volunteers. (See Regulation No. R 9180)

Adopted: 24 June 2003

9200 COOPERATION BETWEEN PARENTS AND SCHOOL

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of pupils. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes under parental authority.

Parents/legal guardians are requested to keep the school apprised of changes in the home situation which may affect student conduct or performance. Parents/legal guardians are specifically requested to inform the school of any changes in legal custody of the child.

The Board directs that cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those pupils having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parent(s) or legal guardian(s), and are of general interest to the schools or community.

Adopted: 24 June 2003

9230 PARENTAL RESPONSIBILITIES

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process.

Parent(s) or legal guardian(s) can help children learn by:

1. Requiring that children obey all school rules and by accepting responsibility for a child's improper conduct;

2. Sending children to school punctually with proper attention to health, personal cleanliness, and dress;

3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;

4. Reading communications from the school and signing and returning them promptly when so
5. Attending conferences arranged for the exchange of information on the child's progress in school; and

6. Scheduling family matters to minimize interference with the regular school day.

Adopted: 24 June 2003

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<th>9240 RIGHTS OF PARENTS</th>
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<td>The Board of Education recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child's life and well-being.</td>
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The Board will presume that each natural or adoptive parent or legal guardian of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parents or legal guardians or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parents or legal guardians for access to their child, to their child's teachers, and to information about their child.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear, without parental consent, on any records or information released pursuant to the provisions of this section.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the record be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the noncustodial parent whose parental rights have not been terminated to full access to his/her child's records.

N.J.A.C. 6:3-6.1; 6:3-6.5; 6A:14-1.3; 6A:14-2.9
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<tr>
<th>9260</th>
<th><strong>PARENTAL LIABILITY FOR VANDALISM</strong></th>
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<td>The school property held in trust by this Board of Education represents a substantial investment of the taxpayers of the school district; liability for the willful and malicious destruction of that property should be borne by those directly and indirectly responsible.</td>
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<td>The Board further believes that parent(s) or legal guardian(s) are ultimately responsible for the supervision and discipline of pupils and that the knowledge that they are liable for the acts of their children and wards will encourage parent(s) or legal guardian(s) to exercise that responsibility more vigorously.</td>
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<td>Where any property, real or personal, owned by this Board has been willfully and maliciously damaged by any minor, whether or not the person is enrolled in this district, the Board may bring civil action against the parent(s) or legal guardian(s) having legal custody and control of the person at the time the damage was caused, for the full amount of the damage.</td>
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<th>9270</th>
<th><strong>HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS</strong></th>
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<td>The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.</td>
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<td>Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that parents have a constitutional right to choose the type and character of education they feel is best suited for their children, be it secular or sectarian. Home schooling is an option that parent(s) or legal guardian(s) may choose to educate their children. When parents choose this option the program will be carried out in the pupil's home rather than the school.</td>
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<td>In the event a child is receiving an education outside the district schools, the Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments. If the Superintendent makes such report, the parent(s) or legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their decision to continue the education outside the district schools.</td>
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child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.

The parent(s) or legal guardian(s) or other person having charge and control of a child between the ages of six and sixteen, who shall fail to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child who seeks admission to this school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer student, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are educated at home and are not enrolled in a school, the school district will not provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the federal special education laws.

A child educated at home shall not receive a state endorsed high school diploma from the Board of Education.

U.S.C.A. 1401 et seq.

Adopted: 24 June 2003

9280 PARENT CONFERENCES

The Board of Education endorses the parent-teacher conference as an effective means of permitting parent(s) or legal guardian(s) and teachers to share information about pupils and the educational program in a constructive setting.

The Superintendent is directed to schedule parent-teacher conferences at such times as will permit the maximum attendance of parent(s) or legal guardian(s), including working parent(s) or legal guardian(s); to encourage the participation of parent(s) or legal guardian(s); and to provide in-service training to teachers to assist them in making most effective use of the conference.

The Board believes that the information exchanged in parent-teacher conferences can be of great importance to the pupil's ability to profit educationally; such conferences are, therefore, an essential part of the instructional program and an integral part of a teacher's professional responsibility. Accordingly, all teachers are required to attend the parent conferences scheduled for the children assigned to them. A teacher's failure to observe this policy may be cause for discipline.

The Board regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the pupil. Provided one day advance notice to the Principal is given, the parent(s) or legal guardian(s) of the pupil may bring to the conference additional persons who share that interest or wish to aid the parent(s) or legal guardian(s) and the teacher. The relationship of such person(s) to the pupil must be provided at the time of
notification.

The purposes of the parent-teacher conference are best served when all persons present share freely and candidly their knowledge of the pupil's educational progress and information relating to that progress. Any person present may make and preserve notes, for his/her benefit, of the information shared and may, if mutually agreed, make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian. Because the presence of the tape recorder may act to impede the free exchange necessary to an effective conference, however, either the parent(s) or legal guardian(s) or the teacher may refuse the other's request that a tape recorder be used.

Adopted: 24 June 2003

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<th>9310</th>
<th>9310 COOPERATION WITH MUNICIPAL AGENCIES</th>
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<td>The Board of Education recognizes the separate but complementary roles played by this Board and by the West Windsor and Plainsboro in the planning of programs and services for both communities. Accordingly, the Board directs the implementation of a program of communication and cooperation between this district and municipal authorities.</td>
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<td>The Superintendent shall confer periodically with appropriate municipal officials on issues of mutual interest and concerns including the annual school budget.</td>
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<td>The Board will offer to meet with municipal officials to review the budget before the public hearing, appoint a liaison representative from the Board to attend meetings of the West Windsor and Plainsboro municipal governing bodies, and invite a liaison representative from municipal governing bodies to attend all public meetings of the Board.</td>
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<td>Adopted: 24 June 2003</td>
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<tr>
<th>9320</th>
<th>9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES</th>
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<td>The Board of Education acknowledges that the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.</td>
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<td>The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement agencies and directs the Superintendent to institute a program of such communication and cooperation.</td>
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<td>All contacts between staff and pupils shall be governed by the Uniform State Memorandum of Agreement between the West Windsor-Plainsboro Regional School District and the Police Departments of West Windsor and Plainsboro.</td>
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<td>The board directs the Superintendent to implement the procedures outlined in the Uniform State Memorandum of Agreement.</td>
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<td>The Superintendent or his/her designee and appropriate law enforcement officials shall meet annually to discuss the implementation and need for revising the M.O.A. The Board will approve the M.O.A. annually.</td>
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The Board of Education is committed to providing the children of this district with a school environment conducive to learning, free of drugs and drug trafficking. To that end the Board will cooperate fully with law enforcement agencies in accordance with law and rules of the State Board of Education.

No law enforcement operation, program, or activity shall be permitted to interfere with educational goals and prerogatives, which must always take precedence over traditional law enforcement objectives.

The Board appoints the designee of the Superintendent to serve as liaison officer to the West Windsor and Plainsboro Police Departments in the matter of providing drug free school zones.

The Board shall enter into a memorandum of agreement with the West Windsor and Plainsboro Police Departments governing the roles and responsibilities of school employees and law enforcement officers with respect to controlled dangerous substances and to the planning and conduct of law enforcement activities and operations occurring on school property. Any such memorandum will be reviewed periodically and revised as necessary to comply with the requirements of law and meet the changing needs of the district.

The Board authorizes the Superintendent to approve such undercover operations as may be necessary to identify and apprehend persons engaged in the illegal distribution of controlled dangerous substances on school premises. Any undercover operation must be planned and conducted in such a manner so as to minimize the risk of interruption to the educational program. The Superintendent is not obliged to reveal to the Board or to Board members individually the existence of any undercover operation.

The Superintendent shall plan and implement such in-service training programs as may be required to instruct school employees in the Board's policy and procedures regarding cooperation with law enforcement activities in the provision of drug free school zones.

In implementation of this policy, the Superintendent shall develop and present procedural regulations to the Board for its approval. Such regulations will cover the following areas to the extent they are not provided for in an approved memorandum of understanding:

1. The roles and responsibilities of the liaison officer;
2. Staff cooperation with arrests made by law enforcement officers;
3. Searches on school premises;
4. Interviews of pupils suspected of possessing, using, or distributing a controlled dangerous substance;
5. The planning and conduct of undercover operations;
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<td>6.</td>
<td>The handling of drugs and drug paraphernalia;</td>
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<td>7.</td>
<td>Notification of law enforcement authorities of suspected violations of the drug abuse laws;</td>
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<td>8.</td>
<td>Requesting uniformed police at extra-curricular events;</td>
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<td>9.</td>
<td>Notification of parent(s) or legal guardian(s);</td>
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<td>10.</td>
<td>The resolution of disputes; and</td>
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<tr>
<td>11.</td>
<td>Confidentiality.</td>
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The Board will annually review and assess the effectiveness of this policy and the procedures set forth in implementing administrative regulations. The annual review will be conducted in consultation with the County Superintendent, the County Prosecutor, and members of the community.

Both policy and procedures on drug free school zones will annually be made available to all school employees, pupils, and parent(s) or legal guardian(s) or other interested community members.

The Board directs the Superintendent to implement the procedures outlined in the Uniform Memorandum of Agreement that pertain to Drug Free School Zones.

N.J.S.A. 2C:29-1 et seq.; 2C:35-1 et seq.
N.J.A.C. 6:29-10.1 et seq.

Adopted: 24 June 2003
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or

3. An offense, if committed by an adult, would constitute a crime and the offense:

   a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or

   b. Involved the unlawful use or possession of a firearm or other weapon; or

   c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or

   d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; or

   e. Would be a crime of the first or second degree.

Information provided in accordance with the section above shall be treated as confidential. The school principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or to planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

Law enforcement or the prosecuting agency may provide the school principal with information identifying one or more juveniles who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with the section above shall be treated as confidential, but the school principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided in accordance with this paragraph shall be maintained.

The Principal who requests and/or receives information as specified in this policy shall notify the Superintendent or designee within twenty-four hours.

The school district shall comply with the Department of Education rules and regulations concerning the creation, maintenance and disclosure of pupil records regarding school principal notification of juvenile offender case disposition and this policy.

P.L.1982, c.79
R.S.53:1-15
P.L.1985, c.69
9400 NEWS MEDIA RELATIONS

Representatives of the media are an important link in the communications chain between the school district and the communities it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the district's school and community relations program.

The Board of Education must give formal approval to all basic practices governing relations between news media and the district and reserves the right to negotiate protocols for recording or broadcasting any school event.

The Superintendent or designee shall be the chief communications representative of the district. He/she shall be readily available to media representatives, provide media representatives with all appropriate and necessary information, suggest or supply feature articles or stories, prepare "press kits," assist school and parent organizations with press relations, meet periodically with media representatives, and protect school personnel from any unnecessary demands on their time by news media representatives.

The Superintendent or designee may restrict on campus interviews between staff members or pupils and media representatives and authorize the release of photographs, video or digital images of district subjects, personnel, or pupils.

Principals shall disseminate notices to parent(s) or legal guardian(s) that photographs, video or digital images of pupils may be released unless the parent(s) or legal guardian(s) request in writing (through the form provided annually) that no such release be made.

Adopted: 24 June 2003

9500 COOPERATION WITH EDUCATIONAL AGENCIES

Cooperation between the schools and other organizations concerned with youth, career development, and mental health will enhance the opportunities of the district's students. Such cooperation will also enable the district to serve its students better through appropriate referrals as in substance abuse programs, special needs, etc. The Superintendent is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

The Board recommends that the Superintendent or designee seek and maintain working relationships with local colleges and universities in such areas as student teaching, inservice staff development, and possible sources of career placements for our students.

Donations to Private Organizations

The authority for a Board to expend public funds is derived from the constitutional mandate to "provide for the maintenance and support of a thorough and efficient system of free public schools". The donation of monies to any private organization, regardless of the merits of that organization's purposes, is not within the authority of the Board and is, therefore, prohibited.
Cooperative Arrangements with other School Districts

The Board desires that strong lines of communication be maintained with other districts and institutions which provide programs, training, or services not available to children residing in this district and with districts whose resident pupils are enrolled in programs in the district.

The district in which pupils are in attendance has responsibility and authority for those pupils. In order that those pupils receive maximum benefit from their program of studies, articulation between the cooperating institutions is essential.

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the Superintendent shall participate in the coordination of curriculum, coordination of school calendar and activities, and any others where it may be advantageous to serve a broader area than this school district. In carrying out this policy, the Superintendent shall include in his/her reports to the Board an evaluation of the desirability and feasibility of cooperation with other school districts.

20 U.S.C.A. §3066
18A:58-37.1 et seq.
N.J.A.C. 6:20-6.1 et seq.; 6:28-6.1 et seq.

Adopted: 24 June 2003

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with pupils and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/Interns.

The Board retains the right to approve the selection of all student teachers/interns.

Student teachers/interns shall be selected and assigned by the Principal. The Principal shall assign student teachers/interns in a manner that assures that no single group of pupils will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that are required for teaching staff members by this Board. Every student teacher/intern accepted by this Board must present the written notification of the Commissioner of Education that the applicant qualifies for employment after a criminal history record check.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.
Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. 6:11-7.3; 6:11-7.4

Adopted: 24 June 2003

9550 EDUCATIONAL RESEARCH PROJECTS

The Board of Education recognizes the importance of educational research in answering educational questions and changing educational practices. It further recognizes the needs of individuals and institutions to rely on public schools for information to conduct research.

Educational research in this context is expected to contribute to the education and benefit of our students and/or educational community. Therefore, the Superintendent is authorized to cooperate, when feasible, with colleges, universities, recognized research agencies or individuals to collaborate with potentially useful research.

Teaching staff members may seek funding from local state and federal sources, public and private, for locally conducted research projects. All research projects involving pupils district personnel, facilities, and/or resources shall have the prior approval of the Superintendent. The Board shall be notified of any proposed research project involving pupils, prior to its commencement.

Because of frequent requests for studies in our schools it is necessary that guidelines and procedures be implemented to insure that approved studies will be beneficial to our students and educational community. The Superintendent reserves the right to refuse any request for a research project.

The Superintendent is charged with the responsibility of developing administrative procedures that are designed to implement this policy. A written report must be made to the Superintendent when a research project is terminated (either completed or incomplete). The Superintendent may also require progress reports during the course of any research project and shall notify appropriate administrators of the conduct of any research project.

N.J.A.C. 6:3-6.5

Adopted: 24 June 2003

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education will permit access to school pupils on school premises and access to certain information about individual pupils for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.
Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing five working days before the planned activity and must be approved in advance by the Superintendent. The Superintendent shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent's judgment, carries a substantial likelihood of disrupting the educational program of this district.

Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, directory information compiled in accordance with Policy No. 8330.

Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's excusal from participation in all recruitment activities and/or from a listing in the student information directory distributed for recruitment purposes.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.


Adopted: 24 June 2003

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<td>The Board of Education will permit vendors to solicit pupils and parent(s) or legal guardian(s) for the sale of goods and services through the schools of this district, provided that the Board has given prior approval to the vendor and to the solicitation.</td>
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<td>The Superintendent shall review each vendor's request to solicit sales and shall recommend to the Board for its approval only those that offer a product or service that is related to the educational goals of this district and offers good value to purchasers.</td>
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<td>The Board reserves the right to withdraw its approval of any vendor at any time.</td>
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Adopted: 24 June 2003