

Policy

OUTSTANDING FOOD SERVICE CHARGES

The Plainfield Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears.

In the event a student's school lunch or breakfast bill is in arrears, the principal or his or her designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent/guardian does not make full payment to the school by the end of the ten school days, the principal or his or her designee shall again contact the student's parent/guardian to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice (N.J.S.A. 18A:33-21).

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the principal or his or her designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the principal or his or her designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's/guardian's routine failure to provide breakfast or lunch is reasonably suspected to be evidence of child abuse or neglect, the principal or his or her designee shall immediately report such suspicion to the Division of Child Protection and Permanency as required by board policy and law (see board policy 5141.4 Child Abuse and Neglect; and N.J.S.A. 9:6-8.10.). The report shall not be delayed to accommodate a parent's/guardian's meeting with the principal or his or her designee.

This policy which includes the provisions of N.J.S.A. 18A:33-21 concerning schools' meals, notification to parent of payment in arrears before denying to student of meals, will be made available to parents of all children in the school district in a manner as determined by the superintendent.

Adopted:

Key Words

School Lunch, Food Service, Nutrition, Wellness,

Legal References: N.J.S.A. 9:6-1 Abuse, abandonment, cruelty and neglect of child
N.J.S.A. 9:6-10 Report of abuse
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:18A-5 Exceptions to requirement for advertising
See particularly:
N.J.S.A. 18A:18A-5a(6)
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations

SCHOOL FOOD SERVICE PROGRAM (continued)

<u>N.J.S.A.</u> 18A:33-3 through -5	Cafeterias for students
<u>N.J.S.A.</u> 18A:33-21	Schools meals, notification to parent of payment in arrears before denying
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:58-7.1 through -7.2	School lunch program ...
<u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u>	Child Nutrition Programs
<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

Possible

<u>Cross References:</u> *1200	Participation by the public
*1220	<u>Ad hoc</u> advisory committees
*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3220/3230	State funds; federal funds
*3450	Money in school buildings
*3510	Operation and maintenance of plant
*3542.1	Local wellness/Nutrition
*3542.31	Free or reduced-price lunches/milk
*3542.44	Purchasing
*4222	Noninstructional aides
*5131	Conduct/discipline
9123	Appointment of board secretary
9124	Appointment of business official

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

TRANSFERS

General

All transfers into the schools of the district shall be in accord with file code 5111 Admission. 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 immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Student records shall be transferred between chief school administrators within the time frame prescribed by law.

NOTE: IF THE DISTRICT RECEIVES ANY TITLE 1 FUNDS, THE BOARD MAY WANT TO INCLUDE THIS SECTION COVERING TRANSFERS FROM SCHOOLS THAT HAVE FAILED TO MAKE ADEQUATE YEARLY PROGRESS FOR TWO CONSECUTIVE YEARS BEEN IDENTIFIED FOR COMPREHENSIVE SUPPORT AND IMPROVEMENT.

Intradistrict Transfers in Compliance with No Child Left Behind

When a school in the district fails to achieve adequate yearly progress is identified for comprehensive support and improvement as defined by the state New Jersey Department of Education for two consecutive years, parents/guardians shall be informed of options for students in that school. This may include including the option of transferring to another school in the district. Notices to parents/guardians shall list the possible accepting schools and describe information on their performance. Only schools that have achieved adequate yearly progress shall be included on the list.

The lowest-achieving students from the lowest-income families, as identified through federal free or reduced-price lunch statistics, shall be given priority in transferring.

Transportation shall be provided at no cost to transferring students until the school that they are leaving demonstrates adequate improvement. Funding of transportation shall not exceed the limits described in NCLB in the federal law. Students may remain in the school into which they have transferred until they have completed the highest grade in that school.

NOTE: THIS SECTION APPLIES TO TRANSFERS THAT OCCUR IN RESPONSE TO DESIGNATION OF A SCHOOL AS "PERSISTENTLY DANGEROUS" OR A STUDENT VICTIM OF A VIOLENT CRIMINAL OFFENSE.

Unsafe School Choice Option

If a school in the district is identified as "persistently dangerous" by the State Department of Education, all students in that school shall be offered on a space available basis the option of transferring into another school in the district that has not been so designated. Parents/guardians shall be notified within 15 calendar days after the district is notified of the school's status, and all transfers shall be completed by the beginning of the school year following. To the extent possible, transfers shall be into schools in the district that are making adequate yearly progress. Students may remain in the school into which they have transferred until the school of origin is no longer identified as "persistently dangerous."

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring into a safe school within the district. The student shall be given the option within 10 days of the incident, and the transfer shall occur within 30 days of determination

TRANSFERS (continued)

that the student was a victim. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

NOTE: THE BOARD MAY CHOOSE TO OFFER TRANSPORTATION, BUT IS NOT OBLIGATED TO DO SO.

Transportation ~~(shall)~~ ~~(shall not)~~ be provided to students transferring out of "persistently dangerous" schools and student victims of violent criminal offenses.

If the board cannot offer a safe school alternative within the district to students choosing to transfer out of a "persistently dangerous" school or to a student who has been a victim of a violent criminal offense, the chief school administrator shall attempt to establish an agreement with a neighboring district. The board shall review and approve any agreement prior to its application.

The chief school administrator shall ensure that the district complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

Adopted: October 19, 1999 (Intra-district Transfers)
Adopted: March 14, 2006 (Transfers)
Amended: May 19, 2009

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes

<u>Legal References:</u>	<p><u>N.J.S.A. 18A:7B-12</u> District of residence; determination <u>N.J.S.A. 18A:36-19a</u> Newly enrolled students; records and identification <u>N.J.S.A. 18A:36-25.1</u> Proof of child's identity required for enrollment; transfer of record between districts <u>N.J.S.A. 18A:36B-1 et seq.</u> <u>Interdistrict Public School Choice Program Act of 1999</u> <u>N.J.S.A. 18A:38-8</u> Duty to receive pupils from other districts <u>N.J.A.C. 6A:12-3.2</u> Criteria to guide the Commissioner's approval of choice program applications <u>N.J.A.C. 6A:23A-19.2</u> Method of determining the district of residence <u>N.J.A.C. 6A:32-8.2</u> School enrollment</p>
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~~No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.~~
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Possible

<u>Cross References:</u>	<p>*5111 Admission *5125 Pupil records *5131 Conduct/discipline *5131.5 Vandalism/violence *5141.3 Health examinations and immunizations</p>
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*Indicates policy is included in the Critical Policy Reference Manual.

Policy

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Pupils who enter the district schools for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law. At the parent/guardian's request, these immunizations may be administered by the school physician.

NOTE: THIS IS PERMISSIVE, NOT REQUIRED.

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

The chief school administrator or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The chief school administrator shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

Parent/Guardian Notice

In accordance with federal law, the Protection of Pupil Rights Amendment (PPRA), parents/guardians shall be notified annually of the opportunity for the parent/guardian to opt the student out of any non-emergency, invasive physical examination or screening that is:

- A. Required as a condition of attendance;
- B. Administered by the school and scheduled by the school in advance; and
- C. Not necessary to protect the immediate health and safety of the student, or of other students.

Adopted: May 19, 2009

Key Words

Immunizations, Inoculations, Examinations, Pupil Physical Examinations, Student Physical Examinations, Health

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

Legal References:	<p><u>N.J.S.A.</u> 18A:35-4.6 through -4.8</p> <p><u>N.J.S.A.</u> 18A:40-4</p> <p><u>N.J.S.A.</u> 18A:40-4.3</p> <p><u>N.J.S.A.</u> 18A:40-4.4</p> <p><u>N.J.S.A.</u> 18A:40-4.5</p> <p><u>N.J.S.A.</u> 18A:40-5</p> <p><u>N.J.S.A.</u> 18A:40-6</p> <p><u>N.J.S.A.</u> 18A:40-11</p> <p><u>N.J.S.A.</u> 18A:40-16 through -19</p> <p><u>N.J.S.A.</u> 18A:40-20</p> <p><u>N.J.S.A.</u> 18A:61D-8 through -10</p> <p><u>N.J.S.A.</u> 26:1A-9.1</p> <p><u>N.J.S.A.</u> 26:4-6</p> <p><u>N.J.S.A.</u> 26:2T-5 through -9</p> <p><u>N.J.A.C.</u> 6A:14-3.4</p> <p><u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u></p> <p><u>See particularly:</u></p> <p><u>N.J.A.C.</u> 6A:16-1.3, -2.1, -2.2, -2.3, -2.4, -4.1, -4.3</p> <p><u>N.J.A.C.</u> 6A:32-9.1</p> <p><u>N.J.A.C.</u> 8:57-2</p> <p><u>N.J.A.C.</u> 8:57-4.1</p> <p><u>N.J.A.C.</u> 8:57-4.2</p> <p><u>N.J.A.C.</u> 8:57-4.3</p> <p><u>N.J.A.C.</u> 8:57-4.4</p> <p><u>N.J.A.C.</u> 8:57-4.5</p> <p><u>N.J.A.C.</u> 8:57-4.6</p> <p><u>N.J.A.C.</u> 8:57-4.7</p> <p><u>N.J.A.C.</u> 8:57-4.8</p> <p><u>N.J.A.C.</u> 8:57-4.9</p> <p><u>N.J.A.C.</u> 8:57-4.10</p> <p><u>N.J.A.C.</u> 8:57-4.11</p> <p><u>N.J.A.C.</u> 8:57-4.12</p> <p><u>N.J.A.C.</u> 8:57-4.13</p> <p><u>N.J.A.C.</u> 8:57-4.14</p> <p><u>N.J.A.C.</u> 8:57-4.15</p> <p><u>N.J.A.C.</u> 8:57-4.16</p> <p><u>N.J.A.C.</u> 8:57-4.17</p> <p><u>N.J.A.C.</u> 8:57-4.18</p> <p><u>N.J.A.C.</u> 8:57-4.19</p> <p><u>N.J.A.C.</u> 8:57-4.20</p> <p><u>N.J.A.C.</u> 8:57-4.21</p> <p><u>N.J.A.C.</u> 8:57-4.22</p> <p><u>N.J.A.C.</u> 8:61-2.1</p>	<p><u>Parents Right to Conscience Act of 1979</u></p> <p>Examination for physical defects and screening of hearing of pupils; health records</p> <p>Scoliosis; periodic examination; notice to parents or guardian</p> <p>Exemption</p> <p>Immunity from action of any kind due to provisions of act</p> <p>Method of examination; notice to parent or guardian</p> <p>In general</p> <p>Exclusion of pupils having communicable tuberculosis</p> <p>Tuberculosis infection; determination of presence ...</p> <p>Immunization at public expense</p> <p>Findings, declarations relative to Hepatitis B vaccinations....</p> <p>Exemption of pupils from mandatory immunizations</p> <p>Prohibiting attendance of teachers or pupils</p> <p>Findings, declarations relative to Hepatitis C</p> <p>Evaluation</p> <p>Programs to Support Student Development</p> <p>Athletics Procedures</p> <p>Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus</p> <p>Applicability</p> <p>Proof of immunization</p> <p>Medical exemptions</p> <p>Religious exemptions</p> <p>Provisional admission</p> <p>Documents accepted as evidence of immunization</p> <p>Records required</p> <p>Reports to be sent to the State Department of Health</p> <p>Records available for inspection</p> <p>Diphtheria and tetanus toxoids and pertussis vaccine</p> <p>Poliovirus vaccine</p> <p>Measles virus vaccine</p> <p>Rubella vaccine</p> <p>Mumps vaccine</p> <p>Haemophilus influenza type b (Hib) conjugate vaccine</p> <p>Hepatitis B virus vaccine</p> <p>Varicella virus vaccine</p> <p>Pneumococcal conjugate vaccine</p> <p>Influenza vaccine</p> <p>Meningococcal vaccine</p> <p>Providing immunization</p> <p>Emergency power of the Commissioner, Department of Health and Senior</p> <p>Attendance at school by students or adults infected by Human Immuno-deficiency Virus (HIV)</p>
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HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

20 U.S.C.A. 1232h Protection of Pupil Rights Amendment

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u>	*1410	Local units
	*4123	Classroom aides
	*5111	Admission
	*5113	Absences and excuses
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141	Health
	*5141.21	Administering medication
	*5200	Nonpublic school pupils
	*6142.4	Physical education and health
	*6145.1/6145.2	Intramural competition; interscholastic competition
	*6162.5	Research
	*6164.4	Child study team
	*6171.4	Special education

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

GOALS AND OBJECTIVES

The board accepts the responsibility for coordinating the available resources of home, school and community in a mutual effort to guide every pupil's growth towards becoming a self-respecting individual who can effectively function politically, economically and socially in a democratic society. In addition, the board believes that by providing diverse and relevant educational choices supported by research-based practices in the use of technology, students will be prepared for successful participation in higher education programs and/or the careers of the 21st century.

The board is dedicated to ensuring that all students in the district are provided with the necessary skills and competencies for achievement of the ~~Core Curriculum Content Standards including the Common Core State Standards in mathematics and language arts and literacy~~ New Jersey Student Learning Standards.

A. All children should start school ready to learn:

1. Quality preschool opportunities shall be provided for all children, through collaboration between public schools and community agencies;
2. Parent education programs shall be designed and implemented by the district to assist parents in providing readiness experiences for their preschool children.

B. ~~The district shall strive to achieve the maximum score during state monitoring (NJQSAC) for high school graduation rate shall to be at least 90 95 percent:~~

1. ~~The chief school administrator shall oversee the development of strategies for improving the graduation rate when necessary and appropriate;~~
2. ~~The district shall educate students with disabilities in the regular education programs to the maximum extent possible;~~
3. ~~The district shall provide least restrictive, alternative programs for pupils who cannot succeed in the regular high school environment, including those students with disabilities;~~
2. ~~The district shall provide dropout prevention programs for pupils at risk.~~

C. ~~Pupils shall leave grades three through eight and 11 having demonstrated competency in challenging subject matter including language arts/literacy, mathematics, science, social studies, health and physical education, visual and performing arts and world languages~~ English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st career life and careers:

1. ~~The district shall implement the state-approved Core Curriculum Content Standards including the Common Core State New Jersey Student Learning Standards and appropriate assessments to enable pupils to succeed and to evaluate their performance to support student achievement and to evaluate school, district and individual student performance;~~
2. ~~The district shall provide staff development opportunities to ensure that teachers are adequately equipped to teach challenging and up-to-date subject matter and to implement effective teaching techniques. It shall monitor teaching staff members progress toward achievement of the required 400 20 hours of continuing education annually to ensure that they are obtaining and maintaining the skills to help all students achieve the Core Curriculum Content Standards including the Common Core State New Jersey Student Learning Standards.~~

D. Pupils shall learn to use their minds well, so that they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy:

1. ~~The district shall provide students with experiences in higher level thinking, information processing, the responsibilities of citizenship, and employability skills~~ Students shall be given the opportunity to

GOALS AND OBJECTIVES (continued)

- improve self-direction and self-sufficiency in the areas of critical thinking, problem solving, reasoning, analysis, interpretation, and synthesizing information;
2. Students shall become responsible digital citizens of the global internet community with ethical, safe and responsible habits, actions, and consumption patterns;
 3. All pupils shall demonstrate competency in the skills identified in the cross-content readiness standards 21st Century Life and Careers Standards;
 3. All pupils shall demonstrate respect for racial, cultural, ethnic and religious diversity.

****Discretionary: Bullet "E" is not required and is added for districts implementing ISTEAM programs***

E. The district shall provide a curriculum that integrates science, technology, engineering, arts and mathematics throughout the educational program to increase student achievement levels and to contribute to our country's ability to compete academically with all other countries of the world in a global economy:

1. The district shall revise its curriculum to integrate science, technology, engineering, arts and mathematics into all areas of the district education programs;
2. The district shall provide staff training opportunities in the teaching strategies for integrating mathematics, technology, engineering, arts and science in the curriculum at grades K-12.

~~All pupils shall increase their achievement levels in science and mathematics to contribute to our country's ability to compete academically with all other countries of the world:~~

- ~~1. The district shall revise its curriculum offerings in science and mathematics according to state standards;~~
- ~~2. The district shall provide staff training in the teaching of mathematics and science at grades K-12 to increase teachers' understanding of and ability to teach these subjects.~~

F. The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender identity or expression, religion, disability, nationality or socioeconomic status. The district shall:

1. Provide schools and facilities that are barrier free;
2. Provide effective programs that support a safe and respectful school climate and culture and provide effective prevention of and intervention for incidents of harassment, intimidation and bullying;
3. Ensure that the requirements for the completion of courses are nondiscriminatory;
4. Ensure that courses are not offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, pregnancy, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;
5. Ensure that minority, female, and male students are not underrepresented in all classes and programs, including gifted and talented, accelerated, and advanced classes.

G. Every adult shall be literate and possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship:

1. Adult education programs shall be increased in conjunction with other local districts, community colleges and other educational agencies, to provide greater opportunities for adults to continue learning for work skills, leisure pursuits, intellectual and cultural growth and to assist their children in learning;
2. Business and industry shall be encouraged to collaborate with educational agencies to design and increase access to educational programs for adults, such as flex time, distance learning and interactive technology.

GOALS AND OBJECTIVES (continued)

- G. District schools shall be free of drugs and violence and offer a safe, disciplined environment conducive to learning:
1. The district shall develop partnerships with parents to establish the responsibilities of each to create and maintain safe and healthy educational environments for all pupils;
 2. The district shall provide programs and staffing to deal with pupils at risk;
 3. The school and community shall expand their cooperative efforts to create drug and violence-free environments;
 4. All students shall develop a positive view of self and learn to use effective interpersonal skills.

The board shall develop, in consultation with the chief school administrator and teaching staff members, a written educational plan for the district. This plan shall be reviewed and adopted annually and shall include:

- A. Written educational goals;
- B. An assessment of pupil needs;
- C. Specific annual objectives based on identified needs and action plans to implement them;
- D. Standards for assessing and evaluating the achievement of objectives;
- E. The establishment of reasonable pupil minimum proficiency levels in the areas addressed in the ~~Core Curriculum Content Standards including the Common Core State~~ New Jersey Student Learning Standards;
- F. An educational program consistent with these goals, objectives, standards and needs;
- G. Evaluation of pupil progress.

Adopted: August 18, 2009

Key Words

Instructional Goals and Objectives, Goals and Objectives in Instruction

Legal References:	<u>N.J.S.A. 18A:7A-10</u>	Evaluation of performance of each school <u>NJQSAC for evaluating school performance</u>
	<u>N.J.S.A. 18A:7C-2</u>	Boards of education; establishment of standards
	<u>N.J.S.A. 18A:7F-43</u>	<u>Comprehensive Education Improvement and Financing Act</u>
	<u>N.J.S.A. 18A:33-1</u>	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A. 18A:35-1 et seq.</u>	Curriculum and Courses
	<u>N.J.A.C. 6A:8-1.1 et seq.</u>	Standards and Assessment
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:8-1.2</u>	
	through -1.3, -2.1, -3.1,-4.4	
	<u>N.J.A.C. 6A:9C-2.1 et seq.</u>	Professional development for teaching staff member and school leader
	<u>N.J.A.C. 6A:23A-1.1 et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:23A-22.1 et seq.</u>	
	<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:32-2.1</u>	Definitions
	<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements

GOALS AND OBJECTIVES (continued)N.J.A.C. 6A:32-12.2 ——— School-level planningNo Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.**Possible**

<u>Cross References:</u>	*1100	Communicating with the public
	*1120	Board of education meetings
	*1230	School-connected organizations
	*1600	Relations between other entities and the district
	*2131	Chief school administrator
	*2240	Research, evaluation and planning
	*3542	Food service
	4010	Goals and objectives
	*4111	Recruitment, selection and hiring
	*4116	Evaluation
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4211	Recruitment, selection and hiring
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5113	Absences and excuses
	*5120	Assessment of individual needs
	*5124	Reporting to parents/guardians
	6000	Concepts and roles in instruction
	6011	Thorough and efficient/QEA
	*6140	Curriculum adoption
	*6141	Curriculum design/development
	*6142	Subject fields
	*6145	Extracurricular activities
	*6147	Standards of proficiency
	6152	Grouping
	*6156	Instructional planning/scheduling
	*6160	Instructional services and resources
	*6162.4	Community resources
	*6164.2	Guidance services
	*6164.4	Child study team
	*6171.1	Remedial instruction
	*6171.2	Gifted and talented
	*6171.4	Special education
	*6300	Evaluation of the instructional program

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

Policy

EMERGENCIES AND DISASTER PREPAREDNESS

The chief school administrator shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. He/she shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The chief school administrator shall develop and provide an inservice 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 inservice program shall be reviewed and updated annually.

School Safety and Security Plan

The board directs the chief school administrator and his or her designees to develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the schools. Written plans and procedures and mechanisms shall, at a minimum, provide for:

- A. The protection of the health, safety, security and welfare of the school population;
- B. The prevention of, intervention in, response to and recovery from emergency and crisis situations;
- C. The establishment and maintenance of a climate of civility; and
- D. Support services for staff, students and their families.

The chief school administrator shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the district's plans, procedures, and mechanisms for school safety and security.

The plans, procedures, and mechanisms shall be consistent with the format and content established by the Domestic Security Preparedness Task Force and the Commissioner. The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

The chief school administrator shall disseminate a copy of the school safety and security plan to its employees. In addition:

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

- A. New employees shall receive a copy of the school safety and security plan, as appropriate, within 60 days of the effective date of their employment;
- B. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan;
- C. All employees shall attend an in-service training program designed to allow all district board of education employees to recognize and appropriately respond to safety and security concerns, including emergencies and crises, in a manner consistent with the district board of education's plans, procedures and mechanisms for school safety and security.

Fire Drills and School Security Drills

Fire drills shall be held at least once each month for all pupils. There shall also be at least one school security drill per month. The chief school administrator may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills and school security drills shall be formulated by the chief school administrator and disseminated to all staff. All staff shall also receive training on school safety and security that includes instruction on school security drills. ~~New staff members shall receive this training within 60 days of the commencement of that staff member's employment. whichever date is later.~~

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school. A school security drill shall be defined as an exercise to respond to an emergency situation such as a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill.

Required Drills

- A. The district shall be required to conduct a minimum of two drills per year for each of the following drills:
 - 1. Active shooter;
 - 2. Evacuation (non-fire);
 - 3. Bomb threats;
 - 4. Lockdowns.

Students are not required to participate in two of the eight mandated drills;

- B. Within the first 10 days of the new school year each school in the district shall be required to conduct one fire drill;
- C. Within the first 15 days of the new school year each school in the district shall be required to conduct one school security drill.

Reporting

By June 30th of each year the chief school administrator shall submit to the executive county superintendent an annual "Statement of Assurance" report on the forms provided by the Department of Education.

Emergency Closings; Delayed Openings

The chief school administrator is authorized by the board to close the ~~schools~~, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Adopted: August 18, 2009
Amended: April 13, 2010
Amended: April 21, 2015

Key Words

Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Security Drills, Bomb Threats, Safety and Security Plan

Legal References:

<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire drills and fire protection
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u>	School Safety and Security
<u>N.J.A.C.</u> 6A:16-6.3	Reporting students or staff members to law enforcement agencies
<u>N.J.A.C.</u> 6A:26-12.2	Policies and procedures for school facility operation
<u>N.J.A.C.</u> 8:57-1.9	Reporting of diseases by health officers

A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

School Safety and Security Plans, Minimum Requirements

Possible

Cross References:

*1410	Local units
*2210	Administrative leeway in absence of board policy
*3541.33	Transportation safety
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4231/4231.1	Staff development; inservice education/visitations/conferences
5141.6	Crisis intervention
*6111	School calendar
*6112	School day

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

CURRICULUM ADOPTION

The board of education shall provide a comprehensive instructional program to serve the needs of the children of this district. In furtherance of this goal and pursuant to law, the board shall annually adopt the existing courses of study. Adoption includes both content and credit allocation. The board's policy in this respect is to:

- A. Adopt those courses of study mandated by the state in a form acceptable to the State Department of Education. Such courses must include the ~~Common Core State Standards in mathematics and language arts and literacy and the Core Curriculum Content Standards~~ New Jersey Student Learning Standards adopted by the State Board of Education;
- B. Adopt additional courses of study recommended by the teaching staff and administration in a form acceptable to the State Department of Education and within the financial means of the district;
- C. Adapt and revise existing courses of study to meet the changing needs of pupils and the community.

Existing courses shall be reviewed at regular intervals and revised as necessary. No course of study shall be eliminated, revised or implemented without the approval of the board.

The board directs that the curriculum of this district:

- A. Be consistent with written goals, objectives and identified pupil needs;
- B. Develop individual talents and interests and serve diverse learning styles to motivate pupil achievement;
- C. Provide for continuous learning through effective articulation;
- D. Provide all pupils continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program;
- E. Provide all pupils guidance and counseling to assist in career and academic planning;
- F. Provide a continuum of educational programs and services for pupils with disabilities, pursuant to law and regulation;
- G. Provide bilingual programs for pupils whose dominant language is not English, pursuant to law and regulation;
- H. Provide all pupils equal educational opportunity, pursuant to law and regulation;
- I. Provide instruction in African-American History, including the Amistad, and the history of other cultures taught as part of the history of the United States (N.J.S.A. 18A:35-1);
- J. Provide instruction on the Holocaust and other genocide curricula at all grade levels (N.J.S.A. 18A:35-28);
- L. Provide career awareness and vocational education, pursuant to law and regulation;
- M. Provide educational opportunities for exceptionally gifted and talented pupils.

The chief school administrator shall maintain a current list of all courses of study offered by this district; shall furnish each member of the board of education with a copy upon request; and shall provide a copy in the

CURRICULUM ADOPTION (continued)

district office for public perusal.

Adoption of courses shall be by a recorded roll call majority vote of the full membership of the board. This includes the courses in the special education and ESL/bilingual programs, and those for the adult high school.

Adopted: August 18, 2009

Amended:

Key Words

Curriculum Adoption, Adoption of Curriculum, Core Proficiencies, Curriculum

Legal References:	<u>N.J.S.A. 18A:4-25</u>	Prescribing minimum courses of study for public schools; approval of courses of study
	<u>N.J.S.A. 18A:29A-1 et seq.</u>	Teacher recognition
	<u>N.J.S.A. 18A:33-1</u>	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A. 18A:35-1 et seq.</u>	Curriculum and courses
	<u>N.J.S.A. 52:16A-88</u>	Responsibilities and duties of the Amistad Commission
	<u>N.J.A.C. 6A:8-1.1 et seq.</u>	Standards and Assessment
	See particularly:	
	<u>N.J.A.C. 6A:8-3.1, -5.1</u>	
	<u>N.J.A.C. 6A:14-4.1</u>	General requirements
	<u>N.J.A.C. 6A:15-1.1 et seq.</u>	Bilingual education
	See particularly:	
	<u>N.J.A.C. 6A:15-1.3, -1.4, -1.5</u>	
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C. 6A:32-2.1</u>	Definitions

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References:	*6141	Curriculum design/development
	6141.1	Experimental/innovative programs
	*6142	Subject fields
	*6142.2	English as a second language; bilingual/bicultural
	*6143	Curriculum guides
	*9325.4	Voting method

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

Policy

CURRICULUM DESIGN/DEVELOPMENT

The chief school administrator shall be responsible to the board for the development of curriculum to meet identified pupil needs. The board shall ensure that curriculum and instruction are content-rich and aligned to the most recent revision of the New Jersey Student Learning Standards (NJSLs) are designed and delivered in a way that all pupils are able to demonstrate the knowledge and skills set out in the Core Curriculum Content Standards including the Common Core State Standards for mathematics and language arts and literacy. In addition, the board shall ensure that appropriate instructional adaptations are designed and delivered English language learners, gifted and talented students and for pupils with disabilities, for pupils with limited English proficiency, and for pupils who are gifted and talented. The curriculum shall guide instruction to ensure that every student masters the NJSLs. Instruction shall be designed to engage all students and modified based on student performance. The curriculum shall include:

- A. Interdisciplinary connections throughout;
- B. Integration of 21st century skills;
- C. A pacing guide;
- D. A list of instructional materials, including various levels of text at each grade;
- E. Benchmark assessments; and
- F. Modifications for special education students, for English language learners and for gifted students.

Professional development plans shall support the implementation of the curriculum. Professional development opportunities shall be offered that further the improvement of teachers' understanding of the content and pedagogy related to their teaching assignment. Professional development shall also promote individual and collaborative professional learning with adequate and consistent time for teachers to work together in and across content areas and grade levels to review student work, analyze classroom assessments and other achievement data, critique lesson plans, and solve instructional problems;

The chief school administrator shall establish procedures for curriculum development that ensure the effective participation of teaching staff members; pupils, as appropriate to their age and grade; parents/guardians; the community; members of the board; and the use of all available resources. Care shall be taken that certified staff shall not be assigned to teach material outside the limits of their certification and endorsements.

The chief school administrator shall report to the board the objectives, evaluative criteria and costs of each proposed program before seeking board adoption. New programs and courses of study shall not be acted upon by the board until the meeting following their presentation, in order for board members to have an opportunity to review the proposed program.

Criteria for Curriculum Approval

Criteria by which the board will judge the acceptability of new course offerings include:

- A. Does it address an identified pupil need?
- B. Is it relevant to the board's philosophy and goals and does it offer real possibilities for progress toward these goals?

CURRICULUM DESIGN/DEVELOPMENT (continued)

- C. Does it satisfy the requirements of the board's school and classroom practices regarding prohibiting bias and stereotyping?
- D. If the proposed course replaces an existing program, what defect in the previous program is it designed to overcome?
- E. Does it include measures for determining progress?
- F. Does it address the necessary study skills?
- G. Has it been thoroughly studied and/or tested by district staff or by another district? What were the results?
- H. Has a curriculum guide been completed? If not, when can it be expected?
- I. Have the accompanying textbooks, electronic textbooks and other materials been recommended to the board?
- J. Have the costs and time of implementation been reviewed, including inservice training?

A 5-year plan for updating curriculum shall be developed and implemented. The chief school administrator shall report annually on all progress in curriculum development and the implementation of the 5-year curriculum plan at the time of the board's annual adoption of curriculum.

Adopted: August 18, 2009

Key Words

Curriculum, Curriculum Design/Development

Legal References: N.J.S.A. 18A:34-1 Textbooks; selection; furnished free with supplies; appropriations
N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content New Jersey Student Learning Standards
N.J.A.C. 6A:13-2.1 Standards based instruction
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1 Reporting requirements

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

Cross References: *2131 Superintendent
*5120 Assessment of individual needs
*6140 Curriculum adoption
*6142 Subject fields
*6143 Curriculum guides
*6147 Standards of proficiency
*6171 Special instructional programs

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

Policy

SUBJECT FIELDS

The board of education directs that the district school(s) offer a comprehensive curriculum to provide for the intellectual, social and emotional growth of all pupils, pre-kindergarten through grade 12, giving them the basic body of skills, understandings, attitudes and knowledge needed for living in a democracy.

The board believes this program should focus first on those subjects included in the ~~Core Curriculum Content Standards including the Common Core State Standards in mathematics and language arts and literacy New Jersey Student Learning Standards~~ and the skills emphasized by the ~~Cross-Content Workplace Readiness Standards 21st Century Life and Careers Standards~~, in addition to those courses mandated by statute.

The chief school administrator shall direct development of and present to the board for adoption a written curriculum for each element of the instructional program for the district to include:

- A. All courses mandated by New Jersey statute or administrative code;
- B. Such other courses as shall implement the board's intent as expressed in this policy.

The total curriculum, when adopted, shall be adapted to suit the applicable requirements of the administrative code and shall provide basic, advanced, enriched, or technical instruction or experience to meet the identified needs of the pupils of the district.

A listing of all courses and programs comprising the instructional program shall be available in the district office.

Adopted: August 18, 2009

Key Words

Curriculum, Courses, Subject Fields

Legal References:	<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:6-3	Courses in constitution of United States
	<u>N.J.S.A.</u> 18A:7C-5	Board of education to provide policy on graduation to students and parents
	<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A.</u> 18A:35-1 <u>et seq.</u>	Curriculum and courses
	<u>N.J.S.A.</u> 18A:35-4.6 through -4.8	<u>Parents Right to Conscience Act of 1979</u>
	<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:9-1.1 <u>et seq.</u>	Professional Licensure and Standards
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9-5, -6, -8, -9, -11, -13, -15	
	<u>N.J.A.C.</u> 6A:9B-3.1 <u>et seq.</u>	<u>State Board of Examiners and certification</u>
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:9B-5, -6, -8, -9, -10, -11, -12, -14	
	<u>N.J.A.C.</u> 6A:14-3.7	Individualized education program
	<u>N.J.A.C.</u> 6A:14-4.1	General requirements

SUBJECT FIELDS (continued)

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
~~N.J.A.C. 6A:32-2.1~~ Definitions

New Jersey State Board of Education Resolution, September 6, 1989, recommends that each district establish a citizens' advisory group for the implementation of core values of the local community into the district's schools.

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

Possible

Cross References: *2224 Nondiscrimination/affirmative action
 *6121 Nondiscrimination/affirmative action
 *6122 Articulation
 *6140 Curriculum adoption
 *6142.1 Family life education
 *6142.2 English as a second language; bilingual/bicultural
 *6142.4 Physical education and health
 *6142.6 Basic skills
 *6142.9 Arts
 *6142.12 Career education
 *6146 Graduation requirements
 *6147 Standards of proficiency
 *6164.2 Guidance services
 *6171.1 Remedial instruction
 *6171.2 Gifted and talented
 *6171.4 Special education
 *9130 Committees

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

PHYSICAL EDUCATION AND HEALTH

The board directs that the district's curricular and extracurricular programs of physical education and activities comply with the district's affirmative action resolution and equity plan for school and classroom practices as stipulated in policies 2224, 5145.4, 6121 and 6145 in this manual. The board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the ~~Core Curriculum Content Standards including the Common Core State Standards in mathematics and language arts and literacy~~ New Jersey Student Learning Standards.

In general, physical education classes shall not be divided on the basis of sex. The quality and quantity of teachers, equipment and facilities shall be equivalent among the schools and comparable from level to level, taking into account the needs of the pupils.

Members of district interscholastic athletic teams may be excused from participation in the physical activities part of their physical education program without loss of graduation credit on the request of their coach on any day on which they are designated to participate in a regularly scheduled game. The chief school administrator shall approve procedures by which coaches will inform the physical education department, on the day in question, of the specific pupils to be excused. Such pupils shall be scheduled for a study hall period instead.

The board will consider on a case-by-case basis requests from pupils or their parents/guardians in the case of minors for permission to satisfy the physical education requirement through an alternative program of athletics or physical education activities that meets the requirements of law and is consistent with the district's physical education program goals and instructional objectives.

The district physical education programs and instructional activities shall be equitable. All physical education programs shall be co-educational unless otherwise indicated by law. All high school offerings in physical education shall be examined for balance and equitable facilities and resources.

Suicide Prevention

Students at all grade levels shall receive instruction in suicide prevention as part of the district health and physical education curriculum and consistent with the New Jersey Student Learning Standards for Comprehensive Health and Physical Education.

Dating Violence

****Note:** Inclusion of Policy on Dating Violence is mandated for grades 7 through 12

For students in grades 7 through 12, physical education and health curriculum will include the topic of dating violence. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

Dating violence education shall include information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.

Upon written request to the school principal, a parent/legal guardian of a student less than 18 years of age shall be permitted within a reasonable period of time after the request is made, to examine the dating violence education program instruction materials developed by the school district.

The purpose of the dating violence information is to help prevent dating situations from becoming unsafe and to help educate students on constructive ways to resolve conflicts in personal relationship.

PHYSICAL EDUCATION AND HEALTH (continued)

To be consistent with law (N.J.S.A. 18A:35-4.23a), P.L. 2011, c. 64, school policy, the chief school administrator shall ensure that district procedures and curriculum shall include the following information:

- A. Information that dating violence will not be tolerated;
- B. Dating violence reporting procedures;
- C. Guidelines for responding to at-school incidents of dating violence;
- D. Discipline procedures specific to at-school incidents of dating violence;
- E. Warning signs of dating violence; and
- F. Information on safe and appropriate school, family, peer, and community resources available to address dating violence shall also be included within the curriculum.

****Note:** Inclusion of instruction on CPR and AED is mandated for high school students in grades 9, 10, 11 or 12.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED)

The board of education shall provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student during high school (in grades 9, 10, 11 or 12). The instruction shall be provided to each student prior to graduation as part of the district's implementation of the Core Curriculum Content Standards in Comprehensive Health and Physical Education. The board may select a no-cost, non-certification instructional program to meet this requirement.

The instruction provided shall:

- A. Be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally-recognized association with expertise in instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator; and
- B. Include a hands-on learning component for each participating student.

Adopted: August 18, 2009
Amended: August 16, 2011
Amended: November 18, 2014

Key Words

Nondiscrimination, Physical Education, Health, Affirmative Action

Legal References: N.J.S.A. 18A:6-111 et seq. Instruction in Suicide Prevention
 See particularly:
 N.J.S.A. 18A:6-113 Instruction in suicide prevention in public school curriculum
 N.J.S.A. 18A:35-4.19 through -4.22 AIDS Prevention Act of 1999
 N.J.S.A. 18A:35-4.23 Domestic violence, child abuse, instructions on those problems
 N.J.S.A. 18A:35-4.23a Dating violence into health education curriculum
 N.J.S.A. 18A:35-4.28 Instruction in CPR and use of AED for certain students
 N.J.S.A. 18A:35-5

PHYSICAL EDUCATION AND HEALTH (continued)

through -9	Maintenance of physical training courses; features
<u>N.J.S.A.</u> 18A:37-33	
through -37	Dating violence policy and education
<u>N.J.A.C.</u> 6A:7-1.7	Equality in school and classroom practices
<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:9B-5.18	Athletics Personnel
<u>N.J.A.C.</u> 6A:9B-10.8	Health and physical education
<u>N.J.A.C.</u> 6A:9B-5.16	Athletics Personnel
<u>N.J.A.C.</u> 6A:9B-10.3	Health and physical education
<u>N.J.A.C.</u> 6A:16-2.1 <u>et seq.</u>	General Provisions for School Health Services
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-2.2	
<u>N.J.A.C.</u> 6A:32-9.1	Athletics Procedures

~~P.L.2014, c.36 (instruction in cardiopulmonary resuscitation and use of an automated external defibrillator prior to graduation)~~

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

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

<u>Cross References:</u>	*2224	Nondiscrimination/affirmative action
	*5145.4	Equal educational opportunity
	*6121	Nondiscrimination/affirmative action
	*6142	Subject fields
	*6145.1/6145.2	Intramural competition; interscholastic competition
	*6146	Graduation requirements

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

Policy

INTERNET SAFETY AND TECHNOLOGY

The board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the ~~Common Core State Standards in mathematics and language arts and literacy and the Core Curriculum Content~~ New Jersey Student Learning Standards.

It is the policy of the district to establish safe and effective methods for student and staff users of the district's technological resources and to:

- A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Prevent unauthorized access and other unlawful online activity;
- C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. Comply with the Children's Internet Protection Act (CIPA).

~~The district shall ensure equal and bias-free access for all students to computers, computer classes, career and technical education programs, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability, English proficiency, immigration status, housing status or socioeconomic status.~~

COMPLIANCE WITH CIPA

Filters Blocking Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- A. Unauthorized access, including so-called "hacking," and other unlawful activities; and
- B. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

INTERNET SAFETY TECHNOLOGY (continued)

It shall be the responsibility of all members of the school district staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the chief school administrator or his or her designee.

The chief school administrator or his or her designee shall ensure that students and staff who use the school internet facilities receive appropriate training including the following:

- A. The district established standards for the acceptable use of the internet;
- B. Internet safety rules;
- C. Rules for limited supervised access to and appropriate behavioral expectations for use of online resources, social network websites, and chat rooms;
- D. Cyberbullying (board policy 5131.1 Harassment, Intimidation and Bullying) awareness and response.

Student use of the Internet shall be supervised by qualified staff.

Policy Development

The district Internet Safety and Technology policy shall be adopted and revised through a procedure that includes reasonable public notice and at least one public hearing.

ACCEPTABLE USE OF THE INTERNET

Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the chief school administrator as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

INTERNET SAFETY TECHNOLOGY (continued)

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or stand-alone computers. An agreement (~~shall/shall not~~) be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom E-mail Accounts

Students in grades K-8 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Students in grades 9-12 may be granted individual e-mail accounts and dial-up access to the system. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian.

Individual E-mail Accounts for District Employees

District employees shall be provided with email access. Access to the system will be provided for staff members who have signed the acceptable use policy agreement. Email will be monitored and archived for three years. Employee email is discoverable and will be released if subpoenaed within the archival period set forth in this policy.

District Web Site

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The chief school administrator shall publish and disseminate guidelines on acceptable material for these web sites. The chief school administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

INTERNET SAFETY TECHNOLOGY (continued)

The chief school administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Acceptable Use

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

INTERNET SAFETY TECHNOLOGY (continued)

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

School Furnished Electronic Devices

The district may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to the Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils.

Implementation

The chief school administrator may prepare regulations to implement this policy.

Adopted: August 18, 2009
Amended: August 21, 2012
Amended: November 19, 2013

Key Words

Acceptable Use, Blocking/Filtering Software, E-mail, Internet, Internet Safety, Technology, Web Site, World Wide Web, CIPA

Legal References: N.J.S.A. 2A:38A-1 et seq. Actions for computer related offenses
N.J.S.A. 2C:20-25 Computer criminal activity; degree of crime; sentencing
N.J.S.A. 18A:7A-10 NJQSAC
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited

INTERNET SAFETY TECHNOLOGY (continued)

- N.J.S.A. 18A:36-39 Notification by school to certain persons using certain electronic devices; fine
- N.J.A.C. 6A:30-1.1et seq. Evaluation of the Performance of School Districts
- 17 U.S.C. 101 - United States Copyright Law
- 47 CFR 54.503(d) - Competitive Bidding; Gift Restrictions
- 47 U.S.C. 254(h) - Children's Internet Protection Act
- State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).
- O'Connor v. Ortega 480 U.S. 709 (1987)
- ~~No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq. Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.~~

Possible

<u>Cross References:</u>	*1111	District publications
	*3514	Equipment
	3543	Office services
	*3570	District records and reports
	4118.2/4218.2	Freedom of speech (staff)
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5131	Conduct/discipline
	*5131.1	Harassment, intimidation and bullying
	*5131.5	Vandalism/violence
	*5142	Pupil safety
	5145.2	Freedom of speech/expression (students)
	*6144	Controversial issues
	*6145.3	Publications
	6161	Equipment, books and materials

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