

MIDDLE TOWNSHIP PUBLIC SCHOOLS

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SUBSTITUTE TEACHER INFORMATION GUIDE 2022-2023

MIDDLE TOWNSHIP PUBLIC SCHOOLS

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Introduction

Welcome to Middle Township School District. It is our hope that your time substituting will be a rewarding experience.

The information in this booklet will assist you with your daily routine as a substitute. We hope that it will benefit you by answering some of your questions.

Substitute Status

A substitute teacher is a professional employee of the Middle Township Public Schools and is consequently governed by all policies of the Board of Education and by professional ethics. We are proud of our teachers and we expect our substitute teachers to dress and conduct themselves using the same high standards, which have been set by the staff.

Salary Information

- \$100 per day substitute teachers with a substitute certification
- \$110 per day substitute teacher with a regular teaching certification
- \$145 per day for long-term teacher assignments
- \$13.50 per hour for instructional aides
- \$145 per day for substitute school nurses

Should you have any change in your working availability, notify Maria Sgrignoli at 465-1800 X3101. It is the responsibility of the substitute to notify the district of the certificate held. It is assumed that all substitutes have a substitute certification and will be paid at the \$100 per day rate, unless Maria Sgrignoli has received the regular certification.

Searching for Available Jobs

Once you are Board approved as a substitute, you will be given an ID/username and PIN/password to the district absence management system.

Signing in to AESOP

Signing in to the district absence management system: Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

Searching for a job

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list.)

Additional Help

If you have questions, want to learn more about a certain feature, or want information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

Accessing AESOP on your phone

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number and more, all on your phone.

To call, dial **1-800-942-37767**. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review of change your personal information – **Press 4**

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you’re eligible for other jobs. You can always call in to hear a list of all available jobs.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

If you have any questions with this program, please contact Maria Sgrignoli at 465-1800 x3101.

Staff ID's

Substitutes are to obtain ID's when they report to the main office in the morning. All staff members are issued Staff ID's with photographs. Teachers must wear them whenever in the building. All visitors are required to wear ID's as well. Students are told to notify teachers of anyone in the building not wearing ID's.

Conduct

The Board of Education recognizes that the District has been entrusted both to educate its pupils and to ensure each pupil's personal well-being while under the care and supervision of District Staff. Consequently, staff must continually maintain the highest level of personal and professional responsibility in the performance of this dual role as educator and care giver. In order to be effective in both roles, staff must establish a relationship of trust and confidence with pupils who have not yet fully developed a personal identity and a mature sense of appropriate boundaries in their personal relationships. While seeking every reasonable means to communicate with pupils, staff, in their dual role as educator and care giver, must always be conscious of those personal boundaries which must separate them from their pupils. Staff must always conduct themselves with the highest sense of discretion to avoid any interaction with a pupil that could be characterized as manipulative or motivated by any purpose other than the educational advancement and personal well-being of that pupil. Staff must be vigilant of their observation of pupil activities, to assure themselves that these standards of conduct are maintained by every staff member.

This high standard of conduct is applicable to all contacts between staff and pupil, whether they occur at District facilities during the course of the school day, or outside the traditional school context.

The personal life of an employee is not an appropriate concern of the Board except as it may directly prevent the employee from performing his/her properly assigned functions during the workday or affect his/her professional relationship with pupils. The Board recognizes that Staff will have chance social encounters with pupils from time to time, both within and outside the context of the school community. In such cases, the Board expects the staff to maintain the highest standards of compliance with the law and ethics. Employees will be free of any influence, interest or relationship which might conflict with the best interests of its students and Middle Township Public Schools or any of its standards.

Dress and Grooming for Staff

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

Accordingly, in order to create an atmosphere of respect for teachers and an environment conducive to discipline and learning, the Board requires the dress of teaching staff members to be professional in appearance. (N.J.S.A. 18A:27-4).

The standard of dress for all staff members shall be as follows (taken from Board Regulation 3216):

Shirts

Acceptable:

- Collared golf shirts, turtlenecks, dress shirts and/or blouses (long or short sleeved), sweaters, knit tops and/or sweater sets. Female tops may also be sleeveless.
- Shirts must be loosely fitted and cover the midriff.
- Shirts must be buttoned above the chest line.

Unacceptable:

- Tank tops, tee shirts, sweatshirts, strapped tops, tube tops, mesh material, denim, fish net material, spandex or clothing which exposes the back, chest, shoulders or midriff or is cut too low in the front.

Pants or Skirts

Acceptable:

- Docker style or dress style pants/slacks.
- Skirts or skorts no shorter than mid-thigh.
- Dresses of appropriate length and meeting the standards for shirts in terms of bodice style.

Unacceptable:

- Cargo pants, jeans, painter's pants, outside pockets, overalls, hip huggers, or pants with rivets.
- Pajama style pants or sweatpants.
- Shorts except when needed for teaching assignment (i.e. PE, addressed more fully below).
- Denim, denim-like materials.

Footwear

Acceptable:

- Shoes with rubber or hard soles.
- Dress sandals.

Unacceptable:

- Flip flops, bedroom slippers or shower shoes.
- Sneakers (except when medically necessary or needed for teaching assignment (i.e. PE, addressed more fully below).

At a minimum, staff members will adhere to the provisions of the Student Standard of Dress set forth at Policy No. 5511.

Physical Education teachers, while teaching Physical Education classes, may wear attire that is conducive to their subject area. A physical education/health teacher, teaching health classes full-time during a marking period shall follow the dress code as it applies to all teachers, administrators and staff members.

The wearing of smocks or other special attire by teachers in the performance of their duties in specialized subject areas such as industrial arts, home economics, sciences and art, shall not be deemed a violation of this code.

The personal appearance of all teaching staff members shall be clean, neat and professional.

A teaching staff member may request a waiver of this Standard of Dress and Grooming for the performance of particular duties assigned to him or her. Such waivers may be granted in the sole discretion of the Superintendent or his/her designee. In addition to the standards set forth herein, no clothing that constitutes a danger to the health or safety of the wearer or others may be worn by teaching staff members.

The building principals or any teaching staff member's supervisor, as appropriate, shall determine whether a violation of the Standard of Dress and Grooming has occurred, and discuss any such violations with the teaching staff member concerned. Whereas a single violation so warrants, or in the event of a recurring pattern of violation, the principal or supervisor may enter a reprimand in the teaching staff member's file or may recommend any further disciplinary measures as established under Title 18A, the provisions of Chapter 6 or 6A of the New Jersey Administrative Code, or Policy 5511.

Student Dress Code (Policy 5511)

The Middle Township Board of Education intends to adopt a mandatory standard dress policy for all students in grades Pre-K through twelve, and it firmly believes young people who are safe and secure and who learn basic American values and the essentials of good citizenship are better students. Many parents, teachers and school officials have come to see a standard of dress as one positive and creative way to reduce discipline problems, prevent future discipline problems from

occurring and increase school safety. It has been observed that the adoption of a mandatory standard of dress can promote school safety, improve discipline and enhance the learning environment.

The Middle Township Board of Education strongly believes that the following issues would support such a policy:

1. A standard code of dress would create security through identification, enabling school officials to recognize intruders
2. A more positive atmosphere conducive to education will be established.
3. Similar clothing will reduce peer pressure dealing with student attire.
4. A standard code of dress would promote a statement of identity.
5. A sense of school unity will be created.
6. Students will be instilled with discipline.
7. School spirit will be enhanced.
8. A standard code of dress will help assist families with the economic burden of clothing, children since the garments are less costly than most clothing.

This policy does not include an “opt out” provision for students who, with parental consent, seek to dress in a manner contrary to the standards set forth herein. The Board of Education, based on the testimony of its teaching staff and administration during the public hearings on this policy, finds specifically that the disruption of the learning environment in absence of a standard code of dress has reached a point that other lesser measures have been or would be ineffective.

The actual standard code of dress for students in grades Pre-K through twelve, commencing with the first day of classes of the 2019-2020 school year, shall be as follows:

All clothing or adornments worn or carried will be judged upon the effect they have upon the health, welfare, and safety of the school community and whether this clothing could have a deleterious effect upon the normal routine and function of the public school. All clothing and accessories must be appropriately fitted and worn in good taste. The administration reserves the right to make changes as styles may dictate.

Pupils will not wear:

1. Any apparel or accessory with obscene, offensive, bias, or profane material on it or refer to violence, drugs, sex, alcohol, or tobacco products.
2. Tank tops, thin-strapped tops, tube tops, crop tops, halter tops, and clothing that exposes the back, chest, or midriff.
3. Clothing made of mesh, sheer, or fishnet material.
4. Clothing with holes and/or tears.

5. Pajamas or undergarments worn as outerwear.
6. Strapless, thin-strapped, or spaghetti strapped dresses or rompers/jumpers.
7. Clothing or accessories which is designed for beachwear (bathing suits, etc.)
8. Chain-link and metal belts.
9. Hats, hoods, scarves, bandanas, or other headgear.
10. Coats, hats, gloves and any type of outdoor wear may not be worn in the classrooms, hallways, or the cafeteria during the regular school day.
11. Flip flops, slides, shower shoes, or bedroom slippers.
12. Excessively short skirts or shorts.

The administration reserves the right to determine the appropriateness of a pupil's attire. A pupil found to be in violation of the dress code may be sent home and subject to disciplinary action.

N.J.S.A. 18A:11-1; N.J.S.A. 18A:11-7; N.J.S.A. 18A:11-8; N.J.S.A. 18A:11-9

Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board of Education has established a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment, which includes quid pro quo harassment and hostile environment.

Definitions:

Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party, that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to

participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This policy protects any person from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Anyone who believes that he or she has been sexually harassed is encouraged to immediately report it to a responsible adult. This could include parents, school employees, or others in whom the person has confidence. The important thing is to tell someone immediately so that appropriate action can be taken.

DISTRICT AFFIRMATIVE ACTION OFFICER:

Mr. Robert Johnson, Admin. Building (609)465-1800 x3106

504/ADA OFFICER:

Mr. Robert Johnson, Admin. Building (609)465-1800 x3106

Harassment, Intimidation and Bullying

Identification and Prevention

WHAT IS HARASSMENT, INTIMIDATION, AND BULLYING?

Bullying occurs when a stronger or more dominant child repeatedly hurts, threatens or torments a more vulnerable child. Bullying is intentional, it happens more than once, and there is a marked imbalance of power between the bully and victim. Bullying is different from a single incident of teasing. It is not bullying when two children of approximately equal strength or power have a fight.

FORMS OF BULLYING

- Spread rumors about others
- Write nasty things about classmates
- Intentionally exclude others
- Take or damage other student's possessions
- Cyber bully by sending offensive messages to other via computer or cell phone
- Intimidate or threaten others Repeatedly taunt/ridicule others
- Persuade peers to reject others

WHAT DO I DO WHEN I SUSPECT BULLYING?

- Act quickly. If you learn that a student is being emotionally or physically harassed, take immediate action to ensure his/her safety.
- Immediately fill out a Discipline and/or HIS referral and submit it immediately to the HIB Specialist in each school building.
 - HIGH SCHOOL- Kelsey Greene (609)465-1852 x5567
 - MIDDLE SCHOOL – Michael McCormick (609)465-1834 x4009
 - ELEMENTARY # 2 – Rachel Chew (609)465-1827 x
 - ELEMENTARY # 1 – Kelly Cox (609)463-1900 x1208
 - DISTRICT ANTI-BULLYING COORDINATOR- Mr. Robert Johnson (609)465-1800 x3109

PROMOTE COOPERATION AND CARING IN THE CLASSROOM

- Reinforce acts of kindness
- Avoid sarcasm or put downs of any kind

KNOW YOUR SCHOOL'S HIB POLICIES

Policy 5512

5512. HARASSMENT, INTIMIDATION, AND BULLYING (M)

Date Created: December 2013
Date Edited: December 2018

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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(APSSD) A Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. 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 and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

G. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with 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 consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, 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 school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct 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 student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)l, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to NJ.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions -

Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at NJ.A.C. 6A:16-8.

Factors for Determining Consequences - Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences - School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and

10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to NJ A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and NJ.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

Examples of Remedial Measures

Personal- Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal - Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures - Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. FOCUS groups;
4. Mailings - postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in "hot spots" (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;

13. Formation of professional learning communities to address bullying problems;
14. 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 and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to
 - a. **N.J.A.C. 6A:16-8**;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions - Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person *may* report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
- C. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c. 169 (C.I.O. 5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) 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 level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.

4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.15A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 15A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 15A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15 c, as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13 I et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses - April 2011 - New Jersey Department of Education Memorandum - New Jersey Commissioner of Education - Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act - December 16, 2011

Policy 2361

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity, to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

Computers and Resources

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in

Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Principal's Office a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Amended: 18 October 2012

Amended: 20 September 2012

Adopted: 27 April 2010

Policy 3282

USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff

member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;

6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 18 October 2012

Elementary #1 Procedures

Reporting Information

All substitutes are expected to arrive at 8:25 a.m. to sign-in and pick up a Substitute Teacher Daily Report Form in the main office. Please be sure to have your Aesop confirmation number with you when signing-in each day. If for some reason you are going to be delayed, contact us at 463-1900 as soon as possible so that we may make the necessary arrangements until you arrive.

Departing Information

All substitutes should turn in their Substitute Teacher Daily Report Form to the main office at the end of the work day which is 3:35 p.m. for teachers.

Full Day/Early Dismissal

Full Day

The school day at Elementary #1 begins with the 8:40 a.m. bell which signals students to enter the building. Student dismissal is at 3:15 p.m. Substitutes are expected to perform duties as requested by the administration throughout the school day.

Early Dismissal

8:40 to 1:20 - Lunch times remain the same as a full day.

Delayed Opening

10:15 to 3:15 - Lunch times remain the same as a full day.

Staff Parking

Staff members at Elementary #1 may park in any of the public areas around the school with the exception of the parking lot near the preschool classroom. The most convenient being the parking lot near the bus garage.

Homeroom Procedures

1. Greet the children as they enter the classroom.
2. Have morning work available for students to complete at their desks.
3. After the 8:55 bell, complete the daily attendance form and lunch order form. Collect any notes that are sent in and record for yourself any special dismissal info as it will be your responsibility to ensure a safe dismissal for all of your students. Send all of the above with a student for delivery to the main office and cafeteria. Students are tardy if they arrive after

9:05 a.m. Students arriving late must pick up a late pass in the main office and present it to you when they enter the classroom.

4. During homeroom students should focus their attention on the morning announcements and the flag salute. Students are not (by law) required to stand for the flag salute but may not disrupt the process in any way.
5. If further help is needed, the main office may be reached by picking up the telephone and dial 1204.

Classroom Procedures

1. Write your name on the board and introduce yourself to the class. Do not allow the students to refer to you on a first name basis and remain professional at all times.
2. Follow the lesson plans provided by the classroom teacher.
3. Never leave the class unsupervised.
4. Only send one male and one female student to the lavatory at a time unless there is an emergency.
5. If a student is seeking medical attention, complete a pass for the nurse and send the student to the nurse's office located within the main office.

Non-Teaching Duty Assignments

1. At Elementary #1 all Special Area, Basic Skills, and Resource Room teachers have Non-Teaching Duty Assignments. Please check the teacher's schedule to see where and when to report for duty. If you have any questions please do not hesitate to ask an administrator for assistance.
2. Those teachers who may be assigned to a lunch/recess duty will find a schedule, table assignment chart, and playground schedule on display in the cafeteria.
3. Lunch duty teachers meet their classes in the cafeteria.
4. Please see the "Cafeteria Rules / Procedures" section of this handbook for further information.

Discipline

1. General disciplinary concerns should be reported back to the teacher.
2. Major disciplinary concerns that warrant immediate attention should be referred to the Administration by completing a Middle Township Elementary #1 Discipline Form and sending the child to the main office.
3. If an emergency behavioral incident exists with a student please contact the main office via the telephone. Pick up the telephone and dial x1204 and a secretary will answer.

Guidance Department

The Guidance Program at Elementary #1 is designed to help children build self-esteem, develop positive relationships, learn appropriate social skills and become more self-reliant. The children who participate in the program meet individually or in a group setting for one half hour per week. During the sessions, the children may read and discuss a story, draw pictures or play games. The Guidance Program has an informal setting that allows the students to be comfortable expressing their feelings and encouraging their creativity.

Emergency Procedures

1. If a student is seriously injured immediately phone the office to notify the school nurse and provide pertinent information regarding the nature of the emergency.
2. Refrain from moving the student if seriously injured.

Fire Drill/Emergency Evacuation

1. Maps are displayed in each classroom that highlight the emergency evacuation route that should be taken for moving out of the classroom and building.
2. Students are trained to line up and walk quietly out of the building.
3. The lights should be turned off and the last student who leaves the classroom should close the classroom door.
4. Be sure to bring the security folder (hanging near the door), a class list and your substitute information with you.
5. Stay with your class at all times and take attendance once you are outside to ensure all students are accounted for.
6. Students should remain outside until the announcement is made to return to the building.
7. Upon returning to the classroom attendance should be taken once again to ensure all students have returned safely. In the event a student is missing, notify the office via the telephone.

Cafeteria Rules

1. Students are to sit no more than three on a bench which equates to twelve children per table.
2. Students should use their "inside voices" at all times in the cafeteria.
3. Students must ask permission to leave their seats for snacks or to throw away garbage.
4. Students are allowed only two trips to the garbage cans.
5. A transition warning should be given to students five minutes prior to the

- end of the scheduled lunch time so that they begin preparing for recess.
6. Students are asked to clean garbage from the table and pick up anything that may have fallen on the floor.
 7. Lunch supervisors should circulate among their assigned classes to ensure all is well with their students.
 8. At the end of the scheduled lunch period students should be called to line up and then led outside to their assigned playground. Classroom teachers will relieve lunch supervisors at the scheduled time.
 9. In the event of inclement weather students should be taken back to their classrooms for inside recess.
 10. Lunch and recess supervision is always a critical piece in our daily routine. All teachers should remain vigilant to prevent accidents and discipline situations from occurring.

Student Conduct Rules

1. Follow your teacher's directions
2. Never hurt anyone on the inside or outside
3. Complete your class work
4. Be the best that you can be

Forms associated with Elementary #1

Substitute's Name: _____ Regular Teacher's Name: _____

Grade/Subject: _____ Date of Service: _____ School: _____

please check the following:

YES

NO

1. Were teaching lessons plans available?
2. Were lesson plans sufficient for you?
3. Were essential materials and supplies available?
4. Were class lists available?
5. Were students cooperative and well behaved?
6. Did a principal or delegate see you to your room?
7. Any "no" answers should be explained here:

BRIEFLY list the highlights of the teaching day, including major points covered, problems, etc.:

Classroom teacher or principal's remarks:

(FOR OFFICE USE ONLY)

Principal's Initial: _____ Superintendent's Initial: _____ MUST BE

SUBMITTED AT THE END OF EACH DAY Signed by the principal and then distributed to teacher and

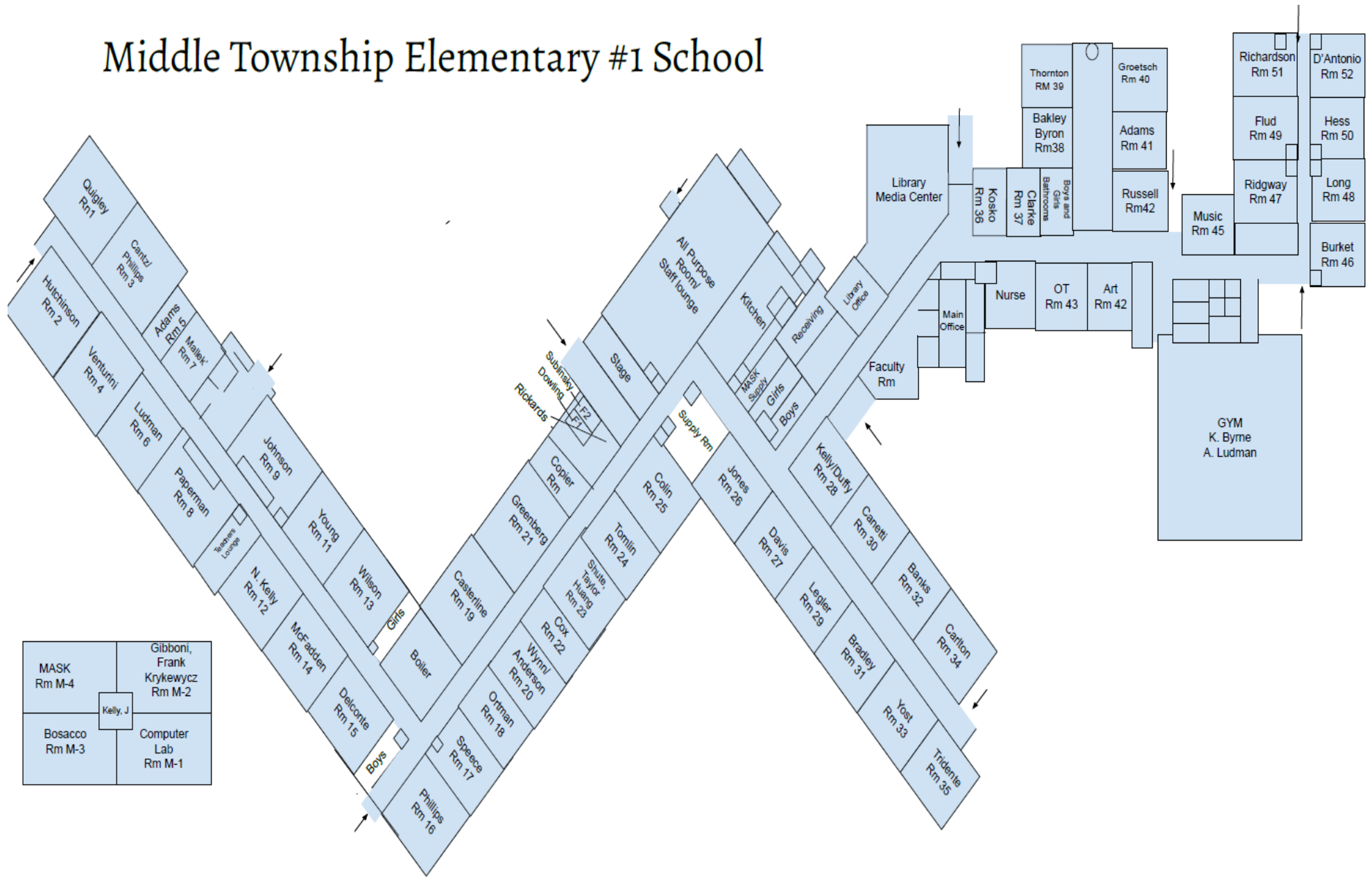
Superintendent

WHITE COPY - Teacher

YELLOW COPY - Superintendent

PINK COPY - Principal

Middle Township Elementary #1 School



Elementary #2 Procedures

Reporting Information

All substitutes are expected to sign in main office by 8:30 AM. Additional information will be provided at that time. If, for some reason, you are going to be delayed, please call 465-1827 ext. 2002, as soon as possible. You will be given a substitute badge that you are to wear all day to identify yourself as well as an attendance sheet for the class you are covering.

Departing Information

Check PM duty schedule (provided in the Substitute folded and on teachers' lesson plans)

After all buses have departed, 3:40 p.m., report to Main Office to sign-out and return the substitute badge.

Full Day/Early Dismissal

FULL DAY: 8:30 AM. and ends at 3:45 PM.

Early Dismissal: 8:30 AM. and ends at 1:45 PM.

Staff Parking

Parking is available in the parking lot directly across from the main entrance as well as a secondary lot on the Cafeteria side of the school building. Please do not park in any designated spots, such as Principal, Vice-Principal, or reserved. DO NOT park in front of the school as this is the area where buses drop-off and pick-up students, and where students have recess.

Homeroom Procedures

1. Children arrive to homeroom from 8:50 AM through 9:10. Students arriving late will be marked "Tardy" by the office staff. Please do not take attendance until 9:10. Attendance sheets are provided for each homeroom. The office staff will give you the attendance sheet for the class you are covering. Once attendance has been taken, please send the form to the main office with a student.
2. Lunch sheets, located in the homeroom, are to be completed by the substitutes or the students and walked to the cafeteria by a student by 9:15 AM.

3. Substitutes wishing to purchase lunch must order in the main office before the start of day.

Classroom Procedures

1. Write your name on the board and introduce yourself to the class. Do not allow the students to refer to you on a first name basis and remain professional at all times.
2. Follow the lesson plans provided by the classroom teacher.
3. Never leave the class unsupervised.
4. Only send one male and one female student to the lavatory at a time unless there is an emergency. All students leaving the room for the lavatory are to sign out before leaving.
5. If a student is seeking medical attention, complete a pass for the nurse and send the student to the nurse's office located within the main office.
6. Walk students to and from specials, cafeteria, and bus dismissal.
7. Monitor students on the playground at recess time.
8. Do not use your cell phone while students are in the room.
9. If you leave during your lunch break, sign out at the main office prior to leaving and sign back in when you return.

Non-Teaching Duty Assignments

1. Check the teacher's schedule and the duty schedule provided in the Substitute Folder. Duties are:
AM Bus Duty, in front of the building.

AM Breakfast Duty

AM Hallway Duty
Lunch Duty

PM Bus Duty
2. All teachers not having a specific duty are expected to be outside their classroom doors, assisting with supervising the halls.

Discipline

1. General misconduct should be reported to the teacher for follow-up disciplinary action.
2. Major misconduct infractions that warrant immediate attention should be referred

to the Administration by using the Middle Township Discipline Referral Form.

3. If an immediate problem or emergency exists with a student, please contact the Office as soon as possible. You can do this by calling the main office. Dial 2003, or 2002.
4. Take a walkie-talkie any time you are going outside for recess (available from the main office) to report any injuries or incidents as needed.

Guidance Department

The Guidance Department has determined a set schedule for meeting with students requiring counseling services. This schedule is a set schedule and students are not able to alter it. Therefore, should a student wish to see the guidance counselor and he/she is not scheduled at the time, please call the counselor, ext. 2010, before sending a student.

Emergency Procedures

1. In case of serious injury, immediately call the office so that the school nurse may be contacted. (ext. 2002, 2003, or 2004)
2. If a wheelchair is needed for injury, please let the office know so that they can make the necessary arrangements and take all necessary precautions.
3. Refrain from moving a student if seriously injured.
4. In the case of minor injury or illness, you may issue a pass to the nurse.

Fire Drill/Emergency Evacuation

1. Check wall nearest the door for map of exit;
2. Take emergency folder (hanging on wall near door or clock), attendance book, attendance sheet and substitute folder with you;
3. Make sure windows are shut, lights are off, and door is closed when you leave;
4. When outside the building, take attendance and indicate on Fire Drill Form (Pink) Students who are absent and students who are not with you who should be, and/or students who are with you who usually are not;
5. Enter the building after the PA system announces that classes may return;
6. Send completed Fire Drill (Pink form) to the main office.

Cafeteria Rules

Students are to be mindful of proper behavior in the cafeteria and be respectful to all those working to provide them with a nice meal. Students may purchase lunch, milk, and/or snacks. After obtaining their meal, they are to sit at their assigned tables. Once they have been seated, they must ask permission to be able to get up. This includes permission to buy a snack and to throw away their trash. Please remind students to check the floor around them for any paper they may have dropped. Each class has his/her own lunch time. Please refer to your teacher's schedule for specific details.

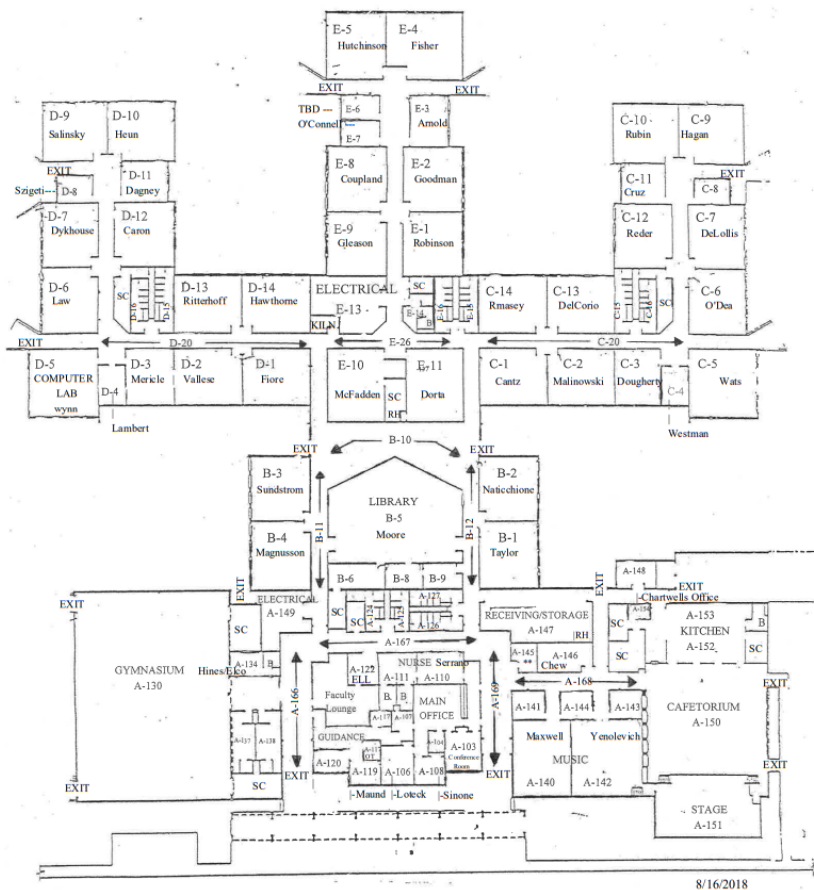
Student Conduct Rules

Substitute teachers should expect the same level of respect that the classroom teacher receives. Students are aware of the classroom rules. They should respect other and themselves. They should walk quietly in the hallways and be kind to others.

1. Students are expected to conduct themselves in a manner that respects the rights of others, as outlined in their agenda books.
2. Attendance to all classes is compulsory unless the student is participating in a school-sponsored or approved activity. Students must arrive on time and prepared, with the proper materials (i.e. pencil, notebook, textbook, etc.). Students in Physical Education classes must remain with their assigned group in order to be considered present.
3. **STUDENTS ARE NOT PERMITTED TO BRING VISITORS TO SCHOOL.**
4. Students must check in when visiting areas such as the nurse, guidance, Asst. Principal and main office during class/study hall time in order to verify their whereabouts.
5. Students may not leave the building for lunch, or at any other time during their instructional day
6. Students are permitted to use the phone in the main office before or after school or during lunch periods, with staff permission. Any student who uses the phone during classes must have a written pass from their teacher.
7. Smoking is not permitted in the building, on school transportation or school grounds or at school-sponsored activities. Possession of tobacco products will receive the same consequences as smoking.
8. Students may eat and/or drink in the school cafeteria only during lunch and breakfast times. No food or beverages may be consumed elsewhere in the building or in the cafeteria when lunch is not in session. Students may have water bottle in class.
9. Students are expected to leave school at their dismissal time unless they are participating in tutoring, a school-sponsored activity or scheduled for detention. Late busses are available only for students who have remained in school for tutoring or school activities, including detention.

10. **Electronic devices such as hand held electronic games or cellular phones are not to be used in school.** Such items will be confiscated and may require a parent conference in order to be returned.
11. Students are not permitted to take medication (prescription and non-prescription) in school unless supervised by the Nurse. A written parent permission letter and a labeled container that states the name of the medication, the dosage and the physician/pharmacy name must accompany any such medication.
12. Students must refrain from public displays of affection. Non-compliance should be reported to the regular teacher.
13. Profanity, or any other inappropriate language, will not be tolerated at any time.
14. Students are expected to conform to the stipulated dress code at all school sessions.

Elementary #2 Map



8/16/2018

Middle Township Public Schools ~ Elementary School No. 2
101 West Pacific Avenue, Cape May Court House, NJ 08210

Notes:
Main Office Staff - Carr, Sudan, Schweizer
Custodial Staff - Morelle, Kardos, Tozer, Perez
SC= Storage Closet
B= Single Bathroom
RH = Roof Hatch
** = SRO

Paraprofessionals
Briggs
Cubemot
Emmel
Sudan
Kirkpatrick
Perez
Tolan

Eckel
Roman
Gelman
Tschopp
Waldron-Hawk
West

Middle School Procedures

Reporting Information

All substitutes are expected to arrive by 7:30 a.m. to pick up substitute information. If for some reason you are going to be delayed, contact us at 465-1834, ext. 4000 as soon as possible so that we can make the necessary arrangements until you arrive.

The substitute teacher should report to the main office, to confirm their assignment and pick up the teacher prepared plans and information you will need for the day. Be certain to sign the AESOP attendance sheet. Failure to sign will result in no pay.

Departing Information

1. Return the Emergency lesson plans and other materials to the main office at 2:26 p.m.
2. All substitutes are expected to remain until the close of the school day and may leave the building at 2:35.

Full Day/Early Dismissal

All substitutes are expected to work a full school day. The school day begins at 7:30 (homeroom). Staff members are expected to sign in by 7:30 a.m. The school day ends at 2:35. Substitutes are expected to perform duties as requested by the administration. Early dismissal is 12:35 p.m.

Middle School (30 minutes-lunch; 8 minutes passing)

Teachers 7:30 a.m.-2:45 p.m. 7 hours: 15 minutes

Students 7:40 a.m.-2:22 p.m. 5 hours: 52 minutes (instructional time)*

* Instructional Time- The amount of time per day students are engaged in instructional activities reported in hours and minutes. Time for homeroom may be counted where this time is used for structured activities under the supervision of a certified teacher. Unstructured homeroom or recess time is not counted, along with the time required for lunch or changing classes. Logically, the amount of instructional time cannot be equal to or greater than the amount of time reported for the length of the school day.

Staff Parking

Staff members may park in any of the public areas around the school except in the designated parking slots (Principal, VP, Reserved, Handicapped, etc.). Student parking is limited to the Main Parking lot outside the PAC. Staff members may NOT double park outside the office area or any area designated as "no parking" by signage or yellow curb.

Homeroom Procedures

It will be the responsibility of the homeroom teachers to make sure their rooms are available to their students by 7:30 a.m. ALL HOMEROOMS MUST BE SUPERVISED BY 7:30 a.m. Homeroom teachers are responsible for attendance. Each homeroom teacher must complete a seating chart for the use of substitutes. Homeroom students, therefore, need to be assigned permanent seats.

1. Teachers should mark absences on the attendance sheets with a #2 pencil. All tardy entries will be made by the secretary in the office. UNDER NO CIRCUMSTANCE SHOULD STUDENTS BE ENTRUSTED TO RECORD ATTENDANCE.
2. All students must be in their homeroom by 7:45 a.m. Students are considered LATE TO CLASS if they arrive in homeroom after 7:45 a.m. without a pass.
3. When announcements are completed, students are to proceed to their first mod.
4. NO students should be excused from homeroom. Locker needs should be taken care of in advance of homeroom.
5. The absentee forms will be picked up from your room. No students should ever take attendance.
6. Opening exercises will consist of a morning greeting over the PA system. All students will then be led in a salute to the flag. Following the opening exercises, the morning announcements will be read over the PA system.

Classroom Procedures

1. A roster for each class period is located in the substitute roll book/packet.
2. Take roll. List all students who are absent on the teacher's report form. If you have the students sign in on a paper, **please call the names after the list is complete to verify that all who signed are indeed present.**
3. Follow the assigned seating chart that the teacher has left for you.
4. Students who arrive late should have a late pass. If the student has no pass, submit a discipline referral to the office regarding the incident, stipulating how late the student arrived. **DO NOT send the student to the office or back out to obtain a pass.**

5. Put your name on the board and introduce yourself to the class. Do not allow the students to refer to you on a first name basis. Remain professional at all times.
6. Follow the plans of the classroom teacher.
7. If possible, prepare board and seat work before class begins.
8. Remain in your assigned room or area at all times when students are present.
9. ***HS only -Keep students in the classroom. Refrain from giving student passes unless it is an emergency. If a pass is necessary, all students are required to present their student ID and agenda book. The agenda book contains the hall pass, which must be signed by the teacher. If student does not have the ID or the agenda book, do not issue a pass. If student leaves the classroom anyway, please leave a note for the teacher to issue a discipline referral.**
10. ***HS only -No hall passes are to be issued during periods 1 and 8.**
11. The high school follows a 5 day rotating schedule for science labs. If you are covering for a science teacher, please make sure you listen or ask for the lab day. This will enable you to cover the appropriate schedule.

Helpful reminders

- Maintain a professional attitude. At no time do we degrade our students. Comments should always be positive in nature.
- Keep the classroom atmosphere conducive to good work habits and a wholesome learning environment.
- Maintain a professional demeanor with the students. There should be no fraternization with pupils in or outside of school. Do not allow students to refer to you on a first name basis. Remain professional at all times.
- Teachers are obligated by law to supervise those in their charge. Failure to observe assigned duties may constitute negligence with serious legal implications.
- In the state of New Jersey, corporal punishment is prohibited.
- Refrain from comparing schools, teachers, etc. in conversation.
- Leave the classroom neat and orderly at the close of the day's assignment.
- In the event of an extended substituting assignment, the substitute teacher will plan, grade and maintain records in much the same way as the regular teacher. A department supervisor will confer with you on this procedure.
- Discretion is essential when dealing with confidential information. Please check with the guidance counselor before using a confidential file.
- **Please remember - per Board policy and NJ statutes, Middle Township School District is a totally smoke free environment! NO ONE is permitted to smoke anywhere on school property including the parking lot areas.**
- Staff members are not permitted to use cell phone in class for any reason without the administration approval.

Non-Teaching Duty Assignments

1. Check the teacher's schedule and the duty schedule provided in the Substitute Folder.
Duties are:
AM Bus Duty, in front of building
AM Parent Drop-Off side of building
AM Breakfast Duty
AM Hallway Duty
Lunch Duty
Hall Duty
PM Bus Duty
PM Hall Duty
2. All teachers not having a specific duty are expected to be outside their classroom doors, assisting with supervising the halls.

Discipline

1. General misconduct should be reported to the teacher for follow-up disciplinary action.
2. Major misconduct infractions that warrant a prompt response should be addressed by requesting an administrator come to the room or by submitting a written discipline referral.
- 3.

Guidance Department

If a student wishes to meet with his counselor, he/she must schedule an appointment before homeroom. If a student has a guidance appointment, he will have a written pass indicating the time and date.

If you have a concern about a student who appears to be in a serious crisis or severe emotional state, or somehow learn of a potentially harmful situation to a student, please inform the vice principal and/or counselor as soon as possible.

Emergency Procedures

1. In case of serious injury, immediately call the office so that the school nurse may be contacted.
Nurse x4006
Office x4000

2. If a wheelchair is needed for injury, please let the office know so that they can make the necessary arrangements and take all necessary precautions.
3. Refrain from moving a student if seriously injured.
4. In the case of minor injury or illness, you may issue a pass to the nurse.

Fire Drill/Emergency Evacuation

In case of a fire drill/emergency evacuation:

1. Check the wall near the door to note instructions for moving out of the room and building.
2. Make sure all students leave the classroom.
3. Take all substitute information with you.
4. Make sure all windows are closed.
5. Shut the lights and door when you leave.
6. Follow your class out of the building.
7. Keep students outside and away from the building until you hear the tone to return inside. **Please take attendance outside the building before re-entering.**
8. Retake attendance upon return.

Cafeteria Rules

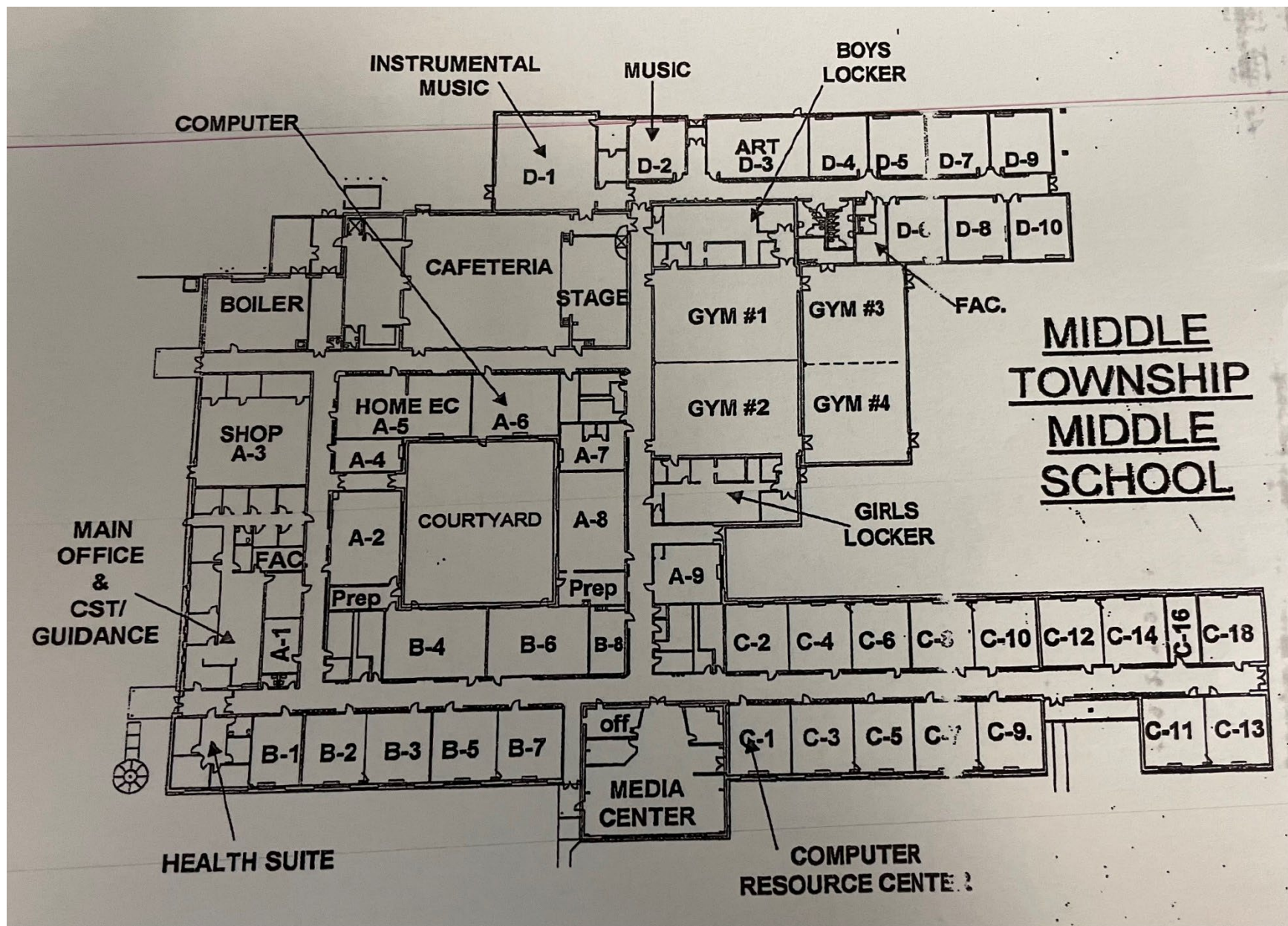
Substitute teachers who are assigned to cafeteria duty are expected to supervise the lunch activity, maintain order and assist in maintaining lunchroom cleanliness. You can help by monitoring behavior and by making sure all trays are returned and trash is placed in the receptacles.

Student Conduct Rules

1. Students are expected to conduct themselves in a manner that respects the rights of others, as outlined in the code of conduct on pages 16 & 17.
2. Attendance to all classes is compulsory unless the student is participating in a school-sponsored or approved activity. Students must arrive on time and prepared, with the proper materials (i.e. pencil, notebook, textbook, etc.). Students in Physical Education classes must remain with their assigned group in order to be considered present.
3. **STUDENTS ARE NOT PERMITTED TO BRING VISITORS TO SCHOOL.**
4. Any student in the halls during class must carry a written pass which includes the student's name, date, time, and destination, issued and signed by a staff member.

5. Students must sign in when visiting areas such as the nurse, guidance, Asst. Principal and main office during class/study hall time in order to verify their whereabouts.
6. Students may not leave the building for lunch, or at any other time during their instructional day, unless they have signed out on an authorized early dismissal. This includes going to their vehicles in the school parking lot.
7. Students are permitted to use the phone in the office, staff permission. Any student who uses the phone during classes must have a written pass from their teacher.
8. Smoking is not permitted in the building, on school transportation or school grounds or at school-sponsored activities. Possession of tobacco products will receive the same consequences as smoking.
9. Students may eat and/or drink in the school cafeteria only during lunch and breakfast times. No food or beverages may be consumed elsewhere in the building or in the cafeteria when lunch is not in session. Those students, who need to drink water and/or use the lavatory frequently or have other special medical needs, must obtain a written pass from the Nurse in order to do so. **(High School Only - Students are permitted to have water during classes. The water must be in a clear, plastic container.)**
10. Students are expected to leave school at their dismissal time unless they are participating in tutoring, a school-sponsored activity or scheduled for detention. Late busses are available only for students who have remained in school for tutoring or school activities, including detention.
11. **Electronic devices such as hand-held electronic games and cellular phones are not to be used in school.** Such items will be confiscated and may require a parent conference in order to be returned.
12. Students are not permitted to take medication (prescription and non-prescription) in school unless supervised by the Nurse. A written parent permission letter and a labeled container that states the name of the medication, the dosage and the physician/pharmacy name must accompany any such medication.
13. Students must refrain from public displays of affection. Non-compliance should be reported to the regular teacher.
14. Profanity, or any other inappropriate language, will not be tolerated at any time.
15. **Gambling, including dice, playing cards, etc., is never permitted on school property.**
16. Students are expected to conform to the stipulated dress code at all school sessions.
17. Air horns and other noise making devices are not permitted at any school events.

Middle School Map



High School Procedures

Reporting Information

All substitutes are expected to arrive **before 7:30 a.m.** to pick up substitute information. The substitute teacher should report to the main office, sign his/her name on the substitute sign-in sheet, receive a substitute ID badge, and check the teacher's mailbox for their homeroom packet or any other important materials.

Supervisors may have additional information regarding substitute plans. Please see Mrs. Drake (x5548) or Mrs. Villano (x5516) with any questions.

If for some reason you are going to be delayed, contact us at **(609) 465-1852, ext. 5000** as soon as possible so necessary arrangements can be made until you arrive.

Departing Information

- Return your substitute materials to the appropriate teacher's mailbox or to the supervisor after 2:18 p.m.
- Please return your Substitute Teacher ID badge to the main office.
- All substitutes are expected to remain until the close of the school day and may leave the building after 2:30 p.m.

Full Day/Early Dismissal

All substitutes are expected to work a full school day. The school day begins at 7:40 a.m. and substitutes are expected to sign in by 7:30 a.m. The school day ends at 2:18 p.m. Substitutes are expected to perform duties as requested by the administration. Early dismissal is 12:23 p.m.

Staff Parking

Staff members may park in any of the public areas around the school except in the designated parking slots (Principal, VP, Reserved, Handicapped, etc.). Staff members may NOT double park outside the office area or any area designated as "no parking" by signage or yellow curb. The student parking lot is located outside the PAC.

Homeroom Procedures

MTHS has a 4-day rotating schedule. Homeroom is after the 2nd class of the day (9:27-9:35 a.m.). Students will remain in their 2nd class until the end of homeroom.

1. Attendance sheets will be found in the teacher's mailbox for whom you are substituting.
 - a. Please take your attendance as soon as the homeroom period begins. **Do NOT allow students** to take attendance (although they may assist you). Please send down the attendance sheets to the main office as soon as possible. You may be asked to hand out information, these papers can be found in the teacher's mailbox.
2. The substitute teacher is to check off the appropriate box for students who are absent.
 - a. Please mark the box of absent students with an A. The box is posted next to each student's name and ID number. To avoid attendance problems, read each student's name clearly. If for any reason the attendance sheet is not available, please have students sign in on a separate sheet to be sent down to the main office.
3. During homeroom, announcements and pledge will take place. Students are not (by law) required to stand for the flag salute, but cannot disrupt the process in any way.
4. Insist that everyone listen to the announcements.
5. If further help is needed, please contact the main office at ext. 5000.

Classroom Procedures

1. A roster for each class period should be located in the teacher's substitute plans.
2. In each class, take attendance on the appropriate attendance sheet. Mark each student as present (P) or absent (A). If you have the students sign in on a paper, **please call the names after the list is complete to verify that all who signed are indeed present.**
3. Follow the assigned seating chart if one has been left for you.
4. Students who arrive late should have a late pass. If the student has no pass and is late, please identify this student on the substitute plans for the classroom teacher, labeling the time he/she arrived. If a student is excessively late (more than 10 minutes) submit a discipline referral to the office regarding the incident, stipulating how late the student arrived. **DO NOT send the student to the office or back out to obtain a pass.**
5. Put your name on the board and introduce yourself to the class. Do not allow the students to refer to you on a first name basis. Remain professional at all times.
6. Follow the plans of the classroom teacher. Complete the substitute daily report and return to the main office at the conclusion of your day.
7. If possible, prepare any board or seat work before class begins.
8. Remain in your assigned room or area at all times when students are present.
9. **Keep students in the classroom. Refrain from giving student passes unless it is an emergency. If a pass is necessary, all students are required to have a signed pass in the hallway. If a student leaves the classroom without permission, please call the main office (ext. 5000) to notify security.**

Helpful Reminders

- Maintain a positive, professional attitude.
- Keep the classroom atmosphere conducive to good work habits and a wholesome learning environment.
- Leave the classroom neat and orderly at the close of the day's assignment.
- Leave a note for the teacher about each class's progress, behavior, etc.
- Teachers are obligated by law to supervise those students on their rosters. Failure to observe assigned duties may constitute negligence with serious legal implications. Legally, teachers must take attendance in each period.
- At no time do we degrade our students. Comments should always be positive in nature.
- If a student is emotional, we should look to de-escalate the situation.
- Maintain a professional demeanor with the students at all times. Do not allow students to refer to you on a first name basis. There should be no fraternization with pupils in or out of school or on social media.
- At no point should you share or ask about: political views, vaccination status, personal medical information, or social media accounts. Refrain from comparing schools, teachers, etc. in conversation.
- If you use social media, you should maintain a positive social media presence. Inappropriate social media use may result in termination from your position(s).
- In the state of New Jersey, corporal punishment is prohibited.
- Do not share any students personal information with other students. Discretion is essential when dealing with confidential information.

Long-Term Substitute Positions

In the event of an extended substituting assignment, the substitute teacher will plan, grade, and maintain records in much the same way as the regular teacher. A department supervisor will confer with you on this procedure.

Smoking & Drug-Free Zone

Please remember that per Board policy and NJ statutes, Middle Township School District is a totally smoke-free and drug-free environment. NO ONE is permitted to smoke or vape anywhere on school property, including the parking lot areas.

Cell Phone Use

You are not able to appropriately supervise students if you are using your cell phone. Substitute teachers should limit the use of their cell phones to emergencies only while in class. Students should not be photographed or recorded.

Non-Teaching Duty Assignments

Along with the routine teaching assignments, most teachers have a duty assignment. Check the teacher's schedule to see where and when to report for duty. If you have any questions, ask for assistance from an administrator or a supervisor.

1. **Study Hall** - Substitute teachers may be assigned to study halls and are expected to take attendance and maintain a quiet atmosphere which is conducive to studying.
2. **Bathroom Duty** - Substitute should monitor the bathrooms from a desk/table in the hallway outside the designated bathroom. Students should sign in and out with their full name and the appropriate time. Limit bathrooms to no more than 3 students at a time. Check students' hall passes.
3. **Hallway Duty** - Substitutes should monitor the hallway to maintain a safe, quiet environment. Check students' hall passes, make sure students are quiet, stop hallway wanderers, and notify administration and/or security of anything necessary.
4. **Cafeteria Duty** - Substitutes are expected to supervise the lunch activity, maintain order, and assist in maintaining lunchroom cleanliness. You can help by encouraging students to put chairs back under the table and by making sure all trash is placed in the receptacles.
5. **Bus Duty** (after school) - Substitutes should monitor the designated area to help all students safely board their buses and/or other forms of transportation.
6. **Assemblies** - Substitute teachers who supervise an assembly in the PAC should adhere to the following procedures:
 - Every student must attend the assembly unless special permission is given by the administration.
 - Encourage students to be actively engaged in the assembly.
 - Discourage reading, writing, and cell phone use during assemblies.
 - Discourage talking or any other disturbance that may occur during the assembly.

Discipline

1. Minor, general misconduct should be reported to the teacher for follow-up disciplinary action.
2. Major misconduct infractions that warrant immediate attention should be referred to the assistant principal by using the Middle Township High School Discipline Referral Form.

3. If an immediate problem or emergency exists with a student, please contact the assistant principal as soon as possible. You can do this by using the phone in each classroom (ext. 5000).
4. A student should not be sent out of class to the main office without a security escort.
5. DO NOT SEND A DISCIPLINE REFERRAL WITH A STUDENT TO THE MAIN OFFICE.
6. Please find a teacher or security guard in the hallway to assist in contacting the office, if necessary.

Guidance Department

If a student wishes to meet with his/her counselor, she/he must schedule an appointment in advance. If a student has a guidance appointment, she/he will have a written pass indicating the time and date.

If you have a concern about a student who appears to be in a serious crisis or severe emotional state, or somehow learn of a potentially harmful situation to a student, please inform the assistant principal and/or counselor as soon as possible. Guidance-x 5014 or 5017; Main Office - x5000.

Students who are scheduled to attend a college visitation meeting will also have a written pass.

Emergency Procedures

1. In case of serious injury, immediately call the office (x5000) so that the school nurse may be contacted.
2. If a wheelchair is needed for injury, please let the office know so that they can make the necessary arrangements and take all necessary precautions.
3. Refrain from moving a student if seriously injured.
4. In the case of minor injury or illness, you may issue a pass to the nurse after contacting the nurse (x5527).

Fire Drill/Emergency Evacuation

In case of a fire drill/emergency evacuation:

1. Check the wall near the door to note instructions for moving out of the room and building.
2. Make sure all students leave the classroom.
3. Take all substitute information with you.
4. Make sure all windows are closed.

5. Shut the lights and door when you leave.
6. Follow your class out of the building.
7. Keep students outside and away from the building until you hear the tone to return inside.
Please take attendance outside the building before re-entering.
8. Retake attendance upon return.

Cafeteria Rules

Students are expected to take pride in the condition of the cafeteria. To enable everyone to dine in a clean and healthy atmosphere, students must remove all debris from their dining area prior to dismissal from their lunch period. Failure to do so may result in disciplinary action. **STUDENTS MAY NOT ENTER THE CAFETERIA UNLESS IT IS THEIR SCHEDULED TIME. STUDENTS MAY ONLY PURCHASE FOOD OR BEVERAGES FROM THE CAFETERIA DURING THEIR SCHEDULED LUNCH PERIOD. Do not issue a pass for a student from a classroom to the cafeteria for any reason.**

Student Conduct Rules

- Students are expected to conduct themselves in a manner that respects the rights of others.
- Attendance to all classes is compulsory unless the student is participating in a school-sponsored or approved activity. Students must arrive on time and prepared, with the proper materials (i.e. pencil, notebook, textbook, etc.). Students in physical education classes must remain with their assigned group in order to be considered present.
- **STUDENTS ARE NOT PERMITTED TO BRING VISITORS TO SCHOOL.**
- Any student in the halls during class must carry a written pass, which includes the student's name, date, time, and destination, issued and signed by a staff member.
- Students must sign in when visiting areas such as the bathroom, nurse, guidance, assistant principal, and main office during class/study hall time in order to verify their whereabouts.
- Students may not leave the building for lunch, or at any other time during their instructional day, unless they have signed out as an authorized early dismissal. This includes going to their vehicles in the school parking lot.
- Students are permitted to use the phone in the guidance office before or after school or during lunch periods, with staff permission. Any student who uses the phone during class must have a written pass from their teacher. Office phones are for staff use only.

- Smoking or vaping is not permitted in the building, on school transportation or school grounds, or at school-sponsored activities. Any suspicion of such activities should be reported immediately to the appropriate assistant principal or security staff member.
- Students may eat and/or drink in the school cafeteria only during lunch and breakfast times. Those students who use the lavatory frequently or have other special medical needs, must obtain a written pass from the Nurse in order to do so.
- Students are expected to leave school at their dismissal time unless they are participating in tutoring, a school-sponsored activity, or detention. Late buses are available only for students who have remained in school for tutoring or school activities, including detention.
- **Electronic devices such as handheld electronic games and speakers are not to be used in school.** Such items will be confiscated and may require a parent conference in order to be returned. Inappropriate cell phone use should be reported to administration and the classroom teacher.
- Students are not permitted to take medication (prescription and non-prescription) in school unless supervised by the nurse. A written parent permission letter and a labeled container that states the name of the medication, the dosage, and the physician/pharmacy name must accompany such medication.
- Students must refrain from public displays of affection. Non-compliance should be reported to the regular teacher.
- Profanity, or any other inappropriate language, will not be tolerated at any time.
- **Gambling, including dice, playing cards, etc., is never permitted on school property.**
- Students are expected to conform to the stipulated dress code at all school sessions.

Substitute Teacher's Daily Report



MIDDLE TOWNSHIP HIGH SCHOOL SUBSTITUTE TEACHER'S DAILY REPORT

Substitute's Name: _____

Date of Service: _____

Complete the chart below for your daily schedule. BRIEFLY list the highlights of the teaching day, including major points covered, problems, etc:

Rotation Letter: A B C D

Period	Classroom	Regular Teacher	Description/Notes for Teacher	Check
				<ul style="list-style-type: none"> • Lesson plans • Roster • Materials
				<ul style="list-style-type: none"> • Lesson plans • Roster • Materials
				<ul style="list-style-type: none"> • Lesson plans • Roster • Materials
Lunch A				
Lunch B				
				<ul style="list-style-type: none"> • Lesson plans • Roster • Materials
				<ul style="list-style-type: none"> • Lesson plans • Roster • Materials
				<ul style="list-style-type: none"> • Lesson plans • Roster • Materials

Daily Bell Schedule
2022 - 2023

Time	A Day	B Day	C Day	D Day
7:40- 8:32	Period 1	Period 2	Period 3	Period 4
8:35 - 9:27	Period 2	Period 3	Period 4	Period 1
9:27- 9:35 Homeroom	HR	HR	HR	HR
9:38 - 10:30	Period 3	Period 4	Period 1	Period 2
10:33-11:03	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab
11:03- 11:33	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab
11:36- 12:28	Period 5	Period 6	Period 7	Period 8
12:31-1:23	Period 6	Period 7	Period 8	Period 5
1:26-2:18	Period 7	Period 8	Period 5	Period 6

****All questions concerning a student's academic program and schedule must go through the School Guidance Department. Special requests for unusual academic programs will ultimately be decided by the Principal.**

Early Dismissal Bell Schedule
2022 - 2023

Time	A Day	B Day	C Day	D Day
7:40 - 8:14	Period 1	Period 2	Period 3	Period 4
8:17 - 8:51	Period 2 (Homeroom)	Period 3 (Homeroom)	Period 4 (Homeroom)	Period 1 (Homeroom)
8:54 - 9:28	Period 3	Period 4	Period 1	Period 2
9:31 - 10:01	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab
10:02 - 10:32	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab
10:35 - 11:09	Period 5	Period 6	Period 7	Period 8
11:12 - 11:46	Period 6	Period 7	Period 8	Period 5
11:49 - 12:23	Period 7	Period 8	Period 5	Period 6

Two Hour Delay Bell Schedule
2022 - 2023

Time	A Day	B Day	C Day	D Day
9:40- 10:12	Period 1	Period 2	Period 3	Period 4
10:15 - 10:47	Period 2 (Homeroom)	Period 3 (Homeroom)	Period 4 (Homeroom)	Period 1 (Homeroom)
10:50 - 11:22	Period 3	Period 4	Period 1	Period 2
11:25- 11:55	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab	1st Lunch, Academic Intervention, or Lab
11:58 - 12:28	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab	2nd Lunch, Academic Intervention, or Lab
12:31 - 1:03	Period 5	Period 6	Period 7	Period 8
1:06- 1:38	Period 6	Period 7	Period 8	Period 5
1:42- 2:18	Period 7	Period 8	Period 5	Period 6

High School Map

High School

