

Work Session

Attachments


JANUARY 31, 2017

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools 

DATE: January 19, 2017

RE: Employment Opportunity/February 1, 2017

POSITION: Special Education Teacher – High School

QUALIFICATIONS:

- Teacher of the Handicapped or Teacher of Students with Disabilities (SWD) required
- Highly Qualified in Secondary Math required w/SWD

SALARY: Salary will be commensurate with the Township of Ocean School District Teachers' 2016-2017 Salary Guide.

APPLICATION DEADLINE:

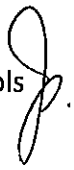
- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, January 30, 2017.
- Existing staff members who desire a transfer may file a request in the form of a letter of intent along with any updated documents to the Superintendent by the closing date.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools 

DATE: January 20, 2017

RE: Employment Opportunities/2016-2017 School Year

POSITION:

- Instructional Assistant

QUALIFICATIONS:

- Aptitude and competence for assigned responsibilities
- College-level coursework in education or related field*
- Demonstrated ability to assist with instructional activities and communicate effectively with students, parents and school staff

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

SALARY: Salary will be commensurate with the Township of Ocean School District Instructional Assistants' 2016-2017 Salary Guide.


APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Monday, January 30, 2017.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools 

DATE: January 25, 2017

RE: Employment Opportunity/ **LONG TERM SUBSTITUTE**
Effective April 3, 2017 thru June 15, 2017

POSITION: Music Teacher – Wayside School

QUALIFICATIONS:

- Teacher of Music certification required

SALARY: Salary will be commensurate with the Township of Ocean School District Teachers' 2016-2017 Salary Guide.

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, February 3, 2017.

*Culturally diverse and Bilingual candidates encouraged to apply.

**COMMUNITY LIAISON, COMMUNICATIONS &
CO-CURRICULAR STUDENT ACTIVITIES COMMITTEE**

EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

M

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9-12.4 ~~6A:9B-12.4~~ et seq. and must qualify for employment following a criminal history record check.



EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

The candidate shall meet criteria established by the Board.

Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

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

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

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board



EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (M)

notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time ~~equal to~~ **to least** thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

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

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3
N.J.A.C. ~~6A:9-12.3~~ **6A:9B-12.3**; ~~6A:9-12.4~~ **6A:9B-12.4**;
6A:23A-3.1; 6A:23A-3.2

Adopted: 20, October 1992 , 21 February 2017



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EMPLOYMENT CONTRACT

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every non-tenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; ~~a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire; if applicable;~~ the salary at which the teaching staff member will be employed; **and the intervals at which the salary will be paid** ~~and a provision for the termination of the contract on thirty days' notice duly given by either party.~~

If the teaching staff member is not represented by a collective bargaining agreement or the collective bargaining agreement does not have provisions for termination, the non-tenured teaching staff member may terminate the contract with a 60 calendar day notice and the Board may terminate the contract for non-tenured teaching staff members with a 14 calendar day notice.

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8
N.J.A.C. 6A:9-5.1 **6A:9B-5.1**; 6A:9-5.2 **6A:9B-5.4**
Cross reference: Policy Guide No. 6510

Adopted: 17 July 1990

Revised: July 2005, 23 February 2017



EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

M

The Board of Education believes it is vital to the successful operation of the district that teaching staff member positions be filled with highly qualified and competent teaching staff members.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f) et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those



EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. ~~In accordance with the provisions of N.J.A.C. 6A:9-5.18(b),~~ The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. ~~6A:9-6.5~~ **6A:9B-5.16(b)**, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. ~~6A:9-6.5(b)~~ **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.



EMPLOYMENT OF TEACHING STAFF MEMBERS (M)

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his or her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

N.J.A.C. ~~6A:9-5.18; 6A:9-5.19~~ **6A:9B-5.16; 6A:9B-7.4**

Adopted: 17 July 1990

Revised: 20 October 1992, 23 January 1996, 15 February 2000, 21 August 2001, 9
December 2003, 24 June 2014, 21 February 2017



EMPLOYMENT OF SUBSTITUTE TEACHERS

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C **6A:9B-7.4(c)**, a vacant teaching position **may only** ~~shall not~~ be filled in ~~any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional** certificate of eligibility (CE), ~~or a certificate of eligibility with advanced standing (CEAS), or standard certificate~~ issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught** and ~~working in an area authorized by their credentials for no more than a total amount of time exceeding sixty school instructional days in the same classroom per year.~~ **The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**

1. **The school district was unable to hire an appropriately certified teacher for the vacant position;**



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EMPLOYMENT OF SUBSTITUTE TEACHERS

2. **The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
3. **Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**
 - a. **CE or CEAS holders obtain a provisional certificate;**
 - b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
 - c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

In the event that one individual employed pursuant to the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. and N.J.A.C. 6A:9B-7.4(b), a vacant teaching position ~~may only shall not~~ be filled in any school year by one or more individuals employed as substitute teachers and holding an ~~instructional certificate of eligibility CE, or a certificate of eligibility with advanced standing CEAS,~~ or a **standard certificate issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught** and ~~working in an area not authorized by their credentials for no more than forty instructional days in the same classroom per year a total amount of time exceeding twenty school days.~~ The Executive County Superintendent of Schools **shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.** ~~may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.~~**

~~In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.~~



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EMPLOYMENT OF SUBSTITUTE TEACHERS

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. **and N.J.A.C. 6A:9B-7.4(a)**, a vacant teaching position **may only** ~~shall not~~ be filled ~~in any school-year~~ by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than a total amount of time exceeding twenty instructional school days in the same classroom per year.** The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted: 23 August 2011

Revised: 21 February 2017



**INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
DISTRICT MENTORING PROGRAM**

**3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
DISTRICT MENTORING PROGRAM**

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold ~~may employ a holder~~ of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a). ~~State approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(e). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.~~

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional



**INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
DISTRICT MENTORING PROGRAM**

Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4 6A:9C-5.1 et seq. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year.

A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(e). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department



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~~INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM~~

~~on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and~~

~~recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.~~

The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f)**. The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following**: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and/or professional development and training activities related to the program.

~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills.~~

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9-8.6 **6A:9B-8.6** et seq.

~~Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~Within thirty days after the conclusion of the State approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in~~



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INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
DISTRICT MENTORING PROGRAM

~~districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. ~~6A:9-8.3; 6A:9C-5.1 6A:9-8.6; 6A:9-8.7~~
6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6;

Adopted: 19 October 1993

Revised: 28 June 1994, 24 June 2014, 21 February 2017



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District Mentoring Program

R 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS
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The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4 **6A:9C-5.1**.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a ~~eredential~~ **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or (CEAS)" means a ~~eredential~~ **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and ~~traditional—professional~~ **CEAS educator** preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "**District mentoring program**" means a **program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.**
4. "**Endorsement**" means an **authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).**
35. "Mentor teacher" means a ~~an~~ **experienced, certified** New Jersey ~~certified~~ **experienced** teacher who is assigned to provide support and guidance to a novice teacher.
46. "Novice teacher" means any ~~full-time or part-time~~ teacher **serving full- or part-time under a provisional certificate** who has not yet been issued a



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~~standard instructional certificate in any endorsement area completed one year of full-time teaching under a valid State teaching certificate.~~

- ~~5. "Professional Development Committee" means the local district committee established by the Board of Education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.~~
67. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all new teachers must acquire and describes what all teachers should know and be able to do. **to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.**
8. "Provisional teaching period" means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.

~~B. State Approved District Training Program~~

- ~~1. The State approved district training program shall provide essential knowledge and skills through the following training:~~
 - ~~a. On going mentoring of the provisional teacher shall take place over a period of thirty weeks or proportionally longer if the provisional teacher holds a part time teaching position in accordance with the district's mentor plan pursuant to N.J.A.C. 6A:9-8.4 and in accordance with the Professional Standards for Teachers.~~
 - ~~b. The Building Principal or an appropriately certified school administrative designee shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6A:9-8.6 and 8.7.~~
 - ~~e. Except for d. and e. below, a minimum of two hundred hours of formal instruction in professional education aligned with the~~



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~~Professional Standards for Teachers shall be completed by the provisional teacher concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(c).~~

~~d. For provisional teachers who are holders of a career and technical education CE, a minimum of two hundred hours of formal instruction in a State-approved career and technical education professional education program that is aligned with the Professional Standards for Teachers and that includes the essential knowledge and skills regarding the delivery of career and technical education programs shall be completed concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(b). The effective date of this requirement shall be February 1, 2010.~~

~~e. For provisional teachers who are holders of an elementary school (Kindergarten through grade five) endorsement, a minimum of two hundred ninety hours of formal instruction over no more than two years in a State approved program of formal instruction that is aligned with the Professional Standards for Teachers shall be completed. This instruction must include in the first calendar year of a teacher's employment a minimum of forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level and a minimum of forty five hours of study in teaching mathematics at the Kindergarten through grade five level. The effective date of this requirement shall be October 31, 2009. Provisional teachers holding an elementary school (Kindergarten to grade five) certificate of eligibility may be exempted from completing forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level as well as from completing forty five hours of study in the teaching of mathematics at the Kindergarten through grade five level if:~~



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- ~~(1) For each area of study, they have completed forty-five hours of study in that area within the three years prior to receiving their certificate of eligibility as documented by a New Jersey Department of Education approved alternate route regional training center or through equivalent coursework on the transcript of a regionally accredited four-year college or university; or~~
- ~~(2) For each area of study, they document the equivalent of at least one year of successful experience as a full time teacher during which the subject area is regularly taught, among the other subjects for which a Kindergarten through grade five teacher would be responsible. This experience must take place within the three years prior to receiving their certificate of eligibility and documented by submitting a completed, original form provided by the Department of Education.~~
- ~~2. Districts or consortia of districts, in conjunction with a college or university, shall provide formal instruction to the provisional teachers they employ pursuant to B.1.d. above. The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation.~~
- ~~3. Districts unable to provide formal instruction to provisional teachers in their employ shall provide access to formal instruction through a network of department authorized providers.~~

BC. Requirements for Local Mentor Plan-District Mentoring Program

- ~~1. A "novice teacher" means any full-time or part-time teacher who has not completed one year of full-time teaching under a valid State teaching~~



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~~certificate. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty-four weeks for provisional teachers holding a CE.~~

~~Provisional teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.~~

~~a. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional The district may, at its discretion, pay all or part of the mentoring fee.]~~

~~b. All novice teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1(a) shall comply with the requirements of the district's mentoring plan.~~

~~2. Novice teachers in positions requiring the possession of instructional certificates shall comply with the provisions of N.J.A.C. 6A:9-8 and shall ensure the following:~~

~~a. The rigorous mentoring shall be provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers in accordance with the Professional Standards for Teachers;~~

~~b. That each novice teacher is assigned a mentor at the beginning of the contracted teaching assignment;~~



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- e. — ~~That the district's mentor plan includes in-person contact between the mentor teacher and the novice teacher over the course of thirty weeks or proportionally longer if the novice teacher holds a part-time teaching assignment;~~

 - d. — ~~That the local Professional Development Committee established pursuant to N.J.A.C. 6A:9-15.3(d) develops the district's mentor plan; and~~

 - e. — ~~That the Board of Education shall report annually the implementation of the district's mentor plan as required by the Department of Education.~~
3. — ~~The district's Professional Development Committee shall ensure the development of a district mentor plan as follows:~~
- a. — ~~The district's Professional Development Committee shall develop a district mentor plan that includes:~~
 - (1) — ~~Goals that at a minimum enhance teacher knowledge of and strategies related to the CCCS in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;~~

 - (2) — ~~An application process for selecting mentor teachers;~~

 - (3) — ~~Criteria for mentor teacher selection;~~

 - (4) — ~~Provisions for comprehensive mentor training;~~

 - (5) — ~~Identification of mentor teacher responsibilities;~~



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- ~~(6) — Logistics for mentor plan implementation;~~
- ~~-~~
- ~~(7) — Consideration of collaborative arrangements with colleges and universities;~~
- ~~-~~
- ~~(8) — Provisions for the use of State funds; and~~
- ~~-~~
- ~~(9) — An addendum with criteria and guidelines for the twenty-day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1.~~
- ~~-~~
- ~~b. — The Professional Development Committee shall submit the district's mentor plan to the Board of Education for initial approval.~~
- ~~-~~
- ~~c. — The Professional Development Committee shall submit the addendum for the twenty-day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval.~~
- ~~-~~
- ~~d. — After the mentor plan is reviewed, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of plan approval.~~
- ~~-~~
- ~~e. — Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.~~
- ~~-~~
- ~~4. — The Board of Education shall be responsible for the implementation of the district's mentor plan through the following:~~
- ~~-~~
- ~~a. — The plan shall provide criteria for selection of mentor teachers. At a minimum, the criteria shall include the following:~~
- ~~-~~



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- ~~(1) — The Board may select a certified teacher with at least three years of experience who is actively teaching in the district to serve as a mentor teacher;~~
 - ~~(2) — The mentor teacher applicant is committed to the goals of the local mentor plan;~~
 - ~~(3) — The mentor teacher applicant has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;~~
 - ~~(4) — The mentor teacher applicant has demonstrated exemplary command of content area knowledge and of pedagogy;~~
 - ~~(5) — The mentor teacher applicant is experienced and certified in the subject area in which the novice teacher is teaching, where possible;~~
 - ~~(6) — The mentor teacher applicant is knowledgeable about the social and workplace norms of the school district and the community the Board of Education serves;~~
 - ~~(7) — The mentor teacher applicant is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;~~
 - ~~(8) — The mentor teacher applicant provides letters of recommendation as determined by the district mentor plan from those who are familiar with the mentor teacher applicant's work; and~~
 - ~~(9) — The mentor teacher applicant agrees to complete a comprehensive mentor training program.~~
- 1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a**



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CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

- 2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.**
- 3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:**
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;**
 - b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:**
 - (1) The non-tenured teacher's degree of preparation and experience;**
 - (2) The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);**
 - (3) Areas of focus within the district mentoring plan; and**



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- (4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.
 - c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.
4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:
 - a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;
 - b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;
 - c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;
 - d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;
 - e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:
 - (1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.
 - f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as



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part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.

5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.
6. The district shall budget State funds appropriated for the novice teacher mentoring program.
 - a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.
 - b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.
 - c. The Board of Education shall ensure State funds are used for one or more of the following:
 - (1) Stipends for mentor teachers;
 - (2) The costs associated with release time;
 - (3) Substitutes for mentor and novice teachers; and
 - (4) Professional development and training activities related to the program.
 - d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.



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7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:

- a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;

- b. Has at least three years of experience and has taught full-time for at least two years within the last five years;

- c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;

- d. Demonstrates a record of success in the classroom:

- (1) Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.

- (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.

- e. Understands the social and workplace norms of the school district and the community it serves;

- f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and



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- g. **Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.**
- ~~b. — Annually, the district shall submit a report on the effectiveness of the district's mentor plan to the Department of Education. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions.~~
- ~~c. — The district shall align the mentor plan with the Professional Standards for Teachers.~~
5. ~~The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program.~~
- ~~a. — Subject to the availability of funds, the department shall appropriate State funds based on the number of novice teachers employed each year in a given public school district.~~
- ~~b. — The Board of Education shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.~~
- ~~e. — The Board of Education shall ensure that State funds shall be used for one or more of the following:~~
- ~~(1) — Stipends for mentor teachers;~~



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- ~~(2) — The costs associated with release time;~~
-
- ~~(3) — Substitutes for mentor teachers and novice teachers; and~~
-
- ~~(4) — Professional development and training activities related to the program.~~

D. District Mentoring Plan

- 1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.**
 - a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.**
 - b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**
 - c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

~~D. — Evaluation of Provisional Teachers~~

- ~~1. — An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for~~



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~~career and technical education teachers shall also include career and technical education knowledge and skills.~~

a. ~~— The first formative evaluation shall be completed at the end of ten weeks, or proportionally longer if the teacher is part-time, after the provisional teacher assumes full responsibility of a classroom.~~

b. ~~— The second formative evaluation shall be completed at the end of twenty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom.~~

c. ~~— The final summative evaluation shall be completed at the end of thirty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom. This final, summative evaluation shall be completed by the Building Principal who shall make one of three recommendations for certification pursuant to N.J.A.C. 6A:9-8.7(b).~~

2. ~~— Within fifteen days following each evaluation, the evaluator pursuant to a. above shall provide a copy of the evaluation to the provisional teacher.~~

3. ~~— Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

E. ~~— Recommendation for Certification of Provisional Teachers~~

1. ~~— Within thirty days after the conclusion of the State-approved district training program, the Building Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher.~~



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~~2. The final evaluation for each provisional teacher shall include one of the following recommendations:~~

~~a. Approved: Recommends issuance of a standard certificate;~~

~~b. Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more occasion into a State approved district training program. A second rating of "insufficient" shall be deemed a "disapproved" in accord with c. below; or~~

~~e. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State approved district training program.~~

~~3. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

Adopted: 17 May 2016

Revised: 21 February 2017



PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

M

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within 5 ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. ~~6A:9-8, 10, 11, and 13~~ **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. ~~6A:9-12~~ **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. ~~6A:9-15.1~~ **6A:9C-4.1** et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. ~~6A:9-3~~ **6A:9-3.3**



PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)

and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**. The PDP shall be effective for one year, **updated annually**, and shall include, at least the minimum requirements outlined in N.J.A.C. ~~6A:9-15.4(e)~~ **6A:9C-4.4(c)**.

District-level and School-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. ~~6A:9-15.5~~ **6A:9C-4.2**. ~~District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.~~

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. ~~6A:9-15.7 and 15.8~~ **6A:9C-4.3**.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. ~~6A:9-15.9~~ **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. ~~6A:9-15~~ **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

The Superintendent shall prepare and distribute to all teaching staff members regulations governing professional development activities. The Superintendent shall report regularly to the Board on the professional development activities of teaching staff members.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; **6A:9B-12**; ~~6A:9-15.1 et seq.~~
6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13

Adopted: 21 December 1982

Revised: 17 July 1990, 15 October 2002, 24 June 2014, 21 February 2017



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Professional Development for Teachers and
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R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

A.

Definitions (N.J.A.C. 6A:9C-2.1)

1. **The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.**

BA. Components of Professional Development – Definition (N.J.A.C. 6A:9-15.2 6A:9C-3.2)

1. Professional development shall **align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for** ~~be comprised of~~ professional learning **in N.J.A.C. 6A:9C-3.3, opportunities aligned with** student learning and educator development needs; and school, school district, and/or State improvement goals.
2. ~~Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).~~
23. Professional development shall **encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, include participation in** the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of these data **on student performance.**
34. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as including** ~~including~~ job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.



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45. Professional **learning development** may be supported by external expert assistance or additional activities that:
- a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional **learning development**; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
6. ~~Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.~~

CB. Standards for Professional Learning (N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**)

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
 - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;



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- f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
 - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
2. ~~The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.~~

DC. Requirements for and Implementation of Teachers' Individual Teacher Professional Development Plans Planning and Implementation (N.J.A.C. 6A:9-15.4 6A:9C-4.4)

- 1. ~~To meet the professional development requirement, Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences activities. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including reduced by a pro rata share reflecting the use of family or medical leave.~~
- 2. The content of each **individual** PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 **6A:9C-3.3**.
- 3. The **individual** PDP shall be effective for one year, **updated annually**, and **modified during the year, as necessary**, and shall specify, at least a **minimum**:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
 - b. ~~As appropriate, an additional~~ **One** area for development of professional practice **derived from individual**, ~~aligned to the teacher's role as a member of his or her collaborative professional learning team, school, or school district improvement goals in accordance with N.J.A.C. 6A:9-15.2;~~



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- e. ~~As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5 6A:9C-4.2 and 15.6; and~~
- d. ~~Any requirements for professional development stipulated elsewhere in statute or regulation.~~
4. **The Pprogress of on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.**
5. **Evidence of pProgress toward meeting the requirements of the teacher's on the individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.**
6. ~~Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.~~
7. ~~The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.~~
68. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
9. ~~The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.~~
710. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9-15 6A:9C-4 et seq.



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811. Additional hours of qualifying **experiences** activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.
9. **The teacher's designated supervisor shall:**
- a. **Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**
 - b. **Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.**
10. **If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.**
- ED. ~~Requirements for School-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5 6A:9C-4.2)~~
- 1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure.:**
 - a2. The school-level professional development plan ~~shall~~ includes a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; **and**



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b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).

~~23. The school-level plan shall become part of the school district plan for district's professional development plan overseen and reviewed by the Superintendent of Schools Board of Education pursuant to N.J.A.C. 6A:9-15.6.~~

~~4. The school-level professional development plan shall go into effect for the 2013-2014 school year.~~

~~5. The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).~~

FE. Requirements for District-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.6 6A:9C-4.2)

1. The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.

~~21. The Superintendent of Schools or designee shall oversee the development and implementation of the school district plans to address the school district's professional development needs and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders. School districts sending to the same middle and/or high school may form a regional consortium to develop one district wide plan based on the sending schools' plans.~~

32. When overseeing and reviewing the school district plan, the Superintendent or designee The Superintendent shall:

a. Review school-level professional development plans;



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- b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
 - c. Plan, support, and implement professional development **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. ~~6A:9-3~~ **6A:9-3**; and
 - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS**, new teachers in accordance with N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.3**;
 - e. **Present the plan to the Board of Education to review for fiscal impact; and**
 - f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**
4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
 3. ~~The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.~~
 4. ~~The school district plan shall provide information on school level and district wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.~~
 5. ~~The school district plan shall include any professional development required by statute or regulation.~~
 6. ~~The Superintendent shall be responsible for the content and implementation of the district professional development plan. The~~



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~~Superintendent shall present the plan to the Board of Education to review for fiscal impact.~~

GF. Requirements for and Implementation of School Leaders' the Professional Development Plans Requirement for School Leaders (N.J.A.C. 6A:9-15.7 6A:9C-4.3)

~~1. The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.~~

~~2. The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.~~

13. Each school leader ~~The Superintendent, Principals, and Supervisors shall create, implement, and complete an fulfill the professional development requirement through the creation, implementation, and completion of a individual professional development plan PDP that:~~

a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3;**

b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader** ~~Superintendent, Principals, or Supervisors;~~

c. Identifies professional **learning** goals that address specific individual, school, or school district goals; ~~and~~

d. Grounds professional **learning** ~~development~~ activities in objectives related to improving teaching, learning, and student achievement, and **aligns to the** ~~in support of the school and/or school district plan for professional development plan;~~ **and**

e. **Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory**



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requirements related to student safety, bullying and harassment, and well-being.

- 2. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:**
 - a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.**
 - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.**
 - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.**

- 3. Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:**
 - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;**



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- b. **Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and**
 - c. **Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.**
4. **The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:**
 - a. **Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**
 - b. **Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.**
5. **If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.**
- ~~4. Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan. Evidence shall include:~~
 - ~~a. A narrative account detailing plan goals and their achievement; and~~
 - ~~b. Documentation of professional growth activities such as school-based learning activities, training, university coursework, action~~



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~~research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.~~

- ~~5. Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
 - ~~6. Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
 - ~~7. The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid-year to assess progress toward completion or modification of the plan.~~
 - ~~8. The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.~~
 - ~~9. The Superintendent shall develop a professional development plan for review by the Board of Education.~~
 - ~~10. The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.~~
 - ~~11. In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.~~
- G. Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)



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- ~~1. All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.~~

H. Monitoring and Assistance (N.J.A.C. 6A:9-15.9 6A:9C-4.1)

- 1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans.** ~~monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.~~
- ~~2. The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.~~
- ~~3. To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.~~
- ~~4. It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.~~



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5. ~~It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.~~
6. ~~The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.~~
7. ~~If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.~~
8. ~~If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.~~

Adopted: 15 October 2002

Revised: 24 June 2014, 21 February 2017



4124 EMPLOYMENT CONTRACT

The Board of Education requires every non-tenured staff member annually sign an employment contract for a term of not more than one year.

The employment contract shall include the **title of the position**; date; name of the employee; the beginning and ending dates of service (fixed term appointment); the salary to be paid and the ~~manner of payment~~ **intervals at which the salary will be paid**; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract may include a provision for a probationary employment period with a provision providing the Board the right to terminate the employment of the non-tenured support staff member at the completion of the probationary employment period. ~~The contract will include a provision for the termination of the non-tenured support staff member's contract on 30 days notice duly given by either party~~ **The non-tenured support staff member may terminate the contract with a 60 calendar day notice and the Board may terminate the contract for non-tenured support staff members with a 14 calendar day notice.**

In the event the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted: 17 July 1990

Revised: 18 February 2014, 23 February 2017



5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;



8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with of reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. ~~6A:9-13.3 or 13.4~~ **6A:9B-14.3 or 14.4**. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:



1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3 **6A:9B-14.3**;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);



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12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. ~~6A:9-13.4~~ **6A:9B-14.4**.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. ~~6A:9-13.3~~ **6A:9B-14.3**; ~~6A:9-13.4~~ **6A:9B-14.4**; 6A:16-2.3

Adopted: 15 February 1977

Revised: 22 December 1980, 17 July 1990, 25 November 1997, 15 January 2002,
21 December 2004, 16 December 2014, 21 February 2017



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A. Definitions

1. "Medication" means any prescription drug, prescribed over-the-counter medicine, or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma and other life-threatening illnesses.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after-effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled single dose auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6:11-4.5 **6A:9B-7.6**.



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8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
 9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
 10. **"Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.**
- B. Permission for administration by a school nurse or registered nurse
1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
 2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
 3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
 4. The parent must submit a certified statement written and signed by the pupil's physician. The statement must include:
 - a. The student's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the student for whom the medication is intended,



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- d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the student is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the school nurse prior to any administration of medication or delivery of the medication to the school. The school nurse will consult with the principal and school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the principal and given to the school nurse and the pupil's parent.
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Administration of Epinephrine to Students

1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided that:
 - a. The parent provides the Superintendent written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.
 - b. The School Nurse has the primary responsibility for the administration of epinephrine. However, the School Nurse may designate, in consultation with the Board or Superintendent additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student



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when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education and Senior Service. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).

- c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.
- d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.



- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

D. Permission for self-administration of medication

Permission for self-administration of medication of a student with asthma or another potentially life threatening illness or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication.
2. The parent of the student must provide the Board with a signed written certification from the physician of the student that the pupil student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The statement must include:
 - a. The student's name,



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- b. The name of the medication,
 - c. The purpose of its administration to the student for whom the medication is intended,
 - d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the student is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student.
 4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request
 - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
 5. Permission to self-administer one medication shall not be construed as permission to self-administer other medicationand



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6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above

E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of student's medication, which will be secured.
 - d. Any unused medication must be picked up by the student's parent
 - e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
 - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a pupil must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the principal and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name,



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dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.

- d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

F. Administration of Medication

- 1. No medication shall be administered to or taken by a student in school or at a school sponsored event except as permitted by Board policy and this regulation.
- 2. Medication may be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6..
- 3. When practicable, self-administration of medication should be observed by the school nurse.
- 4. Student self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individuals in charge of the pupil student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within 24 hours.
- 5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the



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school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer significant injury from lack of medication the may be excused from the event.

G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).
2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.

H. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication, and



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5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

I. Notification

1. The school nurse may provide the principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any untoward side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted: August 1995

Revised: 22 December 1998, 27 April 1999, 15 January 2002,
17 January 2006, 29 September 2015, 21 February 2017



5339 SCREENING FOR DYSLEXIA

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In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2 the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities; or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, “dyslexia” **means** is a specific learning disability that is **neurological neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, “potential indicators of dyslexia or other reading disabilities” means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening



instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. 6A:9C et seq. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4; 18A:6-131

Adopted: 16 December 2014

Revised: 29 September 2015, 21 February 2017



5350 PUPIL SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the building principal, who shall notify the pupil's parent and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency** New Jersey Division of Youth and Family Services to request that agency's intervention on the student's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**, every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**

Adopted: 21 March 1989
Revised: 17 July 1990, 19 April 1993, 23 August 2011, 21 February 2017



R 5350 STUDENT PUPIL SUICIDE

The following guidelines are established for guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened, or attempted suicide and in preventing contagion when a pupil **student** commits suicide. Because a prompt response may be essential to a pupil's **student's** life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. ~~Crisis Management Team~~

1. ~~Crisis management will be a function of each building's established Core Team. In the event the team is mobilized in a crisis, their main responsibilities will be:~~
 - a. ~~To facilitate the grieving process by~~
 - 1) ~~acknowledging the impact of the loss~~
 - 2) ~~providing an opportunity for the expression of feelings~~
 - 3) ~~explaining and predicting what students can expect as they grieve~~
 - b. ~~To minimize contagion by~~
 - 1) ~~providing support, control and structure for students~~
 - 2) ~~identifying students who are especially distressed or are perceived as vulnerable~~
 - 3) ~~referring at-risk students for further assessment~~
 - 4) ~~providing information about available resources and services to students and parents.~~
2. ~~The Crisis Management Team will be composed of the following staff members:~~
 - a. ~~Principal/Designee who serves as team leader to coordinate all assignments~~
 - b. ~~Nurse~~
 - c. ~~Child Study Team members~~
 - d. ~~Guidance Counselor (TOIS and OTHS)~~
 - e. ~~Student Assistance Counselor~~
 - f. ~~Classroom Teacher (Elementary)~~



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3. ~~Immediate and follow up activities of the Crisis Management Team will be to-~~
 - a. ~~Determine locale and number of crisis stations to be distributed throughout the building-~~
 - b. ~~Assign crisis team members to stations in ?3a and to tasks ?3c-g-~~
 - c. ~~Assign one person to sit in classes following the deceased's daily schedule~~
 - d. ~~Identify and interview students thought to be at-risk and in need of outreach. This includes:-~~
 - 1) ~~close friends of the deceased;-~~
 - 2) ~~those who have recently suffered losses in their own lives;-~~
 - 3) ~~friends of siblings of the deceased;-~~
 - 4) ~~those already recognized as "vulnerable" students by virtue of drug, alcohol or emotional problems, or previous suicide attempts or ideation;-~~
 - 5) ~~those whose current school work shows an inappropriate preoccupation with themes of death or suicide;-~~
 - 6) ~~students identified by their parents, peers or faculty as at-risk; and-~~
 - 7) ~~students who self-identify as wanting assistance.-~~
 - e. ~~Follow up with families of high risk students-~~
 - f. ~~Out-reach to victim's siblings. In cases where siblings of the deceased attend another school, one member of the crisis team will be appointed to consult with the building administrator at that location.-~~
 - g. ~~Contact parents of the deceased to-~~
 - 1) ~~express condolences-~~
 - 2) ~~clarify plans for funeral and family's charity request-~~
 - 3) ~~clarify information to be released regarding death-~~
 - 4) ~~provide family with information about local mental health resources and support groups-~~
 - 5) ~~arrange to return the deceased's possessions at a later time-~~
 - h. ~~Schedule daily debriefing meetings for the entire team~~
 - i. ~~Schedule follow up meetings, as necessary, to assess the status of the crisis and the effect of the interventions-~~
 - j. ~~Other activities may include-~~



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- 1) ~~address specific classes attended by the deceased on the afternoon of the first day~~
 - 2) ~~phone all students absent during the crisis, especially on the second day~~
 - 3) ~~secure as much information as possible about the deceased student's activities outside of school. Contact should be made with these groups and rosters should be reviewed to identify other students within the school who may require assistance from the crisis team.~~
4. ~~Inservice Training~~
- a. ~~Members of the crisis team will participate in an initial inservice conducted by staff from the Department of Human Services.~~
 - b. ~~An annual review of crisis management goals and objectives will be conducted for all team members by staff of the Department of Human Services.~~
 - c. ~~Each year, the building administrator will provide faculty and non-teaching staff with an orientation to crisis management.~~

AB. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a ~~pupil~~ **student** may be contemplating suicide. Such signs shall include, but are not necessarily limited to, a ~~pupil's~~ **student's**:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;



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5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondence, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy or effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse;
12. Loss of economic resources;
13. ~~Willingness to escape problems rather than face them; and~~
14. ~~Feelings of helplessness.~~

BC. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and reported to the principal immediately.
2. The principal shall immediately inform ~~the Student Assistance Counselor or a member of the Child Study Team who will~~ **which will** investigate the matter promptly by ~~directly questioning the pupil about~~ **and conduct such evaluations as may be appropriate.**
3. **The Principal will inform the student's parent, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will**



immediately so inform the Department of Children and Families, Division of Child Protection and Permanency in accordance with Policy 8462.

4. **If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:**
 - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
 - b. The pupil's **student's** feelings of hopelessness and the length of time the pupil has had such feelings,
 - c. The pupil's **student's** thoughts of suicide and how persistent and strong those thoughts are, and
 - d. Whether the pupil **student** has considered alternative courses of action to resolve his/her problems.

53. After gathering information, the ~~Crisis Management Team member~~ **suicide intervention team** shall determine the life-threatening risk of the situation based on the pupil's **student's** sign of possible suicide (**paragraph A1**) and the pupil's **student's** responses to questioning.
 - ~~4. If in the judgement of the Crisis Management Team member there is a serious possibility of bodily harm, the response should be according to the procedures outlined in:~~
 - ~~5. The Crisis Management Team member shall inform the building administrator of the outcome~~
 - ~~6. If the possibility of bodily harm is not imminent, the student's parent/guardian will be contacted by phone immediately following the assessment. The concerns are to be transmitted to the parent/guardian for their information. Contact should include information in regard to the types of mental health professionals or agencies which might be consulted. While the parents may elect to~~



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~~go no further than to accept the information provided, the family must be notified in every case. If school personnel working with the student feel that Division of Youth and Family Services (DYFS) intervention is indicated, such contact should be considered.~~

- ~~a. The Crisis Management Team Member should monitor the student's status with parent/guardian and mental health facility.~~
- ~~b. Documentation shall be on appropriate form.~~

67. If it is determined that a substantial risk of suicide exists, ~~the student is to be kept under continuous adult supervision until the following steps are completed~~ **the Suicide Intervention Team shall:**

- a. **Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,**
- b. **Refer the student to the Child Study Team for comprehensive evaluation,**
- ca. Contact the student's parent/guardian and request the parent/guardian come to the school immediately for a conference. At this conference, the Crisis Management Team Member shall encourage the family to agree on a treatment plan, which should include immediate emergency psychiatric screening. Parent/guardian will notify the Crisis Management Team Member of results of screening. **Notify the student's parent immediately and strongly recommend consultation with a licensed mental health professional or agency,**
- d. **Request the parent to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.**



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- b. ~~If it appears that the parent/guardian will not follow the above recommendation, the Division of Youth and Family Services shall be contacted by the Crisis Management Team Member to provide for the safety of the child.~~
 - e. ~~Once the student has begun treatment, the Crisis Management Team Member shall follow up with the parent/guardian to monitor the student's status.~~
 - d. ~~Upon return to school, a plan of periodic monitoring of the student by the Crisis Management Team member should include input from the outside treating clinician.~~
 - e. ~~Documentation shall be done on the appropriate form.~~
7. **A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent has consulted a mental health professional or agency. Follow up reports will be made to the Principal.**
8. **If the student's parent does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the Department of Children and Families, Division of Child Protection and Permanency.**

CD. Response to Suicide Attempt

- 1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the principal.
- 2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon **medical** assistance, ~~such as the police or medical help~~, as appropriate.
- 3. ~~Parent/guardian shall be notified by a Crisis Management Team member of the incident and actions taken. Parent/guardian shall be requested to report to treatment facility or school. In addition to~~



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~~medical treatment, emergency psychiatric screening should be done~~ **Procedures outlined at paragraph B2 through paragraph B8 above will be followed.**

- ~~4. The building principal shall be informed of the incident and all actions taken.~~
- ~~5. Decisions as to further intervention by school personnel shall be made on recommendations of medical and mental health services personnel from treating facility.~~
- ~~6. The Crisis Management Team member shall follow up on the family's response to the situation and ascertain that a psychiatric evaluation has been conducted on the student and that the student and his/her family have followed through on the recommended treatment plan.~~
- ~~7. Upon student's return to school, a plan of periodic monitoring by the Crisis Management Team member should include input from the outside treating clinician.~~
- ~~8. All communications shall be documented on the appropriate form.~~

~~E. Responding to a Suicide Completion~~

- ~~1. The Superintendent of Schools and building administrator will be notified of the death by the Department of Human Services. All pertinent facts and available information will be reviewed.~~
- ~~2. News media control procedures will be activated by the Superintendent:~~
 - ~~a. Designated spokesperson for the district is the Superintendent of Schools or his designee.~~
 - ~~b. An official news release will be written by the Director of Special Projects and approved by the Superintendent. No other written material will be released to the press by the school district.~~
 - ~~c. News media will not be allowed on school property in order to minimize disruption to school activities.~~
- ~~3. The building principal will contact and mobilize the school's Crisis Management Team. A brief meeting should be held immediately in order to specify assignments of team members.~~



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4. ~~The building principal will prepare a written statement for release to faculty and students. This statement should include the facts as they have been officially communicated to the school. In addition, a statement will be prepared for the secretarial staff to assist them in responding to parents who call for information.~~

5. ~~All faculty and other school staff will be notified via a telephone chain that an emergency meeting will be held prior to the opening of school (if death is learned about during the school day, schedule faculty meeting at end of day.) The principal and Crisis Management Team Members will:~~
 - a. ~~Disclose all relevant facts pertaining to suicide.~~
 - b. ~~Allow time for immediate staff reaction.~~
 - c. ~~Compile list of students who were close to the deceased.~~
 - d. ~~Compile list of all staff members who had contact with the deceased.~~
 - e. ~~Update/compile list of all students considered at risk for possible suicidal attempts or ideation.~~
 - f. ~~Review planned school response during subsequent school days. Include policy regarding contacts with news media.~~
 - g. ~~Review planned small group (in class) disclosure to students of relevant facts.~~
 - h. ~~Review procedures for making student referrals from classes to designated crisis/survivor support rooms.~~
 - i. ~~Delineate strategy for responding to parental requests for information.~~

6. ~~Contact (prearranged) community support personnel.~~
 - a. ~~Coordination of support activities will be supervised by the school's Crisis Management Team leader.~~
 - b. ~~Community support personnel will be given specific assignments to carry out.~~

7. ~~Homeroom teachers will meet with all students to:~~
 - a. ~~disclose all relevant facts~~
 - b. ~~proceed with preplanned small group discussion procedures~~



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- e. ~~announce locations of crisis/survivor support rooms and time availability. Students will be dismissed in accordance with preplanned protocol.~~
- d. ~~re-orient students to ongoing classroom activities.~~
- 8. ~~Additional survivor support activities~~
 - a. ~~Initiate survivor group counseling sessions~~
 - 1) ~~for students closest to the deceased~~
 - 2) ~~for other troubled students~~
 - 3) ~~for faculty/staff members~~
 - b. ~~Reschedule any immediately impending stressful academic exercises/tests if possible.~~
 - c. ~~Avoid large group assemblies or similar expressions of grief or remembrance.~~
 - 1) ~~Avoid public address system announcements. Exception may be for a moment of silence in memory of deceased at end of first day.~~
 - 2) ~~School will not be closed to permit pupils and staff members to attend the funeral.~~
 - 3) ~~Flags will not be flown at half-staff.~~
 - d. ~~Inform local mental health services of events at school so they can be prepared to meet student needs.~~
 - e. ~~Arrange communication with parents.~~
 - 1) ~~Communicate with other students' parents through telephone and/or written notice. Avoid large parent meeting.~~
 - 2) ~~Review school/community resources they may wish to use.~~
 - 3) ~~Remind them of their children's special needs during this time.~~
 - f. ~~Contact administrators in surrounding schools and district.~~

DF. Preventing of Suicide Contagion



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1. ~~All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers~~ **All district Principals will be promptly informed when a student of this district commits suicide.**
2. **Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.**
3. **The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.**
4. **The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.**
5. **Teachers will respond to the needs of students with as little interruption of the educational program as possible.**
6. **Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.**
7. **All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.**
82. Teaching staff members under the direction of the ~~building~~ principal shall attempt to prevent suicide contagion by:
 - a. Preventing glorification or romanticization of the suicide.
 - b. Helping **students** ~~pupils~~ recognize that suicide is irreversible and permanent and does not truly resolve problems.



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- c. Encouraging **students** pupils to ask probing questions when a fellow pupil suggests suicide and to report such suggestions to a staff member, and
 - d. Discussing ways of handling depression and anxiety without resorting to self-destruction.
- 9. Students who were close to the victim, and their parent, shall be offered special counseling services and notified of available community mental health services.**

Adopted: April 1993

Revised: 21 February 2017



FIRST AID CARE OF INJURED AND ILL PERSONS (M)

8441 FIRST AID CARE OF INJURED AND ILL PERSONS

M

The Board of Education will provide the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds or during a school sponsored events, activity, or field trip.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal or designee. Immediate steps may be taken as necessary to remove the injured or ill person from danger and/or to prevent exacerbation of the injury or illness. Basic first aid may be administered by district personnel to ensure the safety and comfort of the injured or ill person until the school nurse or other medical professional arrives on the scene.

The parent of an injured or ill student and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness and the ongoing health status of the injured or ill person. If the school nurse or school physician or, in the absence of both, the Principal or designee, determines the injured or ill person should receive a medical examination from their medical professional, the parent or family member will be required to remove the injured or ill person from the school or school event or activity. In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.

The school nurse(s), in consultation with the school physician, will develop basic emergency first aid procedures for the emergency treatment of an injury or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene.



FIRST AID CARE OF INJURED AND ILL PERSONS (M)

~~The Board of Education requires that the school nurse perform all first aid and emergency care in accordance with the school physician's written orders, which shall be posted in the school health office. In the event that the school nurse is not available, the principal shall determine the steps to be taken.~~

~~In the event of a serious injury to a pupil, the parent(s) shall be notified as soon as possible. They shall decide what physician shall treat their child and whether to pick up the child at the school or meet the child at the hospital they designate. In the event the parent is not available, the family physician may designate the hospital and authorize appropriate treatment.~~

~~After an accident has occurred in the school district, in order to prevent further accidents from occurring, an investigation of the accident shall be conducted by the building principal or the supervisor of a department not under the jurisdiction of a building principal immediately following the accident. The investigator shall determine the cause(s) of the accident and shall recommend to the Superintendent ways of preventing the accident from recurring.~~

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Pupil disabilities attributable to substance abuse will be handled in accordance with **Policy 5530 Policies 5531 and No. 5532**. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.

N.J.S.A. 18A:40-3

N.J.A.C. 6:29-5.1

Adopted: 20 July 1982

Revised: 18 September 1984, 17 July 1990, 21 February 2017



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R 8441 CARE OF INJURED AND ILL PERSONS

M

Injuries and/or Illness Requiring Immediate Attention

These regulations apply when a ~~person~~ student, staff member, ~~or~~ visitor, **or other person** on school **grounds** ~~premises~~ or **during** ~~in the course of~~ a school-sponsored event, **activity**, or field trip is injured or becomes suddenly ill. ~~A~~ **The** school staff member ~~or other responsible adult present who takes charge~~ should ~~act quickly but not hastily~~ **shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**. ~~The report may be made directly (over an intercom) or by another adult or by a student messenger.~~
2. If it is ~~clearly~~ evident that the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The **injured or ill person** ~~victim~~ shall be examined for **any obvious injuries or health problems** ~~breathing obstructions, bleeding, and broken bones.~~
4. The **injured or ill person** ~~victim~~ shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem ~~such as diabetes or epilepsy.~~
5. The **injured or ill person** ~~victim~~ ~~shall~~ will not be moved, except as may be ~~absolutely~~ necessary to remove the person from a dangerous environment. ~~If necessary, furniture or equipment will be moved to permit space around the victim.~~
6. The **injured or ill person** ~~victim~~ should be made as comfortable as possible, without moving him/her; ~~by loosening binding clothing and providing warm coverings.~~



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7. No food or liquid should be given to the ~~victim~~ **injured or ill person** except on the orders of **the school nurse or another a medical health professional**.
 8. The **injured or ill person** ~~victim~~ **shall should be informed when emergency medical assistance has been contacted** ~~calmed—with assurances that he/she is receiving or is about to receive aid.~~
- B. Emergency First Aid Procedures
1. **The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.**
 2. **In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.**
 - a. **The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.**
 - b. **The school nurse will make such basic emergency first aid procedures available to school staff members.**

~~The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.~~

- ~~1. Bee Stings~~
 - ~~a. The nurse may use adrenalin to combat the serious side effects that could occur from an allergic reaction.~~
 - ~~b. Two syringes and two doses of adrenalin (1:1000) are to be available at all times.~~



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~~_____ c. Procedure:~~

~~_____ (1) Severe reactions administer drug dosage as follows:~~

~~Age 5-12: Give 0.3 cc adrenalin (1:1000) subcutaneously with a tuberculin syringe calibrated in tenths; may be repeated if necessary.~~

~~Age 13 or Over: Give 0.5 cc adrenalin (1:1000) subcutaneously; may be repeated if necessary. Call parent and/or family doctor and direct them to the emergency room. Always attach a label to the child with medication, dosage, date and time given.~~

~~(2) Local reactions apply swab, i.e. Soothe Away Swabs, and ice pack to reduce local irritation. Check in 1/2 hour, and again in 1 hour. Contact parent.~~

~~_____ 2. Hypoglycemic Reactions~~

~~Glucagon may be used with the permission of the parent and the child's physician. It is to be administered only to the known diabetic on insulin who is suspected of being unconscious due to hypoglycemia. Use approved form to obtain permission from parent and the required dosage to administer from the physician. It may be given S.C., I.M., or I.V. Then call First Aid and parent.~~

~~3. Abrasions/Scratches~~

~~Wash with soap and water, apply antiseptic and sterile dressing if necessary.~~

~~4. Asthmatic Attack~~

~~If difficulty with breathing should occur, calm and have him/her rest. Warm fluids may be given to drink. If severe administer oxygen. May use inhaler if they are aware of their condition and have parent and physician order to self administer. Notify parent and/or transport to hospital if necessary.~~

~~5. Bites~~



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~~Animal and human bites: Wash with running water, and soap, and apply antiseptic. Verify last tetanus and send to doctor or Emergency Room for tetanus injection if necessary. Animal bites are to be reported to the police and Local Board of Health.~~

~~Insect bites: Wash with soap and water and apply witch hazel. If reaction is severe, should be seen by a doctor. Apply ice pack to swollen area. Remove stinger if possible; do not squeeze and observe for allergic reaction.~~

6. — Bruises/Contusions

~~Ice or cold application. If severe, advise medical care.~~

7. — Burns

~~Apply cold immediately if area is small. For more extensive burns, secure medical help.~~

8. — Convulsions

~~1. — Prevent person from hurting him/herself by placing gently on floor. Remove surrounding objects such as desks, chairs, etc.~~

~~2. — Call for the nurse.~~

~~3. — Remove other students from immediate area.~~

~~4. — Do not restrict movement~~

~~5. — Do not place anything in mouth.~~

~~6. — If vomiting occurs or severe salivating turn head to the side to keep an open airway.~~

9. — Cuts

~~Wash skin around wound with soap and water and apply antiseptic and dressing. If cut is deep or extensive, or if unable to stop bleeding apply pressure bandage and notify parents to see physician.~~

~~Cut lips or tongue wash or rinse with a solution of 1/2 peroxide (or ST37) and 1/2 water.~~

10. — Ear Ache



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~~Take temperature. Notify parents and urge medical attention. If ear is draining, cleanse outer ear and apply loose cotton. DO NOT insert anything in the ear canal.~~

11. — Eye Injury

~~All penetrating injuries to the eye: close eye and cover with eye pad. Secure medical attention immediately. DO NOT ATTEMPT TO REMOVE EMBEDDED FOREIGN BODY FROM EYE. If foreign objects remains cover with trimmed paper/plastic cup and tape to forehead, temple and nose.~~

~~Styes of eyes: Advise medical care.~~

~~Inflamed eyes: Exclude from school and advise medical care.~~

~~Chemical substance in eye: Wash with copious amounts of water; secure immediate medical care.~~

~~Allergic reaction to eyes: Nurse may irrigate with Dacriose, seek medical evaluation.~~

12. — Fainting or Dizziness

~~Lie flat, evaluate feet, loosen clothing at neck. Call parents and send home. Have nurse or athletic trainer check blood pressure if appropriate.~~

13. — Fever

~~Any child with a temperature of 100 degrees or higher should be sent home.~~

14. — Fracture

~~DO NOT move patient until help arrives. Support injury with sling or splint. If bone protrudes, cover with sterile dressing. Call First Aid if it appears impossible to transport without moving fracture. Observe for shock symptoms, keep calm and assure patient that he will be all right. Keep patient warm, calm and attempt to allay any fears.~~

15. — Headache



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~~Ask if recent head injury.
Take temperature. Short rest from studies.
If severe, send home and advice medical attention.~~

16. ~~Head Injuries~~

~~Lie flat and rest quietly. Keep warm. Ice may be applied to injury.
Notify parents and advise rest until physician is seen. Watch for bleeding
from ear or nose, drowsiness, sluggish speech, nausea, etc. Advise parents
of importance to observe for 24 hours.~~

17. ~~Hyperventilation~~

~~Symptoms: rapid respiration, without wheezing. They may have tingling
in fingers, dizziness and/or apprehension.
Treatment: Deep slow breaths into brown paper bag until symptoms
subside, monitor for 5-10 minutes before returning.~~

18. ~~Nose Bleed~~

~~Keep the victim quiet. Place him/her in a sitting position. If that is not
possible, place the him/her in a reclining position with his head and
shoulders raised.
Apply pressure directly at the site of bleeding by pressing the bleeding
nostril toward the mid line.
Apply cold compresses to the victims' nose and face.
If bleeding cannot be controlled by the above measures, insert a small,
clean pad of gauze cloth or nose bleed plug (not absorbent cotton balls)
into one or both nostrils and apply pressure externally with your thumb
and index finger. A free end of the pad must extend outside the nostril, so
that the pad can be removed later.
If bleeding continues, obtain medical assistance and notify parent. A
physician may be needed to pack the nasal cavity or cauterize the affected
area.~~

19. ~~Poisons~~

~~Misuse of drugs can be considered as poisoning. Call Poison Control—
(800)962-1253—Call parent. Call ambulance. If possible send
hazardous material data sheet.~~



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20. — ~~Poison Ivy, Oak, Sumac~~

~~Exclude if weeping. Calamine may be applied for itching if area is not to extensive.~~

21. — ~~Puncture~~

~~(Pencils, pens, tools, pins, etc.)~~

~~Wash with soap and water and apply peroxide or Betadine solution freely. If pencil lead or foreign body is embedded in skin, secure medical care.~~

22. — ~~Shock~~

~~(Symptoms — face pale, skin cold and clammy, breathing rapid, pulse rapid 100+, students dilated. Usually associated with severe injury). Student should lie with legs elevated (except head/neck injuries). Cover with blanket. Loosen tight clothing. Reassure and calm the student. Notify parent and advise medical attention.~~

23. — ~~Shock: Anaphylactic~~

~~Due to allergic reaction.~~

~~Symptoms: — Rapid swelling of eyes and mouth, hives & apprehension, difficulty in breathing, etc.~~

~~Epipen as per physician and parent orders for self administration.~~

~~Call first Aid Squad immediately, Advise of situation.~~

24. — ~~Skin Infections~~

~~Impetigo, ringworm, etc. if suspicious that contagious lesion is present, do not diagnose, but ask for confirmation from family physician. Exclude from school until doctor's certification clears case or until lesion completely healed. Ringworm — may return to school if lesion is covered and under treatment.~~

25. — ~~Splinters~~

~~Wash area with soap and water. Remove if superficial. Apply antiseptic and bandaid.~~



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26. ~~Sprains/Strains~~

~~Ice or cold applications and elevate. If severe, advise medical care. Ace bandage and/or crutches may be given by school nurse with parent approval. Athletic trainer will follow Athletic Training Protocol.~~

27. ~~Sunburn or Itchy Non-Contagious Rash~~

~~First Aid Spray~~

28. ~~Stomach Ache~~

~~Check student's need for lavatory use, ask if student had breakfast. Take temperature. Call parents and send home if symptoms persist.~~

29. ~~Tick Removal~~

~~If you find a tick, remove AS SOON AS POSSIBLE. Remove tick with splinter forceps (tweezers). Do NOT use nail polish, vaseline, matches, or other methods (the latter procedures may traumatize the tick with the tweezers around its head, close to the skin. Pull it up and out slowly and firmly. Clean with antiseptic. If head remains embedded, do not attempt removal; refer to parent and family physician. Save the tick for identification by the RUTGERS COOPERATIVE EXTENSION office in Ocean County (732-349-1246).~~

30. ~~Tooth Ache~~

~~Advise dental care. Nurse may administer Anbesol to tooth or Oragel to gum.~~

31. ~~Vomiting~~

~~After vomiting has ceased mouth out with cold water or mouthwash, lie down. Ask if recent head injury, take temperature. Notify parents and send home.~~

Adopted: 20 July 1982

Revised: August 22, 2000, 21 February 2017



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130

School bus drivers are prohibited from using a cellular, ~~or other wireless~~ telephone, **or other electronic communication device** while operating a school bus unless the school



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bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A.18A:25-2; 18A:39-28

N.J.S.A.39:3B-25

N.J.A.C.6A:27-11 et seq.; 6A:27-12.1 et seq.

Adopted: 24 June 2003

Revised: 21 April 2015, 21 February 2017



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R 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

M

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education** ~~district shall~~ **will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**
 - a. **In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;**



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- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;**
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or**
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.**

B. Emergency Bus Evacuation Drills

- 1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
- 2. School bus drivers and bus aides shall participate in the emergency exit drills.
- 3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
- 4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
- 5. The school bus driver or supervisor of the drill shall:



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- a. Describe and demonstrate the use of kick-out windows and split-sash windows. -
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct pupils that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at



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the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

- a. The date of the drill;
- b. The time the drill was conducted;
- c. The school name;
- d. The location of the drill;
- e. The route number(s) included in the drill; and
- f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Transportation Supervisor
2. **In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
 - a. **Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.**
32. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.



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43. Each school bus shall be equipped with:
- a. A list of the students assigned to the bus;
 - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags, flares and other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
54. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the transportation supervisor any potential driving hazard on his/her route, such as construction, road work, etc;
 - f. Report promptly to the transportation supervisor any deviation in the bus route or schedule;
 - g. Drive at safe **within** speeds **limits** at all times and exercise extraordinary care in inclement weather;



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- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

- 1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
- 2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
- 3. A school bus must be evacuated when;
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and



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- (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering students, or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; or
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
 4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
 5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
 6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
 7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the transportation supervisor of the number and location of the bus and the circumstances of the disability. The transportation supervisor will make arrangements for the safety of the students.
- E. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented.
 - a. The school bus driver shall, in person or through a responsible designee summon the police and emergency medical services, if necessary, and notify the principal of the receiving school and the



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School Business Administrator, or designee, of the district providing the transportation.

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name,



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driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).

- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person or damage to property of any person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and



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shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.

- c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The transportation supervisor shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's.
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured



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student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.; or

- (3) Occurs on the way to or from an extra-curricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Adopted: June 2003

Revised: 21 April 2015, 21 February 2017



9541 STUDENT TEACHERS AND INTERNSHIPS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

~~The Board of Education, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the district schools, encourages and authorizes the Superintendent to arrange for the supervision and training of a reasonable number of such teachers in the district schools each year.~~

~~The importance of teacher training to the future of education and the need to assure high quality performance in our schools requires student teachers to be placed with experienced teachers of demonstrated competence. Teachers new to the district and those having three years or less of teaching experience normally will not be asked to undertake such responsibilities.~~



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STUDENT TEACHERS AND INTERNSHIPS

~~Recognizing the special skills and expertise of the teacher training institutions and their staff, the Board authorizes the Superintendent to honor those reasonable rules, regulations, and training guidelines of the teacher training institution.~~

~~The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the teacher to whom the student is assigned the broad objectives which the institution believes should be sought for the student. Such personnel are free to visit the classrooms to observe the student teacher at work.~~

~~It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the student teacher and the pupils is insured.~~

~~N.J.A.C. 6:11-7.3(d), 6:29-4.2(a)3; 6A:9A-4 et seq; 6A:9A-5 et seq.; 6A:9B-7.1~~

Adopted: 21 August 1979

Revised: 17 July 1990, 21 February 2016



TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
January 17, 2017

CALL TO ORDER

Mr. James Dietrich, President, called the meeting to order at 7:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Dietrich read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

ROLL CALL OF ATTENDANCE

Present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlama, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Dietrich, seconded by Mrs. McGovern and carried 9-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Litigation (Loch Arbour versus Township of Ocean Board of Education). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. Board of Education will be in executive session for approximately 30 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:29 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Mr. Clayton and carried 9-0.

Move for the approval to adjourn from Executive Session and resume public session.

PRESIDENT'S REPORT: Mr. Dietrich

Mr. Dietrich discussed the following item(s):

- Reminder regarding Chain of command, referring public complaints to administration was discussed among Board members.

VICE PRESIDENT'S REPORT: Mr. Palutis

Mr. Palutis discussed the following item(s):

- Discussed the new vice president's report and its future structure.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- "Serving Smiles" program at Wayside Elementary Schools. The Superintendent and Board President served lunch to the students.
- "Future Ready" conference for Administration personnel was held in Newark.
- 2nd Strategic Planning meeting scheduled for Thursday night, January 19th. The last meeting to take place on March 1st.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: No Report

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, COMMUNICATIONS & CO-CURRICULAR

Twp of Ocean BOE Work Meeting Minutes (continued) – January 17, 2017

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

The following item(s) were discussed:

1. **Discussion: Approval of Minutes:**

Board of Education and administration discussed the minutes in accordance with Board of Education Bylaws #168 “Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – January 10, 2017

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Donation of Vehicle**

The Board of Education and administration discussed the donation of a 1998 GMC 2500 diesel turbo utility body truck from the Township of Ocean Governing Body to be used by the Maintenance Department.

2. **Discussion: Use of Facilities**

Board of Education and administration discussed the use of facilities according to the attached list dated January 17, 2017.

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. **Discussion: Professional Development Activities – Staff**

Board of Education and Administration discussed the attached memorandums dated January 12, 2017 (1) and January 13, 2017 (2) re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

2. **Discussion: ESEA Accountability Action Plan - 2016 Participation Rate**

Board of Education and Administration discussed the District’s ESEA Accountability Action Plan- 2016 Participation Rate. Copies of the district and school plans are attached.

3. **Discussion: Classroom Observers**

Board of Education and Administration discussed the request of students from Kean University to observe Adaptive Physical Education classes at the Wayside Elementary School, in accordance with the attached memorandum dated January 13, 2017.

4. **Discussion: Student Observers**

Board of Education and Administration discussed Student Observers for the 2016-2017 school year in accordance with the attached memorandum dated January 13, 2017.

5. **Discussion: Mid-Year HIB Grades**

Twp of Ocean BOE Work Meeting Minutes (continued) – January 17, 2017

Board of Education and Administration discussed our District's Mid-Year HIB Grades, in accordance with the attached report dated January 10, 2017.

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas
The following item(s) were discussed:

1. **Discussion: Issuance of Contract**

Board of Education and Administration discussed issuing a contract to the following:

To fill a vacancy non-tenure track position:

Alexander Dawson	Instructional Assistant	\$23,410.00
	Ocean Township High School	Prorated
	Non-Tenure Track Position	Step 1
	Actual Start Date: January 30, 2017	
	Effective Date: February 1, 2017	

(Mr. Dawson replaces Thomas Magrini who resigned.)

2. **Discussion: Change on Guide – Revised Contracts – February 1, 2017**

Board of Education and Administration discussed change on guide, effective February 1, 2017, for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated January 13, 2017.

3. **Discussion: Substitute Teachers**

Board of Education and Administration discussed hiring Substitute Teachers for the 2016- 2017 school year in accordance with the attached list dated January 13, 2017.

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: No Report

OLD BUSINESS: None

NEW BUSINESS: None

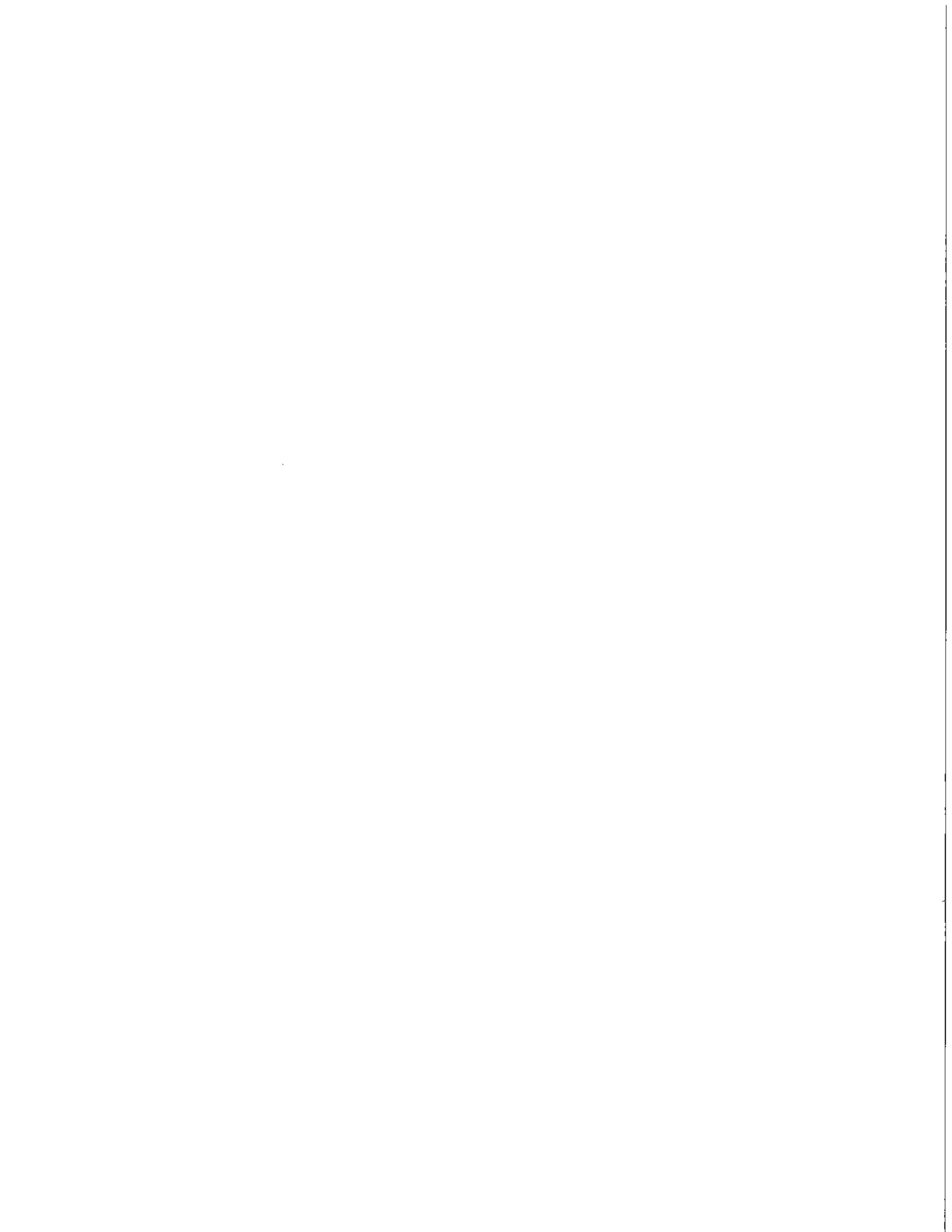
PUBLIC COMMENT: None

ADJOURN MEETING: 7:52 p.m.

There being no further business Mr. Clayton made a motion, seconded by Mrs. Parlamas, that the meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,


Kenneth Jannarone
School Business Administrator/Board Secretary



**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
January 17, 2017**

CALL TO ORDER

The Board President, James Dietrich, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, January 17, 2017 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 4, 2017.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 6, 2017 and The New Coaster Newspapers on January 6, 2017.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 4, 2017.

ROLL CALL

The following members were present: Mr. Steven Clayton, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas, Mr. John Stuppi and Mrs. Sylvia Sylvia-Cioffi.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: Sydney Burger & Maxwell Hoyle

The following item(s) were reported:

- High school sport teams standings.
- Freshmen Academy at high school January 17- 20, 2017
- High School Mid-Term Exams begin January 23rd.

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

The Intermediate School Forensics team participated in a forensics competition held at the Rumson Country Day School on December 3, 2016, under the direction of team advisor, Kimberly Welch. The following students received finalist awards in the following categories:

Juliet Nies and Paige Pickelny, *Dramatic Pairs* (6th Grade)
Dylan Birnbaum and Jagger Jacobson, *Dramatic Pairs* (6th Grade)

Christina Constandi and McKenna Costello, *Humorous Interpretation of Literature* (8th Grade)

Elizabeth Warren, *Storytelling* (7th Grade)

Elliot Gindi, grade 12, member of the Ocean Township High School Cross Country Team earned the distinguished honor of “Champion” in the following events: Monmouth County Tournament, Shore Conference Tournament, Central Jersey Tournament, Group III Tournament and Meet of Champions. Mr. Mark DeSomma is the Cross Country Team coach.

Students in grades 4-8 competed in the Geography Bee within their grade levels and schools. Final competition which was held on Tuesday, December 13, 2016.

The following students were finalists:

- William Toth, 4th Grade, Wanamassa – teacher: Leann Bishop (**Champion**)
- Charles Raynor, 6th Grade, TOIS – teacher: Kevin Mark (**Second Place**)
- Zachary Sutton, 4th Grade, OTEs – teacher: Kevin Ruane
- Abhijit Nair, 4th Grade, Wayside – teacher: Ryan Pringle
- Haley Foster, 5th Grade, TOIS - teacher: Kathleen Friel
- Jane Rogers, 5th Grade, TOIS – teacher: Jennifer Tuohy
- Jane Alto, 6th Grade, OTEs – teacher: Kevin Mark
- Christian Anderson, 7th Grade, TOIS – Jeanette Speck
- Elijah Huey, 7th Grade, TOIS – teacher: Jeanette Speck
- John Aldarelli, 8th Grade, TOIS – teacher: Michael Salum
- Reif Birzin, 8th Grade, TOIS – teacher: Michael Salum

The Superintendent read and reviewed the statistics of the Harassment and Bullying report of which copies were available. The Superintendent also reviewed the self-assessment grades and scores of the HIB report and thanked the administration, teachers and students for their work.

The Superintendent asked the public if anyone would like to comment on the report and there were no comments.

.....
PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mrs. Parlamas, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Bills List	January 17, 2017	2,935,286.88
Payroll	December 23, 2016	2,070,937.61
Employer FICA & DCRP	December 23, 2016	39,145.34
Payroll	January 13, 2017	2,332,101.48
Employer FICA & DCRP	January 13, 2017	61,042.28
	Total	<u>\$7,438,513.59</u>

Motion(s) carried: 9-0 (Mrs. Parlamas recused herself on the G&P Parlamas bills)

COMMITTEE REPORTS:

COMMUNITY LIAISON COMMUNICATIONS & CO-CURRICULAR

STUDENT ACTIVITIES: Mrs. Sylvia-Cioffi

Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Clayton, for approval of the following item(s):

1. **Village of Loch Arbour versus Township of Ocean**

Move to approve that the Township of Ocean Board of Education, hereby authorizes it's attorneys to take those steps necessary to effectuate an appeal to overturn the Acting Commissioner of Education's determination dated December 22, 2016, concerning the Petition of the Village of Loch Arbour to form an Independent School District.

2. **HIB Report**

The Board of Education affirms the following Harassment, Intimidation, and Bullying (HIB) Incident Summary Report for the 2016-2017 school year. The report was previously provided to the Board by the Superintendent of Schools. The Board has reviewed the report and affirms the Superintendent's decision.

HIB Report # 6 - Presented January 10, 2017

3. **Approval of Minutes:**

Move to approve the minutes in accordance with Board of Education Bylaws #168 "Recording of Board Meetings" of the following meeting(s):

Work Meeting/Executive Session Minutes – January 10, 2017

Motion(s) carried: 9-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

Mrs. McGovern made a motion, seconded by Mrs. Sylvia-Cioffi, for approval of the following item(s):

1. **Acceptance and Certification of Monthly Financial Reports**

The following resolution certifies that budget balances at the end of December were adequate to pay all remaining obligations of the 2016-2017 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the Board Secretary/School Business Administrator's Certification as of December 31, 2016 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of December 31, 2016 it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending December 31, 2016.

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, December 31, 2016 covering APPROPRIATION TRANSFERS in the 2016-2017 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for December 2016:**

Fire Drill

Ocean Township High School..... December 23, 2016
Twp. of Ocean Intermediate School December 14, 2016
Ocean Township Elementary School December 2, 2016
Wanamassa Elementary School December 14, 2016
Wayside Elementary School..... December 2, 2016

Bus Evacuation Drill

Ocean Township High School.....December 1, 2016
Wanamassa Elem. SchoolDecember 1, 2016
Wayside Elem. School.....December 1, 2016
Ocean Township Elem. SchoolDecember 1, 2016
Twp. of Ocean Intermediate School.....December 1, 2016

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated January 17, 2017.

5. **Jointure Agreement**

Move to approve the Township of Ocean School District in a transportation jointure agreement with West Long Branch Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
West Long Branch Board of Educa	Hawkswood School ESY	7/6/16-8/15/16	\$ 2,406.60
West Long Branch Board of Educa	Hawkswood School	9/6/16-6/13/17	\$11,691.00

6. **SREC Solar Auction**

Move to approve Spectron Energy Inc. as the highest auction bidder in the amount of \$240.00 per credit for a total net amount of \$83,837.50. The results of the online auction for 353 Solar Renewable Energy Certificates credits took place on Thursday, January 5, 2017.

7. **Donation of Vehicle**

Move to approve the donation of a 1998 GMC 2500 diesel turbo utility body truck from the Township of Ocean Governing Body to be used by the Maintenance Department.

Motion(s) carried: 9-0

INSTRUCTION & EDUCATION: Dr. Marshall

Dr. Marshall made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

1. **Fall 2017 –Memorandum of Agreement Between Georgian Court University and Ocean Township High School for the School of Finance**

Move to approve, in accordance with the attached document, the Memorandum of Agreement between Georgian Court University and Ocean Township High School for the School of Finance. The joint program, referred to as Course Ahead, for the School of Finance, will afford an opportunity for approved high achieving high school students to pursue educational topics that fulfill high school course requirements while earning college credit awarded by Georgian Court University. The partnership will begin the Fall 2017 semester.

2. **Administrative Internship- January 18, 2017-June 30, 2017**

Move to approve, as outlined in the attached memorandum dated January 6, 2017, for John Bosmans, Social Studies Teacher, Ocean Township High School to perform an Administrative Internship as part of the Educational Leadership Program at Thomas Edison State University, during the period of January 18, 2017 – June 30, 2017.

3. **Professional Development Activities – Staff**

Move to approve the attached memorandums dated January 12, 2017 (1) and January 13, 2017 (2) re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

4. **ESEA Accountability Action Plan - 2016 Participation Rate**

Move to approve the District's ESEA Accountability Action Plan - 2016 Participation Rate. Copies of the district and school plans are attached.

5. **Classroom Observers**

Move to approve the request of students from Kean University to observe Adaptive Physical Education classes at the Wayside Elementary School, in accordance with the attached memorandum dated January 13, 2017.

6. **Student Observers**

Move to approve Student Observers for the 2016-2017 school year in accordance with the attached memorandum dated January 13, 2017.

Motion(s) carried: 9-0 (Dr. Marshall recused himself on item #6)

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

Mrs. Parlamas made a motion, seconded by Mrs. Sylvia-Cioffi, for approval of the following item(s):

1. **Spring Coaching Recommendations**

Move to approve Spring Coaching recommendations for the 2016-2017 school year in accordance with the attached memorandum dated December 22, 2016.

2. **Retirements**

Move to approve the following retirements effective July 1, 2017:

Susan Henderson, Guidance Counselor, High School

Caricella Johnson, Music Teacher, Township of Ocean Intermediate School

3. **Issuance of Contract**

Move to approve that a contract be issued to the following:

To fill a vacancy non-tenure track position:

Alexander Dawson	Instructional Assistant	\$23,410.00
	Ocean Township High School	Prorated
	Non-Tenure Track Position	Step 1
	Actual Start Date: January 30, 2017	
	Effective Date: February 1, 2017	

(Mr. Dawson replaces Thomas Magrini who resigned.)

4. **Change on Guide – Revised Contracts – February 1, 2017**

Move to approve change on guide, effective February 1, 2017, for staff members who have submitted proof of completion of their required courses in accordance with the attached list dated January 13, 2017.

5. **Substitute Teachers**

Move to approve Substitute Teachers for the 2016- 2017 school year in accordance with the attached list dated January 13, 2017.

Motion(s) carried: 9-0

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY: No Report

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENTS:

- Dr. Marwin Meller, resident, asked about the lawsuit with Loch Arbour and how their taxes will increase. He also asked the Board of Education to watch the budget and keep it as low as possible considering residents on fixed incomes.
- Mrs. Hudson, resident, discussed the movie “The Cartel” from 2010, and she asked about the charter schools and their progress.
- John Baye, resident, asked about federal health insurance and the possibility of having the lower

Minutes of the Regular Monthly Meeting –
January 17, 2017 Continued:

cost federal insurance for Township of Ocean staff members.

ADJOURNMENT: 8:42 p.m.

There being no further business, Mrs. Parlamas made a motion, seconded by Mr. Palutis, that the Meeting be adjourned. This motion carried: 9-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kenneth Jannarone', written over a horizontal line.

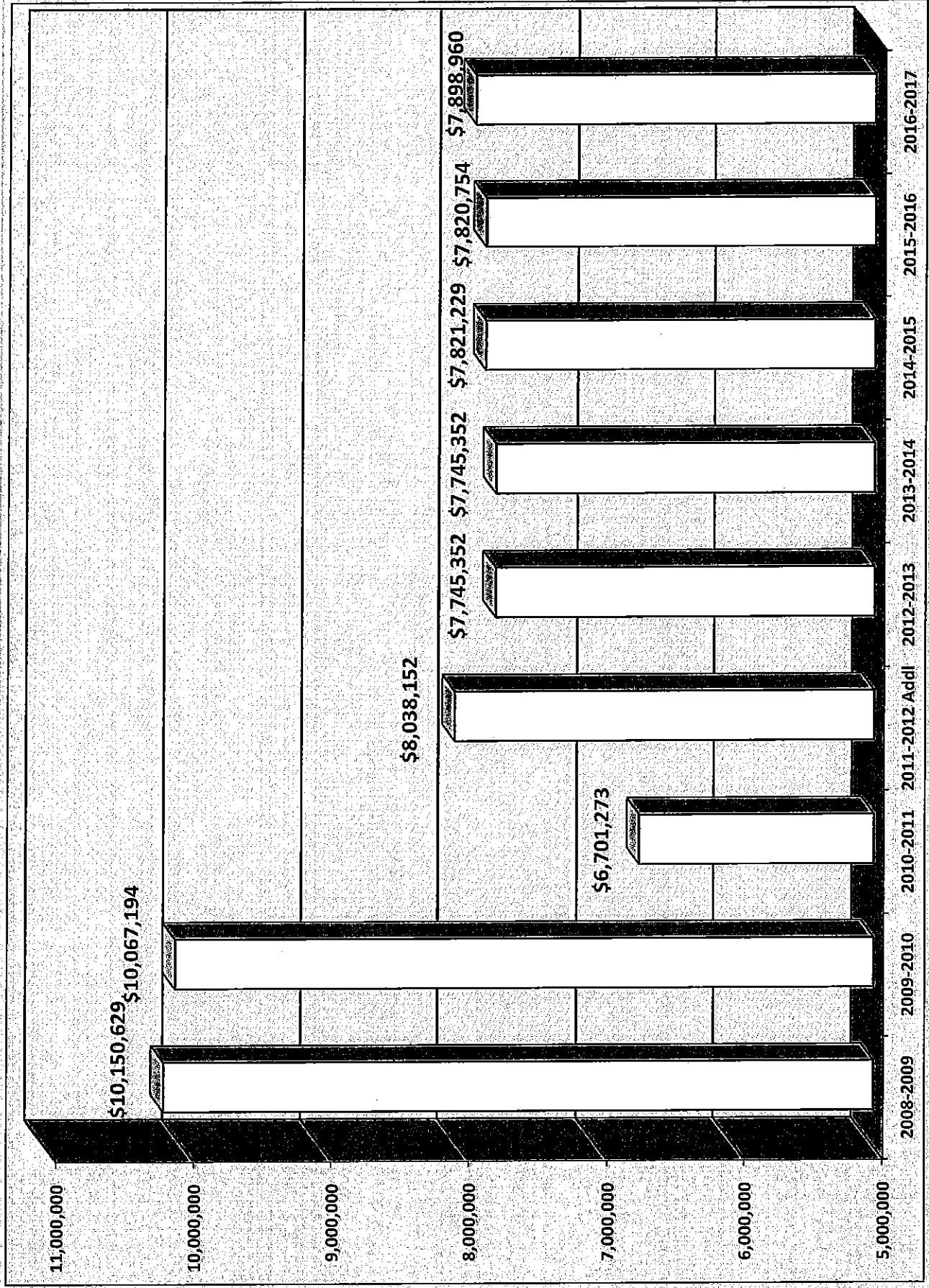
Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL MANAGEMENT & RESOURCE SERVICES

TOWNSHIP OF OCEAN SCHOOL DISTRICT

	2008-2009	2009-2010	2010-2011	2011-2012 Addl	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Difference
State Aid Comparison										
Adult Education Aid	46,872	-	-	-	-	-	-	-	-	-
Core Curric Standards Aid										
Supplemental CCS Aid										
Transportation Aid	819,916	1,277,805	1,321,803	1,321,803	1,343,242	1,326,538	1,326,538	1,326,538	1,335,875	9,337
Special Education Aid	2,231,845	2,241,059	2,195,245	2,195,245	2,313,911	2,305,733	2,305,733	2,305,733	2,331,447	25,714
Bilingual Education Aid										
Stabilization Aid - Adjustment Aid	6,450,479	5,960,022	2,662,828	3,868,698	3,548,167	3,575,884	3,575,884	3,575,884	3,575,884	-
Suppl Stabzn Aid - Security Aid	346,576	369,930	408,331	408,331	413,194	410,359	410,359	410,359	416,454	6,095
Aid for Adult & Post Grad. Prog.										
Academic Achievement Reward Aid										
PARCC Readiness Aid										
Per pupil growth aid										
Professional Learning Community Ai										
Fund 10 Subtotal	9,895,688	9,848,816	6,588,207	7,894,017	7,618,514	7,618,514	7,692,974	7,692,974	7,770,200	36,080
										77,226
Instructional Supplemental Aid										
Distance Learning Network Aid										
Fund 20 Subtotal										
State aid revenue	9,895,688	9,848,816	6,588,207	7,894,017	7,618,514	7,618,514	7,692,974	7,692,974	7,770,200	77,226
Debt Service Aid	254,941	218,378	113,066	144,136	126,838	126,838	128,255	127,780	128,760	980
Fund 40 Subtotal	254,941	218,378	113,066	144,136	126,838	126,838	128,255	127,780	128,760	980
State aid revenue	10,150,629	10,067,194	6,701,273	8,038,152	7,745,352	7,745,352	7,821,229	7,820,754	7,898,960	78,206
										1.0%

STATE AID HISTORY



TOWNSHIP OF OCEAN SCHOOL DISTRICT

TAX LEVY CAP IMPLICATIONS

TAX LEVY CAP AND EXPENDITURES

SOURCE	2016 - 2017	Projected 2017 - 2018	\$ Increase	% Increase
LOCAL LEVY	\$ 61,425,983	\$ 62,654,503	\$ 1,228,520	2.00%
STATE AID	\$ 7,770,200	\$ 7,770,200	\$ -	0.0%
SURPLUS	\$ 2,500,169	\$ 2,250,000	\$ (250,169)	-10.0%
MISC / RENTALS	\$ 527,450	\$ 577,450	\$ 50,000	9.5%
TOTAL REVENUES:	\$ 72,223,802	\$ 73,252,153	\$ 1,028,351	1.42%
=	=	=	=	=
TOTAL EXPENSES:	\$ 72,223,802	\$ 73,252,153	\$ 1,028,351	1.42%

Expense Cap

Office of the School Business Administrator
Township of Ocean School District
January 31, 2017

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Township Soccer Club

TOIS, Athletic Fields
Monday through Friday
March 1 – 31, 2017
5:00 pm – 8:00 pm
Saturday and Sunday
March 1 – 31, 2017
8:00 am – 5:00 pm
Monday through Friday
April 1 – 30, 2017
5:00 pm – 8:00 pm
Saturday and Sunday
April 1 – 30, 2017
8:00 am – 5:00 pm
Monday through Friday
May 1 – 31, 2017
5:00 pm – 8:00 pm
Saturday and Sunday
May 1 – 31, 2017
8:00 am – 5:00 pm
Monday through Friday
June 1 – 27, 2017
5:00 pm – 8:00 pm
Saturday and Sunday
June 1 – 27, 2017
8:00 am – 5:00 pm
Purpose: Soccer Practice and Games
Use of Facility Fee: \$0.00

Jersey Shore Basketball Club

TOIS, Gym
March 14, 16, 21, 23, 28, & 30, 2017, April 4, 6,
18, 20, 25, & 27, 2017, May 2, 4, 8, 11, 16, &
18, 2017
6:30 pm – 8:00 pm
Purpose: Basketball Practice
Use of Facility Fee: \$1, 440.00

DSN [Deal Sephardic Network]

OTHS, Auditorium
May 15, & 16, 2017
5:00 pm – 10:00 pm
May 19, 2017
2:30 pm – 5:30 pm
May 21, 2017
10:00 am – 10:00 pm
Purpose: Play Rehearsals and Show
Use of Facility Fee: \$900.00
Custodial reimbursement: \$620.00

EBS

TOIS, Gym
Monday and Wednesday
March 1 – 31, 2017, April 1 – 30, 2017,
May 1 – 31, 2017, June 1 – 30, 2017
5:00 pm – 7:00 pm
Purpose: AAU Basketball Team
Use of Facility Fee: \$00.00

INSTRUCTION & EDUCATION

Township of Ocean School District

2017-2018 SCHOOL YEAR

Teachers and Students

SEPTEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - First Day for Teachers/In-Service
- 4 - School Closed/Labor Day
- 5 - In-Service for Teachers/No School for Students
- 6 - First Day for Students
- 21 & 22 - School Closed/Rosh Hashanah

OCTOBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9 - School Closed/Columbus Day

NOVEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 9 & 10 - School Closed/ NJEA Convention
- 22 - Early Dismissal
- 23&24 - School Closed/Thanksgiving

- DECEMBER 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 25-29 - Winter Recess

JANUARY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 - School Closed/Winter Recess
- 15 - School Closed Martin Luther King, Jr.'s Birthday

FEBRUARY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 16 - In-Service for Teachers/No School for Students
- 19 - School Closed/President's Day

MARCH 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 30 - School Closed/Spring Recess

APRIL 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2-6 - School Closed/Spring Recess

MAY 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 28 - School Closed/Memorial Day

JUNE 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 - In-Service for Teachers/No School for Students
- 20 - Last Day for Students
- 21 - Last Day for Teachers

This calendar is subject to emergency changes and other adjustments as approved by the Board of Education

High School and Intermediate School
Tentative Date for Graduation*

Possible Days

Students - 182
Teachers - 187**

- Schools Closed

*Please note that the graduation date is subject to change based on the number of emergency closings needed. The district will announce a firm graduation date on or around April 9, 2018.

** There are 2 emergency days built into this calendar. If make-up days are needed, days will be added as follows: 6/21/2018; 6/22/2018; additional days will be added beyond 6/22/2018 if needed. Please make note of possible make-up days when making plans.




Ocean Township High School

Office of the Principal

SPARTAN MISSION:

Improving Student Achievement through Highly Effective Teaching

TO: J. Stefankiewicz
FROM: D. Kaszuba 
DATE: January 9, 2017

RE: 2017-2018 New Courses Offered – Pending Board Approval

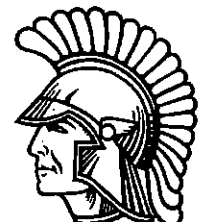
The following courses will be offered in Program of Studies.

COURSE	Credits	Grades	Level
Introduction to Finance	5	9-12	1/3
Managerial Accounting	5	10-12	1/3
Humanities (A & B)	10	12	3
AP Seminar	5	10-12	1
Creative Writing	5	9-12	3
Games, Loot, and Literature	5	9-12	3
World Language Independent Study -- Chinese, German, or Latin	5	11-12	3
Business and Personal Law	5	10-12	3

For your easy access, the descriptions of the new courses are attached:

cc: K. Weldon
S. Fierra

Home of the Spartans!





Ocean Township High School

Office of the Principal

SPARTAN MISSION:

Improving Student Achievement through Highly Effective Teaching

COURSE DESCRIPTIONS

INTRODUCTION TO FINANCE *Pending Board Approval*
(Required First Course for Spartan School of Business and Finance)

Credits: 5

Grades: 9-12

Level: 1 / 3

3 GCU Credits for Spartan School of Finance Student with a final grade of "C" or higher

This course will introduce students to the fundamental concepts of personal finance and basic skills in accounting. Familiarity with these topics will enable students to effectively interact with financial professionals throughout their lives. The course will also help students to understand and develop an appreciation for financial priorities of individuals and business entities. Additionally this course serves as a foundation course in quantitative problem solving as it applies to the business environment. This course will prepare students for postsecondary finance courses, and finance series events in DECA. **Ocean Township High School has a dual enrollment agreement with Georgian Court University (GCU) for this course as part of their Course Ahead program. While the course is open to any student, students wishing to earn dual credit must complete all tasks that correspond to the guidelines established by GCU for academic credit. A Course Ahead application must be submitted to GCU by each student wishing to take the class for dual enrollment credit prior to taking the course.**

MANAGERIAL ACCOUNTING *Pending Board Approval*
(Required Course for Spartan School of Business and Finance)
Prerequisite: Financial Accounting or Instructor Approval

Credits: 5

Grades: 10-12

Level: 1 / 3

3 GCU Credits for Spartan School of Business and Finance Student with a final grade of "C" or higher

This course continues exploring the concepts learned in Financial Accounting. Accounting for corporations and partnerships, including current liabilities, payroll, bonds, stocks, and the statement of cash flow. Review managerial accounting, the need for cost accounting systems, and job order accounting and process costing and how they differ. Includes cost volume profit and breakeven analysis, presentation of budgets, performance reports and variances. This accounting course will prepare students for post-secondary accounting courses, and accounting series events in DECA. Additionally this course prepares students for QuickBooks Pro® certification. **Ocean Township High School has a dual enrollment agreement with Georgian Court University (GCU) for this course as part of their Course Ahead program. While the course is open to any student, students wishing to earn dual credit must complete all tasks that correspond to the guidelines established by GCU for academic credit. A Course Ahead application must be submitted to GCU by each student wishing to take the class for dual enrollment credit prior to taking the course.**

Home of the Spartans!





Ocean Township High School

Office of the Principal

SPARTAN MISSION:

Improving Student Achievement through Highly Effective Teaching

HUMANITIES (A & B) *Pending Board Approval*

Credits: 10

Grade: 12

Level: 3

Students in this *interdisciplinary* humanities course will explore US History and literature from World War II to modern day. After examining both history and literature through a variety of lenses, students will develop a culminating project based on their learning. This class fulfills the US History III and English IV requirement for graduation. Students are required to enroll in both sections (A and B) in order to receive the credit for both US History III and English IV.

AP SEMINAR *Pending Board Approval*

Credits: 5

Grades: 10-11

Level: 1

The AP Seminar course is the first of two courses in the AP Capstone program that is focused on building interdisciplinary learning experiences that prepare students for success in college and career. In this course students will build on their curiosity to explore real world issues across multiple disciplines (science, math, humanities, technology) through reading and viewing texts, participating in discussion, and working on projects. This course will provide students with the power to analyze and evaluate information with accuracy and precision in order to craft and communicate evidence-based arguments.

CREATIVE WRITING *Pending Board Approval*

Credits: 5

Grades 9-12

Level: 3

Everyone has a story. Everyone is a writer. Writing has the potential to clarify, heal, celebrate, commemorate, and encourage. This course is designed to give students the opportunity to think and write creatively. The objective of this course is to stimulate creative thinking and encourage students to develop the craft and a love of writing. This class invites students to become poets, storytellers, essayists, journalists, non-fiction writers, etc. Over the course of a semester, students will explore a wide range of genres as inspiration for their own writing. Students will connect with professional writers via correspondence, technology, and classroom visits. All students will be given the opportunity to "publish" their works in print, digital media, and oral presentation.

GAMES, LOOT, AND LITERATURE *Pending Board Approval*

Credits: 5

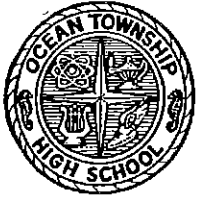
Grades 9-12

Level: 3

Have you ever argued that the games you play have actual value? Do you feel that having fun and learning is a real possibility? Have you looked for a class where playing games is actually encouraged? Then look no further. This course will make use of both game playing and game creation to advance interest in literature, critical thinking, and design elements inherent in the life cycle of game development. You will have a hand at creating your own games, world building, and design, as well as gaining the knowledge necessary for creating an immersive, creative storyline to keep the interest of players and prepare you for a real-life game design team.

Home of the Spartans!





Ocean Township High School

Office of the Principal

SPARTAN MISSION:

Improving Student Achievement through Highly Effective Teaching

WORLD LANGUAGE INDEPENDENT STUDY – CHINESE, GERMAN, OR LATIN *Pending Board Approval*

Prerequisite: At least two years of World language study at Ocean Township High School

Credits: 5

Grades: 11-12

Level: 3

This digital course is a Pilot program, limited to 15 students, who have already completed their World Language requirement at Ocean Township High School, and are interested in pursuing study in a foreign language not currently offered. Students will use Middlebury Interactive's Online Language learning programs to pursue studies in one of the following languages: Chinese, German, and Latin. Courses utilize principles of the immersive language pedagogy and teaching methodology used at Middlebury College's renowned Language Schools to help students gain a stronger base of comprehension and to accelerate language learning. Students will be assessed on a variety of skills, including listening, speaking, writing, and reading, and will submit assignments online to state-certified instructors.

BUSINESS AND PERSONAL LAW *Pending Board Approval*

Credits: 5

Grades: 10-12

Level: 3

This course provides students with an understanding of the legal framework of our society. Topics include the history, development, and classification of laws, both personal and business as they relate to everyday life, contract law, the court system and courtroom procedures, constitutional rights, ethics, technology law, social responsibility, international law, and consumer protection. Students will be able to distinguish unethical from illegal behavior and understand the rising importance of social responsibility as an aspect of corporations and organizations in a global society.

Home of the Spartans!



Township of Ocean School District 2016-2017 SCHOOL YEAR

REVISED WORK CALENDAR 10- Month Employees

In the Following Job Categories
Attendance Officer, Computer Lab Assistants,
Instructional Assistants, Security Monitors, and Ten-Month Secretaries
Teachers and Students

SEPTEMBER 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 - First Day for Teachers and Ten-Month Secretaries; In-Service for Teachers
- 2 - First Day and In-Service for the Attendance Officer, Computer Lab Assistants, Instructional Assistants, and Security Monitors
No School for Students
- 5 - School Closed, Labor Day
- 6 - First Day for Students

OCTOBER 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3-4 - School Closed/Rosh Hashanah
- 10 - School Closed/Columbus Day
- 12 - School Closed/Yom Kippur

NOVEMBER 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 10-11 - School Closed/NJEA Convention/ Veteran's Day
- 23 - Early Dismissal
- 24-25 - School Closed/Thanksgiving

DECEMBER 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 26-30 - School Closed/Winter Recess

JANUARY 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 - School Closed/Winter Recess
- 16 - School Closed/Martin Luther King's Birthday

FEBRUARY 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 17 - In-Service for Teachers, Attendance Officer, Computer Lab Assistants and Security Monitors
Regular Work Day for Ten-Month Secretaries
No Work for Instructional Assistants
No School for Students
- 20 - School Closed/President's Day

MARCH 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 10-17 - School Closed/Spring Break

MAY 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 29 - School Closed/Memorial Day

JUNE 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 - In-Service for Teachers/No School for Students
Regular Work Day for Ten-Month Secretaries
No Work for the Attendance Officer, Computer Lab Assistants, Instructional Assistants, and Security Monitors
- 21 - Last Day for Students, Security Monitors and the Attendance Officer
- 22 - Last Day for Teachers, Computer Lab Assistants, Instructional Assistants, and Ten-Month Secretaries

This calendar is subject to emergency changes and other adjustments as approved by the Board of Education

Possible Days

- Students - 182
- Teachers - 187**

- Schools Closed

*Please note that the graduation date is subject to change based on the number of emergency closings needed. The district will announce a firm graduation date on or around April 3, 2017.

** There are 2 emergency days built into this calendar. If make-up days are needed, days will be added as follows: 6/22/2017; 4/17/2017; 6/23/2017; additional days will be added beyond 6/23/2017 if needed. Please make note of possible make-up days when making plans.

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: January 26, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Extension to Out of District Private Tuition 2016-2017

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Coastal Learning	1	*ESERS	\$5,016.96 (18 days @ \$278.72)

Effective: 1/3/2017
End Date: 1/27/2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: January 19, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Private Tuition 2016-2017

Please submit the following cancellation for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Coastal Learning Center	1	*ESERS	\$52,120.64

Effective: 1/18/2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: January 26, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Public Tuition 2016-2017

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
BEST ACADEMY	1	*ESERS (93 days @ \$275.00 per diem)	\$25,575.00

Effective: 1/30/2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
RE: N.J.A.C. 6A:23B-1.2(c)3
DATE: January 27, 2017
CC: Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Last	First	Subject	Title	Date	FEE*
Della Pesca	Cassie	Phys Ed	NJASPERD***** Convention - Long Branch	2/27&28/2017	\$125.00**
Kasyjanski	Karen	Nurse	Pulmonary Conditions in Pediatric Populations - Freehold - CentraState	3/23/2017	\$135*****
Kasyjanski	Karen	Nurse	Mental Health Medication Usage in Children - Freehold - CentraState	4/26/2017	\$135*****
Kasyjanski	Karen	Nurse	Writing Policies & Health Record Maintenance - Freehold - CentraState	5/7/2017	\$135*****
Zimmerman	Katelyn	Sports Medicine	ATSNJ*** Annual Conference - Somerset	2/27/2017	\$140.00**
Sorce	Valerie	Supv of Humanities	Differentiation of Instruction - Monroe	2/27/2017	\$149.00
Maltest	Amanda	Supv of Math	Differentiation of Instruction - Monroe	2/27/2017	\$149.00
Shappirio	Michelle	Supv of ELA & SS	Literacy Coach Jumpstart - Online	3/8-19/2017	\$245.00
McDowell	Janice	Reading Specialist	Literacy Coach Jumpstart - Online	3/8-19/2017	\$245.00
James	Christine	Kdg	2017 Conference for NJ Kindergarten Teachers - Atlantic City	2/27/2017	\$249.00**

* Registration fees are supported by local professional development funds and Title IIA of NCLB

**Substitute rate @ \$85 per day

***Athletic Trainers Society of NJ

****Fee is for all 3 workshops

*****NJ Assn for Health Physical Education Recreation and Dance

*****NJ Performing Arts Center/NJ Music Educator Assn

*****NJ Branch of the International Dyslexia Assn

Last	First	Subject	Title	Date	FEE*
Lamb	Kaitlin	Kdg	2017 Conference for NJ Kindergarten Teachers - Atlantic City	2/27/2017	\$249.00**
Cavaliere	Noreen	Kdg	2017 Conference for NJ Kindergarten Teachers - Atlantic City	2/27/2017	\$249.00**
Brannigan	Barbara	2nd Grade	NJIDA – Winter Inst. Food for Thought***** - Clark NJ	2/4/2017	\$25.00
Brannigan	Brianne	Spec Ed	NJIDA – Winter Inst. Food for Thought***** - Clark NJ	2/4/2017	\$25.00
Maggs	Mary	4th Grade	NJIDA – Winter Inst. Food for Thought***** - Clark NJ	2/4/2017	\$25.00
Salum	Michael	Social Studies	Glazier Football Coaching Clinic - Atlantic City	2/24/2017	**
Titmas	Kyle	Band Director	All-State Symphonic Band Chaperone - NJPAC/NJMEA***** - Newark	2/23&24/2017	**
Pembleton	Mike	Security	Gang Awareness Seminar - Freehold	2/3/2017	n/a
Kaszuba	Dawn	Principal	Gang Awareness Seminar - Freehold	2/3/2017	n/a

* Registration fees are supported by local professional development funds and Title IIA of NCLB

**Substitute rate @ \$85 per day

***Athletic Trainers Society of NJ

****Fee is for all 3 workshops

*****NJ Assn for Health Physical Education Recreation and Dance

*****NJ Performing Arts Center/NJ Music Educator Assn

*****NJ Branch of the International Dyslexia Assn

PERSONNEL



Ocean Township High School

550 West Park Avenue
Oakhurst, NJ 07755
www.oceanschools.org
732-531-5650

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman
Assistant Principal
Michael Lambusta
Assistant Principal

Dawn C. Kaszuba
Principal

Samuel Fierra
Director of School Counseling

H. Rusty Todd
Director of Athletics & Student Activities

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent of Schools
FROM: H. Rusty Todd,^{H.R.T.} Director of Athletics & Student Activities/Grades 5-12
DATE: January 18, 2017
RE: Spring Coaching Recommendations
(JV Boys Lacrosse, Freshman Girls Lacrosse)

I would like to recommend one candidate for our vacant JV Boys Lacrosse position, and two candidates to serve as co-coaches to fill our vacant Freshman Girls Lacrosse position.

I would like to recommend Thomas Ryan for the position of JV Boys Lacrosse Coach at Ocean Township High School. Mr. Ryan should be placed on the Group II, Year 1 of the Athletic Program Salary Guide and receive \$4,895.00 for the 2016-2017 school year.

I would like to recommend Dean Athans for the position of Freshman Girls Lacrosse Co-Coach at Ocean Township High School. Mr. Athans should be placed on the Group II, Year 1 of the Athletic Program Salary Guide and receive \$2,447.50 (1/2 stipend) for the 2016-2017 school year.

I would also like to recommend Johanna Merry (pending substitute certification) for the position of Freshman Girls Lacrosse Co-Coach at Ocean Township High School. Ms. Merry should be placed on the Group II, Year 1 of the Athletic Program Salary Guide and receive \$2,447.50 (1/2 stipend) for the 2016-2017 school year.

Mr. Athans and Ms. Merry will split the freshman girls lacrosse stipend.

I have included a bullet biography for each candidate.

If you have any questions, do not hesitate to contact me.

HRT:tpc

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Thomas Ryan – JV Boys Lacrosse Coach

- Language Arts Teacher at TOIS
- Volunteer with the Boys Lacrosse Team during the 2016 spring season
- Volunteer with the Boys Basketball Team during the 2015-2016 school year and the current 2016-2017 school year
- Very personable, and has a great rapport with the students
- Positive role model

Dean Athans – Co-Coach Freshman Girls Lacrosse Coach

- Social Studies Teacher at OTHS
- Coached football this past season at OTHS
- Current Coach of JV Girls Basketball at OTHS
- Alumni and athlete at OTHS
- Good rapport with OTHS students
- Will be the liaison in the high school as other coaches do not work in building
- Positive role model

Johanna Merry – Co-Coach Freshman Girls Lacrosse Coach

- Lifetime of Lacrosse playing experience
- Currently works at the Alpha School as a Paraprofessional
- Has worked as a Recreation Manager/Coordinator at The Arc of Monmouth
- Volunteered with Special Olympics
- Positive role model and cares about kids
- Had a terrific interview

**SUPERVISOR OF SPECIAL EDUCATION, GRADES 6-12
and
BASIC SKILLS, GRADES 6-8**

Title: Supervisor of Special Education, Grades 6-12 and Basic Skills, Grades 6-8

Department: Special Education, 6-12, Child Study Team & Speech, 6-12
and Basic Skills, 6-8

Reports to: Assistant Superintendent of Schools/Special Services
Assistant Superintendent of Schools/Curriculum & Instruction
Building Principals

Supervises: All certified departmental staff

Position, Purpose & Objective:

To improve and coordinate instruction in Special Education 6-12, Child Study Team and other Auxiliary Services (ie. Speech, physical therapy, occupational therapy, etc) and Basic Skills, 6-8

Qualifications:

1. Certification in an area of Special Education
2. Supervisor's Certificate
3. Minimum of three years experience working in Special Education
4. Ability to assume leadership and responsibilities inherent in the position of Supervisor
5. Effective oral and written communication and interpersonal skills
6. Ability to work collaboratively with teachers, child study team members and parents
7. Such alternative to the above qualifications as the Board may find appropriated and acceptable

Supervises and Coordinates Grades 6-12 in the following NJ State Core Curriculum Content Areas or Mandated Programs:

- Special Education

Essential Job Functions:

1. Special Education 6-12
 - Ensures that Individual Education Programs for classified students grades 6-12 residing in the district, and determination of such complies with federal, state and local mandates
 - To provide appropriate education experiences for all classified students
 - Knowledge of local, state and federal laws governing special education services
2. Curriculum Leadership
 - To institute innovative techniques and design in-service programs
 - To conduct departmental meetings and stimulate participation by teachers in

Supervisor of Special Education , Grades 6-12 and Basic Skills, Grades 6-8

- curriculum and other professional meetings
- To serve as consultant to teachers, 6-12
- 3. Program Evaluation
 - To evaluate 6-12 programs in Special Education & Basic Skills, 6-8 and to make recommendations for program improvement based on analysis of test results
- 4. Staff Selection
 - To assist in the recruitment, screening, hiring, assignment and dismissal of personnel assigned to the Special Education and Basic Skills Departments
- 5. Supervision and Evaluation of Teaching Staff
 - To supervise and evaluate teachers
 - To recommend teacher assignment
 - To supervise student teachers
 - Monitors, directs and evaluates related service personnel, occupational, physical and speech therapists
- 6. Budget Preparation
 - To prepare department budget under supervision of the Assistant Superintendent/Special Services and building principal
- 7. Dissemination of Information
 - To disseminate information regarding Special Education program to the staff, Administration, Board of Education and the community concerning Special Services programs
 - To interpret Special Education Programs to parents at principal's request
- 8. Coordination with Other Disciplines
 - To cooperate with other supervisors in the articulation of programs among subjects and grade levels
- 9. To perform all related duties required for the efficient supervision of the department
- 10. To perform all other responsibilities as required by the Assistant Superintendent of Schools/Special Services and Assistant Superintendent/Curriculum & Instruction
- 11. Coordinates activities for the Special Education Program and Basic Skills Program Review/Monitoring including the one-site visit

Essential Job Functions: Basic Skills 6-8

A. Supervisor of Basic Skills Improvement Plan, 6-8

1. Conduct and coordinate district-wide "Needs Assessment" for Academic Success Program (Basic Skills) candidates and oversee the parental notification process for students to be included in program
2. Conduct meetings with Academic Success Program (Basic Skills) teachers collaborating, supervising and evaluating to insure that Title I program requirements are met and implemented successfully
3. Conduct ongoing observations and evaluations of teachers and instructional assistants delivering instruction

Supervisor of Special Education , Grades 6-12 and Basic Skills, Grades 6-8

Auxiliary Job Functions:

1. Program Evaluation
 - To supervise and make recommendations regarding testing program
2. Textbooks, Supplies and Equipment
 - To supervise the selection and purchase of textbooks and materials for each curriculum area
 - To maintain inventory records and distribute supplies and equipment to staff, 6-12
 - To inspect departmental areas and to ensure adherence to proper safety precautions.
3. Professional Growth
 - Participate in professional development programs.
 - To keep abreast of new developments in the field and to disseminate appropriate information to staff

Terms of Employment:

1. Twelve-month year.
2. Salary as per the agreement between the Township of Ocean Administrator's Association and the District Board of Education.
3. Work year to be determined by the Board of Education.
4. Criminal history background check required.

Evaluation:

Annually by the Assistant Superintendent of Schools/Special Services and/or the Assistant Superintendent of Schools/ Curriculum & Instruction in conjunction with building principals in accordance with the Board of Education policy on evaluation of Administrative Personnel.

Source: Regular Board Meeting

Date: June 26, 2001
December 01, 2009
October 16, 2012
January 31, 2017

SUBSTITUTES FOR BOARD APPROVAL

January 27, 2017

Clark, Robert	6-12
Neiberlien, Lynn	K-12 Nurse
Vieira, Samantha	K-12