

Regulations

Board of Education
Woodbridge Township

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#3010 CREATING A POSITION

The Board of Education has reserved the right in its discretion to create new positions and specify the number of employees in each category. In compliance with that policy the Board has adopted the following guidelines for the creation of a district position:

- A. Each position shall be preceded by the preparation of a job description for the new position.
- B. The title of the new position shall be the same as the title on the certificate required to hold that position wherever possible.
- C. Where the job title does not coincide with the certificate title, the job description will be sent to the County Superintendent for approval.
- D. Following County approval, a determination will be made if the new job falls within contract guidelines or is discretionary. Salary will then be set for the position.
- E. The new position will be presented to the Board of Education with a recommendation for adoption.

Reference: Policy #301

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#3020 ABOLISHING A POSITION

In accordance with the policy of the Board of Education to deal fairly with any staff member affected by a reduction in force, the following guidelines shall be followed:

A. Records

1. The certificates and endorsements of each prospective teaching staff member shall be submitted to the Director of Personnel Services for inspection and verification.
2. A record shall be set up and maintained for every district teaching staff member on which shall be entered:
 - a. the member's name;
 - b. the certificates and endorsements thereon earned by the teacher and the date on which each was acquired (with the certificate title stated exactly as it appears on the certificate);
 - c. the position in the district held by the staff member (with the position title stated as it appears in the minutes of the meeting at which the member was appointed to that position);
 - d. the date on which employment in each position began.

B. Position Changes

1. Changing circumstances in the district which might warrant the abolition of position(s) shall be presented to the Director of Personnel Services with such recommendations for abolishment or revision of positions as may be necessary.
 2. Where tenured employees are affected, a seniority list shall be prepared for each position or category of employment to be affected by the proposed abolishment. Affected positions are those positions previously held by the employees holding positions to be abolished or by employees who will be replaced by such transferred employees. Such list shall indicate:
 - a. the title of the position as it is recorded in the minutes of the meeting at which the Board created the position;
 - b. the certification(s) which qualify a candidate to hold that position;
 - c. the names of all present district employees and all employees dismissed for reduction in force who have held that position, including the date on which their service in that position began.
 3. Holders of positions to be abolished or revised will be notified by order of the Board of Education of the date when such matters will be reviewed by the Board.
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C. Procedure for Eliminating a Position

A position may be eliminated by:

1. Reducing the number of employees in a particular category;
2. Combining two or more jobs into a single position or dividing the duties of an existing position among two or more persons;
3. Eliminating a portion of a job and combining the remainder in one or more existing positions.

Should it be necessary to eliminate a portion of a job, care must be taken to insure the existing holder's entitlement, if tenured, to perform any remaining part which constitutes at least a majority of the duties he/she previously performed, based upon the time spent at each regularly assigned task. Any change in number of positions, or duties assigned to a position, shall be presented to the Superintendent in writing, through the Director of Personnel Services for consideration by the Board.

D. Reduction in Force (Non-Tenured)

1. When a non-tenured employee is to be terminated due to reduction in force:
 - a. Dismissal notice will be given in accordance with the terms of the employee's contract, or
 - b. Notice of non-renewal will be given in accordance with statute.
2. When a determination must be made which one among two or more non-tenured teaching staff members shall be dismissed for reduction in force, the employee shall have job preference who has demonstrated the greater degree of overall competence and promise of success in the district.

E. Reduction in Force (Tenured)

1. When the employee affected by a reduction in force is tenured, he/she shall be transferred to another position in the same category, provided he/she has seniority in that category over the incumbent(s). If there are no positions he/she can fill in that category, he/she shall revert in reverse chronological order to each category of employment in which he/she was previously employed in that district and shall be privileged to replace any employee who has less seniority in that category.
 2. When there are no district positions which the tenured employee affected by a reduction in force can claim by superior seniority, he/she shall be dismissed, shall receive 60 days notice of such dismissal, and shall be placed on eligible lists for each category in which he/she was employed by the district.
 3. The seniority of each tenured teaching staff member shall be calculated by totaling the time he/she served in each position to which he/she has been appointed by the Board, in accordance with seniority rules of the State Board of Education. Service in any
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category shall be credited toward seniority in categories in which the employee was previously employed in the district, but service in categories of previous district employment shall not be credited toward categories of subsequent employment.

4. When a determination must be made as to whom among two or more tenured teaching staff members with the same seniority status which one shall be dismissed for reduction in force, the member who has demonstrated the greater degree of overall competence in the district shall have job preference.
5. When, as a result of the abolishment of a position, it is necessary to reduce an employee's paid grade, said employee shall be entitled only to the salary of the reassigned position.

Reference: Policy #302

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#3040 SELECTION OF ADMINISTRATIVE PERSONNEL

The following procedures shall be utilized in the selection of administrative personnel.

- A. Each administrative position shall have a job description approved by the Board of Education. Such job description shall include, but not be limited to, the following information relative to each position:
 1. The job title;
 2. Its function;
 3. A description of the reporting relationships of that position;
 4. A listing of the responsibilities and authorities assigned to the position;
 5. A listing of the requirements established by the Board of Education.
 - a. The requirements shall deal with education, certification, experience, and personal characteristics.
 - b. Each of the requirements shall be defensible in terms of law, New Jersey Department of Education regulation, or a responsibility of the job.
 - B. The Superintendent shall recommend to the Personnel Committee of the Board of Education the names of persons for appointment to all administrative positions in the district with the exception of the Secretary, the personnel in the office of the Secretary, the Treasurer of School Monies, the attorney and the auditors.
 - C. The Superintendent shall only nominate those candidates who meet the position qualifications established by law, the New Jersey Department of Education, and the Woodbridge Township Board of Education.
 - D. The announcement of openings for certificated personnel shall follow the agreed upon procedures included in the contracts currently in force or Board of Education policy at the time of the vacancy.
 - E. Prior to the announcement of the vacancy, the Assistant Superintendent for Personnel shall submit for approval the following items to the Personnel Committee of the Board of Education:
 1. A listing of the criteria that are deemed to be appropriate for that position at that time. These criteria shall be limited to items included in the job description and related policies;
 2. A listing of the administrators who will serve on the screening and interviewing committees;
 3. A listing of the candidates and a listing of those to be interviewed.
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- F. Applications received in response to the announcement of vacancy shall be reviewed by the administrative screening committee according to the criteria previously established and approved.
- G. All qualified candidates meeting the criteria may be invited for a personal interview.
- H. The questions selected by each committee participant shall be chosen prior to committee members receiving a list of candidates to be interviewed. Board members wishing to have specific questions asked should submit them to the Assistant Superintendent for Personnel prior to the interview for inclusion on the list prepared for the interview.
- I. The members of the interviewing committee shall be given a copy of the candidate's application immediately prior to the interview. Members of the Personnel Committee of the Board of Education and other members of the Board of Education selected by the Chairperson of the Personnel Committee, not to exceed four in number, will also be given copies of the candidates' applications and all other pertinent information. The Board of Education shall be notified in writing at least five (5) days in advance of the date, time, and place of the interviews. The Board members may be present at the interview, and shall limit their participation to observation of the interaction, listening, asking questions and analyzing candidate responses to the questions asked.
- J. After each interview, the interviewing committee will rate each candidate on a form provided by the Assistant Superintendent.
- K. Following all interviews, the interviewing committee will discuss their reactions to and impressions of each of the candidates. The committee members shall then agree upon the most qualified candidate whom they wish to recommend to the Superintendent of Schools and the alternate candidates they can recommend.

Reference: Policy #304

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#3051 PROCEDURES FOR HIRING NON-ADMINISTRATIVE PERSONNEL

All prospective non-administrative personnel seeking employment with the Woodbridge Township School District are to complete the appropriate form and have it filed in the Office of Personnel Services. As part of the application procedure, applicants must file an official transcript of all college courses and certification credentials with the Office of Personnel Services. The completed files of applicants for such positions will be screened by the Office of Personnel Services.

The Director of Personnel Services will review the completed file and determine whether or not the applicant is certified to accept the position for which he/she has applied. He/she will determine from the official transcript: class rank, the cumulative GPA, and the grades received in the candidate's area of concentration. Any letters of reference found in the credential file will be reviewed. A less than positive reference letter from the previous employer(s), a college supervisor or cooperating teacher may indicate that the applicant should not generally be granted an interview. After reading and evaluating the complete file, a determination should be made regarding the possible interview of the applicant.

All applicants selected for an interview should be seen, if possible, by several individuals which may include the Director of Personnel Services, the supervisor of the subject area, and/or a building administrator. During the interview procedure, it will be the responsibility of these individuals to determine whether or not the candidate can meet the general and specific needs of the district.

The purpose of these interviews should be to determine whether the applicant possesses: knowledge of his/her area of concentration, knowledge of instructional techniques, knowledge of child/adolescent psychology, the personal qualities and maturity needed to be successful in the position. An interview report form should be completed by all personnel who interview the applicant. After the above professional(s) have interviewed the applicant, a determination should then be made regarding the decision to recommend the applicant as a candidate for the vacant position.

The Office of Personnel Services should provide, whenever possible, a minimum of five qualified applicants for each available position. From among these individuals the Principal of the school at which the vacancy exists should recommend to the Superintendent of Schools, through the Office of Personnel Services, the candidate who may best meet the needs of that particular school. The Superintendent then should recommend to the Board of Education the candidate for the vacant position. Finally, the Board of Education would officially consider the recommendation of the Superintendent at the next public Board meeting.

Reference: Policy #305

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#3060 EMPLOYMENT OF SUBSTITUTES

A. Qualifications

1. State

- a. Any holder of a valid teaching certificate, issued by the New Jersey State Department of Education, can qualify as a Substitute Teacher.
- b. Holders of an out-of-state teacher certificate generally fulfill substitute requirements.

2. County

- a. Those not holding a teaching certificate must procure a County Substitute's Certificate valid for day-to-day teaching, not to exceed twenty (20) consecutive days in the same position.
- b. A County Substitute's Certificate can be renewed through application to the Office of the County Superintendent of Schools.
- c. A County Substitute's Certificate, issued by the Office of the County Superintendent of Schools is valid in all public schools, of this county.

3. Local

- a. All substitutes, other than those having teaching certificates, must have a minimum of 60 college credits.
- b. Evidence of a negative T.B. test must be presented prior to fulfilling a substitute assignment.

B. Procedures Leading to Appointment

Interested persons are to follow these steps:

1. Complete an application form and return it along with a valid fingerprint clearance letter issued by the New Jersey Department of Education, and a copy of their teaching certificate or a Middlesex County Substitute Certificate, to the Office of Personnel Services.
2. An interview will be scheduled with a school district administrator prior to the applicants name being submitted for recommendation by the Superintendent of Schools to the Board of Education.

C. Work Regulations

1. Substitutes assigned to a long term position must have prior approval from the Office of Personnel Services.
 2. Substitute teachers should report to the office of assigned schools for general instructions 15 minutes before the first bell for students.
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3. All items such as plan books, texts, manuals, course guides and seating charts should be returned to the original location at the conclusion of the day.
4. Principals or other administrators should observe substitute personnel in the classroom for evaluative purposes.

Reference: Policy #306

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#3080 STUDENT TEACHERS

The staff of the Woodbridge Township School District participates in the student teaching/training program, but believes that definite procedures, practices and policies assist not only in providing a worthwhile experience for student teachers and in maintaining a sound educational program for our students in the classroom.

The following statements are made in support of these two objectives.

- A. Requests by colleges and universities, for placement of student teachers in the school district, must be made in accordance with state directives if placement is desired for the following year. No requests will be considered after those dates. Under special circumstances, consideration may be given beyond the date.
- B. Requests for placement of college senior students will be given preference over junior practicum students. The extent of our participation in senior and junior training programs will limit the participation by the schools in the program of observation and visitation by sophomores and freshman.
- C. It is expected that brief biographical descriptions and other information regarding the student teacher shall be provided by the college or university at the time requests for placement are made.
- D. Student teachers who are graduates of the Woodbridge Public Schools or residents of the township will be given preferred consideration, if qualified, for placement in district schools.
- E. Student teachers who are accepted to work in the school district shall be expected to participate in orientation programs dedicated toward acquainting the student teacher with the total school program, the community, and children.
- F. Cooperating teachers for senior placements must be tenured and will be assigned one student only during any school year.
- G. Student teachers shall be assigned by the Director of Personnel Services with the agreement of the building principal and the supervising teacher.

Reference: Policy #308

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#3090 CERTIFICATED EMPLOYEE CONTRACTS

The Board of Education has adopted the following regulations governing the appointment of non-tenured teachers:

- A. Prior to appointment, a teacher candidate must present to the Office of Personnel Services, a valid New Jersey teacher's certificate, or a certificate of eligibility from the New Jersey Department of Education, or certification credentials with the assurance of the proper courses certified thereon.
- B. All teachers are appointed for a term of 10 months, from September 1 to June 30, inclusive, unless otherwise specified.
- C. The Director of Personnel Services shall notify all teachers in writing of their initial appointments. The notification shall be on the approved contract form. One fully executed copy shall be retained by the employee and the original fully executed contract shall be maintained in the employee's confidential personnel file.
- D. Teachers agree to perform their work faithfully and observe and enforce all rules prescribed by the Board of Education or the administration.
- E. The contract may be terminated by either party after the start of the school year giving to the other 60 days notice in writing of intention to terminate same.

Reference: Policy #309

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#3100 EVALUATION OF THE SUPERINTENDENT

In order to effectively implement the Board of Education policy on evaluation of the Superintendent, the following regulations shall be followed.

- A. Each year, prior to July 1st, the Board of Education and the superintendent shall agree upon:
 - 1. The district goals, program objectives, policies and priorities that will be emphasized for the coming year.
 - 2. The indicators of pupil progress and growth that will be used to assess progress towards the goals, program objectives, policies and priorities for the coming year.
 - 3. The data collection procedures to be used for the coming school year.
- B. Based upon the data collected, following the agreed upon procedures, the Board of Education shall prepare a written performance report prior to April 30th of the year. It shall be prepared by a majority of the total membership of the Board of Education.
- C. The report shall include, but not be limited to:
 - 1. A summary of the indicators of pupil progress and growth.
 - 2. A statement of how these indicators relate to the effectiveness of the overall program and the performance of the superintendent.
 - 3. Performance areas of strength as they relate to the job description and the evaluative criteria.
 - 4. Performance areas needing improvement based upon the job description and evaluative criteria.
- D. Following a discussion of this report between a majority of the members of the Board of Education and the superintendent in a private meeting, the Board of Education and the superintendent will agree upon a professional improvement program which will be noted in the final copy of the annual written performance report.
- E. The superintendent is granted ten working days following the discussion of the report to provide performance data which, in his/her opinion, has not been included in the report prepared by the Board of Education. Such information shall be considered part of the record.

Reference: Policy #310

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#3130 SUSPENDING AN EMPLOYEE FOR REASONS OF HEALTH

In the case of a certified staff member who, in the opinion of the Superintendent, is unfit to teach in this district or in any public school of the state by reason of physical or mental condition, the following procedure shall be followed:

- A. The Superintendent will present to the Board the grounds for questioning the physical or mental condition of the employee. The Board may transfer the employee upon the recommendation of the Superintendent and in accordance with the policy of the Board.
 - B. If the Board determines that the grounds given constitute sufficient cause to order an examination of the employee, it shall give the employee written notice, in ordinary and concise language, of their finding of sufficiency, a full statement of the grounds, and an opportunity for him/her to appear before the Board within 10 days to explain or refute the grounds.
 - C. When an employee requests a hearing, it shall be conducted in accordance with the following rules:
 1. The employee may be represented by counsel or an individual of the employee's own choice.
 2. The employee may present witnesses on his/her behalf.
 3. Witnesses need not present testimony under oath and will not be subject to cross-examination.
 4. Witnesses will be called individually and excused after making their statements.
 5. The hearing will be privately held.
 - D. The Board does not consider a hearing for reasons of health to be an adversary hearing; rather the staff member is provided an opportunity to convince the Board that it made an incorrect determination by requesting said examination. The Board shall notify the employee in writing of the outcome of the hearing.
 - E. When an employee fails to so persuade the Board or fails to request an appearance before the Board within the time allowed, the Board shall order the employee to submit to an appropriate examination by a physician designated and recompensed by the Board or by a physician or institution of the employee's choice at the employee's expense.
 - F. Where the physician designated by the Board disagrees with the physician designated by the employee, the Board and employee shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the Board.
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- G. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on sick leave with compensation to which he/she is entitled until proof of recovery, satisfactory to the Board, is furnished.
- H. Should an employee refuse to submit to the examination requested by the Board and the employee has exercised his rights under the provisions herein above set forth, such refusal shall subject the employee to disciplinary action, which action may include the preferring of formal charges before the Commissioner of Education.

Reference: Policy #313

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#3140 DISCIPLINING CERTIFIED STAFF MEMBERS

The following rules are promulgated for the guidance of all certificated staff members. The Board reserves the right to discipline all employees for offenses not listed herein.

Offense	1st	2nd	3rd	4th	5th
A. Failure to observe parking and traffic regulations on school property.	Written Warning	Written Warning	Written Warning	Written Warning	@
B. Smoking, except in specified areas at specific times.	Written Warning	Written Warning	Written Warning	Written Warning	@
C. Violating a safety rule or safety practice.	Written Warning	Written Warning	Written Warning	*@	**@
D. Tardiness.	Written Warning	Written Warning	Written Warning	*@	**#
E. Operating or using equipment to which not assigned.	Written Warning	Written Warning	Written Warning	*@	**#
F. Contributing to unsanitary conditions or poor housekeeping.	Written Warning	Written Warning	Written Warning	*@	**#
G. Removal of school property without written authorization.	Written Warning	Written Warning	*@	**#	
H. Posting, altering, or removing any matter on bulletin boards of school property unless authorized.	Written Warning	Written Warning	*@	**#	
I. Threatening, intimidating, coercing, or interfering with fellow employees.	Written Warning	*@	**#		
J. Vending, soliciting, or collecting contributions for any purpose, unless authorized.	Written Warning	*@	**#		
K. Distributing written or printed matter of any description on school grounds without permission	Written Warning	*@	**#		

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L.	Making false, vicious, or malicious statements about an employee, the school district, or school officials and students.	Written Warning	*@	**#		
M.	Provoking or instigating a fight or fighting on school property.	*@	**#			
N.	Insubordination.	*@	**#			
O.	Falsifying school records.	*@	**#			
P.	Conviction of a misdemeanor.	**#				
Q.	Theft or vandalism of any school or employee property.	**#				
R.	Possessing firearms or explosives on school premises without authorization.	**#				
S.	Drinking any alcoholic beverages on school premises or engaging in drug abuse on premises.	**#				
T.	Immoral conduct, unbecoming conduct, or indecency.	**#				
U.	Inflicting corporal punishment.	**#				
V.	Behavioral evidence of use of drugs or alcohol prior to arrival at the work site.	*@				

- * -- Non-tenured employee, recommend contract non-renewal
- @ -- Tenured employee, recommend increment be withheld
- ** -- Non-tenured employee, recommend discharge
- # -- Tenured employee, recommend certification of charges

The accumulation by an employee of three written notices during any school year shall be cause for non-renewal or withholding of an increment. Five written notices shall warrant cause for terminating a non-tenured employee or for bringing charges against a tenured employee.

Reference: Policy #314

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#3150-1 EMPLOYEE ATTENDANCE

In an effort to implement the Board of Education on employee attendance, the following administrative guidelines shall be followed:

- A. Every effort shall be made to reduce employee absenteeism.
- B. While the administration recognizes the need to be absent during periods of illness, procedures shall be followed which should eliminate abuses in this area. These efforts may include:
 - 1. Contact with employees upon their return to work, who are absent three or more days by the school administrator/supervisor;
 - 2. Requiring the employee to file a physician's verification of illness for each absence.
- C. Every effort shall be made to ensure that personal days as granted by contractual language are used for the strict purpose of effectuating personal business which cannot be managed outside of the normal working day.
- D. While it is the intent of the Board to have all employees in attendance each workday, it is recognized that there are times when situations arise which could be considered for unpaid personal days. Any unpaid personal leave of absence requested by an employee which is not covered by statute, Board policy, or contractual agreement shall be considered on the merits of each individual request.

A request in this content generally shall not be granted for the following reasons:

- 1. Going on a vacation;
 - 2. Extending a vacation;
 - 3. Accompanying a spouse on a business trip;
 - 4. Attending non-educationally related conventions;
 - 5. Other vacation/leisure type activities.
- E. These requests for unpaid personal leave days must be made in writing, prior to the requested day(s), to the Office of Personnel Services.

Reference: Policy #315

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#3150-2 EMPLOYEE ATTENDANCE

A. Staff Attendance Improvement Plan

In an effort to implement the Board of Education Policy #315, the following Staff Attendance Improvement Plan should be implemented by all school administrators and supervisors:

1. All school administrators/supervisors shall review the Perfect Attendance Program with the staff.
2. Upon the staff member's return to work from an absence of three or more consecutive days, it is recommended that the school administrator/supervisor initiate personal contact to demonstrate interest in the welfare of the staff member.
3. An individual attendance record card for all certified staff members will be maintained by designated staff at each building location.
4. After the sixth day of occasional absence, it is recommended that upon the staff member's return to work the school administrator/supervisor should demonstrate an interest in the welfare of the staff member and also remind him/her that his/her attendance will be closely monitored.
5. After the eighth day of occasional absence, if the school administrator/supervisor has concerns that a staff member is abusive of the attendance policy, he/she will express this concern to the staff member. The school administrator/supervisor will inform the staff member that on the next occasional absence, he/she will send a letter to the Superintendent requesting that the staff member's incremental pay increase for the next year be subject to review.
6. After the ninth day of occasional absence, if the school administrator/supervisor maintains concerns that the staff member is abusive of the attendance policy, the school administrator/supervisor will forward a letter to the Superintendent requesting a review of the staff member's incremental pay raise for the next school year.
7. All school administrators/supervisors will document excellent attendance on the annual evaluation report of said staff member.
8. The Superintendent of Schools will annually submit to the Board of Education the names of staff members who achieve perfect attendance during the preceding school year.
9. The Board of Education will officially acknowledge with a letter of commendation to the members of the certified staff who achieve perfect attendance, a copy of which will be placed in the staff member's personnel file.

B. Assessments for Tardiness

1. The accumulation of five tardy marks to an assigned duty within a given school year will result in a deduction from pay of 25 percent of the daily salary computed at 1/200 of the employee's annual 10 month salary; 1/240th of the employee's annual 12 month salary.
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2. Each lateness after the first accumulation of five in a given school year will result in a deduction from pay of 25 percent of the daily salary computed at 1/200 of the employee's annual 10 month salary; 1/240th of the employee's annual 12 month salary.
3. Inexcusable failure to report to work will result in the forfeiture of 1/200 of the employee's annual 10 month salary for each day missed; 1/240th of the employee's annual 12 month salary for each day missed.
4. Inexcusable absence during a portion of the working day shall result in an assessment equal to the ratio of the time missed to the total time offered, times 1/200 of the employee's annual 10 month salary; times 1/240th of the employee's annual 12 month salary.

Whether failure to perform an assigned or contracted duty is excusable or not shall be determined by the principal or the Superintendent of Schools in accordance with applicable Board regulations. Tardiness records shall not be cumulative from one school year to the next. Records of tardiness and assessments for this or other causes for failure to perform assigned or contracted services will be retained in the employee's file.

Reference: Policy #315

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#3180 UNBECOMING CONDUCT AND DUTY TO REPORT ARREST OR INDICTMENT

It is the policy of the Board of Education to challenge the continued employment of any tenured employee who demonstrates inefficiency in the performance of his/her duties, is incapable of performing those duties, violates by unbecoming conduct the public trust placed upon employees of this district or by other means fails to exhibit the good behavior necessary to sustain tenure.

A. Basis for Charges

1. Administrators shall report to the Superintendent forthwith any conduct or condition of an employee under their supervision which tends to substantially and materially interfere with the performance of the affected employee's duties.
2. Any employee who has been arrested or indicted for any offense or crime in any jurisdiction must report his or her arrest or indictment and the nature of the charges to the Superintendent within fourteen (14) calendar days of the arrest or indictment. Each such employee shall report the disposition of any charges to the Superintendent within seven (7) days of disposition.

B. Filing of Charges

1. Any person desiring to file charges against a tenured employee shall present a written document which sets the charges forth with specificity and particularity. To the extent possible, each stated charge should be enumerate the grounds on which dismissal may be based. Said statement shall be accompanied by a written statement of evidence made under oath which supports the charges.
 2. Both written statements shall be filed with the Secretary of the Board of Education who shall record on each such statement the day on which it was received. No statement of charges shall be accepted for filing without a statement of evidence. The Secretary shall promptly notify the Superintendent and the President of the Board of Education that such charges have been filed and shall place a copy in the employee's file.
 3. A copy of the charges and a copy the statement of evidence shall be promptly sent to the charged employee with a letter informing him/her that he/she may submit to the Secretary of the Board of Education a written statement of his/her position, if any, regarding the truth or falsity of the charges and a written statement made under oath of the evidence supporting that position, provided that such statements are filed with the Secretary no later than 30 days after the date on which the charges were filed.
 4. Where the preferred charges allege inefficiency, a written statement of the charges shall be given to the employee, and he/she shall be afforded a period of 90 days to correct and overcome the deficiencies.
 5. After the receipt of statements from the employee, or on the expiration of 30 days after the date charges were filed, or, in the case of an employee charged with inefficiency, after the expiration of the period of 90 days during which the employee may correct the deficiency, the Board shall meet to determine (a) whether the charges, if true, are
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sufficiently grave to warrant sanctions by the Commissioner and (b) whether there is probable cause to credit the evidence in support of the charges.

6. In making these determinations the Board shall consider the statements offered by the charging person and the charged employee, and, in the case of the employee charged with inefficiency, the evaluations of his/her superiors. No formal hearings shall be held for the determination of charges.
7. If no action is taken with regard to the charges by the Board within 45 days of the date they are filed, or 45 days of the end of the period within which an employee charged with inefficiency is allowed to correct deficiencies, the charges are to be considered dismissed and no further action may be taken on them.
8. When the Board disposes of charges by dismissal of certification it shall promptly notify the charging person and the charged employee of that disposition.

Reference: Policy #318, #319, #320

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Board of Education
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#3190 CORPORAL PUNISHMENT

In accordance with the policy of the Board, the following guidelines are provided to assist staff members in avoiding situations in which they may be charged with corporal punishment.

- A. Do not use force or fear to discipline a pupil unless it is necessary to:
 - 1. Quell a disturbance threatening physical injury to others;
 - 2. Obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
 - 3. Act in self-defense; or
 - 4. Protect persons or property.
- B. Do not touch a pupil in an offensive way even though no physical harm is intended.
- C. Do not permit pupils to harm one another by fighting.
- D. Do not punish pupils by means which are cruel or unusual.

Reference: Policy #319

Regulations

Board of Education Woodbridge Township

#3200 OUTSIDE ACTIVITIES OF STAFF

The following regulations are provided for the guidance of staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district:

- A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards or propriety.
- B. Avoid conduct and associations outside the classroom which, if known, could have an adverse or harmful effect upon the students or school community.
- C. Do not give school time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission. (The Board does not endorse, support nor assume liability for any staff activities in which students and employees of this district may participate.)
- E. Do not campaign on school property on behalf of any candidate for local, state or national office.
- F. Copyrights to materials or equipment developed, processed or tested by district employees while on district time in fulfillment of the terms of their employment, reside with and may be claimed by the district at the discretion of the Superintendent.
- G. Do not tutor for compensation, pupils assigned to your class or school unless such services are expressly approved by the principal.

The foregoing does not apply to enrichment work.

Reference: Policy #320

Regulations

Board of Education
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#3210 FREEDOM OF SPEECH IN NON-INSTRUCTIONAL SETTINGS

The following guidelines are promulgated to help clarify and therefore avoid situations in which an employee's expression could conflict with the district's interests. In situations in which a certified staff member is not engaged in the performance of professional duties, he/she should:

- A. State clearly that his/her expression represents personal views and not necessarily those of the school district;
- B. Not direct his/her expression toward any individual(s) with whom he/she would normally be in daily contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;
- C. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- D. Not make abusive or personally defamatory comments about co-workers, administrators or officials of the district;
- E. Refrain from making public expressions which he/she knows to be false or are made without regard for truth or accuracy;
- F. Not make threats against co-workers, supervisors or district officials.

Violations of these guidelines may result in disciplinary action up to and including dismissal.

Reference: Policy #321

Regulations

Board of Education Woodbridge Township

#3220 POLITICAL ACTIVITIES OF STAFF

The Board of Education has recognized and encouraged the right of its employees, as citizens, to engage in political activity. However, the Board has also recognized that school property and school time, paid for by all the people, may not be used for political purposes. The Board, therefore, has enacted the following rules in regard to political activity:

- A. No employee shall engage in political activities upon property under the jurisdiction of this Board of Education, unless permission has been granted for that purpose through the "Community Use of Facilities" by the Board.
- B. "Property," as used herein, includes school premises, property owned by the school district, and property in the possession of the school district, whether the possession be through lease or otherwise. "Political Activities" as used herein includes elections to determine membership to the Board of Education.
- C. The following political activities upon property under the jurisdiction of the Board of Education are specifically prohibited.
 - 1. Posting of political circulars or petitions on the bulletin boards.
 - 2. Distribution to employees, whether by placing in their mailboxes or otherwise, of political circulars or petitions, United States Mail being excepted.
 - 3. The collection of and/or solicitation for campaign funds.
 - 4. Solicitation for campaign workers.
 - 5. The use of pupils for writing or addressing political materials or distribution of such materials to pupils.
- D. Board employees who hold elective or appointive office, other than state legislator or county freeholder (as provided in statute) are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board or a currently valid negotiated agreement of the Board. Employees who absent themselves from assigned duties without permission may be deemed insubordinate and penalized accordingly.
- E. The following situations are exempt from the prohibition of this policy:
 - 1. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science.
 - 2. The conduct of student and employee elections and campaigns connected therewith.
- F. Violation of any of the foregoing rules shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

Reference: Policy #322

Regulations

Board of Education Woodbridge Township

#3230 ACCEPTANCE OF GIFTS

- A. No school employee is to accept any commission, gift, or anything of value from individuals, groups, or companies supplying or seeking to supply materials required in the operation of the Woodbridge Township School District.
- B. The operation of the schools includes materials for the construction, repair, and maintenance of the school plant, for materials and supplies needed to conduct instruction, for materials and supplies used in school organizations such as clubs, senior class, etc., and for certified and non-certified consulting services.
- C. The Board considers the presentation of gifts to staff members by pupils and their parents an undesirable practice, because it tends to embarrass pupils with limited means and gives the appearance of currying favor.
- D. It is the policy of the Board that staff members discourage gifts from students or parents, and staff members instruct their class to express their feelings in letters rather than gifts.

Reference: Policy #323

Regulations

Board of Education Woodbridge Township

#3240 WITHHOLDING AN INCREMENT

Any advancement on a salary guide, including annual increments and raises, shall not be considered automatic. Advancement on any such guide shall require favorable reports covering the employee's competence and thoroughness in the performance of the duties assigned, record of attendance, and compliance with district regulations.

The final determination to withhold an increment shall be made by the Board which may choose to freeze an employee's wages for one year or to hold an employee at the same vertical step on the guide.

The Board shall, within 10 days of withholding an increment, give written notice of such action, together with the reasons therefore, to the employee concerned and offer to hear the employee on the matter. The Board does not consider such appearance, however, to be an adversary hearing, rather the staff member is provided an opportunity to convince the Board that it made an incorrect determination by not offering an increment. Said appearance shall be conducted in accordance with the following rules:

- A. Teaching staff members shall receive at least seven (7) calendar days notice of the date and time of the appearance.
- B. The notice shall indicate that the meeting will be closed unless the teaching staff member requests in writing that the meeting be publicly held.
- C. Teaching staff members may be represented by counsel or one individual of their own choice.
- D. Teaching staff members may present witnesses on their behalf.
- E. Witnesses need not present testimony under oath and will not be subject to cross-examination.
- F. Witnesses will be called individually and excused after making their statement.
- G. The appearance will be privately held unless all parties involved agree to a public hearing.
- H. Within three (3) days following the informal appearance, the Board will notify the affected teaching staff member, in writing, whether or not it has revised its determination.

An amount which was withheld does not constitute an inequity in salary and is not expected to be paid as an adjustment in any future years.

Reference: Policy #324

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Board of Education Woodbridge Township

#3250 LIABILITY OF STAFF FOR STUDENT WELFARE

Teachers are responsible for the safety of pupils under their jurisdiction.

The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

- A. Each teacher must maintain a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities by:
 - 1. Never leaving class unattended while pupils are in room;
 - 2. Never leaving class with an unqualified person in charge;
 - 3. Accompanying the class wherever it is assigned and remain with it until supervision is assumed by another responsible person, except where specifically provided in a negotiated agreement.
 - B. A teacher should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as in 1 (above).
 - 1. Do not permit pupils to use equipment in the classroom which has not been approved by the Board of Education. (Some teachers or pupils bring their personal equipment which may be dangerous.)
 - 2. Do not use machinery except for the instructional purpose it was provided.
 - C. A teacher must provide proper instruction in the safety matters in the assigned curriculum guides.
 - D. Each responsible teacher must enforce the rules established by the Superintendent for the regulation of student activity in high risk areas.
 - 1. Do not permit students to work in a shop, kitchen, or laboratory at other than the regularly scheduled period and other approved school related activities, and then only under qualified supervision and in accordance with the prescribed safety procedures.
 - 2. Do not permit pupils, not enrolled in shop classes or laboratory classes, to use power tools or other dangerous equipment without appropriate qualified supervision.
 - 3. Never permit equipment to be operated in an unsafe manner.
 - 4. Organize classroom materials and equipment as to minimize danger of injury to pupils and to self.
 - 5. In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.
 - E. Each teacher who detects a safety hazard or witnesses an accident must immediately report same to principal.
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- F. Pursuant to regulations of the State Board of Education (N.J.A.C. 6:29-5.1) the following rules for pupil safety must be followed:
1. Each principal shall introduce and administer such measures and practices as may be necessary to prevent accidents, panic and fire.
 2. Principals shall maintain safe and suitable equipment in the schools particularly in such places where health, safety, physical education and practical arts education courses are held, and in the cafeteria and kitchen facilities.
 3. Shop tools and equipment shall be used for instructional purposes only, and the shop teacher shall be fully responsible for their use and condition.
 4. Principals shall be responsible for carrying out the provisions of 18A: Chapter 41 regarding fire drills and the safety of pupils in the event of fire.
 5. Principals shall require the use of such eye protection devices as are prescribed by law (18A:40-12.1 and 12.2).
 6. The courses of study in the schools shall include instruction in accident and fire prevention (18A:6-2) and in safety education (18A:35-5).
 7. Such safety rules as are prescribed by the principal of each school pursuant to A, above, shall be presented to personnel at the beginning of the school year and shall be prominently posted in several places in the school building.
- G. Pursuant to the laws of the state each teacher must report to the principal immediately any sign of suspected child abuse or drug abuse.
- H. Teachers must not send students on personal errands.
- I. Teachers shall transport students in their own cars only with the approval of the principal or appropriate administrator.
- J. Teachers must not assign students to any activity not approved by the Board of Education.
- K. The responsibility of the teacher concerning liability for pupil accidents or misbehavior applies also to school activities conducted after regular class hours.

Reference: Policy #325

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#3260 DRUG-FREE WORKPLACE / EMPLOYEE ASSISTANCE PROGRAM

Possession, use, and distribution of illicit drugs and alcohol by employees and students in the Woodbridge Township Board of Education is prohibited. At the onset, it should be clearly understood that the district, consistent with the alcohol and substance abuse program, recognizes that addiction is a treatable illness and encourages any employee experiencing difficulty with the use of alcohol and/or drugs to seek counseling. For the purpose of this regulation "work place" shall include any school building, or any school premises and any school-owned vehicles or any other school approved vehicle used to transport students to and from school-sponsored or school-approved activity, event, or function, such as, but not limited to, a field trip or athletic event, where students are under the jurisdiction of the school district.

- A. When any employee is suspected to be under the influence of alcohol and/or drugs, the following will occur:
1. Any suspicion of an employee being under the influence of alcohol or drugs in school or at a school activity shall be brought to the attention of the employee's immediate supervisor, the building principal, and/or a District Administrator.
 2. The building principal, supervisor, or District Administrator will meet with the employee and may ask the school nurse or doctor to participate in the meeting.
 3. If the suspicion is validated, the employee will be directed to submit to a substance abuse assessment for further evaluation. In the case of a positive test result, or refusal by the employee to submit to the testing process, administrative disciplinary action will occur.
- B. When an employee is suspected of possession and/or distribution of alcohol, drugs, or steroids the following will occur:
1. Suspicion of possession and/or distribution of alcohol and/or illegal drugs and/or anabolic steroids on school property or at school activities by an employee shall be brought to the attention of the building principal or immediate supervisor.
 2. The building principal or immediate supervisor will determine if the suspicion is valid. The school nurse or doctor may be consulted.
 3. If the suspicion of illegal drugs or anabolic steroid possession and/or distribution is confirmed to the reasonable satisfaction of the principal, the building principal shall immediately contact the Superintendent of Schools or his designee. The Superintendent of Schools shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in accordance with the law and administrative code. The employee will be referred to the Board of Education for disciplinary action. Violation of this policy shall subject an individual to disciplinary action by the Board which could result in termination of employment or tenure proceedings.
 4. In the case of alcohol possession and/or distribution, the employee may be placed on suspension or probation and may face disciplinary action resulting in termination of employment or tenure proceedings.
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Board of Education Woodbridge Township

5. When the Woodbridge Township Board of Education is notified of any drug related criminal involvement of any district employee, decisions as to consequences will be recommended by the Superintendent of Schools pending outcome of court action.
- C. In order to ensure the implementation of this policy the following will take place:
1. All employees will be informed of the dangers of alcohol/drug abuse/anabolic steroid use in the work place including the standards of conduct that clearly prohibit the unlawful use, possession, or distribution of such on school property or as a part of any school function.
 2. Distribute information to all employees about the Employee Assistance Program and any independent alcohol/drug related counseling options within the local vicinity.
 3. Distribute a copy of the adopted "Alcohol and Drug-Free Workplace Policy" to all employees and clearly present the consequences of policy violations.
- D. In order to provide assistance to employees, the Woodbridge Township Board of Education shall implement the following Employee Assistance Program:
1. Recognize that a wide range of human problems can adversely affect an employee's job performance and health such as: physical, mental, and emotional illnesses, marital or family distress, alcoholism or other drug dependencies, financial, legal, or other stressful problems.
 2. Offer counseling, diagnosis, and referral to an independent facility for appropriate treatment for conditions described above.
 3. Provide that an employee referred for counseling and/or treatment will be treated with dignity, respect, and the confidentiality given the same consideration as employees having other illnesses or disabilities.
 4. Provide that an employee's job security and promotional opportunities are in no way jeopardized by their willingness to accept referral to an Employee Assistance Program.
 5. Provide that no records of an employee's involvement in any phase of the referral will be kept in an employee's personal file.
 6. Provide that implementation of this policy will not result in any conflict with existing administrative procedures in contractual agreements.
 7. Provide opportunities for all staff members to be inserviced regarding the Employee Assistance Program.

Cite: 4CFR Part 86 V55 #159 p.33580
P.L.1987, cc: 101 and 106;
N.J.A.C.-7:3, 6:3-6.4; 6:3-6.5; 6:3-6.6
Memorandum of Agreement with local police per
N.J.A.G. Executive Directive #1988-1 (as modified 4/92)
N.J.S.A. 18A:16-2; N.J.S.A. 6:29-7.4(f)

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#3260-1 EMPLOYEE SMOKING

Smoking by employees in school buildings or on all school properties in Woodbridge Township is prohibited. Any employee discovered smoking on school properties or at school events will be disciplined.

Any employee violating this policy shall be given a formal written notice of the violation after the first offense. Should the policy be violated a second time, the employee shall have a complaint signed against him/her at municipal court and a possible fine will be levied. A third or more offense will require one day suspension without pay for each offense.

Reference: Policy #326

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#3280 SUBSTITUTE COMPENSATION

Substitute teachers shall be paid per the negotiated agreement with the Woodbridge Township Education Association as follows:

A. Substitute Teachers - State Certified

1. The regular per diem rate for state certified substitute teachers shall be \$114.00 in 2009-2010, \$117.00 in 2010-2011, and \$120.00 in 2011-2012 for the first twenty-five (25) days worked in a given school year.
2. The regular per diem rate shall increase to \$128.00 in 2009-2010, \$132.00 in 2010-2011, and \$136.00 in 2011-2012 for every day thereafter.
3. State certified substitute teachers shall be paid the following differentials in addition to the regular per diem rate:
 - a. A retroactive differential of \$48.00 in 2009-2010, \$49.00 in 2010-2011, and \$51.00 in 2011-2012 per day upon working for at least twenty (20) consecutive school days in the same position.
 - b. A retroactive differential of \$69.00 in 2009-2010, \$71.00 in 2010-2011, and \$73.00 in 2011-2012 per day upon working for at least thirty (30) consecutive school days in the same position.
 - c. The maximum rate a substitute teacher can receive shall be \$197.00 in 2009- 2010, \$203.00 in 2010-2011, and \$209.00 in 2011-2012.
4. The regular per diem rate for substitutes for Child Study Team members and nurses shall be \$175.00 in 2009-2010, \$187.00 in 2010-2011, \$200.00 in 2011- 2012 for the first twenty-five (25) days worked in a given school year. The regular per diem rate shall increase to \$200.00 in 2009-2010, \$212.00 in 2010- 2011, \$225.00 in 2011-2012 for every day thereafter.

B. Substitute Teachers - County Certified

1. The regular per diem rate for county certified substitute teachers shall be \$106.00 in 2009-2010, \$109.00 in 2010-2011, and \$112.00 in 2011-2012 for the first twenty-five (25) days worked in a given school year.
2. The regular per diem rate shall increase to \$114.00 in 2009-2010, \$117.00 in 2010-2011, and \$120.00 in 2011-2012 for every day thereafter.

Reference: Policy #328

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#3290 TRAVELING EXPENSES FOR ATTENDING PROFESSIONAL ACTIVITIES

The following guidelines are established for the utilization of public funds for professional out-of-district purposes:

- A. Any out-of-district conferences and/or trips must be approved in advance by the appropriate Director or Associate Superintendent. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
 - B. All administrators below the level of Associate Superintendent must live within the monetary allocations approved by the Board of Education.
 - C. Individuals will use the most direct and inexpensive form of transportation in getting to and from the conference or convention site. Anyone who chooses to take a more expensive form of transportation will receive only the amount which it would cost if he/she had taken the most inexpensive form of transportation.
 - D. For official travel other than by automobile, tickets may be purchased by the Board in advance, upon request of the individual involved.
 - E. District employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
 - F. Receipts are required for all expenditures for which reimbursement is expected. Employees might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
 - G. No one will receive more in reimbursement for meals than the total of \$100 per day. However, regardless of the approved appropriation, only actual expenses as verified by receipts shall be paid. Those doing such traveling should be expected to exercise the same care incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary expenditures will not be approved nor reimbursed.
 - H. The rate of reimbursement to district personnel using their personal cars on approved school business shall be in accordance with the negotiated agreement.
 - I. Spouses accompanying individual administrators to a conference or convention shall have all expenses paid for by the administrator/supervisor.
 - J. No one will be advanced Board of Education funds prior to a trip.
 - K. Full itemization of expenditures is required and all paperwork, including receipts for which the individual will be seeking reimbursement, must be filed in the appropriate office within five work days after returning to the district.
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- L. Telephone calls may not be charged to the district. All business calls to the district should be collect calls.
- M. Any exceptions requested by an administrator/supervisor to the present guidelines governing trips must be approved in writing by the Associate Superintendent prior to commencement of the trip.
- N. These guidelines govern administrators' attendance at conferences only and are not binding or appropriate to any other district personnel, including members of the Board of Education.

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#3340 STAFF DRESS AND GROOMING

Teachers set an example in dress and grooming for their students to follow. A teacher who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity and encourages respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline.

The Board has retained the authority to specify dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process.

All staff members shall, when assigned to district duty:

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting their professional assignment;
- C. Dress in fashion that is commonly accepted in this community;
- D. Dress in a manner that does not cause damage to district property;
- E. Be groomed in such a way that their hair style does not disrupt the educational process nor cause a health or safety hazard.

Reference: Policy #334

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#3350 WORKER'S COMPENSATION

The Board considers it desirable that employees injured on the job not be charged with sick days for such absence caused by and resulting from injuries sustained in the performance of their duties, therefore:

- A. Any employee who is injured in the course of his/her employment with the Board shall not be charged with sick days during the absence caused by such injury.
- B. The injured employee shall be entitled to receive full pay for a period up to one calendar year without having such absence charged to his/her annual sick leave or accumulated sick leave, but such full pay shall be reduced by any amount or amounts which may accrue to or be payable to said employee as a result of payments under the Temporary Disability Law.
- C. Application for benefits under the Temporary Disability Law and good faith processing of claims are conditions precedent to the payment of full salary and benefits under this policy.
- D. The Secretary is authorized to make such payment and receive and deposit to the Board account any temporary disability checks received by the injured employee.
- E. The Board shall have the right to require proof of injury and happening of occurrence arising out of and in the course of employment; and, if there is a controversy, the Board, at its sole discretion, shall resolve same.
- F. The Board requires the employee to be examined by a Board designated worker's compensation physician.

Reference: Policy #335

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#3360 STAFF DISTRICT RELATIONSHIPS

The following matters are brought to the attention of all certified staff members:

- A. No letterheads can be prepared without the prior approval of the Superintendent.
- B. No employee is authorized to place any calls outside of our dialing area without their supervisor's approval. (Public telephone booths are installed to facilitate personal calls.) All employees using school telephones to call outside the local dialing area on school business must record their call in a suitable log.
- C. Staff members shall be responsible for the proper care and accounting of all books, apparatus, bulletins, supplies and furniture owned by the Board.
- D. Staff members cannot loan or borrow school property for personal use.
- E. Staff members may not use school mails for personal reasons.

Reference: Policy #336

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**#3370 TRIPS, ACTIVITIES, AND TOURS
NOT APPROVED OR SPONSORED
BY THE BOARD OF EDUCATION**

The Woodbridge Township Board of Education recognizes the educational value of experimental trips. Guidelines have been established for trips approved and sponsored by the Board of Education. The Woodbridge Township Board of Education, however, does not sponsor or approve student trips on weekends or vacation periods whether within the state, out of the state, or out of the country which have not met the guidelines as established by the Board. Further, the Woodbridge Township Board of Education does not permit:

- A. Solicitation of students for trips, activities, and tours by any employee of the Woodbridge Township School District;
- B. The advertisement of these trips, activities, and tours in the schools of the district verbally or through posters;
- C. Meetings in the district's schools for the purpose of explaining, discussing, arranging, or financing such trips, activities and tours;
- D. The use of the district's schools or school grounds as a point of departure or return.

Reference: Policy #337

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#3380-A EVALUATION OF TENURED TEACHING STAFF MEMBERS

A. Definitions

1. Teaching Staff Member - A professional, certified employee of the Woodbridge Township School District, except the Superintendent of Schools and administrative personnel.
2. Supervisor - A person employed as an administrator or supervisor in the Woodbridge Township School District who is certified by the State of New Jersey as eligible to supervise.
3. Evaluator - A supervisor who has the specific responsibility for preparing an annual evaluation of a Teaching Staff Member.

B. Procedures

1. Copies of policies, procedures, job descriptions, and their evaluative criteria and related forms should be distributed before October 1st of each year.
 2. Teaching Staff Members should familiarize themselves with the policies, procedures and their own job descriptions together with their evaluative criteria within a week of receiving the information.
 3. Supervisors/Evaluators should conduct observations of Teaching Staff Members as often as necessary, but not less than two times a year.
 4. The Supervisor/Evaluator should prepare a written report on the observation using the appropriate form following each observation.
 5. The Supervisor/Evaluator should hold a post-observation conference with the Teaching Staff Member within three days of the observation and should provide a copy of the report to the teacher.
 6. The Teaching Staff Member should then review the written report of the observation during the post-observation conference and then sign the report.
 7. The Teaching Staff Member may provide to the observer any additional data on performance the Teaching Staff Member thinks necessary within five days of the conference.
 8. The Supervisor/Evaluator will file a copy of the observation report in the Personnel Office within five working days after the deadline for receipt of additional data (see Step "7").
 9. Teaching Staff Members, Supervisors, and Evaluators will gather available indicators of pupil progress and growth through observation, parental interviews, formal and informal evaluation, testing, etc., throughout the year.
 10. The Evaluator will review the available indicators of pupil progress and growth (see Step "9") and analyze how they relate to the effectiveness of the overall program and the
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performance of the individual Teaching Staff Member when it is time to evaluate programs and teaching staff members.

11. The Evaluator will monitor the Teaching Staff Member's progress towards implementation of his/her individual professional development plan as appropriate during the year.
12. The Evaluator will prepare an annual written performance report including but not limited to the overall performance of the Teaching Staff Member in light of his/her job description, individual professional development plan, and data collected for a summary of available indicators of pupil progress and growth prior to the annual summary conference.
13. The Evaluator will hold an annual summary conference with the Teaching Staff Member to review the annual written performance report, progress towards meeting the objectives of the individual professional development plan, available indicators of pupil progress and growth, and to develop a new individual professional development plan for the coming year. This conference shall be held between April 1 and, May 31.
14. The Teaching Staff Member and the Evaluator will sign the annual written performance report during of the annual summary conference. One copy of the report will be given to the Teaching Staff Member being evaluated.
15. The Teaching Staff Member may provide, to the Evaluator, any additional data on performance the Teaching Staff Member thinks necessary to be added to the annual written performance report within five working days of signing the report.
16. The Evaluator shall file a copy of the completed annual written performance report in the Personnel Office after the five day deadline in Step "15" is reached.

Reference: Policy#338-A

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#3380-B SUPERVISION OF NON-TENURED TEACHING STAFF MEMBERS

A. Definitions

1. Teaching Staff Member - A professional, certified employee of the Woodbridge Township School District, except the Superintendent of Schools and administrative personnel.
2. Supervisor - A person employed as an administrator or supervisor in the Woodbridge Township School District who is certified by the State of New Jersey as eligible to supervise.
3. Evaluator - A supervisor who has the specific responsibility for preparing an annual evaluation of a Teaching Staff Member.

B. Procedures

1. Copies of policies, procedures, job descriptions, and their evaluative criteria and related forms should be distributed before October 1st of each year.
 2. Teaching Staff Members should familiarize themselves with the policies, procedures and their own job descriptions together with their evaluative criteria within a week of receiving the information.
 3. Supervisors/Evaluators should conduct observations of Teaching Staff Members as often as necessary, but not less than three times a year.
 4. The Supervisor/Evaluator should prepare a written report on the observation using the appropriate form following each observation.
 5. The Supervisor/Evaluator should hold a post-observation conference with the Teaching Staff Member within three days of the observation and should provide a copy of the report to the teacher.
 6. The Teaching Staff Member should then review the written report of the observation during the post-observation conference and then sign the report.
 7. The Teaching Staff Member may provide to the observer any additional data on performance the Teaching Staff Member thinks necessary within five days of the conference.
 8. The Supervisor/Evaluator will file a copy of the observation report in the Personnel Office within five working days after the deadline for receipt of additional data (see Step "7").
 9. Teaching Staff Members, Supervisors, and Evaluators will gather available indicators of pupil progress and growth through observation, parental interviews, formal and informal evaluation, testing, etc., throughout the year.
 10. The Evaluator will review the available indicators of pupil progress and growth (see Step "9") and analyze how they relate to the effectiveness of the overall program and the
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performance of the individual Teaching Staff Member when it is time to evaluate programs and teaching staff members.

11. The Evaluator will monitor the Teaching Staff Member's progress towards implementation of his/her individual professional development plan as appropriate during the year.
12. The Evaluator will prepare an annual written performance report including but not limited to the overall performance of the Teaching Staff Member in light of his/her job description, individual professional development plan, and data collected for a summary of available indicators of pupil progress and growth prior to the annual summary conference.
13. The Evaluator will hold an annual summary conference with the Teaching Staff Member to review the annual written performance report, progress towards meeting the objectives of the individual professional development plan, available indicators of pupil progress and growth, and to develop a new individual professional improvement plan for the coming year. This conference shall be held once a year prior to April 1.
14. The Teaching Staff Member and the Evaluator will sign the annual written performance report during the annual summary conference and one copy of the report will be given to the Teaching Staff Member being evaluated.
15. The Teaching Staff Member may provide to the Evaluator any additional data on performance the Teaching Staff Member thinks necessary to be added to the annual written performance report within five working days of signing the report.
16. The Evaluator shall file a copy of the completed annual written performance report in the Personnel Office within five days after the deadline in Step "15" is reached.

Reference: Policy #338-B

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Regulations

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#3470 CODE OF ETHICS FOR COACHES

1. Athletic games belong to the players and the welfare of the game and the players should always be put above your own personal gain.
2. See that your players live up to both the letter and intent of the rules of the game.
3. Never tolerate unsportsmanlike conduct in your players.
4. Never allow your practice and game demands to interfere with the players' academic progress.
5. Review the eligibility rules with student-athletes and ensure adherence to them.
6. Direct all injured players to the appropriate medical person.
7. Never authorize or condone the use of drugs, medicants or stimulants.
8. Refrain from criticizing the officials to players.
9. Know the rules of the game and invite officials to discuss the rules with your team.
10. Treat officials with respect and demand the same from your players and fans.
11. Avoid complaining about controversial officiating decisions.
12. Develop a positive atmosphere for athletes to demonstrate the highest levels of sportsmanship.
13. Never behave in a way which will cause athletes to act in an unsportsmanlike manner.
14. Avoid making derogatory remarks about opponents, other coaches, and officials to the media.
15. Provide positive information on the players to the media as soon as possible after games.
16. After a loss or a poor performance, avoid stressing injuries, academic difficulties, and other personal matters.
17. Avoid public references to possible rule violations by opposing coaches.
18. Don't use or encourage athletes, parents, or organizations to pressure the administration or Board Members for anything related to the sport.
19. Avoid arguing with an opposing coach or bench during a game.
20. Give the best example possible to student-athletes at all times and in all circumstances.

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#3480 STUDENT HEALTH SERVICES AND REQUIREMENTS

The school nurse shall work to stimulate in every student the desire to achieve and maintain good health. A program of student health services shall exist which will include but not be limited to:

- A. The use of a medical inspector to perform those duties required by law, and to advise the Chief School Administrator on all matters affecting the health of pupils;
 - B. The use of a nurse to assist with physical examinations; conduct annual scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease; lecture to teachers on communicable diseases and other health concerns;
 - C. The availability of adequate facilities, equipment and supplies for professional health personnel and other staff;
 - D. The establishment of a system of pupil health records in compliance with state law;
 - E. The development of appropriate curriculum in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
 - F. The development of rules and procedures to foster good pupil health, and dissemination of these rules and procedures to the staff at the beginning of each school year;
 - G. The development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
 - H. The development and enforcement of an eye protection program as required by statute and administrative code;
 - I. The reporting on a regular basis to the Board on progress and accomplishments in the field of student health;
 - J. The provision of health services to staff which support pupil health;
 - K. The provision of emergency services for injury and sudden illness;
 - L. The establishment of required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
 - M. The development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;
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N. The encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations.

The operation of the student health program shall be at all times in compliance with the rules and regulations of the State Department of Education, local board of health and the State Department of Health.

Reference: Policy #348
