



Employee Policy and Procedure Handbook

Keansburg School District

100 Palmer Place
Keansburg, New Jersey 07734
(732) 787-2007
<http://www.keansburg.k12.nj.us>

Board of Education

Mr. Christopher Hoff, President
Mr. Michael Mankowski, Vice President
Ms. Brooke Clayton
Mr. Kenneth Cook
Mrs. Judy Ferraro
Mrs. Patricia Frizell
Mrs. Kimberly Kelaher-Moran
Mr. Matthew Kitchen
Ms. Catherine Ryan

District Administration

Ms. Kathleen O'Hare, Superintendent
Ms. Christine Formica, Director of Curriculum & Instruction/State & Federal Programs
Mrs. Lindsey Case Business Administrator
Mr. Michael Sette, Assistant to the Business Administrator/Accountant

[Titan- "One that stands out for Greatness of Achievement"](#)

CENTRAL OFFICE

Office of the Superintendent

Ms. Kathleen O'Hare, Superintendent of Schools
Ms. Patricia S. Faldetta, Confidential Secretary to the Superintendent & Curriculum &
Instruction, State & Federal Programs & Information Technologies
Ms. Margaret Ann LaFoe, Confidential Secretary to the Superintendent & Human
Resources

Office of Curriculum & Instruction/State & Federal Programs & Information Technologies

Ms. Christine Formica, Director of Curriculum & Instruction/State & Federal Programs
Mrs. Anne Hazeldine, Principal of Early Childhood
Mr. George Hoff, School Safety Specialist
Mr. Jonathan Helmers, Director of Technology
Mr. Steven G. Ambrus, Computer Technician
Mr. Michael Breheny, Computer Technician
Mr. Jacob Mandell, Computer Technician
Ms. Patricia Faldetta, Confidential Secretary for the Office of Curriculum &
Instruction/State & Federal Programs & Information Technologies

Business Office

Mrs. Lindsey Case, Business Administrator
Mr. Michael Sette, Assistant to the Business Administrator/Accountant
Mrs. Diane Nelson, Confidential Secretary to the Business Administrator/Board
Secretary/Child Nutrition/Genesis/Registration
Mrs. Nicole Piccione, Confidential Secretary for Accounts Payable

Pupil Personnel Services

Ms. Tara Smith, Supervisor of Special Education
Mrs. Eileen Enright, Secretary for PPS
Mrs. Maureen O'Hare Lambe, Secretary for PPS

Guidance

Mrs. Jennifer O'Keefe, Guidance Counselor, District
Mrs. Dana Florio, Guidance Counselor, Caruso Elementary School
Ms. Caitlin McDonald, Guidance Counselor, Caruso Elementary School
Mrs. Stefania Kohler, Guidance Counselor, Bolger Middle School
Mrs. Kelly King, Guidance Counselor, Keansburg High School
Ms. Amanda Volturo, Guidance Counselor, Keansburg High School
Mrs. Petrina Zwirz, Guidance Counselor, Bolger Middle School

Buildings:

Keansburg Early Learning Center
Joseph C. Caruso School K-5
Joseph R. Bolger Middle School 6-8
Keansburg High School 9-12

Principal

- Trip/Chaperone Request Form (45 days prior to trip date)
- Request to show a video
- Guest Speaker Request Form (1 week prior)
- Fundraisers
- Lesson Plans
- Observations
- Approval of Professional Development Plans
- Approval of Student Growth Objectives

Assistant Principal

- Referral Forms for Discipline & Substance Abuse
- Lesson Plans
- Observations

Guidance

- Case manage RTI students
- Building based HIB coordinator
- Building based coordinator of testing
- Facilitate student groups
- Counsel students
- Review of records for newly registered students

Child Study Team

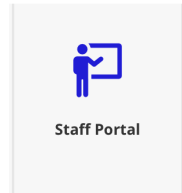
- Members: LDTC, Social Worker, Psychologist, Speech Pathologist, OT/PT
- Case manage students with IEPs, plan and facilitate meetings to be in compliance with Federal Statutes
- SAC and Behaviorist services are available as needed by staff certificated in those specialty areas
- Support instructional staff in educating special education students

Secretaries

- Announcement Request Form
- Application for Premise Request—submit 15 day prior
- PO Request Form
- Supplies
- Staff Attendance
- Class Coverage
- Keys
- Board Recommendations
- Student registrations (K-12), Ms. Diane Nelson
- Student registrations (Pre-K), Maryann Cooney

Keansburg School District

Commonly used websites can be found on the district website [Staff Portal](#).



All curriculum can be accessed through our website under departments, [Curriculum and Instruction](#).

[HOME](#) [OUR DISTRICT](#) [BOARD OF EDUCATION](#) [DEPARTMENTS](#) [STRATEGIC PLANNING](#) [PARENTS & STUDENTS](#) [STAFF](#) [CALENDAR](#)

Curriculum & Instruction

Staff >

Board Approved Curriculum Documents

Response to Intervention and I&RS

State Assessments Presentation

Summer Math and Reading Assignments

Gifted and Talented

Opening Day

Keansburg School District
Department of Curriculum, Instruction, & Federal Funding

Director of Curriculum & Instruction:
Christine Formica, Ext. 2443

Confidential Secretary, Office of Curriculum & Instruction:
Ms. Patricia Faldetta, Ext. 2331



YOU MUST LOG IN TO ACCESS THE DOCUMENTS

Keansburg School District Standard Operating Procedures

Parent Communication Expectations

Effective communication between school and home is essential for student success. All teachers are expected to maintain regular and meaningful communication with parents/guardians throughout the school year.

As part of our district-wide commitment to consistent communication, all teachers are required to use TalkingPoints as one form of outreach to families. TalkingPoints allows for easy, multilingual communication and helps ensure all families are informed and engaged.

In addition to TalkingPoints, teachers should also utilize other appropriate methods of communication when necessary, including:

- Phone calls
- Emails
- Genesis Parent Portal notes

Teachers are encouraged to use their professional judgment in selecting the most effective method(s) of communication for each situation. All parent interactions should be timely, (within 48 hours) respectful, and documented as appropriate.

Back-to-School Night and Parent-Teacher Conference Expectations

Back-to-School Night and Parent-Teacher Conferences are essential opportunities for building positive relationships with families and fostering strong home-school connections. These events allow parents/guardians to gain insight into classroom expectations, curriculum, and their child's progress.

Back-to-School Night

All teachers are expected to attend and actively participate in Back-to-School Night.

This includes:

Preparing and delivering a brief presentation outlining classroom expectations, curriculum, routines, and communication methods.

Being available to answer general questions from families.

Maintaining a welcoming and professional demeanor.

Specialists, support staff, and co-teachers should also be present and ready to communicate their roles in supporting student learning.

Parent-Teacher Conferences

Attendance at all scheduled Parent-Teacher Conference days is mandatory. Teachers are expected to:

- Be fully prepared with up-to-date academic and behavioral data.
- Maintain a professional and respectful tone in all discussions.
- Make every effort to accommodate parents' scheduling needs within the school's established conference windows.
- Offer both in-person and virtual options when applicable.
- Document conferences as required by administration.

Teachers are also encouraged to reach out to families who are unable to attend scheduled conferences and offer alternative opportunities for communication.

1. Student code of conduct - where are we? All need to collaborate. Needs to flow
2. Genesis opening
3. Review previous summer agendas

Attendance at Promotion or Graduation Ceremonies

As part of their professional responsibilities, all certified district employees are required to attend at least one promotion or graduation ceremony (Middle School or High School) each school year.

Lesson Plans

Lesson Plans should be submitted electronically to the designated building administrator and/or supervisor by Monday mornings. Lesson plans should be in compliance with the district policy.

Sick Days

When you are sick the day before or after a holiday a doctor's note is required. If absent three or more consecutive days a doctor's note is required. Doctor's note should be given to the building secretary to be forwarded to the Superintendent's secretary.

Field Trips

Field Trip and Chaperone Request Forms are available online and must be completed for administrative approval at least 45 days prior to the trip. No other plans should be made until approval is received.

1. There must be one chaperone for every ten students attending the trip in grades PreK-5.
2. There must be one chaperone for every 15 students attending the trip in grades 6-12.
3. Upon approval, submit a purchase order request for transportation and admission (if applicable).
4. Two weeks prior to the trip, notify the cafeteria of the number of students participating.
5. On the day of the trip, the finalized list of students and chaperones attending should be provided to the building secretary and the building administrator.

What to do if you are accused of child abuse?

1. REMAIN SILENT.
2. For assistance contact your building representative.
3. Put nothing in writing.
4. Never sign what someone else writes up about the incident.

5. Do not meet with DCP&P without an attorney.
6. Do not discuss the matter with anyone except an attorney.
7. *If someone else is being accused and you are being questioned, contact your NJEA Uniserve representative immediately.*

KEA Website www.keanj.com

Uniserve Office (732) 403-8000



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Child Abuse/ Neglect Reporting From 1-877-NJ-ABUSE (652-2873)

Please send a completed typed form to your Building Principal, Ms. Smith, and call & fax the Keansburg Police Department (732) 787-0600 and email: dcpp@keansburgpd.org

Date:			
Student's Name:		Date of Birth	
Address:		School/Grade	
Parent/Guardian's Name:		Cell Phone:	
Sibling:		Age:	
Sibling:		Age:	

Type of Abuse Being Reported: Physical: _____ Sexual: _____ Neglect/ Emotional: _____ **Describe the situation being reported:** Please use clear names and specifically describe the nature of abuse or neglect reported. Include child and parents' names, time of occurrence, and if it is a single or chronic problem. List any injuries seen or informed of and if there are any other witnesses or others who are aware of the abuses. Also, please list what your concerns are.

--

Attach the Nurse's Assessment if reporting physical abuse.

In your opinion, is this child at immediate risk for further abuse?

Yes

No

Date of Referral to DCP:: _____ Time of Referral to DCP:: _____

Name of DYFS Intake Worker: _____ Contact Number of Intake Worker: _____

Name of Reporting Administrator – _____



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DCP&P REPORTING PROTOCOLS

Division of Child Protection & Permanency
Child Abuse Hotline
1-877-NJ ABUSE
Office of Advocacy
1-877-543- 7864

For more information about programs and services visit: www.nj.gov/def

Department of Children and Families Division of Child Protection and Permanency PO Box 717 Trenton, NJ 08625-0717 609-888-7000

N.J.S.A. 9:6-8.10 requires a staff member to report such a belief to the Division of Youth and Family Service. *This requirement does not require any supervisory permission for the staff member to do so.*

It is important to:

- Remain confidential and **not repeat** the information told to you by a child with anyone not involved in the reporting process.
- **Be timely** in making the call.
 - If a child reports something in the morning do not wait until the end of the day.
 - Never wait until the next day to make a call.
 - If necessary, arrange for class coverage to ensure the call is made in a timely fashion.
- Feel free to wish to consult an administrator, guidance counselor, or CST staff member to assist with the phone call.

Please follow the guidelines below:

- If it is an allegation of PHYSICAL ABUSE, the nurse must see the child to add her assessment before the call is made.
- Call the DCP&P hotline number on the bottom of the form. Make the report. Please record the name of the person taking the call.
- Call Keansburg Police department (732-787-0600) and ask for a detective. Explain that you are a staff member from the Keansburg School District making a DCP&P report. Be prepared to answer any questions that they have; however, your name is confidential and not required to be shared with anyone.
- Type up the report using the Child Abuse Reporting Form. Print out, but do not save, the form. Please see the attached updated form. Please email the form to KPD at dcpp@keansburgpd.org. All information should be typed, not handwritten. Use **actual names** of students wherever possible instead of he, she, or child.
- PRINT a confirmation fax – directions on fax machine.
- PHOTOCOPY two sets of papers and put in a sealed envelope for the Principal of your building and Mrs. Beegle. The Principal must be notified that a DCP&P call was made.

It is imperative that all of these steps are followed when completing a DCP&P report. If you have any questions, speak to your school guidance counselor, CST, or administrator.



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Student Incident Report

Student: _____	Date of Incident: _____
Person Completing Report _____	Position: _____

School _____ **Location of the incident** _____

Setting Events – Please check off setting events which occurred MORE THAN ten (10) minutes prior to the incident which may have impacted the incident. Please check off ALL that apply:

- ☐ Recently Restrained ☐ Recent Tantrum ☐ Appeared in Agitated State for More Than Ten (10) Minutes
- ☐ Disruptive Behavior of Peer ☐ High Noise Level in Room ☐ Receiving Minimal Attention/Sharing Attention
- ☐ Other (Please specify): _____

Antecedent Events – Please check off antecedent events which occurred within ten (10) minutes prior to the situation, leading up to the incident. Please check off ALL that apply:

- ☐ Work Demands ☐ Small Group Instruction (2:1 or 3:1) ☐ Large Group Instruction (More than 3 peers)
- ☐ Transition to Work ☐ Transition from Work ☐ Transition to Break ☐ Transition from Break
- ☐ Disruptive Behavior of Peer ☐ Close Proximity of Peer/Adult ☐ High Noise Level in Room
- ☐ No Demands ☐ Receiving Minimal Attention/Sharing Attention
- ☐ Other (Please specify): _____

Behavior demonstrated by student:

Self-Injurious behavior (describe):

Aggressive behavior (describe):

Other (describe):

Efforts made to de-escalate the situation:

- ☐ CPI Supportive stance ☐ Empathic Listening ☐ Provided personal space ☐ Provided Choices
☐ Verbal Redirection ☐ Reduced Demands ☐ Used Visual Strategies ☐ Non-Verbal Redirection
☐ Calming Techniques ☐ Reduced Verbal Interaction
☐ Calm tone, volume, and cadence ☐ Other _____

Duration of the incident and duration of the restraint:

Beginning time of incident : _____ _____	Ending time of incident : _____ _____
Beginning time of restraint : _____ _____	Ending Time of restraint : _____ _____
Type of Restraint: ☐ CPI Children's control position ☐ CPI Team Control Position ☐ CPI Transport Position ☐ Other _____	

Please check possible function of behavior (motivator to engage in behavior)

- ☐ Obtain peer attention ☐ Obtain adult attention ☐ Obtain items /activities ☐ Avoid peer(s)

☐ Avoid adult(s) ☐ Avoid task or activity ☐ Other _____

Post-Incident Interaction:

- ☐ Therapeutic Rapport: Re-establish positive relationship

Nurse's report:

☐ **Parent/Guardian is notified of incident/restraint:** Date: _____ Type of contact _____

***** Another form should be completed if a new episode occurs. (i.e. the student was released and a new antecedent triggered an episode)**

Staff reporting the incident Date Classroom Teacher Date

Principal Date Nurse Date

ORIGINAL TO: Student File

COPIES TO: Teacher, Nurse, Principal, Supervisor of Special Education

***Available for parental viewing upon request**

<u>FOR ADMINISTRATIVE COMPLETION:</u> ☐ M ☐ F ☐ IEP ☐ 504 ☐ ELL	
Race/Ethnicity: ☐ American Indian or Alaska Native ☐ Black or African American ☐ Hispanic or Latino ☐ Native Hawaiian/ Other Pacific Islander ☐ Asian ☐ White/Caucasian ☐ Mixed ☐ Other Type of restraint: ☐ Physical ☐ Mechanical Absences: _____ Arrests: _____	



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Crisis Behavior Guide

When a crisis behavior is occurring or you see preliminary signs...

Stay calm. Do not engage in a battle for control. Attempt to de-escalate

1. Identify the function of the behavior
2. Be Supportive
3. Wait out Behavior and Attempt to De-escalate
4. Re-Establish Communication

Function: Consider WHY the behavior is occurring

Attention: Ignore attention-seeking behaviors while employing de-escalation strategies

Tangible: prompt child to ask appropriately

Sensory: take a walk, ask for a squeeze, squeeze a stress ball, use a wiggle seat

Escape: Allow them to escape task once compliant: ask to do it later, ask for help, do one math problem and then have a break

Support

I notice that you are extra fidgety; do you need to take a break?

Ask: How can I help you? Is there something or someone you want?

Use Distractions

Provide Choices

Let's take a walk

Engage in discussion about what interests them

Discuss what to do when you get upset

De-Escalate

Provide Choices

Use Distraction

Re-direct-- look at this, can you tell me how to ____?

Prompt a Break or walk

Non-verbal redirection and response (ex: if a child picks up an item to throw, remove from hands but do not give attention)

Remind/show rules Remind/show rewards

Give a warning

Compliance drill: Short verbal attention-ex: what is this? Touch red.

Ask- What do you want? -Or- Do you want this?

Use a timer to calm down

Use calm down schedule

*****If Behavior Continues or Escalates*****

If you have one:

Put up mat or divider, etc. to create space between child and rest of class. This will also create physical boundaries for the children.

*If a child is acting in a manner that is potentially dangerous to themselves or others, such as throwing or climbing on furniture, throwing items, pulling out wires, etc., you may have to remove other children from classroom and send them to a “buddy room”-utilize co-teacher, T.A., etc.

If you have to remove other children from your room:

One of the teachers that the issue occurred should stay with the child; otherwise we may be mistakenly positively reinforcing the negative behavior, which in turn will teach them that this is how I get what I want!

**This does not mean that the teacher must be alone, just remain as control.

*You may have to use your body(ies) to physically block items and re-direct child

*You may need to call for Behavior Response Team for additional support

Once De-Escalated

Re-Establish Communication

Redirect back to task to complete original demand, even if modified

Once task is complete the child may earn whatever they were trying to originally attain (IF APPROPRIATE)

PRAISE at your first opportunity!

Radio Usage

Using the radio for assistance when someone is in danger.

*The reason is that in most cases, when this novel person comes in the room they serve as reward for this child; therefore inadvertently positively reinforcing this behavior and increasing the likelihood that it will occur again.

Restraints

A restraint is a **last resort** procedure. Restraints occur only when a child is a danger to themselves or others. Use nonviolent physical crisis intervention, following appropriate CPI protocols. Radio usage would most likely occur at this time, as no one should be restraining alone

Important Notes:

*As you are the classroom teacher, use your best judgment in what specific strategies would be most effective for your child.

****Restraint Form*** must be completed and sent to designated personnel

*If you have any further questions or concerns, please feel free to reach out to Tara Smith, Supervisor of Special Education at extension 6056.

Keansburg School District Safety and Security Plan

ACTIVE SHOOTER

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to pupils and school staff. Intruders may possess weapons or other harmful devices. In an active shooter situation, one or more subjects who are believed to be armed, has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm other, and their overriding the objective appears to be that of mass injury.

- Procedures in the Event of an Active shooter in the School or on School Grounds
- If any staff member determines there is an active shooter in the school or on school grounds they will immediately.
- Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;
- Contact local law enforcement;
- Inform the Superintendent of Schools or his/her designee;
- Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement arrive on scene; and
- Direct staff and pupils outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.

The Principal and /or designee will also:

- Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds.
- Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;
- Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and

- Will allow local law enforcement officials to control the scene upon their arrival.
- School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:
- If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;
- Turn off all lights, close blinds/shades, and turn off electronic equipment;
- Instruct pupils to be absolutely quiet and not to use any individual electronic communication device;
- Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible out of the line of site;
- Close and lock doors and windows from inside the room, if possible;
- Secure all staff, pupils, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;
- Not permit anyone to leave or enter a secured room or area until notified by the Principal or designee or law enforcement officials; and
- Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.
- Any school staff member not supervising pupils at the time of lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
- Teachers shall take pupil attendance for the pupils within their secured area and report any additional pupils in the room and any missing pupils.
- Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.
- The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.
- Physical education classes using outside facilities, should go to a secure location at a far enough distance away from the building and remain there until all clear is given.

The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.

The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.

- Procedures After Active Shooter Situation is Brought Under Control.
- After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.
- Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.
- The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.
- The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.
- The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.
- The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.
- These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures. If he/she determines modification is needed to best protect the building's occupants

LOCKDOWN PROCEDURES QUICK GUIDE (INSIDE THREAT)

- Lockdown will be announced “Lockdown, Lockdown, Lockdown” three times P.A. and hand-held radios.
- Remain Calm!
- Immediately gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Turn off lights, Close and Lock doors/windows.
- **Cover INTERIOR door window.**
- **OUTSIDE window blinds open.**
- Situate students on the wall closest to the hallways being sure they are not visible. Use closets, locker rooms, and other rooms/areas that can provide concealment.
- Take attendance – include additions. If students are missing, their last known locations should be noted. Keep this record for when you are released from lockdown.
- Keep your room quiet and maintain order.
- **Disregard bell system.**
- **DO NOT** communicate through your locked door.
- **DO NOT** allow anyone into your room.
- **DO NOT** allow anyone into your secured area.
- **DO NOT** answer or respond to classroom telephones, intercom, P.A., or other announcements.
- **DO NOT** respond to a Fire Alarm unless imminent signs of a fire are observed.

LOCKDOWN will end ONLY when you are physically released from your room by Administrative staff, emergency responders or other authority.

SHELTER IN PLACE PROCEDURES QUICK GUIDE

- Shelter in Place will be announced 3X'S "Shelter in Place, Shelter in Place, Shelter in Place no one in the hallways at this time" by P.A. and hand-held radios.
 - Have all students return to their respective classroom's.
 - Close doors to classroom and make sure they are LOCKED!!
 - **Classes continue as normal unless otherwise directed.**
 - Any staff member using outside facilities should remain outside until directed to another location. Do not enter back into the building, until advised to do so.
 - Take attendance, if students are missing report there last known locations to the office.
- Disregard the bell system.**
- **DO NOT** respond to a Fire Alarm unless imminent signs of a fire are observed.

SHELTER IN PLACE-LOCKOUT PROCEDURES QUICK GUIDE (OUTSIDE THREAT)

- Lockout will be announced 3X'S "Shelter in Place-Lockout, Shelter in Place-Lockout, Shelter in Place-Lockout" by P.A. and hand-held radios.
- If not initiated by Police and initiated by the school, notify Police. Consider a lockout for adjacent school buildings.
- Any staff member using outside facilities must immediately cease what they are doing and return to their respective building, and classroom unless directed to another location.
- Have all students return to their respective classrooms.
- **Close and Lock all EXTERIOR doors/windows.**
- **Close EXTERIOR window blinds.**
- Take attendance, if students are missing report their last known locations to the office.
- **Classroom activity continues as normal.**

DISTRICT POLICY

3159 - TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. For the purpose of this Policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district’s employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing “concerns” regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.

The Superintendent shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3

N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Adopted: 17 November 2009

Revised: 20 December 2016

Revised 15 October 2019

DISTRICT POLICY

4159 - SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9B-4.3.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted: 20 December 2016

District Policy

3216 - DRESS AND GROOMING

Section: Teaching Staff Members

Date Created: January 2008

Date Edited: August 2022

The Board of Education believes the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

1. Acceptable attire for teaching staff members shall include, but not be limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie;
2. Inappropriate attire within the regular school day includes, but is not limited to, the following:
 - a. Jeans (unless approved by the Principal or designee for a special activity or event);
 - b. T-shirts;
 - c. Strapless shirts and dresses;
 - d. Sweatshirts, shorts, sweatpants, workout attire unless approved by the Principal or designee;
 - e. Beachwear; and
 - f. Hats and/or head coverings unless approved by the Principal or designee for medical or religious reasons.

3. The clothing and appearance of all teaching staff members shall be clean and neat;
4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program;
5. A teaching staff member may request a waiver of this dress code for the performance of particular duties. Such waivers may be granted by the Principal or designee;
6. The Building Principal or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend other appropriate disciplinary measures.

N.J.S.A. 18A:27-4

Adopted: 22 January 2008
Revised: 28 September 2010
Revised: 23 August 2012
Revised: 28 November 2017
Revised: 16 August 2022

DISTRICT POLICY

4216 - DRESS AND GROOMING

This dress code is adopted pursuant to the general rule making authority of the Board found in N.J.S.A. 18A:11-1 and N.J.S.A. 18A:27-4.

The Board of Education believes that the appearance and dress of support staff members is an important component of the educational program of this school district. The attitude of support staff members about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance. How you present yourself is a reflection on our district. You are the face of the district to our students, local communities and potential future employees. Your dress and appearance should always reflect the highest standard of professionalism. Casual clothing – clothing that may work well for sporting events, the beach or yard work – is not acceptable. Accordingly, in order to create an atmosphere of respect for support staff members and an environment conducive to discipline and learning, the Board requires its support staff members dress in a professional manner. Staff members shall demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty and good sense in attire and appearance.

On specific days as designated by administration, Support staff members may participate in denim dress down days, casual dress for field trips, and other days as designated by administration.

Adopted: 22 January 2008
Revised: 28 September 2010
Revised: 23 August 2012
Revised: 28 November 2017
Revised: 16 August 2022

DISTRICT POLICY

3212- ATTENDANCE (M) Teaching Staff Members

M

3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the educational program. Teaching staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a teaching staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; collective bargaining agreement; an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among teaching staff members. The review will include the collection and analysis of attendance patterns, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff

members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 22 January 2008

Revised: 19 May 2015

Revised: 20 December 2016

Revised: 26 March 2019

Revised: 19 December 2023

DISTRICT POLICY

4212 Attendance-Support Staff

4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; the collective bargaining agreement; in an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support staff members. The review will include the collection and analysis of attendance patterns, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 22 January 2008

Revised: 19 May 2015

Revised: 20 December 2016

Revised: 26 March 2019

Revised: 19 December 2023

District Policy

3322 - Staff Cell Phone Use

The Board of Education recognizes a teaching staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event the teaching staff member needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday, the teaching staff member may do so provided the communication is made during the teaching staff member's duty free lunch or break periods and/or preparation periods for teaching staff and is made outside the presence of students either in an area inside or outside the school building designated by the teaching staff member's Principal or immediate supervisor.

A teaching staff member's personal cellular telephone or other personal communication device shall be secured by the teaching staff member and outside the view of others when the teaching staff member is performing assigned school district responsibilities.

An electronic communication by a teaching staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while the teaching staff member is performing assigned school district responsibilities.

In the event the teaching staff member has an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities, the teaching staff member shall inform their Principal or immediate supervisor before or immediately after the communication, depending on the nature of the emergency. The Board of Education is not responsible if a teaching staff member's personal cellular telephone or other communication device is lost, stolen, or missing

Adopted: 22 January 2008

Revised: 22 September 2015

ALL DISTRICT POLICIES ARE AVAILABLE ON OUR KEANSBURG SCHOOL DISTRICT
WEBSITE.