

"CAUCUS MEETING" - BOARD OF EDUCATION

THURSDAY, SEPTEMBER 8, 2011 - 7:00 O'CLOCK P.M.

GLOUCESTER CITY JR. SR. HIGH SCHOOL MEDIA CENTER

Ms. Louisa W. Llewellyn, President, read the following statement:

“This meeting is being held in accordance with the Open Public Meetings Act. Notice of this meeting has been posted on the district website and published through written notice on the official school bulletin board at the Gloucester City Jr. Sr. High School Media Center and at Mary Ethel Costello School, and through written notice to the Gloucester City News, the Courier Post, and the Gloucester City Clerk”.

Salute to the Flag.

PRESIDING Ms. Llewellyn, President

ROLL CALL

Mr.	Baker	Present
Mrs.	Bittmann	Absent
Mrs.	Borger	Present
Mr.	Darrow	Present
Mr.	Hagan	Absent
Mr.	Hubbs	Present
Mrs.	Levins	Present
Mr.	Marks	Present
Mrs.	McHugh	Present
Ms.	Llewellyn	Present

Administration in Attendance

Mr. Spaventa, Superintendent; Ms. McDonnell, Business Administrator; Board Solicitor; Administrators: Mrs. Curry, Mr. Kenney, Ms. Longer, and Mrs. Kauffmann; Principals: Dr. Don, Mrs. Ernst, and Mr. Wagstaff.

Committee Reports:

Personnel – Mr. Hubbs reported.
Facilities – Mr. Marks reported.
Curriculum – Mrs. McHugh reported.
Finance – Mrs. Borger reported.

OLD BUSINESS Clubs and Activities to be negotiated by GCEA and Personnel Committee of the Board of Education.

NEW BUSINESS Activity Status Request

PUBLIC SECTOR Charles Wigginton, of Monmouth Street and attorney, spoke on behalf of parents of students formerly at St. Mary's now at Good Shepherd in Collingswood, NJ regarding entitlement to non public transportation or aid in lieu.

EXECUTIVE SESSION

8:20 PM On the Motion of Mrs. McHugh, seconded by Mr. Baker to enter into Executive Session. Motion was passed unanimously by members present.

BE IT RESOLVED that pursuant to the Open Public Meetings Act, the public shall be excluded from the portion of the meeting that discussed personnel for approximately ½ hour. Action may or may not be taken as a result of Executive Session. FURTHER, that actions taken, if any, will be disclosed when the meeting is opened to the public.

8:29 PM On the Motion of Mr. Hubbs, seconded by Mr. Marks to return to the Regular Meeting. Motion was passed unanimously by members present.

ROLL CALL

Mr.	Baker	Present
Mrs.	Bittmann	Absent
Mrs.	Borger	Present
Mr.	Darrow	Present
Mr.	Hagan	Absent
Mr.	Hubbs	Present
Mrs.	Levins	Present
Mr.	Marks	Present
Mrs.	McHugh	Present
Ms.	Llewellyn	Present

TIME: 8:30 PM

This meeting was adjourned on the Motion of

Mrs. McHugh, seconded by Mr. Hubbs.

Motion was passed unanimously by members present.

Margaret M. McDonnell, SECRETARY

"REGULAR MEETING" - BOARD OF EDUCATIONTUESDAY, SEPTEMBER 13, 2011 - 7:00 O'CLOCK P.M.GLOUCESTER CITY JR. SR. HIGH SCHOOL MEDIA CENTER

Ms. Louisa W. Llewellyn, President, read the following statement:

“This meeting is being held in accordance with the Open Public Meetings Act. Notice of this meeting has been posted on the district website and published through written notice on the official school bulletin board at the Gloucester City Jr. Sr. High School Media Center and at Mary Ethel Costello School, and through written notice to the Gloucester City News, the Courier Post, and the Gloucester City Clerk”.

Salute to the Flag.

PRESIDING Ms. Llewellyn, President

ROLL CALL

Mr. Baker	Present
Mrs. Bittmann	Present
Mrs. Borger	Present
Mr. Darrow	Absent
Mr. Hagan	Present
Mr. Hubbs	Present
Mrs. Levins	Present
Mr. Marks	Present
Mrs. McHugh	Present
Ms. Llewellyn	Present

Administration in Attendance

Mr. Spaventa, Superintendent; Board Solicitor; Administrators: Mrs. Curry, Ms. Longer, and Mrs. Kauffmann; Principals: Dr. Don, Mrs. Ernst, Mr. O’Kane, and Mr. Wagstaff. Ms. Sacchetti took minutes for the Board Secretary.

Committee Reports:

Personnel – Mr. Hubbs reported.
Policy – Mrs. Bittmann reported.
Facilities – Mr. Marks reported.
Curriculum – Mrs. McHugh reported.
Finance – Mrs. Borger reported.
Discipline - no report
Sick Bank - no report
Negotiations- no report

APPROVAL OF MINUTES FROM PREVIOUS MEETING

On the Motion of Mr. Hubbs, seconded by Mrs. McHugh to approve and accept the following Board Minutes.

RCV# 1 – 8 votes yes, 1 member abstained, 1 member absent. Motion approved.

1. Move that the Board approve and accept the board minutes for the 07/26/2011 regular meeting and the 07/26/2011 Executive session.

Upon the Superintendent’s recommendation, Motion by Mr. Hubbs, seconded by Mrs. McHugh, to approve the Administrative Reports for SEPTEMBER 2011 Board of Education. Motion was passed unanimously by members present.

SUPERINTENDENT’S REPORT

Mission Statement:

“The educational process of the Gloucester City Public School district is the embodiment of visionary leadership, involved community, and individual needs. It is characterized by a holistic approach, by technological innovation, and by the development of socially responsible citizens. All students in the Gloucester City School District will be able to demonstrate the skills as outlined in the New Jersey Core Curriculum Content Standards. The students of the Gloucester City Schools will become contributing members of a changing economy and be prepared and committed to life long learning.”

Upon the Superintendent’s recommendation, Motion by Mrs. McHugh, seconded by Mrs. Borger to approve of the following Student Action Items.

RCV # 2 - 9 votes yes, 1 member absent. Motion approved.

A. STUDENTS

BOE Date	Student #	Action	Effective Date
9/13/2011	19	Begin Contract GCSSSD	9/1/2011
9/13/2011	20	Begin Homebound Instruction Kennedy Partial Care Begin Philadelphia School for the	6/6/2011
9/13/2011	21	Deaf	9/8/2011
9/13/2011	20	Begin Contract Archway School Terminate Homebound Instruction Rockford Ctr, Newark, DE	9/1/2011
9/13/2011	20	Terminate Homebound Instruction Kennedy Partial Care	6/1/2011
9/13/2011	20	Terminate Drenk Nottingham Program	6/13/2011
9/13/2011	15	Terminate Contract GCSSSD	6/24/2011
9/13/2011	11		8/31/2011

Upon the Superintendent's recommendation, Motion by Mr. Hubbs, seconded by Mrs. McHugh to approve the following Personnel Action

RCV# 3 – 9 votes yes, 1 member absent. Motion approved.

New Hire

Last	First	Position	School	Salary	Replacing	Step	Effective
Canfield	Collin	Teacher	GHS	\$48,020	Keys	BA	9/1/2011
Oehler	John	Baseball Coach Jr. High Art	GHS	* Will be paid at the daily Sub Rate pending proper completion of paperwork until NJ Cert is produced Contracted Amount to be Paid in 2012 with coaches			9/1/2011
Dean	Janey	Teacher	GHS	\$48,020 \$48020 No benefits/PTO	Light	BA	9/1/2011 9/1- 11/28/2011
Davis	Jacqueline	LTS Teacher	CSS	\$48020 No	Schultes	NA	11/28/2011
Giannopolus	Christina	LTS Teacher	CSS	\$48020 No	Pastore	NA	9/30-

				benefits/PTO			3/5/2012
Cassidy	Joshua	Paraprofessional	CSS	\$25,907 + \$1000	Widen	BA	9/1/2011
Dantonio	Margaret	Paraprofessional	CSS	\$25,907 + \$1000	Kowalski	BA	9/1/2011
Uhlendorf	Dominique	Teacher	CSS	\$48,020	Tucker	BA	9/1/2011
Stinger	Nichole	LTS Teacher	CSS	\$48020 No	Vasquez	BA	9/12-
		Extended Day		benefits/PTO			2/10/2012
O'Connor	Megan	Coord	CSS	\$38,000	NA	Paid from SES Carryover	
Gorman	Shannon	Non Public Nurse	GCHS	\$36,500	Worley	NA	9/1/2011

* Paid with Non Public Nursing Allocation

Resignations

BOE

Date	Last	First	Position	School
9/13/2011	Tucker	Laura	Teacher	CSS
9/13/2011	Kowalski	Lynn	Paraprofessional	CSS
9/13/2011	Savola	Eric	Paraprofessional	HPS

Leave of Absence

BOE

Date	Last	First	Position	School	Date(s)
9/13/2011	Pastore	Jackie	Teacher	CSS	06/14/2011-03/05/2012*
					* Date Change, Previously BOE approved 06/14/2011
9/13/2011	Koenig	Leann	Teacher	MEC	11/21/2011-03/30/2012

Clinical Student:

BOE

Date	Last	First	School	College/University	Cooperating Staff	Effective
9/13/2011	Coyle	Bridget	GHS	Rutgers	Tamie Hobbs	9/1/2011
9/13/2011	Light	David	GHS	Wilmington University	Ed Malone	9/1/2011

2011-2012 Substitute Teachers @ \$95 per day

2011-2012 Substitute Teachers @ \$95 per day

BOE

Date	Last	First	BOE Date	Last	First
9/13/2011	Immendorf	Jennifer	9/13/2011	Curry	Joshua
9/13/2011	Dougherty	Caroline	9/13/2011	Dantanio	Donald
9/13/2011	Gorman	Catherine	9/13/2011	Davis	Laura
9/13/2011	Weinberg	Andrew	9/13/2011	Davis	Jacqueline
9/13/2011	Guittar	Helen	9/13/2011	DiSibio	Joseph
9/13/2011	Clifford	Christina	9/13/2011	Dobbins	Denise
9/13/2011	DiGiacomo	Joseph	9/13/2011	Dooley	Jennifer
9/13/2011	Giannopolus	Christina	9/13/2011	Driscoll	John
9/13/2011	Quinn	Thomas	9/13/2011	Driscoll	Kimberly
9/13/2011	Albanese	Cynthia	9/13/2011	Fareri-Wall	Lillian
9/13/2011	Averell	Elizabeth	9/13/2011	Foley	Michael
9/13/2011	Bakey	Liz	9/13/2011	Foyle	Marybeth
9/13/2011	Banks	Christina	9/13/2011	Franchi	Amy
9/13/2011	Berdecia	Antoinio	9/13/2011	Gartland	Patrick
9/13/2011	Billings	Susan	9/13/2011	Graham	Paula
9/13/2011	Black	Amy	9/13/2011	Greenwood	Joan
9/13/2011	Bonner	Theresa	9/13/2011	Grokowski	Kimerlee
9/13/2011	Brandt	Andrew	9/13/2011	Hubbs	Leigh Ann
9/13/2011	Brennan	Lucy	9/13/2011	Ilconich	Jenna
9/13/2011	Burrows	Dustin	9/13/2011	James	Liam
9/13/2011	Callista	James	9/13/2011	James	Stephen
9/13/2011	Casey	Tyler	9/13/2011	Jamrogowicz	Sarah
9/13/2011	Casey	Ethan	9/13/2011	Kauffman	Michael
9/13/2011	Clements	Laraine	9/13/2011	Kendall	Melissa
9/13/2011	Thorstensen	Sylvie	9/13/2011	Dalsey	Christopher

2011-2012 Substitute Teachers @ \$95 per day**BOE**

Date	Last	First
9/13/2011	Kuczynski	Vincent

2011-2012 Substitute Teachers @ \$95 per day

BOE Date	Last	First
9/13/2011	Thomas	Marge

9/13/2011	Lafontaine	Scott	9/13/2011	Tomarchio	Fred
9/13/2011	Leaver	Richard	9/13/2011	Tussey	Adam
9/13/2011	Light	David	9/13/2011	Vitola	Mario
9/13/2011	Light	Molly	9/13/2011	Washart	Michelle
9/13/2011	Lindeborn	Elizabeth	9/13/2011	Watkins	Andrea
9/13/2011	Lippl	Eileen	9/13/2011	Whalen	Donna
9/13/2011	Maugeri	Kathy	9/13/2011	Whitman	Brian
9/13/2011	McClintock	Michelle	9/13/2011	Williams-Stewart	Brooke
9/13/2011	McNutt	John	9/13/2011	Brennan	Glenn
9/13/2011	Munn	Lisa	9/13/2011	Adams	Mary Lou
9/13/2011	Murphy	Sarah			

2011-2012 Substitute Aides @\$50 per day

9/13/2011	Murphy	Theresa	BOE Date	Last	First
9/13/2011	O'Donnell	Shea	9/13/2011	Aktar	Dalia
9/13/2011	O'Donnell	Michael	9/13/2011	Ayres	Terry
9/13/2011	O'Donnell	Christopher	9/13/2011	Brooks	Ariel
9/13/2011	Orsino	Nicholas	9/13/2011	Glassman	Denise
9/13/2011	Palo	Phillis	9/13/2011	Gross	Elizabeth
9/13/2011	Pinto	Jay	9/13/2011	Guildin	Denise
9/13/2011	Pond	Jeremy	9/13/2011	Iepson	Cheryl
9/13/2011	Raube	Dolores	9/13/2011	Leap	Ellen
9/13/2011	Realey	Elizabeth	9/13/2011	Marchese	Kristin
9/13/2011	Rebstock	Kevin	9/13/2011	McColligan	Amanda
9/13/2011	Rochlinski	Patricia	9/13/2011	Raube	Dolores
9/13/2011	Sacchetti	Patrick	9/13/2011	Reed	Cheryl
9/13/2011	Sarracino	Patrick	9/13/2011	Rink	Tammy
9/13/2011	Sauer	Richard	9/13/2011	Romm	Hannah
9/13/2011	Seternus	Dana	9/13/2011	Ruggiero	Carol
9/13/2011	Shakoor	Omar	9/13/2011	Wames	Verna
9/13/2011	Silverman	Pam	9/13/2011	Wiesenecker	Lauren
9/13/2011	Smith	Samantha	9/13/2011	Ziegler	Krystlin
9/13/2011	Soper -Mora	Jamie	9/13/2011	Adams	Mary Lou
9/13/2011	Stout	Barbara			
9/13/2011	Stuebing	Jefflyn			

9/13/2011 Taraschi Stephanie
 9/13/2011 Thomas Jeff

2011-2012 Substitute Security Guard @\$95 per day

BOE Date	Last	First
9/13/2011	Buttocovla*	Bryan

Salary Increases

Last	First	Title	From	To	Effective
Pennock	Kerina	Paraprofessional	no stipend	BA \$1000	9/1/2011
Lehr	Sarah	Teacher	BA+15 \$50,042	MA \$52,060	9/1/2011
Lawson	Amy	Teacher	MA \$79,893	MA+15 \$81,238	9/1/2011
Herman	Gwen	Teacher	BA+30 \$51,715	MA \$53,060	9/1/2011

Revised Salaries and retro payment for Fiscal Years 2011 and 2012 due to negotiated contract settlements.

Last Name	First Name	Dept	Step	Stipend	Revised 2010-2011 Salary	Revised 2011-2012 Salary	Retro
WOODRUFF	MARYANN	Community Outreach	Coordinator	11 month	NA	\$63,019.00	
ENRIGHT	CHRISTY	TEACHER	Teacher MA+30		\$69,816.00	\$73,816.00	\$1,681
MOTOLESE	MARY	TEACHER	Teacher BA+30		\$77,928.00	\$78,548.00	\$620
KUMPEL	CYNTHIA	TEACHER	Teacher MA		\$66,790.00	\$70,790.00	\$500

Retroactive Payment for Fiscal Years 2011 and 2012 due to negotiated contract settlements on Non-Renewed or Retired Staff

Last Name	First Name	Step	Revised 2010-2011 Salary	Revised 2011-2012 Salary	Retro
ALIBRANDO	NICOLE		\$47,500.00	\$48,220.00	\$720.00
DIMOIA	SUSAN		\$57,141.00	\$57,861.00	\$720.00
DZEDZY	KATHERINE	eff 2/2/11 to 6/30/11	\$49,092.00	\$51,110.00	\$1,009.00

KEYS	KAREN		\$47,500.00	\$48,220.00	\$720.00
WILLIAMS	LAUREN		\$52,315.00	\$52,735.00	\$420.00
ADAMS	KATHLEEN		\$81,379.00	\$82,229.00	\$850.00
ADAMS	KATHLEEN	STIPEND	\$8,138.00	\$8,223.00	\$85.00
			<hr/>		
			TOTAL		
			ADAMS		\$935.00
BRUMBACH	MICHAEL		\$75,663.00	\$76,583.00	\$920.00
FISHER	ROCHELLE		\$79,698.00	\$80,618.00	\$920.00
LIGHT	CHARLES		\$75,663.00	\$76,583.00	\$920.00
LANE	MARYELLEN		\$76,335.00	\$77,255.00	\$920.00
FOLEY	NORA		\$26,482.00	\$27,482.00	\$1,000.00
TEDESCO	MARGE		\$26,232.00	\$27,232.00	\$1,000.00

2011-12 AFSCME HOLIDAYS

- 1) 7/4 4TH OF JULY
- 2) 9/5 LABOR DAY
- 3) 10/10 COLUMBUS DAY
- 4) 11/24 THANKSGIVING
- 5) 11/25 THANKSGIVING Friday
- 6) 12/26 DAY AFTER CHRISTMAS
- 7) 12/30 DAY BEFORE NEW YEARS
- 8) 1/16 MLK DAY
- 9) 2/20 PRESIDENT'S DAY
- 10) 4/6 GOOD Friday
- 11) 4/9 EASTER Monday
- 12) 5/28 MEMORIAL DAY
- 13) ONE FLOATING HOLIDAY - CAN ONLY BE USED WHEN SCHOOL IS CLOSED

2011-2012 Substitute Custodians @ \$10.50 per hour

BOE Date	Name
9/13/2011	Chad Allen
9/13/2011	Keeghan Getka
9/13/2011	Kathy Brandt
9/13/2011	Frank Myers
9/13/2011	Keith Locker Sr.
9/13/2011	Frank Cilurso
9/13/2011	Kyle McNamee
9/13/2011	Cynthia Mancini
9/13/2011	Chris Kusmanick Jr.
9/13/2011	John Doyle
9/13/2011	Roger Johnson
9/13/2011	James Little

Upon the Superintendent's recommendation, Motion by Mr. Hubbs seconded by Mrs. Borger to approve of the following Workshops.

RVC# 4- 9 votes yes (with exceptions), 1 member absent. Motion approved.

WORKSHOPS

Last Name	First Name	Event	Location	Date(s)	Cost	Mileage
Kenney	Janice	Direct Certification Process	Sewell, NJ	6/23/2011	\$0.00	\$10.00
Kenney	Janice	Direct Certification Process	Sewell, NJ	8/25/2011	\$0.00	\$10.00
Baker	Adam	NJSBA CONVENTION	ATLANTIC CITY	10/24-10/26/11	\$276.00	\$260.00
Llewellyn	Louisa	NJSBA CONVENTION	ATLANTIC CITY	10/24-10/26/11	\$164.00	\$260.00
Marks	Bruce	NJSBA CONVENTION	ATLANTIC CITY	10/24-10/26/11	\$164.00	\$260.00
Borger	Jacqueline	NJSBA CONVENTION	ATLANTIC CITY	10/24-10/26/11	\$276.00	\$260.00
Levins	Gina	NJSBA CONVENTION	ATLANTIC CITY	10/24-10/26/11	\$138.00	\$260.00
Bittmann	Linda	NJSBA CONVENTION	ATLANTIC CITY	10/24-10/26/11	\$138.00	\$260.00
Spaventa	Paul	NJSBA CONVENTION	ATLANTIC CITY	10/25-10/26/11	\$145.00	\$130.00
Hagan	Patrick	NJSBA CONVENTION	ATLANTIC CITY	10/25-10/26/11	\$138.00	\$130.00
McDonnell	Margaret	NJSBA CONVENTION	ATLANTIC CITY	10/25-10/26/11	\$138.00	\$130.00
Sacchetti	Gail	Child Nutrition Workshop	Gloucester Cnty College	8/25/2011	\$0.00	\$10.00
Kessler	Karen	Preschool Fiscal Specialist meeting	Trenton, NJ	9/3/2011	\$0.00	\$44.15
Marchese	Janice	Microsoft Excel	Gloucester Cnty College	9/14/2011	\$109.00	\$4.49
Marchese	Janice	Accounts Payable	Gloucester Cnty College	10/12/2011	\$0.00	\$6.60
Curry	Elizabeth	NCLB Technical Assistance Training	Camden County College	9/9/2011	\$0.00	\$10.40
Null	Patricia	NCLB Technical Assistance Training	Camden County College	9/9/2011	\$0.00	\$0.00
Piccone	Rosa	NCLB Technical Assistance Training	Camden County College	9/9/2011	\$0.00	\$6.44
Adair	Joye	HSPA District Test Coordinator Training	Maple Shade	9/15/2011	\$0.00	\$7.59
Curry	Elizabeth	HSPA District Test Coordinator Training	Maple Shade	9/15/2011	\$0.00	\$12.25

Lazos	Kristen	HSPA District Test Coordinator Training Camden County Curriculum Consortium	Maple Shade	9/15/2011	\$0.00	\$7.59
Curry	Elizabeth	Meeting	Voorhees	9/22/2011	\$0.00	\$15.45
Peeke	Anna	Mathematics Regional Conference	Atlantic City	10/19-10/21/11	\$180.00	\$33.40
Herman	Gwen	Mathematics Regional Conference	Atlantic City	10/19-10/21/11	\$180.00	\$33.40
Glinos	Donna	AENJ Conference Camden County Curriculum Consortium	New Brunswick	10/3,4/2011	\$160.00	\$40.00
Curry	Elizabeth	Meeting	Voorhees	10/20/2011	\$0.00	\$15.45
Curry	Elizabeth	Strategic Reading Intervention Workshop Camden County Curriculum Consortium	Cherry Hill	10/21/2011	\$0.00	\$7.09
Curry	Elizabeth	Meeting Camden County Curriculum Consortium	Voorhees	11/17/2011	\$0.00	\$15.45
Curry	Elizabeth	Meeting Camden County Curriculum Consortium	Voorhees	12/15/2011	\$0.00	\$15.45
Curry	Elizabeth	Meeting Camden County Curriculum Consortium	Voorhees	1/19/2011	\$0.00	\$15.45
Curry	Elizabeth	Meeting Camden County Curriculum Consortium	Voorhees	2/16/2011	\$0.00	\$10.88
Curry	Elizabeth	Meeting Camden County Curriculum Consortium	Voorhees	3/15/2011	\$0.00	\$15.45
Curry	Elizabeth	Meeting Camden County Curriculum Consortium	Voorhees	4/19/2011	\$0.00	\$15.45
Curry	Elizabeth	Meeting	ETTC, Sicklerville	5/17/2011	\$0.00	\$13.04
McDonnell	Margaret	ASBO Annual Meeting	Seattle, WA Gloucester Cnty	9/15,16,19/2011	\$2,475.00	\$25.00
Sacchetti	Gail	Child Nutrition Workshop	College	9/23/2011	\$0.00	\$10.00

Upon the Superintendent's recommendation, Motion by Mrs. Borger seconded by Mrs. McHugh to approve of the following Field Trips and Fundraisers. Motion was passed unanimously by members present.

D. FIELD TRIPS/FUNDRAISERS

Field Trips

BOE Date	School	Date	Location	Participants	Cost	Bus
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9/13/2011	HPS	9/23/2011	Brunswick Zone-PhysEd Trip	45 Students/Staff	\$375.00	NYD
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Upon the Superintendent's recommendation, Motion by Mrs. McHugh seconded by Mrs. Borger to approve of the following Curriculum Actions. Motion was passed unanimously by members present.

E. CURRICULUM

BOE Date	Action
9/13/2011	Criminal Justice Today Frank Schmalleger Pearson 2011 978-0-13-137289-4
BOE Date	Action
9/13/2011	Library Skills Kindergarten
9/13/2011	Library Skills Grade 1
9/13/2011	Library Skills Grade 2
9/13/2011	Library Skills Grade 3
9/13/2011	Library Skills Grade 4
9/13/2011	Library Skills Grade 5
9/13/2011	Library Skills Grade 6

Upon the Superintendent's recommendation, Motion by Mrs. Bittman seconded by Mrs. Levins to approve of the following Policies. **RCV # 5** – 9 votes yes, 1 member absent. Motion approved.

GLOUCESTER CITY BOARD OF EDUCATION
 Gloucester City, New Jersey

FILE CODE: 5131.1

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

HARASSMENT, INTIMIDATION AND BULLYING

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Gloucester City School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator

or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying
Students

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

B. Remedial Measures

1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Peer support group;
 - d. Recommendations of a student behavior or ethics council;
 - e. Corrective instruction or other relevant learning or service experience;
 - f. Supportive student interventions, including participation of the intervention and referral services team;
 - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
 - h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Involvement of school disciplinarian;
 - k. Student counseling;
 - l. Parent conferences;
 - m. Student treatment; or
 - n. Student therapy.
2. Environmental (Classroom, School Building or School District)
 - a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Adjustments in hallway traffic;
 - h. Modifications in student routes or patterns traveling to and from school;
 - i. Supervision of students before and after school, including school transportation;
 - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 - k. Teacher aides;

- l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- m. General professional development programs for certificated and non-certificated staff;
- n. Professional development plans for involved staff;
- o. Disciplinary action for school staff who contributed to the problem;
- p. Supportive institutional interventions, including participation of the intervention and referral services team;
- q. Parent conferences;
- r. Family counseling;
- s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Support group;
 - d. Recommendations of behavior or ethics council;
 - e. Corrective action plan;
 - f. Behavioral assessment or evaluation;
 - g. Behavioral management plan, with benchmarks that are closely monitored;
 - h. Involvement of school disciplinarian;
 - i. Counseling;
 - j. Conferences;

2. Environmental (Classroom, School Building or School District)
 - a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Supervision;
 - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - i. General professional development programs for certificated and non-certificated staff;
 - j. Professional development plans for involved staff;
 - k. Disciplinary action;
 - l. Supportive institutional interventions, including participation of the intervention and referral services team;
 - m. Conferences;
 - n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally or in writing to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal or his designee shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

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

District Anti-Bullying Coordinator

The chief school administrator shall appoint a district anti-bullying coordinator. The chief school administrator shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the chief school administrator to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the chief school administrator, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the chief school administrator.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;

- C. Identify and address patterns of harassment, intimidation or bullying of students; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a student.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 - 1. Taking of statements from victims, witnesses and accused;
 - 2. Careful examination of the facts;
 - 3. Support for the victim; and
 - 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation, and in accordance with law and board policy. The chief school administrator may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
 - 1. Any services provided;
 - 2. Training established;
 - 3. Discipline imposed; or
 - 4. Other action taken or recommended by the chief school administrator.
- F. The chief school administrator or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information

about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:

1. The nature of the investigation;
2. Whether the district found evidence of harassment, intimidation, or bullying; or
3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;

- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted_service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted_service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment,

intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

- D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons
Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

- A. Consequences
 - 1. Admonishment;
 - 2. Temporary removal from the classroom or school;
 - 3. Deprivation of privileges
 - 4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
 - 5. Classroom or administrative detention;
 - 6. Referral to disciplinarian;
 - 7. In-school suspension during the school week or the weekend;
 - 8. After-school programs;
 - 9. Out-of-school suspension (short-term or long-term);
 - 10. Legal action;
 - 11. Withholding of Increment;
 - 12. Suspension;
 - 13. Termination;
 - 14. Termination of service agreements or contracts (vendors, volunteers);
 - 15. Public sanction (board members);
 - 16. Ethics charges (some administrators, board members).
 - 17. Superintendent Hearing
- B. Remedial Measures
 - 1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Peer support group;
 - d. Recommendations of a student behavior or ethics council;
 - e. Corrective instruction or other relevant learning or service experience;
 - f. Supportive student interventions, including participation of the intervention and referral services team;
 - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;

- h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Involvement of school disciplinarian;
 - k. Counseling;
 - l. Conferences;
 - m. Treatment; or
 - n. Therapy.
2. Environmental (Classroom, School Building or School District)
- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Supervision;
 - h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - i. General professional development programs for certificated and non-certificated staff;
 - j. Professional development plans for involved staff;
 - k. Disciplinary action;
 - l. Supportive institutional interventions, including participation of the intervention and referral services team;
 - m. Conferences;
 - n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board after receiving the determination from the chief school administrator regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Week of Respect

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a chief school administrator, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district’s responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The chief school administrator will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The chief school administrator shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the chief school administrator shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The chief school administrator shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The chief school administrator shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

Legal References: N.J.S.A. 2A:4A-60 et al.
penalties for

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-112

Disclosure of juvenile information;
disclosure

Law Against Discrimination

Instruction on suicide prevention for
public school teaching staff

<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:12-33	Training program; requirements
<u>N.J.S.A.</u> 18A:17-46	Reporting of certain acts by school employee; annual report; public hearing (acts of violence)
<u>N.J.S.A.</u> 18A:25-2	Authority over students
<u>N.J.S.A.</u> 18A:26-8.2	School leader defined; training as part of professional development
<u>N.J.S.A.</u> 18A:36-19	Student records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u> 18A:36-19a	Student records (Newly enrolled students; transfers of records, identification)
<u>N.J.S.A.</u> 18A:37-1 <u>et seq.</u>	Submission of Students to Authority (Discipline)
<u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 18A:37-14, -15, -17	<u>Anti-Bullying Bill of Rights Act</u> Harassment, intimidation, and bullying
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions (students with disabilities)
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to support student development (includes student conduct code)
<u>See particularly:</u> <u>N.J.A.C.</u> 6A:16-1.4, -7.1, -7.6, -7.9	
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been

deliberately indifferent to harassment of which it is actually aware. The harassment must be “severe, pervasive and objectively offensive.”

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania school district’s anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the “reasonable person” test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible

<u>Cross References:</u>	*1220	<u>Ad hoc</u> advisory committees
	*1410	Local units
	3517	Security
	*3541.33	Transportation safety
	*4131/4131.1	Staff development; inservice education/visitation
conferences		
	4148/4248	Employee protection
	*4231/4231.1	Staff development; inservice education/visitation
conferences		
	5000	Concepts and roles for students
	5010	Goals and objectives for students
	*5020	Role of parents/guardians
	*5113	Attendance, absences and excuses
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5131	Conduct and discipline
	*5131.5	Vandalism/violence
	*5131.6	Drugs, alcohol, tobacco (substance
abuse)		
	*5131.7	Weapons and dangerous instruments
	5132	Dress and grooming
	*5142	Student safety
	5145	Rights

5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.1	Questioning and apprehension
*5145.1	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

GLOUCESTER CITY BOARD OF EDUCATION
Gloucester City, New Jersey

FILE CODE: 5131.6

<u> X </u>	Monitored
<u> X </u>	Mandated
<u> X </u>	Other

Policy
Reasons

SUBSTANCE ABUSE

Drugs, Alcohol, Steroids, Tobacco

It is the responsibility of the board of education to safeguard the health, character, citizenship, and personality development of the students in its schools. The board of education recognizes that the misuse of drugs, alcohol, steroids, and tobacco threatens the positive development of students and the welfare of the entire school community. We, therefore, must maintain that the use of drugs, alcohol, steroids, and tobacco and the unlawful possession of these substances is wrong and harmful. The board of education is committed to utilizing wellness strategies that encourage the prevention, intervention, and cessation of drug, alcohol, steroid, and tobacco abuse.

The board of education recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The board acknowledges that adult employees and visitors serve as role models for students. The board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act, Part C, Environmental Smoke, Section 4303.

Drugs, Alcohol, Steroids

A. Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

1. The board of education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug-free standard of conduct at all school functions is

- mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be advised of appropriate treatment and remediation (N.J.S.A. 18A:40A-10). Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as student assistance coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. Treatment will not be at the board's expense.
2. The board directs the establishment of a program designed to provide short-term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. Pursuant to N.J.S.A. 18A:40A-16 the district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardians of the district on school premises or other facilities.
- B. Law Enforcement for Drugs and Alcohol
1. Enforcement of Drug-Free School Zones
The board of education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the executive county superintendent of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials
 2. Law Enforcement Liaison
In order to ensure that such cooperation continues, the board directs the chief school administrator to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.
 3. Undercover Operations
The board hereby recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The board hereby authorizes the chief school administrator to request such intervention under these circumstances. The board recognizes that the chief school administrator is not permitted to ask the board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The board recognizes that law enforcement authorities may contact the chief school administrator to request that an undercover operation be established in a district school. The board recognizes that the chief school administrator is prohibited from discussing the

request with the board. The board hereby authorizes the chief school administrator to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The board directs the chief school administrator and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The chief school administrator, principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the chief school administrator shall report to the board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

4. **Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests**
Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the chief school administrator. The chief school administrator 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 chief school administrator will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the chief school administrator may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the chief school administrator and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The chief school administrator or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the chief school administrator, the chief school administrator shall report the reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

5. **Student Searches and Securing Physical Evidence**
The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in State in re T.L.O. 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O. 569 U.S. 325 (1985) and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the chief school administrator who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the chief school administrator shall request that the law enforcement officials conduct the search, seizure, or interrogation.

6. **Police Presence at Extracurricular Activities**
The chief school administrator is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the chief school administrator believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.
7. **Resolving Disputes Concerning Law Enforcement Activities**
The board authorizes the chief school administrator to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the chief school administrator shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.
8. **Confidentiality of Pupil Involvement in Intervention and Treatment Programs**
Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Tobacco

Tobacco use is now recognized as a chronic disease and public health hazard. Tobacco use is associated with conditions such as heart disease, emphysema, asthma, high blood pressure, diabetes, and many other chronic diseases. The most effective strategy for discouraging tobacco use by young people is a wellness strategy that supports prevention, intervention, and cessation.

A. Tobacco Use and Possession

1. No student, faculty/staff member or school visitor is permitted to use any tobacco product:
 - a. In any building, facility, or vehicle owned, leased, rented or chartered by the district;
 - b. On any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots) or chartered by the board of education;

- c. At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, proms, sporting events off campus, etc).
 2. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using tobacco products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.
 3. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.
- B. Definition of Tobacco Products and Tobacco Use
For the purposes of this policy, "tobacco product" is defined to include but not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products). "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.
- C. Signage
Signs will be posted in a manner and location that adequately notify students, faculty/staff and visitors about the Comprehensive Tobacco-Free School Policy.
- D. Compliance for Students
In recognition that tobacco use is a public health issue and that tobacco is a gateway drug and highly addictive, the board of education recognizes that intervention rather than punishment is the most effective way to address violations of this policy. Students who violate the school district's tobacco-use policy will be referred to the student assistance counselor (SAC), guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling, and referral. Administration will consult with appropriate health organizations in order to provide student violators with access to an Alternative-to-Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs.
Parents/guardians will be notified of all violations and actions taken by the school. Schools may also use community service as part of the consequences. Ordinarily, and consistent with a wellness strategy, suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.
- E. Compliance for Faculty, Staff, and Visitors
As with students, intervention rather than punishment is the most effective way to address adult violations of this policy. Faculty or staff who violate the school district's tobacco-use policy will be referred to the Employee Assistance Program (EAP) or a tobacco cessation program. Employees who repeatedly violate the policy or do not comply with intervention or cessation referrals may be subject to consequences in accordance with district policy and their contract. Visitors using tobacco products will be informed about the policy and asked to refrain while on school property. Visitors who continue to violate the policy will then be asked to leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.
- F. Opportunities for Cessation
The administration will consult with the county health department and other appropriate health organizations (e.g., American Lung Association, American Cancer Society, etc.) to provide students and employees with information and access to support systems, programs and services (e.g., NJDHSS Quitline 1 866 NJSTOPS (657-8677) and njquitline.org) to encourage them to abstain from the use of tobacco products.
- G. Prevention Education
The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards

of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

G. Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. A process that identifies intervention and referrals for students, faculty/staff, and visitors who violate the policy will be created and communicated to all students, faculty/staff and parents.

Ongoing Implementation of this Policy

A. Prevention Education for Students

The board will enforce the laws of New Jersey requiring a program of drug, alcohol, steroid, and tobacco education. The chief school administrator shall prepare and submit to the board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with department of education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 et seq. Drug, alcohol, steroid, and tobacco education shall be integrated with the health curriculum

B. Faculty Education and Inservice Training

All district personnel shall be alert to signs of alcohol, drug, steroid, and tobacco use by pupils and shall respond to those signs in accordance with procedures established by the chief school administrator of schools. The board of education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, steroids, and/or tobacco and in helping pupils with drug-, alcohol-, steroid-, and tobacco-related problems in a program of rehabilitation. The chief school administrator will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6A:16-3.1.

C. Annual Review and Distribution of Policy

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the executive county superintendent, local community members, and the county prosecutor's office.

In accordance with N.J.S.A. 18A:40A-10, copies of the policy statement shall be distributed to pupils and their parents/guardians at the beginning of each school year.

D. Administrative Regulations

The chief school administrator may develop administrative regulations for:

1. A comprehensive program of drug, alcohol, steroid, and tobacco education;
2. The identification and remediation of pupils involved with drugs, alcohol, steroids, and tobacco;
3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, steroids, or tobacco to determine the extent of the pupil's use or dependency;
4. The treatment of pupils who use, possess or distribute drugs, alcohol, steroids, and tobacco in violation of law or this policy through referral to an appropriate drug/alcohol/tobacco abuse program as recommended by the department of health; and
5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, steroid, or tobacco offenses.

E. Reporting and Liability

The chief school administrator will annually submit a report utilizing the Electronic Violence and Vandalism Reporting system (EVVRS) accurately reporting on each incident of violence, vandalism and alcohol and other drug abuse within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

At an annual hearing the chief school administrator shall report to the board all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year.

Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this policy shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.

G. Confidentiality Requirements

All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

H. Parental Compliance

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.

Optional Random Drug Testing of High School Students

School districts have the option to conduct random testing of high school students who possess a school parking permit or who participate in extracurricular activities, including sports, for alcohol or other drug use. Testing, if conducted, will comply with the requirements of N.J.A.C. 6A:16-4.4, "voluntary policy for random testing of student alcohol or other drug use." Before instituting testing, a public hearing will be held concerning the district's policy and procedures. Collection and testing of specimens will be only by the individuals authorized by the regulations. The district's procedures will include a procedure whereby students or their parents may challenge a positive result from alcohol or other drug tests.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Drugs, Alcohol, Tobacco, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

Legal References:

N.J.S.A. 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability

N.J.S.A. 2C:29-3a Hindering apprehension or prosecution

N.J.S.A. 2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty

N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty

N.J.S.A. 2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions

N.J.S.A. 2C:33-19 Paging devices, possession by students

N.J.S.A. 2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987

See particularly:

N.J.S.A. 2C:35-7, -10

N.J.S.A. 2C:35-2 Definitions

N.J.S.A. 9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes

N.J.S.A. 9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality

N.J.S.A. 18A:25-2 Authority over pupils

N.J.S.A. 18A:36-19.2 Student locker or other storage facility; inspections;

N.J.S.A. 18A:37-1 Submission of pupils to authority

noti

- N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils
N.J.S.A. 18A:38-25 Attendance required of children between six and sixteen, exceptions
N.J.S.A. 18A:38-31 Violation of article by parents or guardian, penalties
N.J.S.A. 18A:40A-1 et seq. Substance abuse
See particularly:
N.J.S.A. 18A:40A-1, -2, 3, -4, -5, and -9 to -25
N.J.S.A. 24:21-2 Definitions (New Jersey controlled dangerous substances)
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air ActP.L. 2005, c. 209 Random student drug testing
N.J.A.C. 6A:8-3.1 Curriculum and instruction
N.J.A.C. 6A:9-13.2 Substance awareness coordinator
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-4.4 Voluntary policy for random testing of student alcohol or other drug use.
See also:
N.J.A.C. 6A:16-1.3, -1.4, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5
N.J.A.C. 6A:32-13.1 et seq. Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D.

April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. _____ (2002)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

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

Possible

<u>Cross References:</u> *1120	Board of Education Meetings
*1330	Use of school facilities
*1410	Local units
*4131.1	Inservice education/visitations/conferences
*4231.1	Inservice education/visitations/conferences
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5131.7	Weapons and dangerous instruments
*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5145.12	Search and seizure
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.7	Social events/meetings
*6154	Homework/makeup work
*6172	Alternative educational programs

*6173

Home instruction

GLOUCESTER CITY BOARD OF EDUCATION
Gloucester City, New Jersey

FILE CODE: 5113

 X **Monitored**
 X **Mandated**
 X **Other**

Policy
Reasons

ATTENDANCE, ABSENCES, AND EXCUSES

The Gloucester City Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards. The superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

Definitions

- A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A school day shall consist of not less than four hours of actual instruction. An approved Kindergarten school day should consist of one continuous session of 4 hours to be considered a full day.

The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day. A student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

- B. "Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:
 - 1. The student's illness; with Dr. note for attendance officer's review.
 - 1. Requirements of a student's individual health care plan;
 - 2. A death or critical illness in the student's immediate family, or others with permission of principal;
 - 3. Quarantine;
 - 4. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
 - 5. Religious holiday;
 - 6. The student's suspension from school;
 - 7. Requirements of the student's Individualized Education Program (IEP);

8. Alternate short or long term accommodations for students with disabilities;
 9. The student's required attendance in court;
 10. Interviews with an admissions officer of an educational institution with documentation.
 11. Such good cause as may be acceptable to the principal
- C. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in paragraph "Excused Absences" above. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
1. Family travel; vacations
 2. Performance of household or babysitting duties; and
 3. Other daytime activities unrelated to the school program.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Tardiness

The orderly conduct of school and class activity is predicated upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity imposes a distraction which leads to a loss of instructional time for students properly in attendance, and denotes school time loss by the tardy student.

All students must have admission slips (Excused or Unexcused) in order to be admitted to any classroom following an absence except for absence due to religious observance. Students who are going to be absent because of religious holidays are to have their excuse notes in the Attendance Office the day before the holiday. The names of these students will be so noted in the Daily Absentee Bulletin and will not be required to report to the office for an admission slip following the holiday.

Students requesting to leave school early must be signed out by a parent or guardian.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A student must be in attendance for 172 or more school days in order to be considered to have successfully completed the attendance requirements of the grade/course to which she/he is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal. The involvement of the Attendance Appeal Committee, appointed by the principal and consisting of representative staff, including student service personnel and classroom teachers may be requested when needed. Waivers will not be granted for vacations.

In granting a waiver of this attendance requirement, the principal and/or the Attendance Appeal Committee shall consider the nature and cause of all absences during the total instructional year. Documentation of the nature and causes of these absences shall be the responsibility of the students and the parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

Unexcused Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
- C. Develop an action plan to assist the student to return to school and maintain regular attendance.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Persistent Absences

If the pattern of unexcused absences continues and three to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, e-mail, mail and/or cellular phone to determine the cause of the unexcused absence.
- C. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence
- D. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

1. Referral or consultation with the building's Intervention and Referral Services team;
2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
3. The consideration of an alternate educational placement;
4. Referral to a community-based social and health provider agency or other community resource;

5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
- B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
- C. Loss of partial or total course credit;
- D. Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

The board will report to appropriate authority any infractions of the law regarding the attendance of students below the age of 16. Repeated infractions of board policy requiring the attendance of enrolled students over the age of 16 may result in the exclusion of the student. Students over the age of 16 who flagrantly violate the attendance policy and cannot successfully appeal their excessive absence will be excluded for the remainder of the school year and may ask to be reinstated at the beginning of the next school year at the discretion of the administration and/or the school board.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- A. Individualized Education Program (IEP);
- B. Procedural protections set forth in N.J.A.C. 6A:14;
- C. Alternate short or long term accommodations for students with disabilities as required by law;
- D. Requirements of a student's individual health care plan.

Regular Release of Students Before the End of the Normal School Day

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- Medical or dental appointments which cannot be scheduled outside of school hours;
- Requirements of a student's individual health care plan;
- Requirements of the student's Individualized Education Program (IEP);
- Alternate short or long term accommodations for students with disabilities;
- medical disability;
- Motor vehicle driver's test;
- Interview for college entrance or employment;
- Family emergency;
- Court appearance;

Such good cause as may be acceptable to the administration.

No student in grades preschool through three shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

For students in grade 7 through 12, early dismissal requests will be honored under the following procedures:

- A. If a student has a doctor or dentist appointment during school hours, parents must write a note requesting early dismissal. The note must include the name of the doctor or dentist or other information as applicable (motor vehicle department, court appearance). A phone number for verification purpose is required;
- B. Upon verification, students will be issued written office permits to be excused early;
- C. Notes must be presented either the day before or during homeroom period of the day of early dismissal;
- D. If time permits, students must return to school to complete the school day. Students who do not meet the minimum of four hours will be counted absent for the day;
- E. In cases of emergency the parent or legal guardian, upon presentation of identification, may appear and sign the child out of school. Under no condition will children be released from school as a result of telephone requests.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the board of any change in the student's custodian. If on parent/guardian has been awarded custody of the student in a divorce settlement, the other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her. The principal may take such steps as seem necessary to ensure that the child is released only to proper custody.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent and the parent/guardian has not called, the district shall attempt to contact them.
- B. If no telephone contact can be made, the attendance officer shall investigate;
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities;
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

Whenever the superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing student records (see policy 5125 Student records). After the superintendent has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The superintendent shall develop procedures for the attendance of students which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused students;
- C. Govern the keeping of attendance records in accordance with rules of the state board at N.J.A.C 6A:16-1.1 et seq, including students serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant students such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the student's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that students absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

Absence Notes

Students who are absent from school are required to present a written explanation from a doctor, parent/ guardian stating the reason for the absence promptly upon return to school. All notes should be turned in to the attendance office within 48 hours of the absence.

All notes from home should contain the following information:

- A. Date excuse was written;
- B. Date or dates of absence;
- C. Name of student, grade and homeroom;
- D. Reason for absence
- E. Signature of parent/guardian.

Appeals (Grades 7-12)

The Gloucester City Board of Education is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy.

- A. Petition for Hearing

A written petition for a hearing must be presented to the principal by the parent/guardian no later than five (5) school days after notification of violation of the policy. Any and all materials to be considered as basis for an appeal must be delivered to the principal prior to an assigned hearing date. Data should include documentation for all days absent, not just for those days in excess of the policy.

- B. Attendance Appeals Committee

In keeping with the dictates of fairness and procedural due process, a school-based Attendance Appeals Committee will be established to hear cases brought by petition from parents/guardians concerning loss of credit status. The committee may excuse one or more absences for reasons of sickness, hardship, or other extenuating circumstances in making its decision.

The committee will be comprised of five people, one from each of the following capacities:

1. Principal;
2. Assistant Principal;
3. Department Chairperson;
4. Guidance Counselor;
5. Teacher.

C. Appeals Procedure

1. Appeals to the office of the superintendent of schools relating to decisions of the attendance appeals committee must be in writing and within seven (7) school days of receipt of the attendance appeals committee's decision.
2. Appeals to the board of education relating to the decision of the office of the superintendent must be made within ten (10) days of receipt of the decision.
3. Board of Education decisions may be appealed to the Commissioner of Education.
4. Students above the age of 16 are to be notified that they have 10 days to provide an explanation to the attendance officer/principal to determine whether the student is to be excluded for the remainder of the school year.

Recordkeeping

Reporting student absences is a primary responsibility of the school and shall be accomplished in the following manner:

- A. Absences from school shall be recorded in an appropriate manner on report cards issued every marking period;
- B. Tardiness to school shall likewise be recorded on report cards;
- C. A letter of notification will be mailed to parent/guardian alerting them of the danger of non-compliance with the attendance requirements.;

Whole Year Course: Letters will be mailed upon the occasion of the third, sixth and ninth absences.

- D. The teaching staff shall be responsible for keeping the attendance office apprised of the appropriate number of absences so that the proper notification can be mailed to parents using the official attendance system.
- E. The principal and/or his/her designee shall be authorized to waive the application of this policy when appropriate evidence has been submitted.

Dissemination and Implementation

The superintendent shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/Guardians and students shall be notified annually of the attendance policy.

The superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review the attendance policy on a regular basis.

Adopted: No date
 Revised: January 9, 2007
 NJSBA Review/Update: January 2011
 Readopted:

Key Words

Student Attendance, Attendance, Absences and Excuses

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:35-4.9	Student promotion and remediation; policies and procedures
effect	<u>N.J.S.A.</u> 18A:36-14, -15, -16	Religious holidays; absence of students on;
identification	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and
declarations ...	<u>N.J.S.A.</u> 18A:36-24	through -26 Missing children; legislative findings and
penalties	<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and 16;
	<u>N.J.S.A.</u> 18A:38-26	Days when attendance required; exceptions
	<u>N.J.S.A.</u> 18A:38-27	Truancy and juvenile delinquency defined
	<u>N.J.S.A.</u> 18A:38-31	Violations of article by parents or guardians;
	<u>N.J.S.A.</u> 18A:38-32	District and county vocational school attendance officers
	<u>N.J.S.A.</u> 18A:40-7	Exclusion of students who are ill
	<u>N.J.S.A.</u> 18A:40-8	Exclusion of students whose presence is detrimental to health and cleanliness
	<u>N.J.S.A.</u> 18A:40-9	Failure of parent to remove cause for exclusion; penalty
	<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and students exposed to disease
	<u>N.J.S.A.</u> 18A:40-11	Exclusion of students having communicable tuberculosis
	<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 52:17B-9.8a through -9.8c	Marking of missing child's school record
Districts	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:16-1 <u>et seq.</u>	Programs to support student development
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School
	<u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Student Attendance and Accounting
	<u>N.J.A.C.</u> 6A:32-8.3	Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey Department of Education

Possible

- Cross References:**
- *5020 Role of parents/guardians
 - *5111 Admission
 - *5114 Suspension and expulsion
 - *5124 Reporting to parents/guardians
 - *5125 Student records
 - *5141.2 Illness
 - *5141.4 Child abuse and neglect
 - *5142 Student safety
 - *6146 Graduation requirements
 - *6146.2 Promotion/retention
 - *6147 Standards of proficiency
 - *6147.1 Evaluation of individual student performance
 - *6154 Homework/makeup work
 - *6171.4 Special education
 - *6173 Home instruction

GLOUCESTER CITY BOARD OF EDUCATION FILE CODE:
6142.4

Gloucester City, New Jersey

<u> </u>	Monitored
<u> X </u>	Mandated
<u> X </u>	Other

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

PHYSICAL EDUCATION AND HEALTH

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

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

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

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

Dating Violence

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

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

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

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

To be consistent with P.L. 2011, c. 64, school policy, procedures and curriculum shall include the following information:

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

Adopted:
 NJSBA Review/Update:
 Readopted:

Key Words

Nondiscrimination, Physical Education, Health, Affirmative Action

Legal References: N.J.S.A. 18A:6-111 et seq.

Instruction in Suicide Prevention
See particularly:
N.J.S.A. 18A:6-113 Instruction in suicide prevention in
 public school
 curriculum

N.J.S.A. 18A:35-4.19
 through -4.22 AIDS Prevention Act of 1999
N.J.S.A. 18A:35-4.23 Dating violence into health education
 curriculum

N.J.S.A. 18A:35-5
 through -9 Maintenance of physical training courses;
 features

N.J.S.A. 18A:37-33
 through -37 Dating violence policy and education
N.J.A.C. 6A:7-1.7 Equality in school and classroom

practices
N.J.A.C. 6A:8-3.1 Curriculum and instruction
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:9-5.19 Athletics Personnel
N.J.A.C. 6A:9-11.8 Health and physical education
N.J.A.C. 6A:32-9.1 Athletics Procedures
N.J.A.C. 6A:16-2.1 et seq. General Provisions for School Health

Services
See particularly:
N.J.A.C. 6A:16-2.2

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

The Comprehensive Equity Plan, New Jersey State Department of Education

Possible

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

GLOUCESTER CITY BOARD OF EDUCATION
Gloucester City, New Jersey

FILE CODE: 9111

Bylaw

QUALIFICATIONS

A board member must be a citizen, registered voter and resident of the district, and must have been such at least one year immediately preceding his/her becoming a member of the board. He/she must be able to read and write and shall not be interested directly in any contract or claim against the board.

N.J.S.A. 18A:12-1 requires board of education members to be fingerprinted within 30 days of election/appointment to the board. The member shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above.

The board shall reimburse the member for the cost of the criminal history check, including all costs for administering and processing the check.

Adopted: No date
 NJSBA Review/Update: February 2011
 Readopted:

Key Words

Qualifications

<u>Legal References:</u>	<u>N.J.S.A. 18A:12-1</u>	Qualifications of Board Members
	<u>N.J.S.A. 18A:12-2</u>	Inconsistent Interests or Office Prohibited
	<u>N.J.S.A. 18A:12-2.1</u>	Qualifying Oaths

Vittoria v. West Orange Board of Education, 122 N.J. Super. 340 (App. Div. 1973)

SECRETARY’S REPORT

Upon the Superintendent’s recommendation, Motion by Mrs. Borger, seconded by Mr. Baker to approve the following Financial Actions:

RCV # 6 – Items #1-9 & 11-16 - 9 votes yes, 1 member absent. Motion approved.
Item #10 - 8 votes yes, 1 member abstained, 1 member absent. Motion approved with adjustments to the contract of Grant Manager.

Financial Actions:

1. Approval of Transfers

Approve appropriation transfers for FY 2011 and FY 2012.

2. Certification of Sufficient Availability of Funds and No Over-Expenditures

A. Board Secretary Certification of No Over-Expenditures

Pursuant to N.J.A.C. 6A:23-16.10 (c) 3, Margaret M. McDonnell, Board Secretary, certifies that as of JUNE 2011 and JULY 2011, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Gloucester City Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.

B. Board’s Certification of No Over-Expenditures

Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Gloucester City Board of Education certifies that as of JUNE 2011 and JULY 2011 and after review of the Secretary’s Monthly Financial Report appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Boards’ knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12-(a) 1 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the school year.

In accordance with N.J.A.C. 6A:23AS-16.10 (c) 2, it is certified that anticipated revenue has changed for the fiscal year ending JUNE 30, 2012 as follows:

Increased - \$251,558.00 Extraordinary Aid
 Decreased-

3. Approval of Secretary and Treasurer Reports

The JUNE 2011 and JULY 2011 A148 Board Secretary's Report as submitted and the JUNE 2011 and JULY 2011 A149 Treasurer's Report on file in the Board Office.

4. Bill Payment Approval

Approve payment of bills that have been audited in the following amounts:

Payroll	JULY 2011	262,790.86
FICA Board Share	JULY 2011	12,739.23
FICA State Share	JULY 2011	7,256.57
Payroll	AUGUST 2011	483,961.60
FICA Board Share	AUGUST 2011	22,423.23
FICA State Share	AUGUST 2011	13,861.64
Payroll – Retro	AUGUST 2011	585,276.11
FICA Board Share-Retro	AUGUST 2011	11,741.57
FICA State Share-Retro	AUGUST 2011	32,452.62
Health Benefits		436,831.60
Debt Service		1,055,253.66
Expenditures 1	AUGUST 2011	62,983.66
Expenditures 2	AUGUST 2011	1,392.77
Expenditures 3	AUGUST 2011	732,874.23
Current Expenditures	SEPT 2011	283,275.56
Governmental & Payroll	Funds (10-40)	\$ 4,005,114.91
Cafeteria Fund (60)	JULY 2012	9,701.74
Cafeteria Fund (60)	AUGUST 2012	6,276.97
Unemployment Fund (81)		.00
Scholarship Fund (83)		.00
HS Student Activity (95)		.00
MEC Student Activity (96)		.00
GRAND TOTAL:		<u>\$ 4,021,093.62</u>

5. Award Printing Supplies and Services for 2011-2012 school year

Recommend the Board award the 2011-2012 Printing Supplies and Services Bid to the following vendors.

Academy Press
Gangi Graphics

Courier Printing
Art Press

6. Award Athletic Fall Transportation Bid

Recommend the Board award the 2011 Athletic Fall Transportation Bid to Holcomb Bus Service in the total amount of \$17,994.00.

	total bid	deduction	total
Holcomb Bus Services	17,944.00	0%	17,994.00
First Student, Inc.	22,102.00	3%	20,468.94
HA DeHart & Sons	18,978.25	1%	18,797.38

7. Approve Janitorial Supplies and Equipment Bid for 2011-2012 school year

Recommend the Board award the following vendors for the 2011-2012 Janitorial Supplies and Equipment Bid.

Unipak	4,295.00
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8. Approve Transportation Jointure contract with Brooklawn School District

Recommend that the Board approve the Camden County Vocational Technical School-Sicklerville Transportation Jointure Contract with Brooklawn Borough School District and Gloucester City School District to transport students.

9. Approve State Contract Vendors

Recommend the Board approve the following State Contract Vendors for the 2011-2012 school year.

Apple Computers	CNN#621450	WSCA
Fairlite Electric Supply	A75181	

10. Approve contract with Grant Manager

Recommend that the Board approve the Grant Management contract with Patricia A. Null, P & N Grant Consultants, LLC, for the 2011-2012 school year in the amount of \$55.00 per hour, not to exceed \$62,000.00.

11. Establish IRS Section 125 Cafeteria Plan for Flexible Spending Accounts

Recommend that the Board approve a resolution authorizing the establishment of a Cafeteria Plan under Section 125 of the Internal Revenue Code to provide employees with the opportunity to use Flexible Spending Accounts (FSA) to obtain tax relief for IRS eligible Un-reimbursed Medical and Dependent Care Expenses.

Resolution Authorizing Establishment of IRS Section 125 Cafeteria Plan

Whereas, Section 125 of the Internal Revenue code allows payments for eligible medical and depended care expenses to be deducted from an employee's pay before Federal taxes, and not to count as gross income; and

Whereas, the Gloucester City Board of Education wishes to adopt such a Cafeteria Plan within the context of Section 125 of the Internal Revenue Code for the benefit of employees;

Now, therefore be it resolved by the Gloucester City Board of Education of the County of Camden and the State of New Jersey as follows:

The Board hereby authorizes the establishment of the Internal Revenue Code Section 125 Plan consisting of a Cafeteria Plan, providing for Flexible Spending Accounts for Unreimbursed Medical Expenses and Dependent Care Assistance, as well as the Adoption Agreement, and component benefit plans and policies, effective as of the date specified in the Adoption Agreement.

12. Authorized Bank Account

Recommend the board approve establishing the following bank account at PNC Bank for processing Payroll Agency Flexible Spending Account Activity and authorize check signers for the account as listed:

<u>Account Name</u>	<u>Required / Authorized Signers</u>
Gloucester City Board of Education (1) Payroll Agency Flexible Spending Account	Margaret M. McDonnell

13. The NJSIAA Participation for 2011-2012

Recommend the Board approve a Resolution to grant permission for the district to participate in the NJSIAA for 2011-2012.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

The Board of Education of School District Gloucester City, County of Camden State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et seq) herewith enrolls Gloucester City Jr. Sr. High School as a member of the New Jersey Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This Resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of

Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

A photocopy of the minutes signifying the adoption of this membership resolution is attached.

Administrative Responsibility – The Association must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in Bylaws, Article V. Toward that end, the Principal in each member school has the affirmative obligation to report to the NJSIAA any violations for these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article X of the Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon the offending school.

Date of Board Approval

Signature/Secretary Board of Education

14. Approve an Alternate for the CCESC

Recommend the Board approve an Alternate representative with the Camden County Education Services Commission for the 2011-2012 school year.

ADAM BAKER

Alternate Representative

15. Approve Camden County Educational Services Commission PL 192-193 contract

Recommend that the Board approve an agreement with Camden County Educational Services Commission to provide PL 192-193 Non Public Auxiliary Services for the 2011-2012 school year to Gloucester Catholic High School, funded by State Aid to Non Public schools: Initial Budget PL 192 \$230,839.00; PL 193 \$122,923.00.

16. Approve Non Public Textbooks for Gloucester Catholic

Recommend the Board approve the Non Public Textbooks for the 2011-2012 school year.

Prentice Hall Literature	ISBN#133666395	\$ 4,672.29
Realidades 2 Student Ed	ISBN#131340921	\$ 7,916.70
World History Patterns of	ISBN#9780547557588	\$16,999.50

Upon the Superintendent's recommendation, Motion by Mrs. Borger, seconded by Mrs. McHugh to approve the following Grant Actions:

RCV # 7– 9 votes yes, 1 member absent. Motion approved.

Grants Actions:

1. Permission to Accept Award for 21st Century Community Learning Grant 2011-2012

Recommend that the Board grant permission to accept award for the following grant:

Name: 21st Century Community Learning Grant 2011-2012
Amount: Approximately \$535,000.00 per year, renewable for 5 years
(Second year of five-year grant)
Period: September 1, 2011 – August 31, 2012
Purpose: To provide an after school program for MEC and GHS; includes, administration, salaries, trips, counseling, tutoring, and enrichment after school and summer program

2. Permission to Approve Service Agreement with Educational Information and Resource Center

Recommend that the Board grant permission to approve service agreement:

Name: Educational Information and Resource Center (EIRC)
Amount: Maximum \$29,000.00
Period: October 1, 2011 – October 30, 2012
Purpose: To provide services for evaluation of program effectiveness for the 21st Century Community Learning Centers Program

3. Permission to Approve Work for Hire Agreement with Positive Outcomes, Inc.

Recommend that the Board grant permission to approve work for hire agreement:

Name: Positive Outcomes, Inc.
Amount: \$49,920.00
Period: September 1, 2011 – August 31, 2012
Purpose: To provide counseling services including individual therapy, family therapy and related issues

4. Permission to Amend 2010-2011 NCLB Grant

Recommend that the Board grant permission to amend the 2010-2011 NCLB Grant to include 2009-2010 carry over:

	Carry Over	2010-2011 Original Amount	2010-2011 Amended
Title I – A	\$16,788	\$924,540	\$941,328
Title II – A	\$2,019	\$115,813	\$117,832

5. Permission to Apply for NCLB Grant FY12

Recommend that the Board grant permission to apply for 2011-2012 NCLB Grant FY12:

Name: NCLB Grant FY12
 Amount: Title I – A = \$855,881
 Title II – A = \$97,648
 Title III = \$10,099
 Total Allocation = \$963,628
 Period: 9/1/11 – 8/31/12
 Purpose: To provide programs and services throughout the district

6. Permission to Reallocate Unused Title I 2010-2011 Supplemental Educational Services (SES)

Recommend that the Board grant permission to apply for reallocation of SES funds:

Name: Title I 2010-2011 Supplemental Educational Services (SES)
 Reallocation
 Amount: \$118,709
 Period: 9/1/11-8/31/12
 Purpose: Funds will be used for Extended Day Programs at Gloucester City High School and Cold Springs School

7. Permission to Accept Award for FY 2012 IDEA Preschool and Basic Grant

Recommend that the Board grant permission to accept award for the following grant:

Name: FY 2012 IDEA Preschool and Basic Grant
 Amount: Preschool \$24,632.00; Basic \$691,752.00
 Period: September 1, 2011 – August 31, 2012

Purpose: To provide programs and services throughout the district for special education students.

Upon the Superintendent's recommendation, Motion by Mr. Marks, seconded by Mr. Baker to approve of the following Facility Actions. Motion was passed unanimously by members present.

Facilities:

1. Facilities Usage

Approve the following requests for use of facilities for the 2011-2012 school year.

Camden County Dept of Health	10/20/11 3pm-7pm	CS/gym
GHS Alumni Association	Monday's 9/12, 10/3, 11/14, 12/2, 1/9, 2/13, 3/12, 4/2, 5/14, 6/11 7pm-8:30pm	HS/Media Center or Conference Rm
Highland Park Church of God	Fridays 10/7/11 thru 11/18/11 7-9pm	MEC/Gym
Gloucester Knockouts Girls Basketball	Tuesdays & Wednesdays 9/13-11/23/11 7-9:30 pm	CS/Gym
GHS Class of 61 Reunion Comm	Saturday, 9/24/11 12:00-1:30 pm	HS
Gloucester City Mustang Cheerleaders	Wed. 6:30-8:30 pm 9/14, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2, 11/9	MEC/Gym

2. Long Range Facilities Plan Revisions

Any revision for the current Long Range Facilities Plan.

OLD BUSINESS None brought before the Board.

NEW BUSINESS

Mr. Spaventa called Mr. Rodden, GCEA president, in regards to Activity Status Request and Mr. Rodden will email Mr. Hubbs.

Mrs. Borger asked about ASHA and HSPA testing. Mrs. Curry responded HSPA testing is in October with results in December and December will start the first round of ASHA.

PUBLIC SECTOR

On the Motion of Mr. Hubbs, seconded by Mrs. McHugh that approval be granted to open the meeting for public participation. Motion was passed unanimously by members present.

Shierita, parent of a child from Cold Springs School spoke about the registration process. Mr. Spaventa reminded her of a meeting that was set up at 8:15 am for her and her son for registration.

Mrs. Betty Walton, Gloucester resident and a parent of a student who attends a Non-Public school, questioned about the aid in lieu of transportation for her children. Mr. Cavallo explained the State Statute.

Discussion ensued about hazardous route transportation and the Non-Public transportation procedures.

Mr. Cavallo stated that we cannot legally provide bussing.

Mrs. Valerie Wiggington, Gloucester resident and a parent of a student who attends a Non-Public School, stated that she is a taxpayer and we do not get anything.

Mrs. Tonya Sanderson, Gloucester resident and a parent of students of the Gloucester School District, would like to know what is the plan of action for anti bullying and will parents be involved. Mr. Spaventa reported the research that is being done and we are in the process of making presentations. The bullying policy will be on line this week. The attorney that presented to the Board complimented how well Gloucester City is doing. Mrs. Borger suggested that Mrs. Sanderson be on the key communicators committee.

On the Motion of Mr. Hubbs, seconded by Mrs. McHugh to return to Regular Session. Motion was passed unanimously by members present.

EXECUTIVE SESSION

7:55 PM

On the Motion of Mr. Hubbs, seconded by Mrs. McHugh to enter into Executive Session. Motion was passed unanimously by members present.

BE IT RESOLVED that pursuant to the Open Public Meetings Act, the public shall be excluded from the portion of the meeting that student issues for approximately one hour. Action may or may not be taken as a result of Executive Session. FURTHER, that actions taken, if any, will be disclosed when the meeting is opened to the public.

8:10 PM

On the Motion of Mrs. McHugh, seconded by Mr. Hubbs to return to the Regular Meeting. Motion was passed unanimously by members present.

ROLL CALL

Mr.	Baker	Present
Mrs.	Bittmann	Present
Mrs.	Borger	Present
Mr.	Darrow	Absent
Mr.	Hagan	Present
Mr.	Hubbs	Present
Mrs.	Levins	Present
Mr.	Marks	Present
Mrs.	McHugh	Present
Ms.	Llewellyn	Present

Mrs. Llewellyn and Mr. Marks attended the 911 Memorial Dedication. She recommended it as a Field Trip to the New Jersey Science Center.

<i>Board Members</i>	<i>RCV # 1</i>	<i>RCV # 2</i>	<i>RCV # 3</i>	<i>RCV# 4 With exceptions</i>	<i>RCV #5</i>	<i>RCV#6 With exceptions</i>	<i>RCV #7</i>
Mr. Baker	A	Y	Y	Y	Y	Y	Y
Mr. Bennett	Y	Y	Y	Y	Y	Y	Y
Mrs. Bittmann	Y	Y	Y	Y	Y	Y	Y
Mrs. Borger	Y	Y	Y	Y	Y	Y	Y
Mr. Darrow	-	-	-	-	-	-	-
Mr. Hagan	Y	Y	Y	Y	Y	Y	Y
Mr. Hubbs	Y	Y	Y	Y	Y	Y	Y
Mrs. McHugh	Y	Y	Y	Y	Y	Y	Y
Mr. Marks	Y	Y	Y	Y	Y	Y	Y
Ms. Llewellyn	Y	Y	Y	Y	Y	Y	Y

TIME: 8:15 PM

This meeting was adjourned on the Motion of

Mr. Hubbs, seconded by Mrs. McHugh.

Motion was passed unanimously by members present.

Margaret M. McDonnell, SECRETARY

