

SPRINGFIELD BOARD OF EDUCATION  
Springfield, New Jersey  
REGULAR MEETING MARCH 19, 2012

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields. The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, March 19, 2012 at 7:30P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on May 9, 2011.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Patricia Venezia

Present: Mr. Steven Friedman, Mr. Brian Kass, Mr. Irwin Sablosky,

Mr. Scott Samansky, Mrs. Jacqueline Shanes, Mr. Scott Silverstein,

Mr. Steve Wolcott, Mrs. Patricia Venezia

Absent: Mr. Anthony Delia

Also Present: Mr. Matthew Clarke, Business Administrator/Board Secretary

Mrs. Ellyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:28 PM– 7:45 PM)

Moved by Mr. Silverstein, seconded by Mr. Kass, to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:

RESOLUTION:

“WHEREAS the Board of Education must discuss subjects concerning matters of Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

Closed Conference Items

1. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE TO REGULAR SESSION

Moved by Mr. Silverstein, seconded by Mrs. Shanes, approval to reconvene to the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

4. PLEDGE OF ALLEGIANCE

5. COMMUNICATIONS

- a. Garden State Coalition e-net weekly update – March 6<sup>th</sup> & 9<sup>th</sup>.
- b. NJSBA web based Mandated Training Sessions, email to confirm all Board members have completed the necessary training.
- c. NSBA spotlight update from March 8<sup>th</sup> & 15<sup>th</sup>.
- d. The Dayton Varsity Winter Sports Award program in Wednesday, March 28<sup>th</sup>, at 7:00 PM.

6. MINUTES

a. Moved by Mr. Silverstein, and seconded by Mr. Kass, to approve the Regular minutes:

Regular Meeting	- March 5, 2012
Executive Meeting	- March 5, 2012

Yeas: Mr. Steven Friedman, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Scott Samansky, Mr. Scott Silverstein, Mrs. Patricia Venezia

Abstentions: Mr. Steven Wolcott, Mrs. Jacqueline Shanes    MOTION CARRIED

7. SUPERINTENDENT'S REPORT

Moved by Mr. Silverstein, seconded by Mr. Sablosky, to accept and approve the Superintendent's Report as presented.

Mr. Clarke reviewed the following items on behalf of the Superintendent:

1 Student/Staff Recognitions

Union County Dental Poster Contest Winners

Parisha Remolina - 4<sup>th</sup> Grade, TLS

Noah Schraeder – 4<sup>th</sup> Grade, TLS

Erica Pino – 4<sup>th</sup> Grade, JC

Nathan Calling – 4<sup>th</sup> Grade

United States Youth Senate Program

Brett Biebelberg, who was one of two students chosen to represent NJ at the US Senate Youth Program in Washington DC, will provide the Board with a presentation at the April 2<sup>nd</sup> meeting on his experiences during his week in Washington DC.

2. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)

3. Building Usage Request

4. Fund Raiser Request

5. Fieldtrip Request

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. FIRST PUBLIC SESSION (7:50 PM)

There were no comments regarding the Superintendent's Report or the Agenda.

9. BILL LIST

Moved by Mr. Wolcott, seconded by Mr. Silverstein, approval of computer checks numbered 028574 through 028707 and wire transfer 800089 in the amount of \$3,445,910.06 minus voided check numbers 028414 and 028528 in the amount of \$403.60 for a grand total of \$3,445,506.46

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. PERSONNEL APPOINTMENTS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. STAFF PROFESSIONAL DEVELOPMENT TRAVEL

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. APPOINTMENT OF TREASURER OF SCHOOL MONIES

Moved by Mr. Wolcott, seconded by Mr. Silverstein, to appoint Kathleen Herrigel as Treasurer of School Monies to the Springfield Board of Education for the remainder of the 2011 - 2012 school year (March 1, 2012 through June 30, 2012) at a salary of \$5,067 (to be prorated).

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements on the attachment. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. HIB REPORTS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, that the Board of Education affirms the HIB Report previously presented at the following Board meeting:  
March 5, 2012.

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. LETTERS OF PROTEST REGARDING NEWARK VOCATIONAL HIGH SCHOOL  
Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval authorizing the Board President to issue letters of protest regarding the Boys Basketball game on March 2, 2012 at Newark Vocational High School.

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. TUITION GRANTS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. IDEA FY 2012 REVISION

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval authorizing the Springfield Board of Education to apply for the revised funds for the Individuals with Disabilities Education Act, Part B (IDEA-B) both basic (\$425,989) and preschool (\$16,523) FY2012 and to forward to the office of Grants & Management Dept. in Trenton, NJ.

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. RACE TO THE TOP PHASE 3

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval authorizing the Springfield Board of Education to apply for funds regarding Race To The Top, Phase 3 (\$3,668) grant and to forward to the office of Grants & Management Dept. in Trenton, NJ.

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. OVERNIGHT FIELD TRIP

Moved by Mr. Wolcott, seconded by Mr. Silverstein, at the recommendation of the Superintendent, approval of the following overnight field trip –

Model UN – College of NJ Model UN, Wyndham Forrestal, Princeton, NJ  
(March 23 – March 24, 2012.)

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. SCHOOL CALENDAR ADJUSTMENT FOR UNUSED SNOW DAYS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, approval to designate April 5, 2012, schools closed due to not having to utilize the one of three emergency days remaining.

Yeas: Unanimous by all Members present.

MOTION CARRIED

21. SCHOOL CALENDAR ADJUSTMENT FOR UNUSED SNOW DAYS

Moved by Mr. Wolcott, seconded by Mr. Silverstein, approval to designate May 25, 2012 and May 29, 2012, schools closed due to not having to utilize the two emergency days remaining. If the days are necessary from March 20, 2012 and May 24, 2012, then the days will return to a regular day as describe on the 2011 - 12 school calendar.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. SURPLUS EQUIPMENT FROM BUILDINGS & GROUNDS

Moved by Mr. Kass, seconded by Mr. Silverstein, approval authorizing the Springfield Board of Education to dispose of the attached list of obsolete equipment and be identified as surplus property. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. 2<sup>ND</sup> AND FINAL READING OF POLICY

Moved by Mr. Silverstein, seconded by Mr. Samansky, toapprove the second and final reading of the following policies (Attachment F):

Policy #3542	- Student Nutrition
Policy #5519	- Dating Violence
Regulation #5519	- Dating Violence
Policy #6115	- Ceremonies and Observances

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. SECOND PUBLIC SESSION (8:10 PM)

There were no comments from the public at this time.

25. NEW BUSINESS

1. The Dayton spring musical *The Drowsy Chaperone* is March 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup>. Please contact the High School for ticket information.
2. The Tri-County Meeting is at the end of March 2012. Mrs. Shanes will attend on behalf of the Board.
3. Mr. Sablosky or Mrs. Shanes will represent the Board at the May 18<sup>th</sup> Union County Teacher of the Year Award Ceremony being held at La Affaire.
4. Mrs. Venezia will represent the Board at the Union County Outstanding Scholar Awards on May 31<sup>st</sup> at Kean University
5. The Public Hearing on the proposed 2012-2013 budget is March 26<sup>th</sup>, 7:00 PM.
6. The DEP is requesting additional items from the Township in connection with the athletic facility at Dayton.

26. OLD BUSINESS

1. The budget of the Union County Educational Service Commission was approved at their recent meeting.

27. ADJOURNMENT (8:20 PM)

Moved by Mr. Wolcott, seconded by Mr. Silverstein, approval to adjourn the Regular Meeting of the Board of Education at 8:20 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Public Hearing – March 26, 2012 at 7:00 PM in the IMC at JDHS
2. Regular Meeting – April 2, 2012 at 7:30 PM in the IMC at JDHS

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Matthew A. Clarke  
Business Administrator/Board Secretary

**Springfield Public Schools  
Personnel**

Attachment ( A )

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Certificated</b>								
Stone	Misty	Elementary	JCS	----	----	----	resignation	April 6, 2012
Heron	Chris	NJASK Prep	JCS	*	\$32.78/hr	----	F20 Title I	3/1/12-5/30/12
Warlick	Kathryn	Homework Tutorial Club	JCS	*	\$43.71/hr	----	Up to 20 hours	3/1/12-5/30/12
Friedman	April	Elementary	JCS	----	----	----	leave	5/8/12-1/1/2013

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Substitute/Home instructor</b>								
Given	Valencia	Substitute Teacher/Aide	district	----	****	new	----	3/20/12-6/30/12
Merkelbach	Nancy	Substitute Teacher/Aide	district	----	****	new	----	3/20/12-6/30/12
Malgieri	Michael	Substitute Teacher	district	----	****	new	----	3/20/12-6/30/12
Forys	April	Substitute Nurse	district	----	****	new	----	3/20/12-6/30/12
Johnson	Rosalyn	Substitute Custodian	district	----	****	new	----	3/20/12-6/30/12

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Non-Certificated</b>								
Adams-Boone	Trina	Aide	District	----	----	----	resignation	March 6, 2012
Grossman	Elliot	Asst Tennis Coach	JDHS	*	\$2,841.00	----	----	3/20/12-6/30/12
Vieria	Manuel	Treasurer	District	----	----	----	resignation	March 1, 2012

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<b>Before and After School Program/Childcare</b>								
Kerr	Heather	Group Aide		----	14.30/ hr	new	----	3/20/12-6/30/12

\* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2011 - June 30, 2013)

\*\*\*\* Special Salaries, Compensation and Fees 2011- 2012

**Workshop Requests  
2011 - 2012 and 2012-2013**

Attachment (B)

<b>Lname</b>	<b>Fname</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>Location</b>
Gula	Tom	AP Biology Summer Institute	8/6-9/12	898.36	JD
Loew	Bonnie	Cognitive Therapy for Adolescents in School Settings	4/30/12	45.00	FMG
Marshall	Kelly	NJ Anti-Bullying Conference	6/8/12	150.00	TLS
<b>March 19, 2012</b>					



**Special Education Request  
Related Services/OOD Placements**

**1. RELATED SERVICES REQUEST**

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Behavior Therapy Associates, P.A. Somerset, NJ	Functional Behavior Assessment	\$2,470.00	Per IEP	2011-12 SY	
Maxim Healthcare Services, Inc. North Brunswick, NJ 08902	Nursing Services	LPN: 50.13/hr; 100.26/Ride RN: 52.51/hr; 105.02/Ride	Per IEP	2011-12 SY	
Deborah Searle Livingston, NJ	Physical Therapy	\$400/Eval	Per IEP	2011 - 12 SY	

**2. OUT OF DISTRICT PLACEMENT REQUEST**

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>

**TUITION GRANTS  
Summer/Fall  
2012-13**

**Attachment (D)**

<b>Christine Alamorian</b>	<b>The Cooperative Classroom: Kagan's Instructional Practices</b>	<b>Graduate</b>
	<b>Motivation: The Art &amp; Science of Inspiring Classroom Success</b>	<b>Graduate</b>
	<b>Dealing with AD/HD Type Behavior In the Classroom</b>	<b>Graduate</b>
<b>Judy Cariani</b>	<b>Research Methods in Counseling</b>	<b>Graduate</b>
	<b>Internship II in Counseling</b>	<b>Graduate</b>
<b>Josephine Cioffi</b>	<b>Technology in the World Language Class</b>	<b>Graduate</b>
	<b>Teaching Tweens and Teens for Optimal Learning</b>	<b>Graduate</b>
	<b>Cooperative Discipline</b>	<b>Graduate</b>
	<b>The Culturally Distinctive Classroom</b>	<b>Graduate</b>
<b>Kim Connolly</b>	<b>Introduction to Authoring Tools</b>	<b>Graduate</b>
	<b>Introduction to Distance Learning</b>	<b>Graduate</b>
	<b>Research Applications in Educational Technology</b>	<b>Graduate</b>
<b>Dori D'Aloisio</b>	<b>Developmental Reading: Curriculum And Techniques</b>	<b>Graduate</b>
	<b>Psychological and Theoretical Foundations of Reading</b>	<b>Graduate</b>
<b>Joseph David</b>	<b>Analyzing Power &amp; Oppression</b>	<b>Graduate</b>
	<b>The Holocaust Through Literature And Film</b>	<b>Graduate</b>
<b>Anthony DeNicolo</b>	<b>Advanced Acting Workshop</b>	<b>Graduate</b>
	<b>Research Methods in Theatre</b>	<b>Graduate</b>

**TUITION GRANTS  
Summer/Fall  
2012-13**

**Attachment (D)**

<b>Sandra Diez</b>	<b>Research Design in Applied Linguistics</b>	<b>Graduate</b>
<b>Leonard Gabriel</b>	<b>Ceramics Painting</b>	<b>Graduate Graduate</b>
<b>LeEtta Palumbo</b>	<b>Anthropology of Education Curriculum &amp; Instruction History of School Reform in America</b>	<b>Graduate Graduate Graduate</b>
<b>Shannon Perrone</b>	<b>Woodwind Pedagogy</b>	<b>Graduate</b>
<b>Gregory Salmon</b>	<b>Advanced Classical Mechanics Classical Electrodynamics Atomic and Molecular Physics Solid State Physics Nuclear and Particle Physics</b>	<b>Graduate Graduate Graduate Graduate Graduate</b>
<b>Katherine Stevenson</b>	<b>The Cooperative Classroom: Kagan's Instructional Practices Motivation: The Art &amp; Science of Inspiring Classroom Success Dealing with AD/HD Type Behavior In the Classroom</b>	<b>Graduate Graduate Graduate</b>

**Springfield Public Schools  
P.O. Box 210  
Springfield, N.J. 07081**

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**Bill Knorr** (973) 376-1025 Ext. 1239  
**Supervisor of Facilities and Support Services** (973) 919-4279 (cell)  
wknorr@springfieldschools.com (973) 912-9229 (fax)

To: Matt Clarke  
Date: March 14, 2012  
Subject: Obsolete equipment

Matt, below is a list of equipment that was damaged beyond repair during hurricane Irene.

- 1-Husky air compressor
- 1-Portable water pump
- 2- Snapper snow throwers
- 1- Tool cleaner
- 1- Lawn edger
- 1-Band saw

Below is a list of obsolete equipment and material no longer repairable or useable.

- 14 Metal Halide light fixtures 500 watt
- 14 Metal Halide light fixtures 250 watt
- 1- Upright Freezer (Residential Type)
- 1- Upright Freezer (Commercial Type)
- 30- Student Desks and Chairs
- 6- File Cabinets various sizes

Bill Knorr

**SPRINGFIELD PUBLIC SCHOOLS  
Springfield New Jersey 07081**

**POLICY: STUDENT NUTRITION**

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on student's health, and their ability and motivation to learn. The Board is committed to:

1. Providing students with healthy nutritious foods;
2. Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
3. Supporting healthy eating through nutrition education
4. Encouraging students to select and consume all components of the school meal;
5. Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served, as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All foods and beverage items listing sugar, in any form, as the first ingredient;
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006.)

All snacks and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers shall meet the following standards.

1. Based on manufacturers nutritional data or nutrient facts labels:
  - a. No more than 8 grams of total fat per serving with the exception of nuts and seeds
  - b. No more than 2 grams of saturated fat per serving
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - a. Water
  - b. Milk containing 2% or less fat
3. Whole milk shall not exceed 8 ounces.

In elementary schools:

1. 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juice.

In middle and high schools:

1. At least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices
2. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Every effort shall be made to assure food and beverages served during special school celebrations or during curriculum related activities comply with this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations. If food is necessary for approved large group snack, then these products must be purchased through the board approved food service in the district and must conform to the district's nutritional policy. Food brought in from outside sources will not be permitted to be served to students during the school day.

This policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210, school nurses using FMNV's during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards. The Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

**Legal References:**

N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:18A-4.1 f.,h. Use of competitive contracting in lieu of public bidding;  
boards  
of education  
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and regulations  
N.J.S.A. 18A:33-3 through -5 Cafeterias for pupils  
N.J.S.A. 18A:33-9 through -14 Findings, declarations relative to school breakfast  
programs..  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 18A:58-7.1 through -7.2 School lunch program ...  
N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs See particularly:  
N.J.A.C. 2:36-1.7 Local school nutrition policy  
N.J.A.C. 6A:16-5.1(b) School safety plans  
N.J.A.C. 6A:23-2.6 Supplies and equipment  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32--14.1 Review of mandated programs and services  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
Sec. 204 at the Federal Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-  
265)  
42 U.S.C. 1751 et seq. Richard B. Russell National School Lunch Act  
42 U.S.C. 1771 et seq. Child Nutrition Act of 1966  
7 C.F.R. Part 210 Medically authorized special needs diets  
7 C.F.R. Part 210.10 Foods of minimum nutritional value

**Cross References:**

1200 Participation by the public  
1220 Ad hoc advisory committees  
3000/3010 Concepts and roles in business and noninstructional operations; goals and  
objectives  
3220/3230 State funds; federal funds  
3450 Money in school buildings  
3510 Operation and maintenance of plant  
3542 Food Service  
3542.31 Free or reduced-price lunches/milk  
3542.44 Purchasing  
4222 Noninstructional aides  
5131 Conduct/discipline

9123 Appointment of board secretary  
9124 Appointment of business official

Adopted: August 20, 2007  
Revised: March 19, 2012

5519

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: DATING VIOLENCE AT SCHOOL**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school.

A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to at school acts or incidents of dating violence. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.



Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services (I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

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

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37  
New Jersey Department of Education Model Policy and Guidance for Incidents  
Involving Dating Violence – September 2011

Adopted: March 19, 2012

5519R

**SPRINGFIELD PUBLIC SCHOOLS  
Springfield, New Jersey 07081**

**POLICY: DATING VIOLENCE AT SCHOOL**

**A. Definitions**

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school-sponsored activity or event whether or not it is on school grounds.
2. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. "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.

**B. Procedures for Reporting Act or Incidents of Dating Violence**

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
  - a. This report should be made verbally as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school.
  - b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.
3. These acts or incidents may include, but are not limited to:
  - a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
  - b. Digital or electronic acts or incidents of dating violence; and/or
  - c. Patterns of behavior which are threatening or controlling.

**C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence**

1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
  - a. Separate the victim from the aggressor;
  - b. Speak with the victim and the aggressor separately;
  - c. Speak with witnesses or bystanders separately;
  - d. Verbally report the act or incident to the Principal or designee no later than the end of the pupil's school day;
  - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and

- f. Monitor the interactions of the victim and the aggressor with pupil safety being the priority.
2. Protocol for Administrators/Administrative Investigation – The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
    - a. Separate the victim from the aggressor, if applicable;
    - b. Meet separately with the victim and the alleged aggressor;
    - c. Take written statements from the victim and alleged aggressor;
    - d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for clarification;
    - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;
    - f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
    - g. Appropriate referrals should be made if after an assessment by a school social worker, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
    - h. The Principal or designee shall contact the parents/guardians of both the victim and the alleged aggressor. The Principal or designee shall recommend a meeting be held to discuss the act or incident; and
    - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
  3. Protocol for Working with the Victim of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
    - a. A pupil's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;
    - b. A conference shall be held with the victim and their parents/guardians;
    - c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
    - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;
    - e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration may develop a safety plan if deemed necessary;
    - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
    - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
    - h. Document all meetings and action plans that are discussed.
  4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident

of dating violence at school:

- a. Schedule a conference with the aggressor and their parents/guardians;
- b. Give the aggressor the opportunity to respond in a written statement to the allegations and the outcome/determination of an act or incident of dating violence at school;
- c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
- d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
- e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, electronic/digital) towards the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's pupil code of conduct and procedures for any type of retaliation or intimidation towards the victim; and
- f. Document all meetings and action plans that are discussed.

5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating violence that occur at school:

- a. Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information.
- b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.

**D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence**

1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's pupil code of conduct.
2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.
3. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.
4. Consequences may include, but are not limited to, the following:
  - a. Admonishment;
  - b. Temporary removal from the classroom;
  - c. Classroom or administrative detention;
  - d. In-school suspension;
  - e. Out-of-school suspension;
  - f. Reports to law enforcement; and
  - g. Expulsion.
5. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

6. Remedial procedures/interventions may include, but are not limited to, the following:
  - a. Parent conferences;
  - b. Pupil counseling (all pupils involved in the act or incident);
  - c. Peer support group;
  - d. Corrective instruction or other relevant learning or service experiences;
  - e. Supportive pupil intervention (Intervention and Referral Services (I&RS));
  - f. Behavioral management plan; and
  - g. Alternative placements.

E. Warning Signs of Dating Violence

1. A pattern of behaviors may be an important sign that a pupil is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
2. The warning signs listed below are to educate the school community on the characteristics a pupil in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
  - a. Name-calling and putdowns - Does one pupil in the relationship use name-calling or putdowns to belittle or intimidate the other pupil?
  - b. Extreme jealousy - Does one pupil in the relationship appear jealous when the other talks with peers?
  - c. Making excuses - Does one pupil in the relationship make excuses for the other?
  - d. Canceling or changing plans - Does one pupil cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
  - e. Monitoring - Does one pupil call, text, or check up on the other pupil constantly? Does one pupil demand to know the other's whereabouts or plans?
  - f. Uncontrolled anger - Does one of the pupils in the relationship lose his or her temper or throw and break things in anger?
  - g. Isolation - Has one pupil in the relationship given up spending time with family and friends? Has the pupil stopped participating in activities that were once very important?
  - h. Dramatic changes - Has the appearance of the pupil in the relationships changed? Has the pupil in the relationship lost or gained weight? Does the pupil seem depressed?
  - i. Injuries - Does the pupil in the relationship have unexplained injuries? Does the pupil give explanations that seem untrue?
  - j. Quick Progression - Did the pupil's relationship get serious very quickly?

F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence.

Reviewed: March 19, 2012

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**POLICY: CEREMONIES AND OBSERVANCES**

The morning opening exercises will include the pledge of allegiance. Those pupils who have religious or conscientious objections may be excused from participating, but must not disrupt the exercises.

Appropriate recognition shall be given in all schools on the last school day preceding (or the following Monday in the case of Constitution Day and Citizenship Day if September 17<sup>th</sup> falls on a Sunday):

- A. Martin Luther King Jr.'s Birthday;
- B. Lincoln's Birthday;
- C. Washington's Birthday;
- D. Memorial Day;
- E. Constitution Day and Citizenship Day (Sept. 17);
- F. Columbus Day;
- G. Veterans' Day;
- H. Thanksgiving Day.

Suitable exercises are also required by law in all New Jersey public schools in observance of Flag Day (June 14, day of adoption the American flag by the Continental Congress in 1777), Arbor Day (last Friday in April), and Commodore John Barry Day (September 13<sup>th</sup>). The Board authorizes the Chief School Administrator to conduct school observances in commemoration of other persons and events of special historical significance.

Pupils shall be encouraged to develop and/or take part in events and activities in connection with special "days", "weeks" or "months" proclaimed by the nation, state or community.

Holidays and special events may be recognized in the district's schools so long as such recognition respects the rights and feelings of others and is consistent with law.

Songs and customs, which have come to us from the various elements of our national population, may be used to broaden our pupils' awareness of the many elements that make up our American culture. Every effort shall be made to assure food and beverages served during special school celebrations or during curriculum related activities comply with this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations. If food is necessary for approved large group snack, then these products must be purchased through the board approved food service in the district and must conform to the district's nutritional policy. Food brought in from outside sources will not be permitted to be served to students during the school day.

**Legal References:**

N.J.S.A. 18A:36-3 Display of and salute to flag; pledge of allegiance  
N.J.S.A. 18A:36-4 Period of silence (unconstitutional)  
N.J.S.A. 18A:36-6 Observance of flag day  
N.J.S.A. 18A:36-7 through -9 Designation of Arbor Day ...  
N.J.S.A. 18A:36-10 through -12 Designation of Commodore Barry Day ...  
N.J.S.A. 18A:36-13 Patriotic exercises preceding holidays

U.S.C.A. Const. Amends. 1, 14

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

P.L. 108-447 (December 2004) requires all educational institutions that receive Federal funds for fiscal year to hold an educational program on The United States Constitution on September 17, designated "Constitution Day and Citizenship Day."

West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)

Holden v. Elizabeth Board of Education, 46 N.J. 281 (1966)

Lipp v. Morris, 579 F. 2d 834 (1978) (3rd Cir.)

May v. Cooperman, C.A., 780 F.2d 240 (1985)

Karcher v. May, 484 U.S. 72 (1987)

Lee v. Weisman, 505 U.S. 577 (1992)

American Civil Liberties Union v. Blackhorse Pike Regional Board of Education, 84 F.3d 1471 (3<sup>rd</sup> cir. 1996)

Santa Fe Indep. School District v. Doe, 120 S.Ct. 2266 (June 19, 2000)

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, United States Department of Education, February 7, 2003

**Cross References:**

5114 Suspension and expulsion  
5127 Commencement activities  
5131 Conduct/discipline  
6141.2 Recognition of religious beliefs and customs

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