

DRAFT COPY SUBJECT TO REVISIONS BY BOARD
SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING NOVEMBER 16, 2009

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, November 16, 2009 at 7:18 P.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 April 27, 2009.

1. CALL TO ORDER

The meeting was called to order by Board President, Mrs. Jacqueline Shanes

Present: Mr. Anthony Delia, Miss Linda Duke, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mrs. Patricia Venezia

Also

Present: Mr. Michael Davino, Superintendent
Mrs. Hillary Corburn, Assistant Superintendent
Mr. Matthew A. Clarke, Business Administrator/Board Secretary
Mrs. Ellyn Atherton, Director of Human Resources

2. CLOSED SESSION (7:19 – 7:30 PM)

Moved by Miss Duke, seconded by Mr. Delia, 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.”

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Closed Conference Items

1. Matters protected by Attorney/Client privilege

Yeas: Unanimous by all Members present.

MOTION CARRIED

3. RECONVENE

Moved by Miss Duke, seconded by Mr. Sablosky, 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. Advertisement for the recent Board vacancy was posted in the November 12th edition of The Local Source. In addition, the advertisement has been posted on the Board's webpage.
- b. UCSBA is holding a joint membership meeting (Essex and Union) on December 3, 2009 at the South Orange/Maplewood Board Office discussing - "Raising the bar - preparing NJ's students for the 21st Century".
- c. NJSBA mandated training sessions reminder
- d. Springfield Educational Foundation Holiday cards will be offered again this year.
- e. Letter from Harvey Fruchter, attorney at law, regarding the estate of Irwin Levee.

6. MINUTES

Moved by Miss Duke, seconded by Mr. Delia, to approve the following minutes:

Executive Meeting	- November 2, 2009
Regular Meeting	- November 2, 2009

Yeas: Mr. Anthony Delia, Mr. Andrew Fekete, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mrs. Jacqueline Shanes
Abstention: Miss Linda Duke

MOTION CARRIED

7. ELECTION OF VICE PRESIDENT

Moved by Mrs. Venezia, seconded by Miss Duke, to nominate Irwin Sablosky for the office of Vice President of the Springfield Board of Education for the remainder of the 2009 – 2010 term.

Yeas: Mr. Anthony Delia, Miss Linda Duke, Mr. Brian Kass, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mrs. Jacqueline Shanes
Abstention: Mr. Andrew Fekete

MOTION CARRIED

8. BOARD PRESIDENT REPORT

- a. Mrs. Shanes presented Donato Circelli, with a plaque of appreciation for his service on the Springfield Board of Education.
- b. Elaine Davis, Director for the Office of Leadership Development, Division of District and School Improvement for the NJ Department of Education, presented Michael Davino with a Certificate of Appreciation.

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9. SUPERINTENDENT'S REPORT

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

Mr. Davino reviewed the following items:

- a. Building Usage Request
- b. Fund Raisers
- c. Field Trips
- d. Student Recognition
 1. Congratulations to all JDHS Fall Sports teams for making it into the playoffs:

The JDHS Boys Soccer Team has a State playoff game scheduled for Tuesday, November 17th. A "corn roast" is scheduled for 5:00 PM prior to the game.
 2. French III student, Kristin Kelly, will be recognized for her piece on the Eiffel Tower at the French Consulate this week.
- e. The CAFR – Audit 2009 Review was presented by Matthew Clarke.

Yeas: Unanimous by all Members present.

MOTION CARRIED

10. FIRST PUBLIC SESSION (8:17 PM)

There were no comments or questions regarding the agenda.

11. BILL LIST

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve computer checks numbered 023092 through 023336 and wire transfer 800061 in the amount of \$3,274,167.80 minus voided check numbers 022623, 022910 and 022928 in the amount of \$6,872.14 for a grand total of \$3,267,295.66.

12. BOARD SECRETARY'S REPORT

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve the Board Secretary's revised Report dated September 30, 2009 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. TREASURERS REPORT

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve the Treasurer's Report dated September 30, 2009 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

MOTION CARRIED

14. LEGAL CERTIFICATION

Moved by Mr. Sablosky, seconded by Mr. Delia, pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of September 30, 2009 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

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15. COMPREHENSIVE ANNUAL FINANCIAL REPORT

Moved by Mr. Sablosky, seconded by Mr. Delia, approval of the resolution to accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2009 and the accompanying Auditor's Management Report on Administrative Findings completed by Cannone and Company, P.A., and to authorize the administration to implement the recommendations as stated in the report, and adopt the Corrective Action Plan. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. REVISED SCHEDULE OF SPECIAL SALARIES AND FEES

Moved by Mr. Sablosky, seconded by Mr. Delia, to approve the revised Special Salaries, Fees, and Compensation Rates for the 2009-2010 school year. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. PERSONNEL APPOINTMENTS

Moved by Mr. Delia, seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. PROFESSIONAL DEVELOPMENT TRAVEL

Moved by Mr. Delia, seconded by Mr. Sablosky at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

19. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mr. Delia seconded by Mr. Sablosky, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2008 - 2009 school year. (Attachment E)

Yeas: Unanimous by all Members present.

MOTION CARRIED

20. TUITION GRANTS

Moved by Mr. Delia seconded by Mr. Sablosky at the recommendation of the Superintendent, I move approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment F)

Yeas: Unanimous by all Members present.

MOTION CARRIED

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21. NON-RESIDENTIAL STUDENTS

Moved by Mr. Delia seconded by Mr. Sablosky, at the recommendation of the Superintendent, approval that the Board of Education accept students 0307 (Walton) and 0301 (Caldwell), as tuition students as per Policy #5118.

Yeas: Unanimous by all Members present.

MOTION CARRIED

22. 1ST READING POLICY #9121 & 5201

Moved by Mr. Fekete, seconded by Mrs. Venezia, to approve the first reading of the following policies (Attachment G):

- Policy # 9121 - Role of the President
- Policy # 5201 - Harassment, Intimidation, Bullying.

Yeas: Unanimous by all Members present.

MOTION CARRIED

23. SECOND PUBLIC SESSION (8:21- 8:24 PM)

The following members of the public had comments regarding 1st grade textbooks and the new township committee:

- Fred Roth
- Gerry Fernandez

24. NEW BUSINESS

- a. The Sandmeier PTA is exploring the utilization of “Go To Meetings” to draw a larger crowd for monthly meetings.
- b. The Bulldog Auction scheduled for Wednesday, November 19th is sold out. Thank you to all who plan to participate.
- c. A Board Member is needed to cover the FMG PTA meeting and community conference meeting on December 10th.
- d. Jacqueline Shanes reported on her attendance at the mandated Advanced BOE Training on Legal Updates.
- e. The Tri County BOE is gathering negotiated data for comparison use by districts.
- f. The Walton PTA suggested that, maybe in the spring, the Holiday Card fundraiser be expanded to include all-purpose cards.
- g. The Harlem Wizards fundraiser has been postponed to the spring.
- h. As of today, the BOE has not received any interest in the vacated Board seat.

25. OLD BUSINESS

We are missing a few of the “Board of Education Self Evaluations”. If you have not completed, please do ASAP and submit to the NJSBA for collation.

26. ADJOURNMENT (8:34 PM)

Moved by Mr. Delia, seconded by Mr. Kass, to adjourn the meeting at 8:34 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

- 1. Regular Meeting – December 7, 2009 at 7:30 PM in the IMC at JDHS

Matthew A. Clarke
Business Administrator/Board Secretary

**SPRINGFIELD PUBLIC SCHOOLS
CORRECTIVE ACTION PLAN**

Attachment (**A**)

Name of School: Springfield
 Type of Audit: Annual
 Date of Board Meeting: November 16, 2009
 Contact Person: Matthew A. Clarke
 Telephone Number: (973) 376-1025 Ext. 1210

County: Union

Recommendation Number	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<i>Student Activities</i>				
2009-01 (JC Activities)	That a 2nd signature for activity checks be included on all checks issued.	Review with JC Principal proper handling of checks in the absence of the Secretary.	EVW Secretary, Principal Business Administrator	November 2009 forward...

Chief School Administrator

November 16, 2009
Date

C: County Superintendent

School Business Administrator/Board Secretary

November 16, 2009
Date

Springfield Public Schools
Springfield, New Jersey 07081
2009 - 2010 School Year
Special Salaries, Fees, and Compensations

1	Bedside Instruction Rate		\$	28.00	per hour
2	Substitute and Part-time Clerks		\$	13.00	per hour
3	Substitute Clerical Personnel (Retirees)		\$	13.75	per hour
4	Custodial Substitutes/Maintenance Worker		\$	12.50	per hour
5	Summer Student Help		\$	7.50	per hour
6	School Doctors	(On site)	\$	135.00	per hour
		(Office)	\$	55.00	per hour
7	Rate for Mileage		\$	0.310	per mile
8	Substitute/School Bus Drivers		\$	14.50	per hour
9	Charge for Copies of Materials		\$	0.75	pages 1 - 10
			\$	0.50	pages 11 - 20
			\$	0.25	pages 21(+)
10	Substitute Teacher				
	a. County Certificate				
	1-19 days		\$	80.00	
	20+ days		\$	90.00	
	b. County Certificate/BA				
	1-19 days		\$	85.00	
	20+ days		\$	95.00	
	c. Regular Teaching Certificate				
	1. Cumulative days of service in current school year				
	1-19 days		\$	90.00	
	20-39 days		\$	95.00	*
	40+ days		\$	105.00	
	2. Cumulative days of service in same assignment & current school year				
	1-19 days		\$	105.00	
	20+ days		\$	125.00	**
	d. County Certificate/Certified RN				
	1+ days		\$	125.00	
	* After 50 days of cumulative service the previous year, the rate of pay will be \$95.00				
	** After 20 consecutive days in the same assignment, \$125/diem retro-active to the 1st day.				

**Springfield Public Schools
Personnel**

Attachment (C)

Last Name <i>Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Miller	Melanie	Special Education	Walton	step 9/6th	\$69,284.00	----	attainment of +30	9/1/09-6/30/10
Pizzo	Dana	Math	JDHS	*	\$27.32/period	----	up to \$2732.00	9/1/09-6/30/10
Perone	Rebecca	Elementary	Walton	----	----	----	Leave	1/14/10-6/30/10

Last Name <i>Non-Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Information	Effective Date
Vaccarella	Lucy	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	11/17/09-6/30/10

Last Name <i>Substitute/Home instructor</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Carey	Tasneem	Substitute Teacher	District	----	****	New	----	11/17/09-6/30/10
Gelman	Kenneth	Substitute Teacher	District	----	****	New	----	11/17/09-6/30/10
Mitchell	Valerie	Substitute Teacher	District	----	****	New	----	11/17/09-6/30/10
Linderman	Ben	Sub Teacher/Aide	District	----	****	New	----	11/17/09-6/30/10
Lopes	Christina	Substitute Teacher	District	----	****	New	----	11/17/09-6/30/10
Cgrywalski	Christine	Substitute Aide	District	----	****	renewal	----	11/17/09-6/30/10
Voremberg	Ilana	Substitute Aide	District	----	****	renewal	----	11/17/09-6/30/10

Last Name <i>Before and After School Program/Childcare</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
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* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2007 - June 30, 2010)

**** Special Salaries, Compensation and Fees 2009 - 2010

**Workshop Requests
2009 - 2010**

Attachment (D)

Lname	Fname	Description	Date	Amount	Location
Bhasin	Kay	Diversity Council Teacher Ed. Conf.	12/10/09	55.00	EVW/JC
Francois	Angie	What's New in Young Adult Literature	1/13/10	213.40	FMG
Gabriel	Leonard	Block of Color	11/13/09	42.75	TLS/JC
Goerge	Robyn	RTI - In the Trenches	12/11/09	199.00	FMG
Goerge	Robyn	What's New in Young Adult Literature	1/13/10	207.20	FMG
Hofman	Veronica	Writing on Demand	1/8/10	199.00	JD
November 16, 2009					

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

Attachment (E)

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>	
Jewish Voc. Service of Metro West East Orange, NJ	Vocational Evaluation	\$850		09 - 10 SY		
Dr. Gabe Kaplan, M.D. Springfield, NJ	Psychiatric Evaluation	\$800	Per IEP	09 - 10 SY		
Mountain Lakes Board of Education Mountain Lakes, NJ	Inservice	\$123.00		09 - 10 SY		

2. OUT OF DISTRICT PLACEMENT REQUEST						
<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>		
Cranford Achievement Program Cranford, NJ	0801	\$42,320.00	09 - 10 SY	Tuition		
Cerebral Palsy League, Inc. Cranford, NJ	Tuition Adjustment	\$1,724.00	08 - 09 SY	June 30, 2009	0620	
ECLC of New Jersey Newark, NJ	Salary Expense	186.14	7/6 - 7/31/09	1:1 Aide	0825	

**TUITION GRANTS
SPRING - 2010**

Eileen Berglund	Program Planning & Evaluation Health Disparities & Social Justice	Graduate Graduate
Lisa Bierly	Cooperative Discipline Wellness: Creating Health & Balance In the Classroom	Graduate Graduate
Karen Blanchard-Salmon	Teaching & Learning Through Multiple Intelligences The Culturally Distinctive Classroom	Graduate Graduate
Julia Buban	Cooperative Discipline The Kinesthetic Classroom: Teaching & Learning Through Movement	Graduate Graduate
Judy Cariani	Theories of Counseling Theory/Practice of Group Counseling Abnormal Psychology	Graduate Graduate Graduate
Lauren Chang	Cooperative Discipline Wellness: Creating Health & Balance In the Classroom	Graduate Graduate
Mary Compton	MARYGROVE Classroom Management to Promote Student Learning Introduction to Teacher Leadership	Graduate Graduate
Sandra Diez	Selected Topics in Applied Linguistics	Graduate
Michelle Finelli	Supervision & Evaluation: People, Programs & Performance	ADMIN
Ron Foster	Cooperative Discipline Wellness: Creating Health & Balance In the Classroom	Graduate Graduate
Kathy Frankhouser	Cooperative Discipline Wellness: Creating Health & Balance In the Classroom Styles of Teaching: Personality Type In the Classroom The Kinesthetic Classroom: Teaching & Learning Through Movement	Graduate Graduate Graduate Graduate
Leonard Gabriel	Studies in Creative Process	Graduate
Robyn Goerge	Clinical Practices in the Diagnostic and Correction of Reading Disabilities II Advanced Seminar in Reading Specialization I and II	Graduate Graduate

**TUITION GRANTS
SPRING - 2010**

Steven Griffiths	Cooperative Discipline Wellness: Creating Health & Balance In the Classroom	Graduate Graduate
Dolores Handy	<u>MARYGROVE</u> Classroom Management to Promote Student Learning Introduction to Teacher Leadership	Graduate Graduate
Scott Keele	Curriculum & Instruction	Graduate
Dana Pizzo	Foundations of Abstract Algebra	Graduate
Rebecca Salomon	Modes of Inquiry and Research Cooperative Discipline	Graduate Graduate
Susan Satter	<u>MARYGROVE</u> Classroom Management to Promote Student Learning Introduction to Teacher Leadership	Graduate Graduate
Roxanne Silberto-Graham	Styles of Teaching: Personality Type In the Classroom Expanding Student Thinking in the Classroom Teaching & Learning Through Multiple Intelligences	Graduate Graduate Graduate
Laura Tonzetich	Brain-Based Teaching & Learning	Graduate
Marnie Zambolla	School Substance Awareness Coordinator Assessment & Counseling Alcohol/ Drug Affected Children & Families	Graduate Graduate
Jacqueline Zika	Advanced Seminar Research in Counselor II Theories of Counseling	Graduate Graduate

(G)

BYLAW 9121

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

ROLE AND RESPONSIBILITIES OF THE PRESIDENT

The President of the Board of Education shall serve a one-year term, dating from the Organization Meeting of his/her election until the following Organizational Meeting. The President shall preside at all meetings of the Board and shall perform other duties as directed by statute, State Department of Education regulations, and this Board. In carrying out those responsibilities, the President shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent on the Board's agenda where practicable.
3. Consult with each Board Member relative to his/her committee interests and appoint Board committees, chairpersons and appoint Board representatives to educational organizations and other community liaison positions in consultation with the Vice President. The Board President shall make every effort to distribute chairmanships among the members.
4. Call such meetings of the Board as he/she may deem necessary upon at least two days notice.
5. Be an ex-officio Member of all Board committees.
6. Confer with the Superintendent on crucial matters which may occur between Board meetings.
7. Be responsible for the orderly conduct of all Board meetings.
8. Shall serve as the conduit to administration for Board questions and requests for non-OPRA information *as necessary*.

In the case of the resignation, absence, or disability of the President, the Vice-President shall perform the duties of the President. In case of the absence or disability of both the President and Vice-President, the chairperson of the Policy committee shall preside and perform all the duties of the President.

The President may succeed him/herself.

Legal References:

- N.J.S.A. 18A:6-20 The right to testify; counsel; witnesses; compulsory process
N.J.S.A. 18A:6-54 Representative assembly; organization; election of board of
directors and officers (educational services commission)
N.J.S.A. 18A:13-12 Organization of boards; failure to organize
N.J.S.A. 18A:15-1 President and vice president; election or failure to elect
N.J.S.A. 18A:15-2 Removal of president or vice president; vacancies
N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls
N.J.A.C. 6A:32-3.1 Special meetings of district boards of education

Cross References:

- 1120 Board of education meetings
9020 Public statements
9130 Committees
9322 Public and executive sessions

Approved: August 28, 1989

Revised: June 30, 1997

Revised: February 28, 2008

Revised:

**SPRINGFIELD PUBLIC SCHOOLS
SPRINGFIELD, NEW JERSEY 07081**

POLICY: HARASSMENT, INTIMIDATION, BULLYING AND HAZING

Acts of harassment, intimidation or bullying may be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

“Harassment, intimidation or bullying” is defined as any gesture or written, verbal or physical act or any electronic communication 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g. intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g. the use of electronic or wireless devices to harass, intimidate, or bully) to the extent this Policy complies with the provisions of NJAC 6A:16-7.6, conduct away from school grounds, and the district’s code of pupil conduct, pursuant to NJAC 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for pupil’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to NJSA 18A:24-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes

with the requirements of appropriate discipline requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g. school computers, other electronic or wireless communication devices) apply to the provisions of NJSA 18A:37-15 and NJAC 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment *consistent with the code of pupil conduct.*

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. The district prohibits all types of bias based harassment.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will

develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This policy will appear in all publications of the district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks *and the district website*. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying consistent with the code of pupil conduct. Then following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The Age, developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior (s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

The following factors will be considered in determining the appropriate response for determining remedial measures:

Personal

1. *Life skills deficiencies;*
2. *Social relationships;*
3. *Strengths;*
4. *Talents;*
5. *Traits;*
6. *Interest;*
7. *Hobbies;*

8. *Extra-curricular activities;*
9. *Classroom participation; and*
10. *Academic performance.*

Environmental

1. *School culture;*
2. *School climate;*
3. *Pupil-staff relationships and staff behavior toward the pupil;*
4. *General staff management of classrooms or other educational environments;*
5. *Staff ability to prevent and manage difficult or inflammatory situations;*
6. *Social-emotional and behavioral support;*
7. *Social relationships;*
8. *Community activities;*
9. *Neighborhood situation; and*
10. *Family situation.*

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, and bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to NJAC 6A:16-7.1. Consequences for a pupil 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 pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples below:

Examples of 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.*

Examples of Remedial Measures – Personal

1. *Restitution and restoration;*
2. *Mediation;*
3. *Peer support group;*

4. *Recommendations of a pupil behavior or ethics council;*
5. *Corrective instruction or other relevant learning or service experience;*
6. *Supportive pupil interventions, including participation of the Intervention and Referral Service Team, pursuant to NJAC 6A:16-8;*
7. *Behavioral assessment or evaluation, including but not limited to, a referral to the Child Study Team, as appropriate;*
8. *Behavioral management plan, with benchmarks that are closely monitored;*
9. *Assignment of leadership responsibilities (e.g. hallway or bus monitor);*
10. *Involvement of school disciplinarian;*
11. *Pupil counseling;*
12. *Parent conferences;*
13. *Pupil treatment; or*
14. *Pupil therapy.*

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. *School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;*
2. *School culture change;*
3. *School climate improvement;*
4. *Adoption of research-based, systemic bullying prevention programs;*
5. *School policy and procedures revisions;*
6. *Modifications of scheduling;*
7. *Adjustments in hallway traffic;*
8. *Modifications in pupil routes or patterns traveling to and from school;*
9. *Targeted use of monitors (e.g. hallway, cafeteria, bus);*
10. *Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;*
11. *General professional development programs for certificated and non-certificated staff;*
12. *Professional development plans for involved staff;*
13. *Disciplinary action for school staff who contributed to the problem;*
14. *Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to NJAC 6A:16-8;*
15. *Parent conferences;*
16. *Family counseling;*
17. *Involvement of parent-teacher organizations;*
18. *Involvement of community-based organizations;*
19. *Development of a general bullying response plan;*
20. *Recommendations of a pupil behavior or ethics council;*
21. *Peer support groups;*
22. *School transfers; and*
23. *Law enforcement (e.g. school resource office, juvenile officer) involvement*

NJAC 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any

staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances. An appropriate consequence will be determined after meaningful consideration of these factors. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in NJSA 18A:37-16.c.

Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to Incident of Harassment, Intimidation or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom,

school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community actions the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers. *The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.*

Services to Victims of Harassment

The Springfield School District will provide support for victims of harassment, intimidation or bullying. The Chief School Administrator or his/her designee will identify a range of strategies and resources (e.g., counseling, teacher aides, hallway and playground monitors, mediators, schedule changes, school transfers, before- and after-school and/or school transportation supervision, therapy) that will be available to individual victims of harassment, intimidation and bullying and will respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. Social skills training provided for all students is an example of a school or a school district-wide response for addressing victimization.

REPRISAL OR RETALIATION PROHIBITED

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. *The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.*

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment,

intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils *and as set forth in NJAC 6A:16-7.2, Short-term Suspensions, NJAC 6A:16-7, Long-term Suspensions and NJAC 6A:16-7.5, Expulsions.*

Consequences and appropriate remedial actions for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures, *and agreements.*

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school sponsored functions or on a school bus. *The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.*

The Superintendent shall develop an annual process for the Principal(s) to discuss the school district's policy on harassment, intimidation and bullying with pupils.

HARASSMENT, INTIMIDATION AND BULLYING PREVENTION PROGRAMS

Pursuant to NJSA 18A:37-17(5)(c) *and NJAC 6A:16-7.9(d)1.i.* information regarding the district's Harassment, Intimidation and Bullying policy shall be incorporated into a schools' employee training program.

Pursuant to NJAC 6A:16-7.9(d)3, *the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district an implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.*

Pursuant to NJAC 6A:16-7.9(d)3, *the district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of*

Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to NJAC 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to NJAC 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to NJSA 18A:37-15.1, this policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to NJSA 18A:37-17(d), the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parent(s) or legal guardian(s), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

Legal Reference:

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

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