

A large, stylized logo in the background consisting of a yellow and orange 'F' and 'L' with a grey drop shadow. The word 'FORT' is written in a yellow, italicized, sans-serif font to the right of the 'F'.

**FORT LEE**  
**PUBLIC SCHOOLS**  
Employee Handbook  
2018-2019

*PUBLIC SCHOOLS*

# **FORT LEE BOARD OF EDUCATION**

2018 - 2019



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Kenneth J. Rota, Superintendent of Schools

Sharon Amato, Ed.D, Director of Curriculum & Instruction

Haquisha Q. Taylor, Business Administrator

Jaime Cangialosi-Murphy, Director of Human Resources

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## ***DISCLAIMER***

The purpose of this handbook is to provide descriptive information and practical guidance to new and current District employees. It supersedes any prior handbook. This handbook is not a contract of employment. No information contained in this handbook should be construed as a contract of employment or guarantee of continued employment.

This handbook does not supersede any individual employment contract(s), collectively negotiated agreement(s) with the Fort Lee Board of Education (FLBOE) and Fort Lee Education Association (FLEA) or Fort Lee Administrators Group (FLAG), or posted job descriptions. Neither this handbook nor any other guideline, policy or practice of the Board of Education creates an employment contract. This handbook is not intended to create an **express or implied contract** or guarantee of employment for any length of time or under any particular condition or any special arrangement.

No one is authorized to provide any employee with an employment contract or special arrangement concerning the terms or conditions of employment unless the contract or arrangement is in writing and signed by the Superintendent of Schools and formally approved by the Board of Education.

More specific information may be obtained from the FLEA Agreement, FLAG Agreement or the Policy Manual of the Fort Lee Board of Education (which can be found through a link on the District website.) For your convenience, a list of contact phone numbers has been included in this handbook for future reference.

## ***DISTRICT INFORMATION AND OVERVIEW***

### **Fort Lee Public Schools Instructional Vision, Mission, & Belief Statements**

#### **INSTRUCTIONAL VISION STATEMENT**

The Fort Lee School District is committed to providing challenging instruction for each student, differentiated to address his/her intellectual, social, and emotional needs; to use best practices that engage students in relevant learning activities to provide them with the tools to become literate, productive, competitive, and critical thinking members of our global society.

#### **MISSION STATEMENT**

The mission of the Fort Lee Public Schools is to prepare our students to be life-long learners and to ensure that all achieve the New Jersey Student Learning Standards and global skills through a safe, comprehensive learning environment that meets the unique needs of each individual, strong parent-community-school partnerships, and connections to the real world.

#### **BELIEF STATEMENT**

We believe that all students should have:

The skills and ethics to meet any challenges in life in a manner that is personally satisfying and contributes to the community;

A confident sense of self – an intellectually curious, enthusiastic, adaptive, creative, resilient risk-taker;

A timely and timeless knowledge base and a clear sense of the interrelationship among the disciplines; and

An awareness and respect for the diversity of our community, nation, and world and ownership for the quality of the inter-relatedness of this diversity.

## ***WELCOME TO FORT LEE PUBLIC SCHOOLS***

The Fort Lee Public Schools serve the residents of Fort Lee Borough in Bergen County, New Jersey. The Borough, situated on the Hudson River, is bisected by the New Jersey approaches to the George Washington Bridge, which carries traffic across the Hudson River to upper Manhattan. Fort Lee Borough encompasses approximately 2.6 square miles and is considered a suburban community.

The Fort Lee Public Schools are committed to:

- Providing challenging instruction for each student, differentiated to address his/her intellectual, social and emotional needs;
- Following best instructional practices that engage all students in relevant learning activities; and
- Developing students who are prepared to be “First in the World” in global competition.

In addition, the Fort Lee Public Schools are continuously working to meet the New Jersey Student Learning Standards and fulfill the District’s vision with a commitment to fiscal responsibility.

To fulfill our belief that classroom instruction is the most important element of the education of a child, teachers in the Fort Lee Public Schools are involved in extensive and rigorous professional development. Our staff strive to improve their skills through attendance at district led courses in Language Arts, Brain Based Learning, and Multiple Intelligences to name a few. Teachers also attend local colleges and universities to pursue higher learning in their fields of instruction.

We are committed to continuous professional development as a key to improving instruction. Our teachers work together in teams to share their talents and skills with one another. We see this effectively implemented in our mentoring program, but we also see it in lesson study groups, curriculum development teams and grade level or department teams. Our teachers share their collective experience to develop an instructional model based on best practices.

Quality schools need committed parents. Our active PTA’s and other parent groups are valued for the extra support they provide to our students and our schools. We look forward to having all staff join in the ongoing efforts to keep the Fort Lee Public Schools at the forefront of education.

This handbook is intended to guide you in your duties as a member of the Fort Lee Public Schools community as a valued employee. If there are any questions or concerns, we invite you to speak to your principal or other immediate supervisor.



## ***DISTRICT CONTACT INFORMATION***

<b>Kenneth J. Rota</b>	<b>Superintendent of Schools</b>	<b>201-585-4612 Ext. 7501</b>
<b>Sharon Amato, Ed.D.</b>	<b>Director of Curriculum &amp; Instruction</b>	<b>201-585-4612 Ext. 7514</b>
<b>Haquisha Q. Taylor</b>	<b>Business Administrator</b>	<b>201-585-4612 Ext. 7512</b>
<b>Peter Crawley</b>	<b>Assistant Business Administrator</b>	<b>201-585-4612 Ext. 7517</b>
<b>Jaime Cangialosi-Murphy</b>	<b>Director Human Resources</b>	<b>201-585-4612 Ext. 7508</b>
<b>Jason M. Ruggiero</b>	<b>District Technology Coordinator</b>	<b>201-585-4675 Ext. 6505</b>
<b>Lauren Glynn</b>	<b>High School Principal</b>	<b>201-585-4675 Ext. 6501</b>
<b>William Diaz II</b>	<b>High School Assistant Principal</b>	<b>201-585-4675 Ext. 6536</b>
<b>Peter Vilardi</b>	<b>High School Assistant Principal</b>	<b>201-585-4675 Ext. 6537</b>
<b>Robert Daniello</b>	<b>Middle School Principal</b>	<b>201-585-4660 Ext. 5501</b>
<b>Gina Ruesga</b>	<b>Middle School Assistant Principal</b>	<b>201-585-4660 Ext. 5503</b>
<b>Rosemary Giacomelli</b>	<b>School No. 1 Principal</b>	<b>201-585-4620 Ext. 1501</b>
<b>John Brennan</b>	<b>School No. 2 Principal</b>	<b>201-585-4630 Ext. 2501</b>
<b>Jay Berman</b>	<b>School No. 3 Principal</b>	<b>201-585-4640 Ext. 3501</b>
<b>Patrick Ambrosio</b>	<b>School No. 4 Principal</b>	<b>201-585-4650 Ext. 4501</b>
<b>Joseph Finizio</b>	<b>Elementary Assistant Principal</b>	<b>201-585-4620 Ext. 1507</b>
<b>Lauren Carrubba</b>	<b>Director of School Counseling Services</b>	<b>201-585-4675 Ext. 6511</b>
<b>Diana Davis</b>	<b>Director of Special Services</b>	<b>201-585-4652 Ext. 1801</b>
<b>Michael Raftery</b>	<b>Director of Athletics</b>	<b>201-585-4675 Ext. 6504</b>
<b>Michele Carlora, Ed.D.</b>	<b>Supervisor</b>	<b>201-585-4612 Ext. 7511</b>
<b>Diane Collazo-Baker</b>	<b>Supervisor</b>	<b>201-585-4612 Ext. 7509</b>

We have updated our phone system to make it easier to reach the correct department or person. Simply call the main number and follow the Auto Attendant prompts. You may enter the staff extension or enter the person's first or last name. The main numbers are unchanged:

<b>Central Office</b>	<b>201-585-4612</b>
<b>Elementary School No. 1</b>	<b>201-585-4620</b>
<b>Elementary School No. 2</b>	<b>201-585-4630</b>
<b>Elementary School No. 3</b>	<b>201-585-4640</b>
<b>Elementary School No. 4</b>	<b>201-585-4650</b>
<b>Lewis F. Cole Middle School</b>	<b>201-585-4660</b>
<b>Fort Lee High School</b>	<b>201-585-4675</b>

# DISTRICT CALENDAR

The district calendar is approved yearly by the Board of Education. Calendars can be found on the District website at District Calendar [flboe.com](http://flboe.com). Please see the District website for any updates or changes that have occurred after the publication of this handbook. The District's year shall run from July 1st through June 30th.

BOE Approval: 3/5/2018  
Resolution No.: 28918

## 2018-2019 District Calendar

### Fort Lee Public Schools

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4	Independence Day - CLOSED
Aug 29, 30, 31	New Teacher Orientation
Sept 3	Labor Day - CLOSED
Sept 4	Convocation/Staff Orientation
Sept 5	Staff Orientation and Grades 7 & 9
Sept 6	Student Orientation
Sept 8	First Day of Classes
Sept 10-11	Rosh Hashanah - CLOSED
Sept 19	Yom Kippur - CLOSED
Nov 8	Election Day - CLOSED
Nov 8-9	NJEA Convention - CLOSED
Nov 21	Thanksgiving Break - EARLY DISMISSAL
Nov 22-23	Thanksgiving Break - CLOSED
Dec 21	Holiday Break - EARLY DISMISSAL
Dec 24-Dec 31	Holiday Break - CLOSED
Jan 1	New Year's Day - CLOSED
Jan 21	Martin Luther King, Jr. Day - CLOSED
Jan 22, 23, 24	EARLY DISMISSAL - Elementary Schools Only - Parent Teacher Conferences
Feb 18	Presidents' Day - CLOSED
Feb 19	Winter Recess - SCHOOLS CLOSED
Apr 15-18	Spring Recess - SCHOOLS CLOSED
Apr 19	Good Friday - CLOSED
May 27	Memorial Day - CLOSED
June 24	EARLY DISMISSAL
June 25	EARLY DISMISSAL-MS Commencement
June 26	EARLY DISMISSAL-High School Graduation and Last Day for Classes
June 27	Last Day for Teachers

# of Days	Teachers	Students
Sept	16	14
Oct	23	23
Nov	17	17
Dec	15	15
Jan	21	21
Feb	18	18
Mar	21	21
Apr	17	17
May	22	22
Jun	19	18
TOTALS	189	186

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Category of Events
Jan 22, 23, 24 Parent-Teacher Conferences (Elementary Schools Only)
Feb 20, 21, 22 Kindergarten Registration

- School Closed
- New Teacher Orientation/Convocation/PD Days
- Parent Teacher Conferences
- Early Dismissal
- First & Last Day of School

There are 3 snow days incorporated in this calendar. If additional days are required, the FLBOE will use days from Spring Recess, working backwards from April 18, then April 17 and so on to be used as make-up days. If necessary, Saturdays may be utilized to comply with State attendance requirements. Vacations scheduled during recess periods or in June are made at the individual's risk. The Board reserves the right to make other adjustments to the calendar, if necessary.

## ***DISTRICT DIGITAL RESOURCES***

District Website: [www.flboe.com](http://www.flboe.com)

Access is available to the following district services and programs via the Faculty Tab:

Resources Page (Links to Classroom Tools and Genesis Tutorials)

Aesop (Attendance)

Doculivery Portal (Systems 3000 – Payroll Documents)

Employee Portal (Genesis – Staff/Evaluation)

Genesis (Student Information)

G Suite Training (Google Training)

Gmail (District Email)

Health Connect (General Health Benefits Information and Forms)

HIBster (HIB Reporting)

Pearson Realize (Professional Development)

Safe Schools (Online Compliance Training)

School Dude IT (Service Requests for Technology)

School Dude B&G (Service Requests for Facilities)

School Dude Facilities (Building Use Reservations)

STAR 360 (Assessment Platform)

Employment (Link to Applicant Tracking and Job Postings)

Employee Handbook

*Many resources are available through our district website, this handbook, or your contract.*

*These resources are intended to assist you in finding answers to inquiries you might have and to serve as a first line of information and guidance.*

# ***EMPLOYEE SERVICES INFORMATION***

## **DIRECTORY**

### **Department of Human Resource Services**

Jaime Cangialosi-Murphy	Director Human Resources	201-585-4612 Ext. 7508
Tammi Ann Gil	Human Resources Officer	201-585-4612 Ext. 7516
Laurie Butler	Human Resources Assistant	201-585-4612 Ext. 7515

### **Department of Business Services**

Haquisha Taylor	Business Administrator	201-585-4612 Ext. 7512
Peter Crawley	Assistant Business Administrator	201-585-4612 Ext. 7517
Silvia Alfaro	Transportation Coordinator	201-585-4612 Ext. 7505
Marilyn Alomar	Payroll Coordinator	201-585-4612 Ext. 7519
Nilsa Benitez	Payroll/Accounts Payable	201-585-4612 Ext. 7504
Georgette Manginelli (Mizii)	Accounting Coordinator	201-585-4612 Ext. 7503

## **ANTI-DISCRIMINATION POLICIES & PROCEDURES**

### **Affirmative Action/ Equal Opportunity/Non-Discrimination**

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status or any other status or characteristic identified by applicable state or federal law. It is the policy of the Fort Lee Board of Education to avoid discrimination. Any student, parent, staff or community member who has a concern arising from alleged prejudice or discrimination on the basis of the aforementioned items, may contact the Affirmative Action Officer – Ms. Jaime Cangialosi-Murphy. (See - Policies Nos. 1140, 1550, 2260, 5750, 5755, etc.)

### **Americans with Disabilities Act**

It is the policy of the Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It shall also comply with the Individuals with Disabilities Education Act through the implementation of (See - Policy No. 2460 and Regulations Nos. 2460 through 2460.14). Notice of the Board's policy on discrimination in employment (See - Policy and Regulation No. 1530) and education (See - Policy and Regulation No. 5750) will be included in the Board policy manual, posted throughout the district, and

referenced in any district statement regarding the availability of employment positions or educational services.

## **Sexual Harassment & Workplace Bullying**

The Fort Lee Board of Education does not permit workplace harassment of any kind. The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment or a hostile work environment. Sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, which unreasonably interferes with the performance of a person's job or creates an intimidating, hostile or offensive work environment. Sexual harassment can range from persistent offensive sexual jokes to inappropriate touching to posting offensive materials on a bulletin board. The two basic types of unlawful harassment are "Quid Pro Quo," meaning "This for that," and "Hostile Work Environment." Quid pro quo harassment generally results in a tangible employment decision based upon an employee's acceptance or rejection of unwelcome sexual advances or requests for sexual favors, but it can also result from unwelcome conduct that is of a religious nature. Hostile Work Environment harassment can result from unwelcome conduct of supervisors, co-workers, contractors or anyone with whom the victim interacts on the job. The conduct renders the workplace atmosphere intimidating, hostile or offensive. The Board does not permit harassing conduct by anyone in the school district, including contractors. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate Principal, immediate Supervisor, or the Director of Human Resources. (See - Policies Nos. 3362, 4352, and 4351)

## **EEO/Discrimination Harassment Investigation Procedure**

Fort Lee Public Schools are committed to providing all students and staff members with an environment that is free from discrimination and harassment. Any type of discriminatory action or harassment by one person against another because of race, religion, creed, color, age, ancestry, national origin, marital or domestic partnership status, family status (including pregnancy), gender, affectional or sexual orientation, mental or physical disability or perceived disability, atypical hereditary cellular or blood trait, genetic information or the refusal to test for or disclose genetic information, and/or liability for military service that interferes with sound educational values is a violation of Fort Lee Public Schools' policy.

This procedure also encompasses sexual harassment, whether it be physical or verbal, committed by supervisors and nonsupervisory personnel. Specifically, no persons shall threaten or insinuate directly or indirectly that any employee's submission to or rejection of sexual advances will in any way influence decisions regarding that employee's employment, evaluation, wages, advancement, any conditions of employment, or right to an educational opportunity.

Our commitment to equal educational opportunity and equal employment opportunity applies to all members of the Fort Lee School District community, and it is enforced by investigating and responding to all incidents or complaints.

### ***Complaint/Investigation Procedure***

It is desirable that problems and complaints of alleged discrimination/harassment be resolved in a prompt and positive manner. Where appropriate, such problems and complaints may be resolved in an informal manner.

A “complaint” shall mean the filing of a statement, preferably in writing, alleging that there has been an instance of discriminatory harassment, including sexual harassment, in the employment environment and/or the educational program or activities of the District.

#### ***Level I – Notification, Investigation & Response***

Any employee with a complaint about discriminatory harassment shall notify a Principal or immediate supervisor of the person who committed the alleged offense, or the Director of Human Resources (district AA Officer). Complaints brought to teachers, counselors or other staff members must be referred to one of these individuals immediately. If the Principal or immediate supervisor is the subject of the complaint, it should be referred to the Director of HR directly. If the Director of HR is the subject of the complaint, it should be referred to the Superintendent. If the Superintendent is the subject of the complaint, it should be referred to the Board of Education (BOE).

The Principal/immediate supervisor, Director of HR will establish a record of the discussion that takes place relative to any verbal complaint filed. An investigation will be conducted, and the parties to the complaint will receive written notice of the resolution of the problem, to the extent allowed by law, no later than seven (7) working days after receipt of the written complaint unless the circumstances of the complaint or investigation warrant additional reasonable time.

The responsible administrator will request an investigation by the Director of HR. The investigator will at all times work to be prompt, thorough and confidential. The investigation report will be given to the responsible administrator who will take appropriate action(s) and/or make appropriate recommendation(s) based on its findings and conclusions.

#### ***Level II – Appeal to Superintendent***

If either party is not satisfied with the Level I decision s/he may appeal it to the Superintendent or designee within three (3) working days of receipt of the decision. The Superintendent or designee will provide a hearing for the appealing party within seven (7) working days. An additional investigation may be conducted, or a decision may be made based on a review of the Level I record. The Superintendent will respond to the appeal and issue a decision to all parties within seven (7) working days of receipt of the appeal or the hearing, whichever is later.

#### ***Level III – Appeal to Board of Education***

If either party is not satisfied with the Level II decision s/he may appeal it to the BOE within three (3) working days of receipt of the decision. The BOE will review the Level I and Level II records and may direct an additional investigation to be conducted. At the appealing party’s request, the

BOE may convene a hearing for all parties to the complaint. The BOE will respond to the appeal and report its decision to all parties within forty-five (45) calendar days of the appeal or the hearing, whichever is later.

\*\* NOTE: A staff member also has the right to contact the U.S. Office of Civil Rights or NJ Division of Civil Rights for the resolution of any complaint.

### **Conscientious Employee Protection Act**

Under the Conscientious Employee Protection Act, an employer shall not take retaliatory action against any employee who:

1. Discloses or threatens to disclose to a supervisor or a public body that the employer is engaging in an activity or practice that the employee reasonably believes is violating the law, a rule or a regulation promulgated pursuant to law;
2. Provides information to or testifies before a public body conducting an investigation into possible violations of law, of a rule or of a regulation by the employer; or
3. Objects or refuses to participate in any activity or practice of the employer that the employee reasonably believes is in violation of the law, a rule or a regulation, is fraudulent or criminal, or is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or the protection of the environment. (See - Policies Nos. 3381, 4381)
4. The Act also protects an employee who is a licensed or certified health care professional and who objects to or refuses to participate in any activity or practice of the employer that the employee reasonably believes constitutes improper quality of patient care from retaliatory employment action by the employer.

Before providing notice to a public body, however, an employee must first bring his/her concerns about an activity that may be a violation of the law to the attention of a supervisor and give the employer a reasonable opportunity to correct the activity.

An employee who believes that he/she has been retaliated against in violation of this law may bring an action in a court within one year of any retaliatory action taken and may be entitled to an injunction against the employer's retaliatory employment conduct, to reinstatement to the former employee's employment position, and to compensation for lost wages and benefits and attorney's fees.

Although not required to do so by law, employees are always encouraged to bring their concerns about employment retaliation to the attention of their supervisor or higher management.

## **BENEFITS**

### **Medical/Prescription**

The Board will provide eligible employees with medical and prescription insurance through its enrollment in the New Jersey School Employees' Health Benefits Program ("SEHBP").

Employee health benefits contributions shall be made in accordance with all applicable NJ statutes. Enrollment in the SEHBP includes eligible dependents, a spouse, civil union partner, eligible same sex-domestic partner, and/or eligible children, as defined by the State Health Benefits Program.

Medical coverage for ten-month employees hired prior to the start of the school year will begin September 1<sup>st</sup>. If a ten month employee does not start on the first day of school, there is a sixty (60) day waiting period. Medical coverage for twelve-month employees will commence after the sixty (60) day waiting period.

For more information about eligibility and enrollment in the SHBP, see the SHBP/SEHBP Member Handbooks — available from the Division of Pensions and Benefits, or over the Internet at: <[www.state.nj.us/treasury/pensions/hb-handbooks.shtml](http://www.state.nj.us/treasury/pensions/hb-handbooks.shtml)>.

### **Waiver**

Employees may choose to opt out of their Board provided health and/or prescription benefits and will receive a waiver payment of 25% of the annual Board paid portion of the premium or \$5000.00, whichever is less. This insurance waiver shall be in conformity to all state statutes and regulations. To be eligible to participate, proof of alternative health and/or prescription coverage through another provider must be provided. In the event replacement insurance coverage is terminated as a result of any life-altering event, such as termination of insurance, unemployment, reduction in the number of hours of employment, death, disability of a spouse, divorce, legal separation, activation to full time military status, etc., re-enrollment is permitted to the extent allowed by the State Health Benefits Plan and on the terms and cost set by the carrier. Coverage shall commence upon the approval from the New Jersey State Health Benefits Department. During the open enrollment period any employees that had previously opted out shall have the opportunity to opt into the Board's insurance programs subject to approval from the State Health Benefits Plan. Waiver forms must be completed, signed, and submitted to the Board. Employees shall receive a prorated payment if the employee, during one fiscal year, for whatever reason, participates and re-enrolls in the Board provided health insurance plan.



## **COBRA- Continuation of Health Coverage**

In compliance with the 1986 Budget Reconciliation Act, health insurance will be continued for eighteen (18) months for terminated employees and for thirty-six (36) months for dependents of active and retired employees after death, divorce, or legal separation of the covered employee and for dependent children after ceasing to be a dependent (age 26), under the Board's insurance plan. Premiums for this extended group health coverage will be paid by the terminating/retired employee or dependent(s).

## **Dental/Vision**

The Board will provide eligible employees dental and vision coverage through enrollment in the Board's dental or vision insurance programs, subject to negotiated terms.

All eligible new enrollees are subject to a sixty (60) day waiting period for dental and/or vision coverage.

## **Disability Insurance**

All NJEA members may enroll in the New Jersey Education Association's group disability plan which is underwritten by the Prudential Insurance Company. The plan is designed to provide cash benefits during disability caused by illness or accidents. The cost of the plan varies according to the benefits selected. Call Prudential at 1-800-727-3414 for more information.

AFLAC is also available to **all** employees. The cost of the plan varies according to the benefits selected. Contact AFLAC representatives, Gina Purazzo at 732-444-8446 or Jonathan Torres at 973-440-5110. Ext.711, for more information.

## **Flexible Spending Accounts and Dependent Care Accounts**

As part of the District's Flexible Benefits Plan, we currently offer an employee-funded Flexible Spending Account (FSA) and Dependent Care Account to all employees who enroll prior to or during the open enrollment period in October of each year. Plan participants may elect to designate an annual amount of pre-tax dollars to pay for eligible healthcare expenses, including medical or dental insurance deductibles, copayments, out-of-pocket costs for vision care and other types of care, adult day care, or child(ren) day care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the current rules for balance roll over and/or for forfeiture will be followed. Please see your plan agreement for details.

## **Tax Shelter Annuities**

Employees of the Fort Public School District may enroll with several companies that service the district by providing tax shelter annuities. These plans permit employees to deduct a specific amount from their paychecks into a tax shelter annuity and delay the payment of taxes on the amount. The principal and interest accumulate tax free until withdrawal, usually after retirement when an employee is in a lower tax bracket. These are long-term investments, and employees are cautioned that there are penalties for early withdrawals (usually 10% - 20% penalty for withdrawal under age 59.5). Please contact the Business Office with any questions or to enroll in one of these programs.

### **Current Approved Tax Shelters**

(Funds and Representatives subject to change)

#### ***AIG – VALIC Financial Advisors, Inc.***

Representative: Gamaliel Michaud, Financial Advisor

Contact: 1-908-470-4114

#### ***AXA Advisors – Equitable***

Representative: Todd Speedy, Financial Consultant

Contact: 1-800-589-1035

#### ***Financial Resources***

Representatives: Dan Phillips and Jeffrey R. Kenyon

Contact: 1-888-505-5600 Ext. 103

#### ***Lincoln Investments***

Representative: Keith Nebel, Financial Advisor

Contact: 1-877-917-4001

#### ***Metlife***

Representative: Dennis Quinn

Contact: 1-973-517-1662

#### ***Travelers Educators Retirement Services – Citistreet Associates LLC***

Representative: Brendan B. Finn, Account Executive

Contact: 1-800-545-0108

## **Credit Union**

Employees may join the Visions Federal Credit Union which allows for automatic payroll deposits, as well as checking accounts, savings accounts, personal and mortgage loans, credit cards and many other services. Phone # 1-800-242-2120. Enrollment is optional; the district has no affiliation with the credit union.

## **Life Insurance**

Active employees in the PERS or TPAF (NJ Division of Pensions and Benefits) may be covered by one of two types of group life insurance. Please check your pension statement to determine the type of life insurance for which you are eligible.

### ***Non-Contributory Group Life Insurance***

Policy No. G-14800 is provided by the district through the pension fund. There is no cost to the employee for this coverage.

The benefit for active members of PERS or TPAF enrolled in Non-Contributory Group Life Insurance **ONLY** is 1.5 x base salary.

### ***Contributory Group Life Insurance***

The employee is required to pay for the contributory insurance (elective). The cost of the insurance for PERS members (Policy No. G-13900) is 0.5 of 1 percent (.005) of base salary, and for TPAF members (Policy No. G-14300) is 0.4 of 1 percent (.004) of base salary.

The benefit for active members of PERS or TPAF enrolled in both the Contributory **AND** Non-Contributory Group Life Insurance is 3 x base salary.

When an active member dies, not as a result of regular or assigned duties, the named beneficiaries are entitled to the payment of group life insurance benefits and the return of the member's accumulated pension contributions with interest, if any.

The amount of life insurance benefits paid to beneficiaries at your death depends on three factors: membership status at the time of death, salary, and age.

**Note:** The employer pays the contributory group life insurance premium for covered TPAF members who are age 70 and older.

## **Demographic Changes**

In the case of any life changes or events such as marriage, civil union, birth of child, divorce or death of a spouse, civil union partner, or dependent, or change of address or phone number, it is the employee's responsibility to notify the district by completing a demographic change form.

This form is available on the District's website under Human Resources – Employee Forms. If these changes also constitute a need to update your health benefits information then new enrollment forms for health benefits must also be completed within 60 days of the event.

### **Worker's Compensation Benefits**

An employee who sustains a work-related injury or accident shall be presumed eligible for worker's compensation and should seek the worker's compensation benefits to which he/she is entitled by law. The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits for the injured employee. Any employee who qualifies for work-related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to one calendar year. (See - Policies Nos. 3425, 4425)

Employees who sustain work-related injuries must immediately notify their building principal or department supervisor and school nurse. The school nurse or injured employee should contact the worker's compensation provider Bergen Risk at 201-825-0357 or 201-393-1130. **Bergen Risk** will direct the injured employee to a medical facility, if it is not a medical emergency.

### **Tuition Reimbursement**

Upon completion of graduate credit work, the Board will reimburse employees covered in the Collective Bargaining Agreement (FLEA) for tuition per credit up to 15 credits per school year. All courses must receive prior approval from the district. All payments are subject to a district cap, as well as the contract and form stipulations. Forms for tuition reimbursement are submitted through the employee portal in Genesis (Flow Forms). Tuition reimbursement payments are made one time per year during the fall following the year the course(s) were submitted for approval and completed. Proof of payment and official transcripts, for courses taken between July 1 and June 30 of any given year, must be submitted no later than July 31.

### **Children of Non-Resident Staff Members Attending Fort Lee Public Schools**

Staff members' children may attend the Fort Lee Public Schools upon approval of the Superintendent. The children of nonresident, permanent, and salaried staff members of the Board of Education may be admitted to the schools of the district at a tuition rate, set annually by the Board of Education at its Reorganization meeting. Special Education students may not be enrolled in the district under this provision. Students enrolled under this provision are not eligible for any formal educational intervention services. A written request must be made to the Superintendent of Schools prior to enrollment in the regular education programs at least thirty (30) days prior to admittance. Requests will be honored based on enrollment and availability of space as per Policy

No. 6150. The Board of Education is not responsible for providing transportation for non-resident students. (See - Policy No. 5111)

## **COMPENSATION**

### **Salary**

Salaries for certificated and non-certificated employees in the Fort Lee Education Association (FLEA) are determined by placement on the salary guide of the collective bargaining agreement (CBA). The Fort Lee Board of Education retains the authority to hire at salaries indicated on the appropriate guide. Salaries for the Fort Lee Administrators Group (FLAG) employees will be determined by the Fort Lee Board of Education as appropriate for the positions and the needs of the district. Salaries for Non-Affiliated employees are also determined by the Board of Education when not covered by the terms of a negotiated agreement or in an individual contract with the Board. (N.J.S.A. 18A:6-6; 18A:16-11; 18A:27-4; 18A:29-2)

Employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month. The annual schedule with dates is available on the district website. All deductions are listed on the employee's pay stub, which can be found in the Doculivery Portal. Questions should be directed to Payroll via phone or payroll@flboe.com.

### **Horizontal Movement Requests**

Certificated instructional and educational services staff members are eligible to request horizontal movement upon the completion of the requisite number of graduate level credits. Requests for horizontal movement should be submitted to the Director of Human Resources via the request form with official transcripts showing all graduate credits. The request form is available on the District's website under Human Resources, Employee Documents. All credits must be completed by June 30 and submitted by July 31 in order to qualify for a horizontal movement the following fall.

### **Payment of Wages**

It is the district's policy that employee paychecks will only be given through direct deposit.

If the normal payday falls on a district-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule. At the closing of schools in June, paychecks will be issued on the last scheduled school day for all 10-month staff members.

Employees may be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. More than one account may be designated.

In the event that a paycheck is lost or has an error, the Business Office must be notified in writing as soon as possible before a replacement check can be issued by payroll.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Payroll Department. (A “**Demographic Change Form**” may also need to be completed).

## **Verification of Check**

Every employee is responsible for examining his/her paystub for accuracy.

In those rare instances when an error is discovered, the error must be reported to the Business Office immediately. In such cases direct deposit may be stopped. If the check issued is in a greater amount than the employee is entitled, restitution will be required as soon as the error is discovered. If the check is issued in a lesser amount than the employee is entitled, the adjustment will be rendered.

## **Lost or Stolen Check**

If a check is lost or stolen, notify the Payroll Department immediately so a Stop Payment order can be issued.

## **Possible Descriptions and their Definitions that may appear on Your Paystub**

<b>CHECK DESCRIPTION</b>	<b>DEFINITION</b>
#457EQ	#457 EQUITABLE
#457FR	#457 FINANCIAL RESOURCES
403MET	#403 METLIFE-TAX SHELTER ANNUITY
6TH-PD	6TH PERIOD STIPEND
AFLAC	AFLAC AFTER TAX – DISABILITY INSURANCE
AF-PRE	AFLAC PRETAX – DISABILITY INSURANCE
AXA LN	AXA LOAN
B-CAMP	BAND CAMP
BK CI	TPAF BACK CONTRIBUTORY INSURANCE
BK CI	PERS BACK CONTRIBUTORY INSURANCE
BK PEN	TPAF BACK PENSION
BK PEN	PERS BACK PENSION
BK-DCR	DEFERRED COMPENSATION - BACK
C-INS	CONTRIBUTORY INSURANCE
CLOTHI	CLOTHING ALLOW CUSTODIAL
COACH	ATHLETIC COACH STIPEND
CR UN	CREDIT UNION DEDUCTION
CUS OT	CUSTODIAL OVERTIME
DCRP	DEFERRED COMPENSATION RP PENSION
DIS-PR	PRUDENTIAL DISABILITY INS.
EARN	REGULAR SALARY 10-MONTH
EARN	REGULAR SALARY 12-MONTH

EQ#403	#403 EQUITABLE TAX SHELTER ANNUITY
FED	FEDERAL INCOME TAX
FICA	SOCIAL SECURITY INSURANCE
FLI	NJ FAMILY LEAVE INSURANCE
FSA-D	DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT
FSA-M	MEDICAL FLEXIBLE SPENDING ACCOUNT
FT#403	#403 FINANCIAL RESOURCES TAX SHELTER ANNUITY
GARN	GARNISHMENT
GROSS	GROSS PAY – BEFORE DEDUCTIONS
HB CON	HEALTH BENEFITS CONTRIBUTION
HB-BK	BACK HEALTH BENEFITS CONTRIBUTION
HOME	HOME INSTRUCTION
HORIZ	HORIZONTAL MOVEMENT
LIFE-M	#403 METLIFE INS TAX SHELTER ANNUITY
LINCON	#403 LINCOLN INVESTMENTS TAX SHELTER ANNUITY
LOAN	PENSION LOAN
MEDI	MEDICARE
MENTOR	MENTORING
NET	NET PAY – AFTER DEDUCTIONS
NJEA	NJEA UNION DUES
NJTX	NJ STATE TAX
NONPEN	NON PENSIONABLE STIPEND
PER-CI	PERS CONTRIBUTORY INSURANCE
PERS	PERS PENSION (NON CERTIFICATED STAFF)
R	RETRO PAY
STIPEN	CO-CURRICULAR ACTIVITY STIPEND
SUMMER	SUMMER SCHOOL PAYMENT
TPAF	TPAF PENSION (CERTIFICATED STAFF)
TR#403	#403 TRAVELERS TAX SHELTER ANNUITY
VALIC	#403 VALIC TAX SHELTER ANNUITY
VSP	VISION INSURANCE CONTRIBUTION
WAIVER	HEALTH BENEFITS WAIVER PAYMENT

## Employee Travel Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the District as per state statute.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be taken.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of the completion of the trip, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. (See - Policies Nos. 3240; 4160; 6471)



## **COMPLIANCE TRAINING – ANNUAL REQUIREMENT**

### **Safe Schools**

The New Jersey Department of Education requires mandatory training in various areas. The district uses Safe Schools' online tutorials as the primary source of training for most of these compulsory trainings. Staff members will be able to print one certificate of completion that will list all completed tutorials. A document outlining the training topics that are mandated by the State of New Jersey is sent to staff each summer for the following school year. All state mandated tutorials must be completed by December 31 of the given year.

## **EMPLOYMENT**

### **Attire and Grooming**

It is important for all employees to project a professional image while at work by being appropriately attired. District employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a professional environment and must be appropriate for the type of work being performed.

The District is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled.

### **Background and Reference Checks**

To ensure that individuals who join the District are well qualified and to ensure that the District maintains a safe and productive work environment, it is District policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, electronic/internet searches, as well as a criminal history, child abuse, and sexual misconduct background checks as required by law.

All offers of employment are conditional on receipt of a background check report that is acceptable to the District. Background checks will include a criminal record check. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the District to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

The District also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

### **Certification/Licensing**

Certified or licensed employees are responsible for maintaining their own certifications and licenses and fulfilling all requirements necessary to keep certifications/licenses valid. Failure to do so may affect employment.

Teachers that are required to complete the provisional program in order to obtain standard certification are required to be mentored. Mentoring fees are the responsibility of the employee. Fees will be deducted from their paycheck and paid to their mentor upon the completion and verification of mentoring services.

### **Provisional Teacher Process**

(Information below is the 2016-2017 update from the NJDOE website)

The Certificate of Eligibility with Advanced Standing (CEAS) and/or the Certificate of Eligibility (CE) allows a candidate to apply for a teaching position and be enrolled in the Provisional Teacher Process (PTP). New Jersey has a three-tiered system towards obtaining a standard license. CEAS/CE, Provisional and Standard. The Provisional Teacher Process requires all novice teachers to be mentored and evaluated by experienced professionals in their schools while under provisional certificates as they work toward obtaining their standard license.

All Certificate of Eligibility with Advanced Standing (CEAS) and/or Certificate of Eligibility (CE) teachers who are employed by a school must be registered in the PTP. All certificates held can be viewed on line.

Candidates with a CE must be enrolled in a CE educator preparation program (CE EPP) and verify enrollment in a CE EPP to the hiring school. Effective for the 2017-2018 academic year CE candidates must complete a minimum of 50 hours of pre-professional experience at a CE EPP prior to employment. A verification of the completion of the 50 hours must be presented to the hiring school in order to obtain a provisional certificate. This 50 hour pre-professional experience requirement shall not apply to candidates with a CE who also hold a Standard or CEAS instructional teaching certificate or are exempt under reciprocity rules at N.J.A.C. 6A:9B-8.8.

Teachers who hold a standard instructional certificate and a CE in Teacher of Students with Disabilities (TOSD), Bilingual, English as a Second Language (ESL) and Pre-school through Grade 3 (P-3) must be registered in the PTP and provide verification of enrollment into a CE EPP. These candidates work under a provisional certificate while completing the required pedagogy. Since they hold a standard certificate and have previously been mentored and evaluated, they do not need to be mentored or evaluated a second time.

All novice teachers who hold a CEAS or a CE and are registered in the PTP must be mentored in accordance with state regulations for a minimum of thirty weeks. Mentoring for part-time teachers is extended until they have completed the equivalent thirty weeks. Mentoring and mentoring time must be tracked by each employer. All fees associated with providing mentoring

services must be satisfied. Mentor fees have not changed. **The fee for CE teachers is \$1,000. The fee for CEAS teachers is \$550.** Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors.

Provisional teachers must meet evaluations requirements pursuant to N.J.A.C. 6A:9A-8.6 of obtaining two effective or highly effective final ratings, one per year, within three consecutive years of teaching. The evaluation must adhere to the criteria of Achieve NJ, the statewide evaluation system that schools use to evaluate certificated staff.

In addition, candidates with elementary K-6 or N-8 certificates of eligibility who have completed or will complete the 200 hour CE EPP by 8/31/2017 must also complete the 45 hours of study in language arts/literacy at the K-6 level and 45 hours of study in mathematics at the K-6 level at a regional training center or DOE approved college program. This requirement may also be fulfilled by one full year of teaching math or language arts at the K-6 level prior to becoming a provisional teacher or may be fulfilled by an equivalent course. In order to have past teaching experience considered, a letter signed by the principal/director of the school in which the experience took place must be submitted to the PTP. The letter must include dates of employment and specify the subject and grade level taught. The experience must have been completed prior to entrance into the PTP. For consideration of an equivalent course please complete and submit to the PTP the Verification of Completion of 45 Hours of Study form with official transcript and a course description.

**Approved 45 Hour Programs for Holders of an Elementary CE –  
Regional Training Centers**

NAME	CONTACT PERSON	EMAIL	COST
Morris-Union Jointure Commission	Diane Viola- Henriksen	<a href="mailto:dhenriksen@mujc.org">dhenriksen@mujc.org</a>	\$350
Rutgers University- Center for Effective School Practices	Mary Ellen Morris	<a href="mailto:Rutgersmathliteracy45@gmail.com">Rutgersmathliteracy45@gmail.com</a>	\$325
Saint Peter's University	James Jacobson Michelle Cassaro	<a href="mailto:JJacobson@saintpeters.edu">JJacobson@saintpeters.edu</a> <a href="mailto:MCassaro@saintpeters.edu">MCassaro@saintpeters.edu</a>	\$325
Stockton University	Michael Hinman	<a href="mailto:altroute@stockton.edu">altroute@stockton.edu</a>	\$450

**Approved 45 Hour Programs for Holders of an Elementary K-5/6 CE –  
For-Credit Programs**

NAME	CONTACT PERSON	EMAIL	NUMBER
Kean University	Melissa Tomich	<a href="mailto:tomich@kean.edu">tomich@kean.edu</a>	908-737-3757
New Pathways to Teaching in New Jersey	Mercedes Vargas	<a href="mailto:newpathways@njcu.edu">newpathways@njcu.edu</a>	201-200-2128
Relay Graduate School of Education	Evan Hendon	<a href="mailto:Newark@relay.edu">Newark@relay.edu</a>	973-642-0101 Ext. 1808

County office staff query the Teacher Certification Information System (TCIS) for a summary of the names and tracking numbers for those whose two year provisional certificate will expire on July 31 and who will need a renewal. The county office will send a renewal form to the district for teachers who need a renewal and require a \$70 fee when the completed application is returned to them. The renewal forms now include a reference to Student Growth Percentile (SGP) teachers. These are 4th-8th grade Language Arts and 4th-7th grade Math teachers who, as a part of their summative evaluation, have a measure of how much a student improves his or her PARCC score from the previous year as compared to academic peers across the state. Provisional teachers who are eligible to receive a student growth percentile score pursuant to N.J.A.C. 6A:10-4.2(b), may extend beyond the two year provisional period if they are awaiting an annual summative rating that may fulfill the criteria established in N.J.A.C. 6A:9B-8.6. These teachers will not be required to pay a fee for the renewal. The Provisional Renewal Form for these teachers requires the districts to check the box stating this is an SGP teacher, in which case the \$70 renewal fee is waived.

Provisional teachers can apply online for their standard certificates if they have met all requirements of mentoring, completed formal instruction (for CE candidates), and have received two effective or highly effective final summative ratings that have been submitted by their school. The online application including any payment requirement is only valid for a six month period. The provisional teacher should only apply when all requirements have been completed. To apply online, the provisional teacher must go to the Teacher Certification Information System. Provisional teachers who have not previously applied online will have to register in the TCIS system. The provisional teacher must follow all instructions on the online TCIS page and select the standard certificate area for which they are applying. The provisional teacher will be directed to complete the online oath and prompted to pay the appropriate fee, if required. CE provisional teachers who complete programs for P-3, ESL, Bilingual, and TOSD must submit to the Office of Certification and Induction, official transcripts, and either an original certificate of program

completion or the Verification of Program Completion form. Those who complete the online application will receive a confirmation email containing a link to an online survey that they must complete.

## **Conflicts of Interest**

Employees must avoid any activity that might impair, or appear to impair, their ability to make objective and fair decisions when performing their jobs. District property and information may not be used for personal gain. Policy No. 3211, the District's Code of Ethics, Policy No. 3211.3, Consulting Outside the District, and Policy No. 3214, Conflict of Interest, detail the District's position in this area.

## **District Policies and Job Descriptions**

The Board of Education has comprehensive bylaws, policies, and regulations manuals located on the District website. Additionally, every position in the district has a Board-approved job description which can be requested from Human Resources. It is the responsibility of each employee to review their individual job description and any District policies and regulations that may affect their position.

## **Employee Personnel Files**

Employee files are maintained by the Human Resources Department and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Upon request, personnel file access by current employees and former employees will generally be permitted within seven (7) days of the request unless otherwise required under state law. Personnel files will be electronically "checked out" to the individual for a set period of time through secure methods that are in accordance with state and federal law.

With appropriate documentation, representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

(Note: Please be advised that Policies Nos. 1530, 1550, 3160, 4160, and 8320 may be subject to state requirements, including potential requirements to provide copies of personnel files.)

## **Nepotism, Employment of Relatives and Personal Relationships**

The District wants to ensure that its practices do not create situations that cause conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner's relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position to the other, that person is required to inform management and human resources of the relationship. No staff members who have relatives employed in the district will be eligible for a promotion whereby a conflict of interest may exist.

No relative of a Board member, Superintendent of Schools or administrator shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.

The District reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

### **New Jersey First Act**

The New Jersey First Act went into effect on September 1, 2011. It requires that all employees of school districts who began their office, position, or employment on or after September 1, 2011 must reside in the State of New Jersey, unless exempted under the law. Employees who do not reside in New Jersey have one year after the effective start date of their office, position or employment to establish residence to New Jersey. Those who do not do so are subject to removal from office, position, or employment.

Employees hired by the school district prior to September 1, 2011, are not required to move to New Jersey.

## **Notice of Vacancies and Employment Opportunities**

Notices of vacant positions and extra pay assignments, for Fort Lee Public Schools, are posted on the District's applicant tracking system, which can be accessed via the "Employment" link on the district's website. Notice of all vacancies are e-mailed to all District employees. Fort Lee Public Schools uses an online application process. To apply for employment, an online application must be completed and submitted, which will then be reviewed by the hiring administrator. The administrator(s) responsible for filling a particular vacancy will contact the applicant directly for an interview.

Applicants should upload and attach supporting documentation to online application. This documentation should include: New Jersey certifications and licenses, undergraduate and graduate transcripts, and professional references (preferably from employment supervisors), with contact information for future use if needed. Applicants should not mail, e-mail or bring resumes, transcripts, letters of recommendation or any other documentation to the District Human Resources Office or to any schools unless specifically requested by an administrator during the recruitment process. Unsolicited paper documents will be discarded. Completed applications will be retained with active status for the remainder of the current school year.

## **Outside Employment**

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not conflict with or compromise the District's interests or adversely affect job performance and the ability to fulfill all job responsibilities. In addition, employees are not to solicit or conduct any outside work during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action.



## **Separation of Employment**

Separation of employment within the school district can occur for several different reasons:

**Resignation:** Although it is hoped that employment with the District will be a mutually rewarding experience, varying circumstances may cause employees to voluntarily resign. Resigning employees are encouraged to provide statutory/contract notice, preferably in writing, to facilitate a smooth transition out of the District. The administration reserves the right to provide an employee with pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than required, the employer may deem it necessary to inform the NJDOE for certified employees. (See - Policy No. 3141)

**Retirement:** Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing, as detailed in the collective bargaining agreement. Additional information is included in this manual beginning on the following page.

**Job Abandonment:** Employees who fail to report to work or contact their supervisor in a timely manner may be considered to have abandoned the job without notice. The supervisor shall notify the Human Resources Department and initiate the paperwork to terminate the employee.

**Termination:** Most employees of the District are employed on a tenure track basis. The District retains the right to terminate non-tenured employees or non-bargaining employees. Tenured employees are subject to dismissal through tenure laws. (See - Policies Nos. 3141; 3144)

### ***Return of School District Property***

Separating employees must return all District property at the time of separation, including uniforms, cell phones, keys, PCs and other electronic devices, identification cards, etc.

Accrued vacation and/or sick leave will be paid in the last paycheck unless the employee resigned and did not provide notice as detailed in the collective bargaining agreements. Payment will therefore be delayed.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health or dental insurance coverage will be provided.

## **Transfers**

Transfers, either voluntary or involuntary, are made only in the best interest of the school district, the program and the needs of the staff. These factors shall be considered in determining the transfer or reassignment of an employee. (See - FLAG or FLEA agreements)

# **RETIREMENT**

## **Instructions**

Select a date of retirement (*always the 1<sup>st</sup> day of the month*) and begin the process by completing a Request for Retirement Estimate form and submitting it to the New Jersey Division of Pensions and Benefits online through your Member Benefits Online System (MBOS) account. The Human Resources Department is always available to assist you with this process. Please contact the office to schedule an appointment so they may dedicate their full time attention to your questions.

The employee may register for MBOS at [www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions). A retirement calculator (it will give a retirement estimate) is available through MBOS or the employee may call the Pension Department at (609) 292-7524 to request a retirement estimate. Employees considering retirement should check this website for detailed fact sheets and timelines, including those labeled "Applying for Retirement," and "Your Retirement Checklist." **The Division of Pensions and Benefits recommends allowing 4 months to complete the entire process, although the more time allowed, the smoother the process will be.**

The web address mentioned above contains a good summary of the directions needed for retirement. There are numerous options within the process to consider when planning for retirement.

## **Types of Retirement**

1. ***Service Retirement:*** Is available to those ages sixty (60) or older with no minimum amount of pension membership credit required.
2. ***Early Retirement:*** Is available to members who have twenty-five (25) years or more of pension membership credit before reaching age sixty (60).
3. ***Veteran Retirement:*** Is available to qualified veterans actively employed until the effective date of retirement or those who have met the requirements for a Veteran Retirement as of their termination date.
4. ***Deferred Retirement:*** Is available to those members who have at least ten (10) years of service credit and are not yet sixty (60) years of age when they terminate employment.

5. **Ordinary Disability Retirement:** Is available to those with active pension accounts who have made at least one contribution in the past two (2) years, have ten (10) or more years of New Jersey service credit, and are considered totally and permanently disabled for the performance of their jobs. Special rules may apply if more than two (2) years have passed since the last pension contribution. For more information, the employee should contact the New Jersey Division of Pensions and Benefits at (609) 292-7524.
  
6. **Accidental Disability Retirement:** Is available to those who were active members of the pension fund on the date of the traumatic event and are totally and permanently disabled from the traumatic event that occurred while performing job duties. The worker must not have caused the event. Also, to be accepted, an application must be filed within five (5) years of the date of the traumatic event and the worker must be examined by physicians selected by the retirement system.

## Choosing a Beneficiary

The enrollment application contains a section in which beneficiaries are named for both the group life insurance benefits and return of contributions. The employee may name any person, organization, as well as his/her estate or trust as beneficiary. This designation may be changed by the employee **at any time** during his/her membership by filing the *Designation of Beneficiary* form. At retirement, the employee is asked to nominate beneficiaries on his/her *Application for Retirement Allowance*. The *Designation of Beneficiary* form can be obtained from the Internet at <http://www.state.nj.us/treasury/pensions/forms.htm> or by calling the New Jersey Division of Pensions and Benefits at (609) 777-1931 (24-hours). The employee may also change beneficiaries online through their MBOS account. Beneficiary designations cannot be accepted nor confirmed over the telephone. This is for your protection.

## Intent to Retire Form

An intent to retire form must be completed and submitted to the School Business Administrator by January 31<sup>st</sup> in order to be eligible for sick day pay out upon retirement. If an intent to retire form is not submitted and you are eligible for sick day payment it will not be issued to you until the following summer.

## **Purchasing Service Credit**

Since the employee's retirement allowance is based in part on the amount of service credit posted to the account at the time of retirement, it may be beneficial for the employee to purchase additional service credit if eligible to do so. Only active members of the retirement system are permitted to purchase service credit. No employee can receive more than one year of service credit for any calendar or fiscal year.

## **Automated Information System for Pension - (609) 777-1931**

To receive automated, personal information on loans, withdrawals, retirement benefits, purchase costs, and your account with the retirement system. Have your Social Security number available.

## **Pension and Retirement Counselors - (609) 292-7524**

To talk with a counselor about your Pension or the State Health Benefits Program and their relation to retirement, call weekdays between 9:00 a.m. and 4:00 p.m.

## **STAFF ATTENDANCE PROCEDURES**

### **Attendance Records**

It is the responsibility of every employee as well as the Building Principals, to ensure accuracy of employee attendance in the automated system. The automated Time and Attendance (formerly called Veritime) system devices at each location and our online Absence Management (formerly called Aesop) system record attendance which is uploaded to Systems 3000 each day. Systems 3000 is our system of record. Concerns about the accuracy of attendance records should be directed to Human Resources.

Requests for vacation or personal days, as well as the record of sick and emergency days are entered by the employee into Absence Management (formerly called Aesop) prior to the absence. This process allows employees to request substitutes as appropriate and necessary.

Direct deposit payments are electronically sent to the bank five (5) days prior to payday. It takes payroll five (5) days after payday to receive credit back from the bank and be able to issue a paycheck for the correct amount. Due to this timeline if an employee's bank of available days off drops to 5 or less they will be taken off direct deposit.

Employees are required to scan-in and scan-out each day.

### **Time Off/Leave of Absence Procedures**

#### **Types of Leave**

***Jury Duty:*** Employees must submit the following documentation to their immediate supervisor and the Human Resources Department:

- Original petition to serve as a juror from the county in which they live;
- A copy of confirmation of days served from the county clerk's office.

***Bereavement Days:*** Employees must call in to notify their immediate supervisor regarding their request of bereavement days. (Refer to your CBA or individuals contract)

***\*Emergency Days:*** Awarded as per the appropriate negotiated contract to your position.

***\*Personal Days:*** Awarded as per the appropriate negotiated contract to your position. Require prior approval by an administrator.

***\*Sick Days:*** Awarded as per the appropriate negotiated contract to employee position. The use of ten or more consecutive sick days, constitutes an extended leave of absence. (See additional information regarding extended leave on the following page.)

**\*Vacation:** All twelve month employees must have their vacation requests approved by their direct supervisor prior to taking vacation days. By submitting their request through the Absence Management System.

**\*All days are awarded on the basis of negotiated contracts and prorated appropriately by employee start date.**

### ***Securing a Substitute***

In the event that an employee requiring substitute coverage will be absent, it is the responsibility of that employee to submit an absence notification and request a substitute through the Absence Management System. **This includes absences for illness, professional, vacation, emergency, and personal days. If you attempt to enter an absence 30 minutes or less before your start time on the day of the absence, you will not be able to enter it in the Absence Management System. In this case, please call or email your direct supervisor and school attendance keeper.**

### ***Extended Leave of Absence***

A “Leave of Absence Request” must be completed by an employee requesting a leave of ten (10) or more consecutive days for medical reasons.

A medical leave requires a properly completed and signed doctor’s note and projected date of return to work or prognosis. A medical clearance note must be submitted to Human Resources when an employee returns to work.

All leaves of absences with or without pay will not be approved for an indefinite period of time, therefore, a return to work or re-evaluation date must be provided. If the medical diagnosis is not clear, the leave of absence may not be approved or may be delayed.

### ***Family and Medical Leave (FMLA)***

The District provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family Medical Leave Act.

Employees on approved, unpaid leaves which qualify for continuation of health benefits under the Family Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA) must continue to pay their employee share of the health benefits cost for benefits coverage while on approved FMLA/NJFLA leaves. An employee’s health benefits will be subject to termination while on leave if the employee does not make a timely arrangement for payment of his/her share of the benefits cost for the leave period.

The function of Policies Nos. 3431.1 and 4431.1 is to provide employees with a general description of their FMLA rights. In the event of any conflict between these policies and the applicable law, employees will be afforded all rights required by law.

Questions, concerns, or disputes with these policies must be directed to the Director of Human Resources.

### ***Military Leave***

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws. (See - Policies Nos. 3437; 4437)

Employees requesting leave for military duty should contact the Human Resources Department as soon as they are aware of the need for leave. The district is committed to protecting the job rights of employees absent on military leave. If any employee believes that he or she has been subjected to discrimination in violation of district policy, the employee should immediately contact the Human Resources Department.



## **WORKPLACE SAFETY**

### **Electronic Surveillance in School Buildings and On School Grounds**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

### **Allergies/Individual Medical Needs**

There are staff members and students prone to allergic reactions from certain fragrances, aromas, and/or foods. Staff members should show consideration for others by not using any fragrance, aromas or share food that would be detrimental to the health and welfare of others. The administration will strive to make reasonable accommodations for those students and staff who may be adversely affected. Employees with individual medical needs, e.g. diabetes or allergies, are asked to notify the nurse in their building.

### **Injury to Employee**

Employees who are injured at work MUST seek immediate medical attention, either from the school nurse or at the nearest emergency room. Employees are required to complete an Accident Report Form for all injuries through the school nurse, who will notify Bergen Risk, which will medically manage and direct further care for the injured employee. The procedures and forms are located in every school nurse's office.

Worker's Compensation inquiries should be directed to the Human Resources or Business Department. (Additional information available in Worker's Compensation section.)

### **Drug-Free Workplace**

The District has a longstanding commitment to provide a safe and productive work environment. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of students and facilities. For these reasons, the District is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

District Policy Nos. 3218, 7435, and 7436 outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless it is necessary.

### ***Employee Assistance and Drug-Free Awareness***

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resources Department. The NJEA offers an Employee Assistance Program (EAP) and dialing 211 will connect you to a local and confidential resource center that can assist with connecting you to resources 24 hours a day, 7 days a week.

### ***Work Rules***

The following work rules apply to all employees:

Whenever employees are working, are operating any school district vehicle, are present on school premises, or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- Having the presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing school business or while in a school facility.

The District will not allow any employee to perform their duties while taking prescribed drugs that adversely affect the employee's ability to safely and effectively perform. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### ***Reasonable Suspicion Testing***

The District retains the right to require substance abuse testing if, based on observations by a supervisor, there is reasonable suspicion of apparent use, possession or impairment in the workplace. HR must be consulted before sending an employee for reasonable suspicion testing.

**Follow-up:** Employees who have tested positive, or otherwise violated District policy, are subject to discipline up to and including discharge/tenure charge. Depending on the circumstances and the employee's work history/record, the District may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at various times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge/tenure charge from employment.

**Non-compliance Consequences:** Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be subject to discipline up to and including termination.

***Confidentiality***

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Director of HR shall be kept confidential to the extent required by law and maintained in secure medical files separate from normal personnel files.

***Inspections***

The district reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contractors, and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline and police involvement.

***Crimes Involving Drugs***

The District prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on District premises or while conducting District business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

**Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner and to comply with all local, state, and federal safety and health regulations and program standards, as well as to address special safety concerns in a particular area or with students.

Although most safety regulations are consistent throughout the District, each facility has an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises. Building administrators will train staff for these emergencies.

Furthermore, the district requires that every person in the organization assumes the responsibility of individual and organizational safety. It is the responsibility of each employee to identify and familiarize her/himself with the emergency plan for his/her building. Failure to follow district safety and health guidelines or engaging in conduct that places the employee, students, district guests, or district property at risk can lead to employee disciplinary action and/or termination.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. These reports can be filled out with the assistance of the school nurse.

## **Smoke-Free Workplace/Gambling**

In order to provide and maintain a safe and healthy work environment for all employees, students, and visitors both District policy and state law prohibits smoking on all District premises. The law defines smoking as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette (including vapor) or pipe of any kind."

Smoking is **not** permitted on District property. The smoke-free workplace policy applies to:

- All areas of District buildings and grounds
- All District-sponsored off-site activities.
- All vehicles owned or leased by the District.
- All visitors (District guests and vendors) to the District premises.
- All contractors and consultants and/or their employees working on the District premises.
- All employees, temporary employees, volunteers, and students.

Gambling is **not** permitted in or on District property.

## **Violence in the Workplace**

All employees, students, visitors, and vendors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another person will not be tolerated. District resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor and/or the Human Resources Department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible.

Employees should also promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area.

The District is committed to supporting victims of intimate partner violence and treats threats coming from an abusive personal relationship as it does other forms of violence. Employees are encouraged to report safety concerns with regard to intimate partner violence.

The District will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The district will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities.

In order to maintain workplace safety and the integrity of its investigation, the district may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of violence, actual violence, or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The District encourages employees to bring their disputes to the attention of their supervisors or the Human Resources Department before the situation escalates. The District will not discipline employees for raising such concerns.

# ***EMPLOYEE OBSERVATION, EVALUATION, and PROFESSIONAL DEVELOPMENT***

## **PERFORMANCE REVIEW**

Performance evaluations will be performed as required by state statute, the collective bargaining agreements and Policies Nos. 3221, 3222, 3223, 3224 and 4220. The District has chosen to use a modified Marshall Rubric for certificated staff observations. Observations and evaluations will be conducted in accordance with NJACHIEVE, other applicable code, any waivers that be in place, and district policy.

The goal of performance reviews is to provide support to all staff members in order for them to grow professionally. Observations will be discussed, and both the employee and supervisor will electronically sign the observation to ensure that all strengths, areas for improvement and performance goals for the next review period have been clearly communicated. Observations and summative evaluations will be retained in the employee's personnel file and the online evaluation system.

## **PROFESSIONAL DEVELOPMENT**

Employees are encouraged to attend graduate school, district professional development classes, conferences or workshops that provide for professional growth. Anyone interested in attending a conference or workshop must have formal Board approval prior to enrolling. This process includes first completing a "Professional Conference Request" form and receiving permission from the school principal or his/her designee, plus the Superintendent or his/her designee. All required forms are available on the District's website and the main office of each building. The employee may be reimbursed for his/her expenses or a portion of his/her expenses. The amount eligible for reimbursement is determined by the school administration, state regulations and/or budget limitations.

# ***SCHOOL INFORMATION***

## **BUILDING SCHEDULES**

### ***REGULAR SCHOOL DAY***

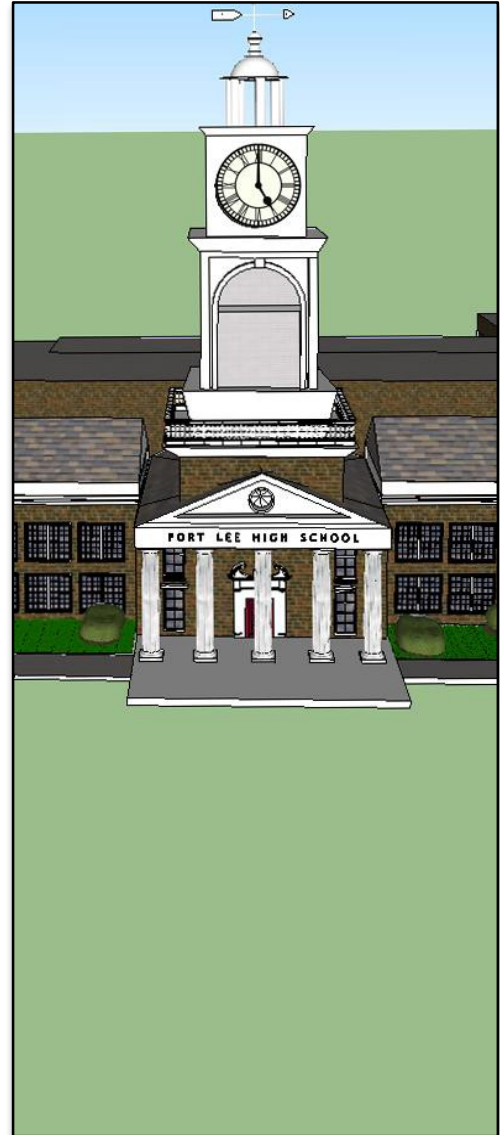
	<b>Arrival</b>	<b>Start</b>	<b>End</b>
<b>HS</b>	7:40 a.m.	7:45 a.m.	2:36 p.m.
<b>MS</b>	8:22 a.m.	8:32 a.m.	2:42 p.m.
<b>ES</b>	8:30 a.m.	8:40 a.m.	3:00 p.m.

### ***EARLY DISMISSAL DAYS***

	<b>Arrival</b>	<b>Start</b>	<b>End</b>
<b>HS</b>	7:40 a.m.	7:45 a.m.	12:09 p.m.
<b>MS</b>	8:22 a.m.	8:32 a.m.	12:40 p.m.
<b>ES</b>	8:30 a.m.	8:40 a.m.	1:00 p.m.

### ***DELAYED OPENING DAYS***

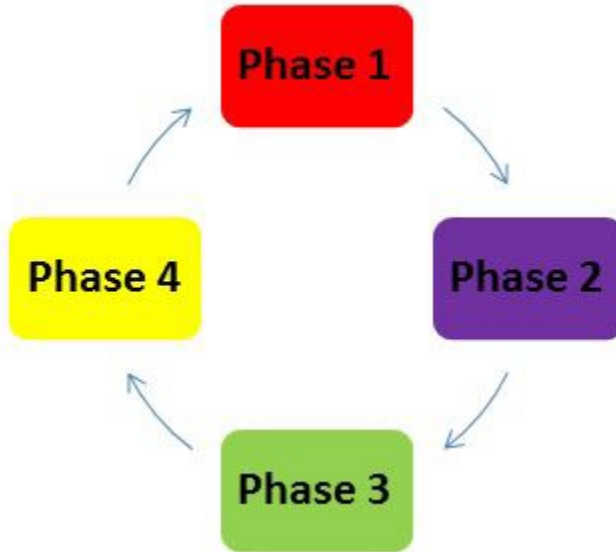
	<b>Arrival</b>	<b>Start</b>	<b>End</b>
<b>HS</b>	9:40 a.m.	9:45 a.m.	2:36 p.m.
<b>MS</b>	9:40 a.m.	9:50 a.m.	2:42 p.m.
<b>ES</b>	9:40 a.m.	9:50 a.m.	2:55 p.m.



**CURRICULUM & INSTRUCTION**

**5-Year Curriculum Cycle**

(Updated 4-20-17)



**Fort Lee Public Schools Curriculum Revision Process**

<b>Phases</b>	<b>What occurs during each phase?</b>
<b>Phase 1</b>	<ul style="list-style-type: none"> <li>● Review existing curriculum for standards alignment</li> <li>● Research effective instructional practices in the content area</li> <li>● Begin to write curriculum</li> <li>● Set goals and consider budgetary needs</li> <li>● Implement possible summer work</li> </ul>
<b>Phase 2</b>	<ul style="list-style-type: none"> <li>● Collaborate to revise curriculum or continue writing curriculum from Phase 1</li> <li>● Consider piloting/selecting current and/or new resources</li> <li>● Determine needs for curriculum revision</li> <li>● Implement possible summer work</li> </ul>
<b>Phase 3</b>	<ul style="list-style-type: none"> <li>● Implement revised /piloted curricula and/or reaffirm current curricula</li> <li>● Address needs for curriculum revision</li> <li>● Monitor student learning</li> <li>● Communicate with primary stakeholders</li> <li>● Implement possible summer work</li> </ul>



<b>Phase 4</b>	<ul style="list-style-type: none"> <li>• Monitor Effectiveness</li> <li>• Analyze data</li> <li>• Communicate with primary stakeholders</li> <li>• Make recommendations for future curriculum work</li> <li>• Implement possible summer work</li> </ul>
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*Note: The four curriculum phases may take place over a 5-year period. We are referring to this as the 5-year curriculum cycle. However, in some cases one phase may expand over the course of more than one academic year. One phase may extend into a second year as a result of Department of Education changes in standards, piloting new curriculum, or district initiatives such as 1-to-1 Chromebook initiative. Since the phases are interconnected it is imperative that each phase is completed and implemented with fidelity.*

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
<b>Art: Visual and Performing</b>					
K-5	Phase 1	Phase 2	Phase 2	Phase 3	Phase 4
6-8	Phase 1	Phase 2	Phase 2	Phase 3	Phase 4
9-12	Phase 1	Phase 2	Phase 2	Phase 3	Phase 4
<b>Business</b>					
9-12	Phase 2	Phase 3	Phase 4	Phase 4	Phase 1
<b>English/Language Arts</b>					
K-4	Phase 1	Phase 2	Phase 3	Phase 3	Phase 4
5-8	Phase 1	Phase 2	Phase 3	Phase 3	Phase 4
9-12	Phase 4	Phase 1	Phase 2	Phase 3	Phase 3
<b>ESL/Bilingual</b>					
K-5	Phase 3	Phase 4	Phase 1	Phase 2	Phase 2
6-8	Phase 3	Phase 4	Phase 1	Phase 2	Phase 2
9-12	Phase 3	Phase 4	Phase 1	Phase 2	Phase 2
<b>Gifted and Talented</b>					
K-6	Phase 4	Phase 1	Phase 1	Phase 2	Phase 3
<b>Mathematics</b>					
K-5	Phase 4	Phase 1	Phase 2	Phase 3	Phase 3
6-8	Phase 4	Phase 4	Phase 1	Phase 2	Phase 3
9-12	Phase 4	Phase 4	Phase 1	Phase 2	Phase 3
<b>Media/Library</b>					
K-6	Phase 2	Phase 2	Phase 3	Phase 4	Phase 1
<b>Music</b>					
K-6	Phase 3	Phase 3	Phase 4	Phase 1	Phase 2
7-8	Phase 1	Phase 2	Phase 3	Phase 3	Phase 4
9-12	Phase 1	Phase 2	Phase 2	Phase 3	Phase 4
<b>Physical Education &amp; Health</b>					
K-5	Phase 2	Phase 3	Phase 3	Phase 4	Phase 1
6-8	Phase 2	Phase 3	Phase 3	Phase 4	Phase 1
9-12	Phase 2	Phase 3	Phase 3	Phase 4	Phase 1
<b>Science</b>					

K-5	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1
6-8	Phase 3		Phase 3	Phase 4	Phase 1	Phase 2
9-12	Phase 3		Phase 3	Phase 4	Phase 1	Phase 2
<b>Social Studies</b>						
K-5	Phase 4		Phase 1	Phase 2	Phase 3	Phase 3
6-8	Phase 4		Phase 1	Phase 2	Phase 3	Phase 3
9-12	Phase 1		Phase 2	Phase 3	Phase 3	Phase 4
<b>Technology</b>						
K-4	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1
5-8	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1
9-12	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1
<b>World Languages</b>						
K-4	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1
5-8	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1
9-12	Phase 2		Phase 3	Phase 3	Phase 4	Phase 1

## Co-Curricular Activities

The Fort Lee Public School District encourages all staff to participate in opportunities to facilitate student clubs and activities or to coach student sports. All available co-curricular and athletic opportunities are posted and hired for on an annual basis. Please see the FLEA contract for rates of pay, approved clubs and activities, and other guiding information.

## Criteria for Excellent Instruction

The Fort Lee Public School District is proud of its staff and has high standards for instruction that include the following:

- Sensitivity and caring for children
- Professionalism
- Comprehensive knowledge of subject matter
- Knowledge and application of a variety of instructional techniques providing modified and differentiated instruction when appropriate
- Enthusiasm for teaching that is displayed and conveyed to students and parents
- Creativity
- Ability to inspire students
- Consistent attendance
- Ability to work positively with parents and colleagues
- Combined efforts toward professional growth, including openness to constructive recommendations

- Receptivity to new ideas
- Willingness to take risks
- Effective classroom management skills
- Evidence of professional growth through the integration of current instructional techniques.

## **Grading**

The Fort Lee Public Schools educational philosophy calls for attention to the fact that every child in your room is a unique individual. Grades should be supported by recorded data taken daily, weekly, or bi-month. The comment section of the report card should be utilized to expand upon the grade. The comment section on report cards should be completed each marking period, emphasizing positives whenever possible.

When considering retention, parents and the principal should be notified as early as is possible, but no later than the end of February. Parents should be informed of specific deficiencies and should be given suggestions on how to help the child at home. Any students recommended for retention who received services from the Child Study Team must be referred to the Team for reassessment before the decision regarding retention is finalized.

## **Homework**

The Fort Lee Board of Education believes that homework that is relevant to material presented in class provides an opportunity to reinforce the pupil's knowledge of related concepts and skills. Homework also provides an excellent opportunity to develop, within each student, a sense of responsibility toward completing an assignment without overt parental involvement. It is, therefore, extremely important that each student do homework on a regular and independent basis. Homework should be used by teachers for assessment purposes. Parents are encouraged to provide support, rather than correcting student homework. Teachers must use discretion in deciding the number and length of homework assignments and should adhere to individual school guidelines. The Board encourages the use of interrelated major homework assignments such as term papers, presentations, and creative art projects. Homework shall not be used for punitive reasons.

## **Lesson Plans**

All teachers in the Fort Lee Public School district should thoroughly prepare for each day's lessons. Lesson plans are essential to a well-organized and meaningful classroom experience. All plans must contain clearly defined objectives correlated to the District's curriculum and the NJSLs, procedures and activities, materials needed, and the method by which student learning and progress

will be assessed. These lesson plans should be available to a substitute teacher in the event that the regular classroom teacher is absent from class. (See - Policy No. 3270)

## **Make-Up Work**

Pupils who anticipate being excused from class for any reason must make advance arrangements with the teacher of the missed classes to make up the missed work. These arrangements must be made before the absence from class.

All work missed by an unanticipated, excused absence from school can be made up for credit upon the student's return to school. It is the student's responsibility to meet with his/her teacher(s) to make plans for this purpose. Normally, all missed tests, examinations, homework, and mandatory class work should be completed within two (2) days for each day of absence and within a maximum of ten (10) days for absences of one week or longer, however, students who miss a test, exam, quiz, etc., because of a single day of absence, should make up the test, exam, quiz, etc., on the first day they return to class.

## **Portrait of an Effective Teacher**

Fort Lee Public Schools is proud of the effectiveness of its teachers who:

- Believe in the uniqueness and potential of all children and seek to ensure appropriate learning opportunities for every student.
- Understand the effects of human development on the learning process and are committed to providing a nurturing and caring environment for all students.
- Inquire into the nature of teaching and learning and reflect upon their own learning and professional practice.
- Possess the literacy, critical thinking, and technological abilities associated with an educated person and who is committed to lifelong learning.
- Possess content knowledge, which includes a strong sense of the concepts, purposes, and intellectual processes associated with the discipline they teach.
- Possess the skills and disposition necessary to establish a classroom environment that stimulates critical thinking through inquiry and promotes intellectual risk-taking.
- Understand principles of democracy and plan instruction to promote critical reflection on the ideals, values, and practices of democratic citizenship and civility.
- Understand and are committed to the moral, ethical, and acculturating responsibilities of those who work in the schools.
- Model respect for individual differences and appreciation of the basic worth of each individual.

- Plan instruction and assessment with sensitivity to issues of class, gender, race, ethnicity, sexual orientation, age, and special needs and works to foster an appreciation of diversity among students and co-workers.
- Believe in their roles as stewards of renewal and best practices in the school and possess the interpersonal skills and disposition to work cooperatively and collaboratively with colleagues.

## **Return of Student Work**

Providing students with the opportunity to learn from past performance is important for student achievement and success. Staff members should adhere to the following guidelines regarding student work:

- All student work should be reviewed, corrected, and returned to the student in a timely manner.
- Teachers should assist students by reviewing their work with them.
- Students will be permitted to retain all work.

## **STUDENT SAFETY**

### **Child Neglect and Abuse**

In New Jersey, any teacher or other concerned person having reasonable cause to believe that a child under the age of 18 has been subjected to abuse, abandonment, cruelty, and/or neglect must immediately report the information to the (SCR) State Central Registry/DCP&P (Division of Child Protection and Permanency) hotline. A concerned caller does not need proof to report an allegation of a child abuse, can make the report anonymously, and is immune from any criminal or civil liability as a result of such action. Any person who knowingly fails to report suspected abuse is considered a disorderly person and is subject to a fine, imprisonment, or both. District employees should follow specific steps when reporting child abuse. (See - Policies Nos. 3280; 3281; 8462)

#### ***DCP&P (formerly known as DYFS)***

Employees having reasonable cause to believe that a child has been subjected to child abuse, or has witnessed acts of child abuse, must report their concerns to the building principal or designee, who will assist the employee in notifying the **Division of Child Protection and Permanency (DCP&P), formerly known as DYFS**, and law enforcement officers.

### **Fire Safety**

All employees should be aware of and inform students of both primary and secondary means of egress (routes for getting out of the building). Employees should require that students leave the building in an orderly, quiet manner and ensure that windows and doors to classrooms are closed. In the event of evacuation, teachers should take gradebooks and/or attendance lists, if it is safe to do so.

### **Harassment, Intimidation and Bullying**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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 and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined by N.J.S.A. 18A:37-14, whether it is be single incident or series of incidents, that:

1. Is reasonably perceived as being motivated 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in N.J.S.A. 18A:37-15-3;
3. 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, that the act(s) 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 this person or damage to his property;
  - 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 a student’s education or by severely or pervasively causing physical or emotional harm to the students.

The District (schools) is required to address harassment, intimidation, or bullying occurring off school grounds when there is a nexus between the harassment, intimidation, or bullying and the school ( e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment intimidation, or bullying. The district will conduct a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6. (See - Policy 5512)

## **Security**

Employees should know the procedures in case of a building lockdown or other crisis situations. Building specific procedures are available in each location’s main office and updated yearly on the Employee Portal in Genesis.

## **Substance Abuse**

Employees who have reason to believe that a student or staff may be under the influence of alcohol or drugs must inform the school principal and school nurse immediately.

## **Supervision**

Students should be supervised at all times. It is the employee's responsibility to ensure that his/her students are properly supervised.



## **TECHNOLOGY**

### **Electronic Communication and Internet Use**

The following guidelines and Policies Nos. 3321 and 3283, Communicating with Students, have been established for using the internet and e-mail in an appropriate, ethical, and professional manner:

- Internet, district-provided equipment (e.g., laptops, computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.

The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the District or might be contrary to the District's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers or district-provided equipment.

- Employees must not use the internet system in a way that disrupts its use by others.
- Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious emails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. For this reason, e-mails are required to be saved by the district. Be aware of this possibility when sending e-mail within and outside the District.

### **Right to Monitor**

All district-supplied technology and records belong to the District and not to the employee. Inappropriate or illegal use or communications are considered serious infractions.

### **E-Mail**

Employees should check email at least once per day to stay up to date of important District information. When appropriate, employees should respond to e-mail within 48 hours.

## **School District Provided Technology Devices to Staff Members**

The Board of Education may provide technology devices to staff members for the express purposes of enhancing productivity and improving operational efficiency. “Technology devices,” or “devices” shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provided to staff members to be used in their school’s business-related responsibilities.

Use of all devices is subject to the school district’s acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member.

Staff members who are provided with technology devices are expected to take all appropriate measures and precautions to prevent loss, theft, damage, and/or unauthorized use of such technology devices. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:

1. Immediately report incident to his/her immediate supervisor.
2. File an official police report documenting the theft.
3. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to the above procedures, the staff member will be held legally and financially responsible for the replacement of technology devices. Additionally, a staff member may be financially responsible for the loss or damage of a technology device. (See - Policy No. 7522)

## **Social Media – Acceptable Use**

Below are guidelines for social media use. (See - Policy No. 3283)

- Post only appropriate and respectful content.
- Maintain the confidentiality of District information and private or confidential information. Do not post internal reports, policies, procedures or other internal district-related confidential communications.
- Do not create a link to your District web-page from your personal blogs, websites or other social networking sites without identifying yourself as a District employee.

## **WORKPLACE EXPECTATIONS**

### **Accepting Donations**

All donations (materials, monetary, or services) accepted by district employees must be approved by the Board of Education. Donors are required to complete and submit a “Donation Approval Form” to the building Principal. After review and approval by the Principal, the form will be sent to the Superintendent. Staff members may be responsible for any additional expenses resulting from the donation (i.e., transportation/installation costs).

### **Communication with Parents**

Employees must respond to parents’ emails, phone messages, or other communications within 24 hours or as quickly as possible. If assistance is necessary, employees should notify their immediate supervisor.

### **Confidentiality**

It is District policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor. This handbook is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal educational communications.

All controversial inquiries from the media must be referred to your immediate supervisor or the superintendent’s office, who will determine the proper course of action.

### **Field Trips**

Teachers who wish to take their class on a field trip must complete a Request for Field Trip form and a Field Trip Rationale form and submit the completed forms to their immediate supervisor. Sufficient time must be allowed since all field trips require prior Board of Education approval. (See - Policy No. 2340)

### **Live Animals in School**

The Board of Education recognizes that the appropriate use of live animals as instructional resources can enrich the educational program. The observation and nurturing of live animals can help children learn specific biological and behavioral principles as well as develop a respect for all living things.

A staff member who uses live animals shall observe proper precautions for the safety of pupils and the animals. The Principal or designee must approve a live animal being brought into the school building and the use of any animal in a course of instruction or the establishment of an animal habitat in a classroom. Any animal used in school must have been lawfully acquired in accordance with applicable federal and state law and local ordinance. An animal susceptible to rabies must have been vaccinated against rabies, and such proof must be included with the request to bring a live animal into the school. The request must be submitted to and approved by the Principal or designee before a live animal is brought onto school grounds or into a school building.

No animal shall be permitted in any area of the school where a pupil who is allergic to the animal might be exposed to the animal.

A teacher or other qualified adult must assume primary responsibility for the animal, its nourishment, and its sanitary living conditions. The staff member in charge must make proper arrangements for the animal's care and feeding over weekends, holidays, and school vacation periods.

No experiment that deprives a living animal of nourishment or exposes the animal to harm shall be conducted.

## **Money Collection**

There are times when school district employees may need to collect funds for field trips, athletic events, plays, musicals, concerts, or other artistic events/performances. The employees responsible should exercise care and due diligence in the handling of these funds. As soon as possible, the money must be handed in to the administrator in charge of student activities or his/her designee. Employees will be held responsible for any lost school funds.

## **Purchases**

All purchase requests must be made through the purchase order system and must have the Principal's and School Business Administrator's approval. If a staff member expects to be reimbursed for a school-related purchase, he/she should not make the purchase without a Purchase Order being submitted and approved. Please note that any tax will **not** be reimbursed.

### ***Purchasing Procedures***

1. **NO confirming orders** – all requests of goods/services must have a signed purchase order by the School Business Administrator **prior to placing an order with a company**. Any employee ordering goods/services without a signed purchase order will be personally responsible for the

payments and items/services of that order. Only the business administrator has legal authority to order goods/services with any vendor.

2. Any items over \$6,000 must receive three quotes. The documentation of the three quotes must be submitted to the business office to be attached to the purchase order.

3. Any items over \$40,000 must be purchased utilizing the bidding process. Please submit your request to the business office.

4. No vendors will be paid unless the receipt of goods copy (blue) is received in the business office.

## **Solicitations, Distributions and Posting of Materials**

The District prohibits the solicitation, distribution, and posting of materials on or at District property by any employee or non-employee. Permission must be granted by your direct supervisor. The sole exceptions to this policy are charitable and community activities supported by the District and District-sponsored programs.

### **Provisions**

- Non-employees may not solicit employees or distribute literature of any kind on District premises at any time.
- Employees may only admit non-employees to work areas with supervisor approval or as part of a District-sponsored program. These visits should not be disruptive. An employee must accompany the non-employee at all times. Former employees are not permitted onto District property except for official business.
- Employees may not solicit other employees during work times, except in connection with a District-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a District-sponsored event.

The posting of materials or electronic announcements are permitted with approval from the Superintendent's Office.

## ***EMERGENCY INFORMATION***

### **Emergency School Closing/Delayed Opening/Early Release Due to Inclement Weather or Adverse Conditions**

In case of inclement weather, you will receive an automated call from the District notifying you of school closures or alternate schedules. In addition you can check the district website ([www.flboe.com](http://www.flboe.com)) for information regarding delayed openings, the closing of schools, or early dismissals. This information will also be announced on WCBS Radio 88AM, Fox 5 TV/WNYW, 1010 WINS Radio AM, WNBC TV, FiOS1 News, and News 12.

### **School Specific Emergency and Safety Plans**

Emergency and safety plans for each school building are available in the main office of each school as well as electronically on the Employee Portal in Genesis.

Please become familiar with your school's plans so you are prepared in case of an emergency.