

**North Hunterdon-Voorhees Regional High School District**

Annandale, NJ

April 24, 2018

**First Reading Board Policies**

The following policies are presented for the first reading – (P) denotes policy, (M) denotes mandatory:

First Reading of Policies:

P 3281	Inappropriate Staff Conduct (Revised)
P 3321	Acceptable Use of Computer Network(s) / Computers and Resources by Teaching Staff Members (Revised)
P 4281	Inappropriate Staff Conduct (Revised)
P 4321	Acceptable Use of Computer Network(s) / Computers and Resources by Support Staff Members (Revised)
P 5130	Withdrawal from School (M) (Revised)
P 5142	Pupil Safety (Abolish)
P 5440	Honoring Student Achievement (Revised)
P 5513	Care of School Property (M) (Revised)
P 5550	Disaffected Students (M) (Revised)
P 5752	Marital Status and Pregnancy (M) (Revised)
P 5841	Secret Societies (Revised)
P 5842	Equal Access of Student Organizations (Revised)
P 6340	Multiple Year Contracts (Revised)
P 6350	Competitive Contracting (New)
P 6421	Purchases Budgeted (Revised)
P 6440	Cooperative Purchasing (Revised)
P 6520	Payroll Deductions (Revised)

### **3281 INAPPROPRIATE STAFF CONDUCT**

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupilsstudents within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupilstudent's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupilsstudents attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupilsstudents. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupilstudent professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupilsstudents.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupilsstudents or about pupilsstudents and shall not engage in inappropriate language or expression in the presence of pupilsstudents. School staff shall not engage in inappropriate conduct toward or with pupilsstudents. School staff shall not engage or seek to be in the presence of a pupilstudent beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupilstudent in their private vehicle or permit a pupilstudent into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

A school staff member is always expected to maintain a professional relationship with pupilsstudents and protect the health, safety and welfare of school pupilsstudents. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Director of Human Resources Assistant Superintendent. In addition, school personnel having reasonable cause to believe a pupilstudent has been subjected

to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the ~~Director of Human Resources~~ Assistant Superintendent of all reports, including anonymous reports. The ~~Director of Human Resources~~ Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The ~~Director of Human Resources~~ Assistant Superintendent upon reviewing an initial report or the Superintendent, upon reviewing the ~~Director of Human Resources~~ Assistant Superintendent's investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime, upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. 6A:11.1

Adopted: March 21, 2013

Revised:

### **3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS**

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by teaching staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow teaching staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff member's access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

#### **Standards for Use of Computer Network(s)**

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;

2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

#### Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or

9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: May 1, 2001

Revised:

#### **4281 INAPPROPRIATE STAFF CONDUCT**

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils-students within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupilstudent's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupilsstudents attending the school district.

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Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupilsstudents or for public display.

A school staff member is always expected to maintain a professional relationship with pupilsstudents and school staff members shall protect the health, safety and welfare of school pupilsstudents. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

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Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools and the ~~Director of Human Resources~~ Assistant Superintendent of all reports, including anonymous reports. The ~~Director of Human Resources~~ Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The ~~Director of Human Resources~~ Assistant Superintendent upon reviewing an initial report or the Superintendent, upon reviewing the ~~Director of Human Resources~~ Assistant Superintendent's investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime, upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. 6A:16-11.1

Adopted: March 21, 2013

Revised:



#### **4321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/ COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS**

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow support staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by support staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of support staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow support staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

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- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

#### Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 4150, Discipline which includes but are not limited to:

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3. Revocation of network privileges;
4. Suspension of computer privileges;

5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: May 1, 2001

Revised:

### **5130 WITHDRAWAL FROM SCHOOL**

The Board of Education believes that the educational goals of this district are best implemented by a ~~pupil~~student's exposure to the entire educational program and that every ~~pupil~~student enrolled in this district should be encouraged to complete the program of instruction appropriate to his or her needs. No ~~pupil~~student below the age of sixteen will be permitted to withdraw from school.

The Board directs that efforts be made to determine the underlying reason for a ~~pupil's~~student's decision to withdraw from school before the completion of the instructional program. A potential dropout ~~pupil~~student will be offered counseling and an opportunity to plan an instructional program appropriate to his or her career goals. The results of that opportunity must be reported to the Board in the monthly Board Report. No pupil under the age of eighteen will be permitted to withdraw without the written consent of the ~~pupil's~~student's parent(s) or legal guardian(s).

Counseling services and information regarding high school equivalency programs will be made available to any ~~pupil~~student sixteen years of age or older who decides to withdraw from school before completion of the requirements for a diploma. A ~~pupil~~student who has withdrawn from school may apply for readmission at any time prior to his or her twentieth birthday, provided application for readmission is made at the beginning of a school term.

~~N.J.A.C. 6:8-3.2; 6:30-1.2 et seq.; 6:30-2.1 et seq.~~—Cross reference: Policy Guide No. 5550

Adopted: 1 May 2001

Revised:

NORTH HUNTERDON-VOORHEES REGIONAL SCHOOL DISTRICT  
5000 PUPILS  
5142 PUPIL SAFETY

## **5142 PUPIL SAFETY**

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a districtwide safety program with emphasis on accident prevention.

### Facilities

The chief school administrator shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on the handling, labeling and storing of hazardous substances. Safety regarding all aspects of playground equipment and activity will be maintained and supervised in compliance to law and code.

### Staff Education and Training

All teachers shall be familiar with the provisions of this policy.

The chief school administrator shall inform all newly employed staff of school safety rules and regulations within 60 days of the effective date of their employment. All district employees will receive the appropriate in-service training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be reviewed annually and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devices shall be scrupulously enforced by all staff.

### Student Supervision

The staff must maintain complete classroom and playground supervision during regular school hours. The chief school administrator shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during lunch hour and during morning arrival and afternoon dismissal times. Further, the chief school administrator shall seek the cooperation of the police and other appropriate agencies in providing for the safety of pupils on or around school property. The board shall adopt the necessary regulations governing supervision of pupil safety.

No pupil shall leave the school before the end of the school day without permission of the administration.

No pupil shall run errands on school business off the school property.

The curriculum shall include courses in safety as required by state law. The chief school administrator shall oversee development and implementation of a safety program correlated with coursework. In development of courses, the safety of participating pupils shall be a primary consideration.

Pupils leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act on his/her behalf.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the administration of any change in the pupil's custody. If one parent/guardian has been awarded custody of the pupil in a divorce, the other parent/guardian shall present to the administration a letter authorizing him/her to accompany the child from school before the child may be released. The administration may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

### Supervision of Students During Dismissal

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise student dismissal in each district school facility. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The chief school administrator is responsible for overseeing the development of protocols that are tailored to the age and needs of the students at each school facility. At a minimum these protocols shall include:

- A. Staff assigned to supervise dismissal, and their locations and responsibilities
- B. Where children will be retained awaiting appropriate escort and/or designated transportation
- C. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.
- D. Location and presence of municipal crossing guards

The board will review the dismissal procedures annually.

#### Supervision of Non-bused Students at Dismissal

The board shall require that the parent/guardian notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The board requires signed permission for a student to be dismissed to walk or ride their bicycle home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification of not less than 5 school days to the chief school administrator or designee.

Parents/guardians leaving students at school that are to be escorted home will be reported to the proper authorities.

The chief school administrator or designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The chief school administrator or designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements.

#### Notification of Dismissal Protocols

The chief school administrator or his designee shall ensure that parents are notified of the following:

- A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar
- B. The school dismissal policy
- C. Dismissal protocol for all bused students, non-bused students and students in after-school programs or activities
- D. Supervision arrangements for students at dismissal
- E. Emergency plan for supervision of students left at school
- F. After school program opportunities
- G. Procedures for enrolling students in after school programs

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

The chief school administrator will develop procedures:

- A. For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures,

B. For parents/guardians to indicate and define the circumstances that the student is to be released from the school's care at dismissal,

C. For the collection and retention of all documents pertaining to receipt of calendar and escort/transportation arrangements.

### Voluntary Fingerprinting Program

The board of education may provide a voluntary fingerprinting program for the protection of its pupils. This program shall be carried out in cooperation with the county sheriff's office and local law enforcement officials in accordance with the requirements of law.

All pupils in grades kindergarten through nine shall be eligible to participate with written authorization of their parent/guardian. Completed fingerprint cards shall be given to the parent/guardian and shall not be retained by the school district or the law enforcement agency.

The chief school administrator is directed to provide an orientation program for those pupils for whom fingerprinting has been authorized, and to develop appropriate administrative regulations for the implementation of the voluntary fingerprinting program in the district.

### Potentially Missing Children

Attendance practices, the dismissal precautions addressed in this policy and voluntary fingerprinting are part of the district's effort toward early identification of potentially missing children.

The chief school administrator will develop procedures that ensure cooperation with law enforcement for substances, weapons and safety. This may include cooperation with law enforcement in the activation of an "Amber Alert" which provides for the rapid dissemination of information, including a description of the missing child through broadcast media.

### Release to an Individual Impaired by Drugs/Alcohol Prohibited

The board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person. The chief school administrator/designee shall make the final determination as to whether an individual is impaired.

### Possessions

Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The board is not responsible for items destroyed or stolen.

### Megan's Law

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator and principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/ volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the building administrator shall inform the vendor. Notification may include, but is not limited to:

- A. Aides
- B. Bus drivers
- C. Coaches
- D. Maintenance staff
- E. Paraprofessionals

- F. Professional support staff
- G. School level administrative staff
- H. Security personnel
- I. Teachers

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

District personnel shall not notify the following of the presence of Tier Two or Tier Three offenders:

- A. Members of PTA, DTAA, DTCEF, etc.
- B. Organizations using school facilities
- C. Other schools
- D. Press

The principal shall provide registration forms to any organization that uses the school facilities, including parent-teacher organizations that wishes to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community.

In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

The chief school administrator shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

#### School Violence Awareness Week and Annual Public Hearing

The school shall observe "School Violence Awareness Week". This week will include discussions, presentations, and training for both students and staff, focused on the topic of preventing violence in school. Law enforcement personnel will be invited to join school teaching staff presenting age appropriate opportunities for students to discuss issues including but not limited to conflict resolution, student diversity and tolerance.

The board of education shall hold an annual public hearing on violence and vandalism.

#### Legal References:

- N.J.S.A. 2C:7-2 et seq. Registration and Notification of Release of Certain Offenders
- N.J.S.A. 2C:39-5 Unlawful possession of weapons
- N.J.S.A. 18A:6-2 Instruction in accident and fire prevention



N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-42, -43 and -45 through -48 Public School Safety Law

N.J.S.A. 18A:20-21 Supervisors and other employees

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

N.J.S.A. 18A:35-5.1 through -5.3 Lyme disease prevention; public school health curriculum

N.J.S.A. 18A:36-24 through -25 Missing children; legislative findings and declarations...

N.J.S.A. 18A:36-29 et seq. Voluntary fingerprinting ...

N.J.S.A. 18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases

...

N.J.S.A. 18A:41-1 et seq. Fire drills and fire protection

N.J.S.A. 30:5B-26 through -29 Child care before and after school hours ...

N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act

N.J.S.A. 39:4-183.1a Traffic control devices

N.J.S.A. 52:27D-123.9 et seq. Definitions relative to playground safety

N.J.A.C. 5:23-11 to 11.4 Playground Safety Sub code

N.J.A.C. 6A:8-5.1 Graduation requirements

N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

See particularly:

N.J.A.C. 6A:16-2.1, -5.1, -5.2, -5.5, -5.6, -5.7, -6.1, -6.2, -6.4, -6.5

N.J.A.C. 6A:19-10.1 et seq. Safety and Health Standards

See particularly:

N.J.A.C. 6A:19-10.2

N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities

See particularly:

N.J.A.C. 6A:26-12.2, -12.5

N.J.A.C. 6A:27-11.1 et seq. Safety

Manual for the Evaluation of Local School Districts

Possible Cross References:

\*1250 Visitors

\*1410 Local units

\*3000/3010 Concepts and roles in business and non-instructional operations; goals and objectives

\*3516 Safety

3530 Insurance management

\*3541.33 Transportation safety

\*4112.4 Employee health

\*4131/4131.1 Staff development; in-service education/visitations/conferences

- \*4212.4 Employee health
- \*4231/4231.1 Staff development; in-service education/visitations/conferences
- \*5020 Role of parents/guardians
- \*5113 Absences and excuses
- \*5124 Reporting to parents/guardians
- \*5125 Pupil records
- \*5131 Conduct/discipline
- \*5131.5 Vandalism/violence
- \*5131.6 Drugs, alcohol, tobacco (substance abuse)
- \*5131.7 Weapons and dangerous instruments
- \*5141.1 Accidents
- \*5141.2 Illness
- \*5141.4 Child abuse and neglect
- \*5141.21 Administering medication
- \*5145.12 Search and seizure
- \*6114 Emergencies and disaster preparedness
- \*6142.12 Career education

\*Indicates policy is included in the Critical Policy Reference Manual.

#### Key Words

Pupil Safety, Safety, Student Safety

**NORTH HUNTERDON VOORHEES SCHOOL DISTRICT**

## 5440 HONORING PUPIL-STUDENT ACHIEVEMENT

The Board of Education values excellence and wishes to inculcate in ~~pupils~~students the desire to do their best in all things.

The Board will recognize the outstanding achievements of ~~pupils~~students by means appropriate to the grade level of the pupil and to the nature of the accomplishment.

The Board will maintain membership in the National Honor Society and will follow the guidelines of that organization in selecting members from the ~~pupils~~students in this district.

### Valedictorian/Salutatorian

The valedictorian and salutatorian shall be the students who stand first and second in their graduating class calculated on grades earned after eight semesters of attendance.

### High Honors

Members of the graduating class who have attained, after seven semesters of attendance, a cumulative grade point average of 3.7 or higher will be designated as having graduated with High Honors.

### Honors

Those members of the graduating class who after seven semesters of attendance have earned a grade point average of 3.4 or higher, shall be designated as having graduated with Honors.

All of the above shall receive appropriate honor at the graduation ceremony. In addition, those graduates who are eligible for recognition for high honors or honors after seven semesters of attendance shall, at the Class Night (Day) Ceremony, receive appropriate recognition award for their accomplishment. All those so honored after seven semesters will be recognized at the graduation ceremony for having achieved high honors or honors.

Grade point average shall be determined in accordance with Policy No. 5430, and shall, for the purpose of this recognition, be calculated at the end of the academic year.

In the event the highest or next highest grade point average has been earned by two or more ~~pupils~~students, both or all the ~~pupils~~students who have tied for first or second place shall be named co-valedictorian or co-salutatorian, as the case may be.

Individual students or teams of students placing "first" in competition at the State level in either academic or athletic competition or students recognized by State organizations as being "first" because of an extensive record of achievement shall be honored by the Board. Such honor shall include a presentation of a resolution by the Board recognizing the distinction of the students.

When appropriate, the Superintendent may also provide the students with a suitable plaque or other memento of the recognition by the Board.

The Board acknowledges that many public and private organizations select students for recognition. However, it is not the intent of this policy to seek administrative recommendations for every honor, students may receive. Rather, the Board wishes to honor those students whose recognition by a public or private organization is highly selective and is limited to one or a very few students in the State.

The Board also recognizes that there are many students in the District who have brought recognition to the District by their performance in contests but who have not achieved a "first." The board feels that all achievements should be recognized and directs the Superintendent and his staff to make proper provision within the schools for the recognition of all achievement by students.

The Superintendent shall develop regulations for the recognition of ~~pupil-student~~ achievement that establish fair standards for recognition, assure that all eligible ~~pupils-students~~ are offered an equal opportunity to meet those standards, and provide for appropriate recognition ceremonies and awards.

N.J.S.A. 18A:11-3

~~N.J.A.C. 6:39-1.6~~

Adopted: 1 May 2001

Revised:

### **5513 CARE OF SCHOOL PROPERTY (M)**

The Board of Education believes that the schools should help ~~pupils-students~~ learn to respect property and to develop feelings of pride in community institutions. The Board charges each ~~pupil-student~~ enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his or her use.

~~Pupils~~Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of an ~~appropriate~~ fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any ~~pupil~~pupilstudent whose payment of a fine is in arrears. Parents and pupils must be advised of an outstanding fine in a timely manner, at least seven days before graduation, when feasible.

A ~~pupil~~pupilstudent who demonstrates chronic and/or serious disregard for property ~~will~~may be referred to the Child Study Team ~~and/or law enforcement authorities~~.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. ~~6A:230~~6A:23-6.6

Cross reference: Policy Guide Nos. 2520, 7610, 8461, 9260

Adopted: 1 May 2001

Revised:

## 5550 DISAFFECTED PUPILSSTUDENTS

The Board of Education believes that the educational needs of all pupils-students should be served. The Board will make every reasonable effort to identify and serve disaffected pupils students whose learning is impeded by environmental circumstances, the pupilstudent's attitude, or an inappropriate instructional program.

For the purposes of this policy, "disaffected pupilstudent" means the pupil-student who has instructional needs that are not being met by the regular instructional program and who is performing well below his or her social or academic capacity.

Disaffected pupils-students may include pupilsstudents unable to function properly within a traditional school program; pupilsstudents of average or above average intelligence and ability who achieve below their potential; pupilsstudents unable to establish occupational or future goals; pupilsstudents with a pattern of behavior problems, including problems with attendance and tardiness; pupilsstudents who lack motivation, direction, and decision making ability; pupilsstudents who possess a poor self-image; pupilsstudents suffering stressful family settings; pupilsstudents hostile toward adults and authority figures; pupilsstudents in difficulty with community and law enforcement agencies; and pupilsstudents lacking interest in school and avoiding involvement in school activities.

To ~~appropriately respond to the needs of disaffected students, the district provides the following opportunities:-~~

- ~~1. Personal, academic and career counseling, to include parent conferences when necessary.~~
- ~~2. Administrative counseling, to include parental involvement when necessary. \_\_\_\_\_~~
- ~~3. Referral to one of the following:~~
  - ~~a. Pupil Support Committee Core Team~~
  - ~~b.a. Student Assistance Counselor Child Study Team~~

Teaching staff members shall be alert to pupils-students experiencing difficulty in their classes. Any such pupilstudent who does not appear to be disabled may be referred to the CoreIntervention Referral Team (IRT).

A disaffected pupil-student who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policies and Regulations No. 2460.3 and 2460.7.

N.J.A.C. ~~6:26-1.1 et seq.; 6A:14-1.1 et seq.; 6A:16-7.1~~

Cross reference: Policy Guide No. 5130, 2460.3 and 2460.7

Adopted: 1 May 2001

Revised:

## 5752 MARITAL STATUS AND PREGNANCY

The Board of Education will not discriminate among pupils-students on the basis of their marital status or parenthood. No pupilstudent, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his or her marital status or parenthood.

A pregnant pupilstudent shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupilstudent so requests or a physician certifies that her exclusion is necessary for the pupilstudent's physical, mental, or emotional well-being. An excluded pregnant pupilstudent will be provided with adequate and timely opportunity for instruction to continue or make up her schoolwork without prejudice or penalty. Pregnant pupilsstudents will be provided a special instructional program in accordance with Policy No. 2416.

N.J.A.C. ~~6:4-1.5~~6A:7-1.7(a)6-

Adopted: 1 May 2001

Revised:

## **5841 SECRET SOCIETIES**

The Board of Education affirms the legislative prohibition of pupil-student organizations with closed membership practices as hostile to the democratic ideals of public education.

No social organization of pupils-students will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the Principal. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the pupils-students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, disability or political beliefs, or any other consideration not appropriate to the purpose of the organization; or if any qualifying pupil-student who applies may be denied membership.

A pupilstudent who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of pupils-students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any pupil-student attest as to his or her membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6

Cross reference: Policy Guide No. 5512

Adopted: 1 May 2001

Revised:



## 5842 EQUAL ACCESS OF PUPIL-STUDENT ORGANIZATIONS

The Board of Education will permit the use of school facilities by student-initiated organizations of ~~secondary school pupils during pupil activity periods~~ for non-curricular student activities. A student-initiated organization, ~~No group of secondary pupils~~, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Principal or designee, who shall grant permission provided that he or she determines that:

1. The activity has been initiated by ~~pupils~~students;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the district will promote, lead, or participate in the meeting;
4. The meeting is for a lawful purpose;
5. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school; ~~and~~
6. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
- ~~6-7.~~ The activity is adequately supervised by appropriately certified school district staff.

A ~~pupil~~student-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of ~~pupil~~student organizations sponsored by this Board, except as provided by this policy. Participation in a ~~pupil~~student-initiated meeting must be available to all ~~pupils~~students who wish to attend and cannot be denied on the basis of a ~~pupil~~student's race, color, creed, religion, ~~gender~~, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, disability, or social or economic status. The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by no more than XX outside resource person(s).

Access to school facilities by student organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.

A ~~teaching~~ appropriately certified staff member shall be assigned to attend a ~~pupil~~student-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be compelled to attend a ~~pupil~~student-initiated meeting if the content of the speech at the meeting is contrary to his or her beliefs.

The building principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of ~~pupils~~students and staff members.

39-20 U.S.C.A. 1701 et seq.

United State Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Cross reference: Policy Guide Nos. 2430, 7510

Adopted: 1 May 2001

Revised:

## **6340 MULTIPLE YEAR CONTRACTS**

The Board of Education will enter a multiple year contract for goods and services permitted by law whenever the extended contract will serve the needs of the district and yield greater return for the expenditure.

The School Business Administrator/Board Secretary is directed to investigate the advantage to the district of multiple year contracts. Investigation should include, but need not be limited to, a comparison of the costs of multiple year and single year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the reliability and stability of the vendor.

Except for those contracts exempted from the requirement by law, all multiple year contracts will contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the Board's obligation.

All multiple year contracts must be approved by the Board. When the estimated annual cost of a multiple year contract exceeds the bid threshold established by law and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.

N.J.S.A. 18A:18A-5; 18A:18A-42; ~~18A:18A-42.1; 18A:39-3~~  
N.J.A.C. 6:20-8.2

Adopted: 1 May 2001

Revised:

## **6350 COMPETITIVE CONTRACTING**

Competitive contracting may be used in lieu of public bidding for specialized goods or services that exceed the bid threshold provided the process is administered by a purchasing agent, by legal counsel of the Board of Education, or by the School Business Administrator and pursuant to N.J.S.A. 18A:18A-4.1. et seq. Competitive contracting may only be used for the purposes provided in N.J.S.A. 18A:18A-4.1. Unless an exception is provided for under N.J.S.A. 18A:18A-42 permitting a longer contract duration, contracts awarded under competitive contracting may be for a term not to exceed five years.

The purchasing agent will prepare a request for proposal documentation, which will include all requirements deemed appropriate and necessary to allow for full and free competition between vendors, information necessary for potential vendors to submit a proposal, and a methodology by which the Board will evaluate and rank proposals received from vendors. The methodology for the awarding of competitive contracts will be based on an evaluation and ranking and will be developed in a way that is intended to meet the specific needs of the district and where such criteria will not unfairly or illegally discriminate against or exclude otherwise capable vendors. The methodology for awarding competitive contracts will comply with such rules and regulations as the Director of the Division of Local Government Services in the Department of Community Affairs may adopt in accordance with N.J.S.A. 18A-4.4.

Request for Proposal documentation will be published in an official newspaper of the Board at least twenty days prior to the date established for the submission of proposals. The Board may charge a fee for the proposal documentation that will not exceed \$50.00 or the cost of reproducing the documentation, whichever is greater.

Each interested vendor will be required to submit a proposal which will include all the information required by the request for proposals. Failure to meet the requirements of the request for proposals may result in the Board disqualifying the vendor from further consideration. Under no circumstances will the provisions of a proposal be subject to negotiation by the Board.

If the Board, at the time of solicitation, utilizes its own employees to provide the goods or perform the services, or both considered for competitive contracting, the Board will, at any time prior to, but no later than the time of solicitation for competitive contracting proposals, notify affected employees of the Board's intention to solicit competitive contracting proposals pursuant to N.J.S.A. 18A:18A-4.5.c. Employees or their representatives will be permitted to submit recommendations and proposals affecting wages, hours, and terms and conditions of employment in such a manner as to meet the goals of the competitive contract. If employees are represented by an organization that has negotiated a contract with the Board, only the bargaining unit will be authorized to submit such recommendations or proposals. When requested by such

employees, the Board will provide such information regarding budgets and the costs of performing the services by such employees as may be available. Nothing will prevent such employees from making recommendations that may include modifications to existing labor agreements in order to reduce such costs in lieu of award of a competitive contract, and agreements implementing such recommendations may be considered as cause for rejecting all other proposals.

The purchasing agent will evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent will prepare a report evaluating and recommending the award of a contract or contracts. The report will be prepared pursuant to N.J.S.A. 18A:18A-4.5.d. The report will be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the Board, whichever is sooner. The Board will have the right to reject all proposals for any of the reasons set forth in N.J.S.A. 18A:18A-22.

Award of a contract will be made by resolution of the Board within sixty days of the receipt of the proposals, except that the proposals of any vendors who consent thereto, may, at the request of the Board, be held for consideration for such longer period as may be agreed.

The report prepared pursuant to this Policy and Regulation No. 6350 will become part of the public record and will reflect the final action of the Board. Contracts will be executed pursuant to N.J.S.A. 18A:18A-40.

The Secretary of the Board will publish a notice in the official newspaper of the Board summarizing the award of a contract pursuant to N.J.S.A. 18A:18A-4.5g.

N.J.S.A. 18A:18A-1 et seq.

Adopted:

## **6421 PURCHASES BUDGETED**

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The School Business Administrator/Board Secretary shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated

No purchase order may be placed until the School Business Administrator/Board Secretary has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services N.J.S.A. 18A:18A-5(1) and work by employees of the Board N.J.S.A. 18A:18A-5(3) is ~~twenty~~ fifteen percent or more of the bid threshold established in accordance with ~~law~~ N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-3.7 and is not made under a state contract, the School Business Administrator/Board Secretary shall, whenever practicable, solicit at least ~~three~~ two written quotations from independent vendors. All quotations received will be attached to and retained with a copy of the ~~resulting purchase order or contract~~ voucher used to pay the vendor.

All contracts that are in the aggregate less than fifteen percent of the bid threshold may be awarded by the School Business Administrator/Board Secretary without soliciting competitive quotations.

The purchase or contract may be awarded on the basis of the lowest responsible quotation received or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, unspecifiable service or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the School Business Administrator/Board Secretary shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:18A-37; 18A:22-8  
N.J.A.C. ~~6:20-8.1~~ 5:34-2.1; 5:34-2.2

Adopted: 1 May 2001

Revised:

## **6440 COOPERATIVE PURCHASING**

The Board of Education recognizes that centralized, cooperative purchasing tends to maximize the value received for each dollar spent. The Administration is encouraged to seek savings that may accrue to this district by means of joint agreements for the purchase of goods or services with the governing body of the municipality or the county within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

A cooperative pricing system is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own needs and for the prices to be extended to registered members, and notifies them of the bid prices awarded. The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.

A joint purchasing system is a cooperative purchasing system in which the lead agency has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.

A cooperative purchasing system is either a joint purchasing or cooperative pricing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services are Boards of Education, the purchase of work, materials or supplies shall be conducted pursuant to the Public Schools Contract Law (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

No cooperative or joint purchase may be entered without Board approval of an agreement that specifies the categories of work, materials and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which payment will be made by each participating Board of Education, municipality or county, and such other terms deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.



Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the manner as for other expenses of the participant.

The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties.

Any party to a contract for joint operation of electronic data processing services may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such agreement, the same shall be referred to the County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education and the State Board pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.

N.J.S.A. 18A:18A-10 through 14 et seq.; N.J.S.A. 40A:11-1 et seq.  
N.J.A.C. 5:34-7

N.J.A.C. ~~6:20-8.7~~ 6A:23-7.4

Adopted: 1 May 2001

Revised:

## **6520 PAYROLL DEDUCTIONS**

The Board of Education shall, in accordance with law or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employee.

Deductions will routinely be made as required for federal income tax, social security and medicare; New Jersey income tax, unemployment assistance, and other miscellaneous taxes; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing and approved by the Board, for contributions on the employee's behalf for:

1. The payment of premiums for group life, accidental death or dismemberment, hospitalization, medical, surgical, major medical, health and accident, and legal insurance plans, N.J.S.A. 18A:16-13;
2. The purchase of United States Government bonds, N.J.S.A. 18A:16-8;
3. The employee's participation in a summer payment plan for repayment to the employee in two installments over the summer months or by payment upon the death or termination of the employee, if earlier, N.J.S.A. 18A:29-3;
4. Tax sheltered annuities or custodial accounts, N.J.S.A. 18A:66-127;
5. Payments to a credit union, N.J.S.A. 40A:19-17;
6. An approved charitable fund raising campaign, N.J.S.A. 52:14-15.9c; and
7. Bona fide organizational dues, N.J.S.A. 52:14-15.9e.

Contributions shall be made as soon as is reasonably possible after the funds have been deducted from an employee's salary. No contribution shall be made on behalf of an employee until the amount contributed has been deducted from the employee's salary.

The Board will permit the remittance of funds for annuities and mutual funds only to those insurers and custodial accounts authorized by law and expressly approved by this Board. The Board will consider the approval of only those insurers and custodial accounts to which ten or more employees of this district subscribe.

No more than seven accounts will be approved for remittance at any one time.

An employee who wishes to pay into a tax sheltered annuity or mutual fund offered by a firm not approved by this Board for payroll deductions must make his or her payment individually.

No Board employee shall withhold or pay to another or purchase or have assigned, other than by court order, any compensation for the services rendered by an employee of this district.

N.J.S.A.18A:16-9; 18A:66-19; 18A:66-30; 18A:66-78; 18A:66-128

N.J.S.A. 43:3C-9

N.J.S.A. 52:14-15.9; 52:18A-107 et seq.

N.J.S.A. 54:8A-9

N.J.A.C. ~~6:20-2A.7; 6:20-2A.9~~ 6A:23-2.8; 6A:23-2.10

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