



2023-2024 STAFF PACKET INFORMATION

1. School Calendar
2. Marking Period Schedule
3. Board Meeting Schedule (September through January Re-organization Meeting)
4. Testing Schedule
5. Special Days to be observed during school year.
6. Aesop: Directions for entering absences (Sick, Personal, Jury Duty, etc.)
7. Attendance, Swipe In-Out, and Dress and Grooming Information
8. Professional Development Workshop Request Instructions. (Forms on website – Staff Link)
9. Course Approval Information (Forms available on website – Staff Link)
10. Textbook/Workbook list
11. Criminal History Regulation Notice
12. Holiday/Event Calendar Dates
13. State list of Religious Holidays
14. Field Trips
15. How and When to Report Child Abuse/Neglect

**THE FOLLOWING 5 ITEMS REQUIRE ACTION:**

**(you will receive an email with 2 links to google forms in order to submit your signatures)**

16. List of mandated policies to be reviewed annually (in packet for your review)
17. Gender Equity Explanation (in packet for your review)
18. Acceptable Use of Computer Policy #2361(in packet for your review)
19. Employee Emergency Contact Form
20. Acknowledgement of availability of Staff Manual on the district’s website and the Personal Day Limitation per contract

**2023-2024 FAIRFIELD PUBLIC SCHOOLS**

DATE	DAY (S)	EVENT	STAFF INST. AIDES	STUDENTS	P/G CAFETERIA AIDES
<b>2023</b>					
<b>August</b>			<b>1</b>	<b>0</b>	<b>0</b>
30	Wednesday	New Teacher Orientation			
31	Thursday	First Day Meeting for Staff			
<b>September</b>					
1	Friday	Prep Day Staff: Early Dismissal	<b>19</b>	<b>18</b>	<b>18</b>
4	Monday	Labor Day– No School			
5	Tuesday	First Day for Students			
12	Tuesday	Back to School Night: Churchill			
13	Wednesday	Back to School Night: Stevenson			
25	Monday	Yom Kippur – No School			
<b>October</b>			<b>22</b>	<b>21</b>	<b>21</b>
9	Monday	No School Students Professional Development Staff Full Day			
<b>November</b>			<b>18</b>	<b>18</b>	<b>14</b>
9-10	Thu. & Fri.	NJEA Conference – No School			
16,20,21	Thu, M & Tue	12:55 p.m. Dismissal for Conferences			
22	Wednesday	12:55 p.m. Dismissal: Students & Staff			
23-24	Thu. & Fri.	Thanksgiving Break: No School			
<b>December</b>			<b>16</b>	<b>16</b>	<b>15</b>
22	Friday	12:55 p.m. Dismissal Day: Students & Staff			
25-29	Mon. – Fri.	Winter Break: No School			
<b>January</b>			<b>21</b>	<b>21</b>	<b>21</b>
<b>2024</b>					
1	Monday	No School: Students and Staff			
15	Monday	MLK Day – No School Students & Staff			
<b>February</b>			<b>19</b>	<b>19</b>	<b>18</b>
16	Friday	12:55 p.m. Dismissal: Students and Staff			
19	Monday	President’s Break – No School			
20	Tuesday	No School Staff and Students			
<b>March</b>			<b>20</b>	<b>20</b>	<b>19</b>
20	Wednesday	12:55 p.m. Dismissal: Students Professional Development Day Staff p.m.			
29	Friday	Good Friday: No School			
<b>April</b>			<b>17</b>	<b>17</b>	<b>17</b>
1-5	Mon – Fri.	Spring Break: No School			
<b>May</b>			<b>22</b>	<b>22</b>	<b>21</b>
24	Friday	12:55 p.m. Dismissal Students and Staff			
27	Monday	Memorial Day: No School			
<b>June</b>			<b>13</b>	<b>13</b>	<b>10</b>
17	Monday	12:55 p.m. Dismissal: Students			
18	Tuesday	12:55 p.m. Dismissal: Students			
19	Wednesday	Last Day: 12:55 p.m. Dismissal: Students Teacher upon completion of sign out			
<b>Total Days</b>	<i>If more or less than 5 snow/emergency days are used, the calendar will be subject to change at the discretion of the Superintendent/Board of Education.</i>		<b>188</b>	<b>185</b>	<b>174</b>
			<b>-5</b>	<b>-5</b>	<b>-5</b>
			<b>183</b>	<b>180</b>	<b>169</b>

APPROVED JANUARY 19, 2023 BY BOARD OF EDUCATION

FAIRFIELD PUBLIC SCHOOLS  
 FAIRFIELD, NEW JERSEY 07004  
**KINDERGARTEN - GRADE SIX**  
 MARKING PERIOD / CONFERENCE INFORMATION  
2023-2024 SCHOOL YEAR

<u>Marking Period</u>		<u>Cycle of days</u>	<u>Report Card Distributed Grades 1-6* (*Kindg. the 2<sup>nd</sup> &amp; 4<sup>th</sup> MP)</u>
<u>From</u>	<u>To</u>		
September 5, 2023 (Tu)	November 8, 2023 (W)	45	November 16, 20, & 21, 2023 (Th, Mon., Tue.)
November 13, 2023 (M)	January 25, 2024 (TH)	45	February 2, 2024 (F)
January 26, 2024 (F)	April 9, 2024 (T)	45	April 12, 2024 (F)
April 10, 2024 (W)	June 12, 2024 (W)	45	June 19, 2024 (W)
		180**	

**\*Kindergarten distribution TBD**

\*\*180 student days to June 12 plus 5 days to June 19 = 185 days as per calendar

**CONFERENCES**

**DATES.**

Thursday, November 16, 2023  
 Monday, November 20, 2023  
 Tuesday, November 21, 2023

**STEVENSON & CHURCHILL**

Evening  
 Afternoon & Evening  
 Half-Day

FAIRFIELD PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING SCHEDULE  
2023-2024 SCHOOL YEAR

In accordance with Open Public Meetings Act (P.L. 1975, Chapter 231) the public is hereby notified of the following:

Meetings are typically held the third Thursday of each month, unless otherwise noted, beginning at approximately 7:30 PM in the Fairfield Municipal Building.

September 21, 2023	Thursday	Regular Meeting
October 19, 2023	Thursday	Regular Meeting
November 16, 2023	Thursday	Regular Meeting
December 14, 2023	Thursday	Regular Meeting
January 4, 2024	Thursday	Re-Organization meeting.

Dates for January through December 2024 Regular meeting will be available after the January reorganization meeting.

Questions regarding dates can be directed to the Board of Education Office at 973-227-1340.

NJ PROPOSED TESTING CALENDAR 2023-2024  
STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

**Tentative Testing Dates: Fairfield**

NJSLA ELA and Math	May 6-10, 2024
NJSLA Science	May 20 & 21, 2024
Make up testing	Can go until May 31, 2024

FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, NEW JERSEY 07004

SPECIAL DAYS TO BE OBSERVED  
2023-2024 SCHOOL YEAR

The following Special Days for the 2023-2024 school year are to be observed as per New Jersey 18A:36-13.

Please provide appropriate exercises via plan books following the dates listed below.

HOLIDAY	TRADITIONAL OBSERVANCE	SCHOOL OBSERVANCE
	<b>2023</b>	
Columbus Day (Note 1)	Monday, October 9, 2023	Friday, October 7, 2022
Veteran's Day	Saturday, November 11, 2023	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023 <b>No School All</b>	Wednesday, November 22, 2023 <b>One-Session day: All</b>
	<b>2024</b>	
Dr. Martin Luther King	Monday, January 15, 2024 <b>No School All</b>	Friday, January 12, 2024
Lincoln's Birthday (Actual)	Monday, February 12, 2024	Monday, February 12, 2024
Washington's Birthday (Actual)	Sunday, February 11, 2024	Friday, February 9, 2024
TRADITIONAL PRES. DAY OBSERVANCE	Observance on Monday, February 19, 2024	<b>School Closed</b>
Arbor Day (Note 1)	Friday, April 26, 2024	Friday, April 26, 2024
Memorial Day (Note 2)	Monday, May 27, 2024 <b>No School All</b>	Friday, May 24, 2024
Flag Day	Friday, June 14, 2024	Friday, June 14, 2024

*If any of the above holidays falls on a weekend or when school is not in session the planned exercises are celebrated the last day school **preceding** the holiday.*

1. Arbor Day is always last Friday in April. If it falls within a vacation week (celebrated Friday before the break)
2. Memorial Day: School is closed for everyone. (celebrated Friday before)

FAIRFIELD PUBLIC SCHOOLS  
SUPERINTENDENT'S OFFICE

**PERSONAL/BEREAVEMENT/PROFESSIONAL DEVELOP/JURY DUTY/VACATION/FLOATER**

To enter **Absence Management (AESOP)/Frontline Account:**  
**www.frontlinek12.com, enter your username and password**

- All absences are to be reported through Absence Management, whether you require a substitute or not. This includes anytime you will not be working your regular assignment.
- If you are aware of an absence in advance, it is best to enter it as early as possible to ensure coverage.
- **Personal Days** require principal/supervisor approval.
  - a. **Your personal days are limited to three in a row**, which includes a Monday, if you take Thursday and Friday or a Friday if you take Monday and Tuesday, etc., and on either end of a break.
  - b. Employees do not have the choice to select unpaid personal. If you go beyond your 3 in a row and it is caught after the fact, you will have to pay the district for the day(s) taken past the third.
- **Professional Development (In/Out-of-District) Days** require you to include “notes to administrator” as to the title, cost, hours and description of the workshop and require principal/supervisor approval.
  - a. Follow the directions on the PD request form regarding workshops \$150 and over and \$149 and under. **REMEMBER** to complete the “travel report” under staff forms on the website (**this is not for mileage**).
  - b. Check for approvals in Absence Management and on the Board of Education Agenda.
- **In-District Meeting Days** require you to include “notes to administrator” listing type of meeting DEAC, SCIP, conference, committee work, etc. and require principal/supervisor approval.
- **Bereavement Days** require you to include notes as to the relationship of the deceased and will require principal/supervisor approval.
  - a. Five days are allowed for the following only: Spouse, Brother/Brother-in-law, Sister/Sister-in-law, Father/Father-in-law, Mother/Mother-in-law, Daughter/Daughter-in-law, Son/Son-in-law and the Grandparents of the employee only, not your spouse’s Grandparents, to be used within a two-week period.
  - b. One day, subject to the approval of the Superintendent, shall be granted in the event of death in the non-immediate family.
- **Sick Days** do not require approval. If you are entering a sick day the day of the absence, it must be entered into Absence Management **before 7:30 a.m.** (cutoff is one hour before your start time).
  - a. In addition, if entered same day, call or email your school secretary and Pat Iandolo to inform them of your absence to ensure that coverage is arranged.
  - b. Please see new policy #1642.01 posted on the district’s website for sick day use.
  - c. Your principal/supervisor may request a doctor’s note if **more than two** sick days are taken in a month or if patterns exist.
- **School Events** must be entered into Absence Management if you will not be working your regular assignment.
  - a. Please include the description in “notes to administrator” such as field trips, concert rehearsal coverage, graduation practice coverage, DRA, PARCC testing, etc., and any others set by the building principal/supervisor and will require approval.
- **Jury Duty** must be entered into Absence Management. Please submit a copy of your assignment letter to the superintendent’s office. If your jury duty is canceled, please cancel your absence.
- **Vacations and Floating Holidays** for 12-month employees must be entered into Absence Management and will require principal/supervisor approval.

Refer to these policies, regulations, statutes and FEA contract for information regarding attendance, sick leave, swiping in/out of building, and dress and grooming code.

Teaching Staff Members: Policies and Regulations 3212, 3432 and 3216

Support Staff Members: Policies and Regulations 4212, 4432 and 4216

## Request for Doctor's Note

According to N.J.S.A. 18A:30-4, a board of education is permitted to request a physician's certificate to be filed with the secretary of the board of education whenever an employee claims to be sick. This request does not need to be set forth in board policy as it is statutorily permissible. Therefore, the District has the statutory right to request the doctor's note for use of sick days.

To that end, if patterns are found and/or sick day absences exceed 2 sick days in a month, staff may be asked to provide a doctor's note. Staff will be required to give their principal the note; then, it will be filed with the secretary of the board of education.

## Swiping In/Out

As per "Agreement between The Fairfield Board of Education and The Fairfield Education Association," For July 1, 2019 to June 30, 2024, page 17 Article IX, B.: Sign In/Out Roster- All employees shall indicate their presence for duty by swiping in the current system, as well as placing their initials in the appropriate column of the faculty sign-in and sign-out roster.

For traveling staff, you must do this upon arrival and departure at each building. If leaving the building for lunch, you must do this upon departure and arrival to the building.

## Dress and Grooming

The Board of Education believes that the appearance and dress of all staff members are important components of the education program of this school district. Responsibility for acceptable grooming and attire will rest primarily with the employee as a professional. Accordingly, the Board established Policies and Regulations #3216 and #4216 explaining the rules for the grooming and attire of all staff members in the performance of their professional duties.



## PROFESSIONAL DAY REQUESTS

### There are separate forms for workshops \$150 and OVER and for \$149 and under

- *All workshops are to be entered into Aesop whether they are away, held in-house, or virtual.*
- *You must complete the "Travel Report" (through website under staff forms) for ALL workshops, whether you travel or not (this is not for mileage).*

#### FOR ALL WORKSHOPS. FORMS ARE ON WEBSITE/STAFF LINK/STAFF FORMS

1. As your workshop date approaches it is recommended that you call the workshop provider to confirm that your registration was received. If you are not registered for the workshop, please contact Zayra Garcia. Do not attend without confirming registration.
2. If you attend a workshop, not approved by the Board, you will be responsible for payment. The Board also will not reimburse staff for any workshop paid personally, that hasn't been pre-approved. Retroactive approval is not permitted.
3. Be sure the principal signs and indicates the account # on the requisition and the Workshop/Conference Request form and has affirmed there are funds to cover the workshop.
4. Within 5 days of the workshop, you must complete your Travel Report, which is available on the district's website: Staff Forms – Travel Reports (summary of workshop).
5. *NEVER register for a workshop yourself or you will not be reimbursed. All registrations and PO's go through Zayra Garcia in the Business Office.*

It is necessary for you to **confirm ahead of time** that you are registered, not the day "of" the workshop.

*Workshop forms for \$150 and Over go to Pat Iandolo **NOT** Zayra Garcia. Enter your workshop into Aesop for principal's approval. Complete the \$150 and over form AND a requisition. Submit paperwork to Pat to be added to the Board agenda for approval. Be sure to include notes in your Aesop entry stating the TITLE, hours, cost and description of the workshop. Be sure to follow the directions 1-4 above to avoid having to pay for the workshop yourself.*

*Workshop forms for \$149 and Under go to Zayra Garcia **NOT** Pat Iandolo. Enter your workshop into Aesop for approval. Be sure to include notes in your Aesop entry stating the TITLE, hours, cost and description of the workshop. Also, be sure to follow directions 1-4 above to avoid having to pay for the workshop yourself.*

## COURSE APPROVAL INFORMATION

### Reimbursement and/or Movement on the Guide

Course Approval Request and Requisition available through the website: Staff link → Forms

Refer to your contract Article XIII pages 25-27.

Prior approval by board for all courses is required. No exceptions. Full information is in the contract.

A passing grade of "B" or better is required to move on guide or be reimbursed.

Course must be relative to the position you hold in the district.

Master's Program courses require pre-approval by the Superintendent.

#### STEP #1 Applying for Approval

1. Complete course approval form found on website Staff link → Staff forms
2. Even if the course is not reimbursable, it must be submitted, as instructed above in order for the credits to be applied to a move on the guide.
3. Send the form to **Pat landolo** NOT Zayra Garcia
4. Once approved by the Board you will receive a copy. Be sure to check with Pat if you do not receive it.

#### STEP #2 Applying for Payment or Movement

1. Upon completion of course, supply Pat landolo with proof of a grade "B" or better and proof of payment to the college or university.

NOTE: . Your reimbursement may not be for the entire cost of the course, it is dependent upon how many teachers request courses. Cost per credit is determined by adding all credits requested and dividing them into the "bank" to get a per credit amount to be reimbursed. When the course is completed, and you provide the grade report and proof of payment – Mrs. landolo will complete a requisition and send it to Zayra Garcia for processing. A copy will be sent to you.

2. If the course brings you to the point of movement on the guide, supply Pat landolo with a copy of your transcripts and a brief letter requesting such movement
3. Movements on the guide occur September 1 or February 1 only.
4. Pat will inform you when your paperwork has been sent to the board office for processing of payment. From this point check with Zarya Garcia for reimbursement progress.



FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, NEW JERSEY

CRIMINAL HISTORY REGULATION NOTICE

Put into effect: September 2009

TO ALL EMPLOYEES:

**The State Board of Education Publicizes Regulation Requiring Employees to Report their Own Arrest or Indictment to the Chief School Administrator.**

N.J.A.C. 6A:9B; 6A:9B-4.3; 6A:9B-4.4 and N.J.S.A. 18-A:16-1.3  
Effective January 5, 2009

All certificate holders shall report their arrest or indictment for any crime or offense to their superintendent within 14 calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to their superintendents the disposition of any charges within seven calendar days of disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. (as above) [revocation or suspension of certificates.] School districts shall make these requirements known to all new employees and to all employees on an annual basis.

**FAIRFIELD PUBLIC SCHOOLS**  
**2023-2024 Holiday/Event Calendar Dates**

Event	Stevenson	Churchill
<b>SEPTEMBER 2023</b>	<b>School Closed: 9/4/23 and 9/25/23</b>	
First Day of School for <b>Teachers</b>	Thursday, August 31, 2023	
First Day of School for <b>Students</b>	Tuesday, September 5, 2023	
Class Parent Tea H.S.A	Tuesday, September 12, 2023	Monday, September 11, 2023
Back to School Nights	Wednesday, September 13, 2023	Tuesday, September 12, 2023
<b>H.S.A. Meeting</b>	September 27, 2023 - Churchill Cafe 7:00 P.M.	
Fall Fundraiser	Monday, September 18, 2023	Monday, September 18, 2023
Board Meeting	Thursday, September 21, 2023	
<b>OCTOBER 2023</b>	<b>School Closed: No school for students on 10/9/23</b>	
Walkathon	N/A	Friday, October 6, 2023
<b>H.S.A. Meeting</b>	October 25, 2023 – Churchill Media Center 7:00 P.M.	
Student Pictures	Thursday, October 5, 2023	Thursday, October 5, 2023
Board Meeting	Thursday, October 19, 2023	
Halloween Parades	Tuesday, October 31, 2023	Parade 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> ; Dance 6 <sup>th</sup>
<b>NOVEMBER 2023</b>	<b>School Closed 11/9/23 &amp; 11/10/23</b> <b>Thanksgiving Break 11/23 &amp; 11/24/23</b> <b>One Session: 11/16, 20, 21 conferences</b> <b>One Session: 11/22/23</b>	
<b>H.S.A. Meeting</b>	November 14, 2023 - Churchill Media Center 7:00 P.M.	
Picture Re-takes	Monday, November 13, 2023	Monday, November 13, 2023
Board Meeting	Thursday, November 16, 2023	
Third Grade Feast	N/A	Wednesday, November 22, 2023
<b>DECEMBER 2023</b>	<b>School Closed: 12/25 through 12/29/2023</b> <b>One Session: 12/22/23</b>	
Holiday Fair	Tuesday, 12/5 and Wednesday, 12/6	Thursday, 12/7 and Friday, 12/8
Board Meeting	Thursday, December 14, 2023	
<b>H.S.A. Meeting</b>	December 12, 2023 – Churchill Media Center 7:00 P.M.	

**FAIRFIELD PUBLIC SCHOOLS**  
**2023-2024 Holiday/Event Calendar Dates**

Churchill Feast and Variety Show	N/A	Friday, December 15, 2023
Winter Concert	N/A	Thursday, December 21, 2023
Holiday Parties	Friday, December 22 <sup>nd</sup> - Breakfast with Santa	Friday, December 22 <sup>nd</sup> - Breakfast with Santa
Holiday Production	Friday, December 22 <sup>nd</sup>	N/A

Board meetings for January to June will be scheduled at the re-organization meeting in January

Event	Stevenson	Churchill
<b>JANUARY 2024</b>	<b>Closed: 1/1/24 and 1/15/24</b>	
Music Buddy Day	N/A	Tuesday, January 9, 2024
<b>H.S.A. Meeting:</b>	January 30, 2024 - Churchill Media Center 7:00 P.M.	
After School Clubs	Wednesday's Jan. 3, 10, 17, 24, 2024	N/A
<b>FEBRUARY 2024</b>	<b>One Session Day – 2/16/24 School Closed 2/19 and 2/20/24</b>	
After School Clubs	N/A	Wednesday's Feb. 7, 14, 21 28, 2024
<b>H.S.A. Meeting</b>	February 28, 2024 - Churchill Media Center 7:00 P.M.	
<b>MARCH 2024</b>	<b>One Session Day for students– 3/20/24 School Closed 3/29/24</b>	
Book Fair	March 5-7, 2024	March 12-14, 2024
6 <sup>th</sup> Grade Picture	N/A	March 7, 2024
Author Day	TBD	TBD
<b>H.S.A. Meeting:</b>	March 26, 2024 - Churchill Cafe 7:00 P.M.	
Spring Pictures	Tuesday, March 26, 2024	Tuesday, March 26, 2024
Spring Party	Thursday, March 28, 2024	3rd Grade - yes, 4th Grade - Maybe
<b>APRIL 2024</b>	<b>Closed 4/1/24 through 4/5/2024</b>	
Drama Club Play	N/A	TBD
Kindergarten Screening	TBD	N/A
<b>H.S.A. Meeting</b>	April 24, 2024 - Churchill Media Center 7:00 P.M.	
Variety Show	Thursday, April 18, 2024 @ 7:00 P.M.	N/A
Career Day	N/A	Friday, April 19, 2024
Take Our Children to Work Day	Thursday, April 25, 2024	

**FAIRFIELD PUBLIC SCHOOLS**  
**2023-2024 Holiday/Event Calendar Dates**

<b>MAY 2024</b>	<b>One Session 5/24/24</b> <b>Closed: May 27, 2024</b>	
Staff Appreciation	April 29, 2024 - May 3, 2024	
Spring Concert	N/A	Thursday, May, 30, 2024
Music Spring Competition	N/A	Friday, May 17 or May 31, 2024
<b>H.S.A. Meeting</b>	May 15, 2024 - Churchill Media Center 7:00 P.M.	
Grade Level Picnics (P-2)	TBD	N/A
6 <sup>th</sup> Grade Fundraiser	N/A	TBD
Have you Heard 2 <sup>nd</sup> is moving to 3 <sup>rd</sup> Day	Friday, May 31, 2024	
<b>JUNE 2024</b>	<b>One Session 6/17, 6/18 &amp; 6/19/24</b>	
Beginning Band Concert	N/A	Thursday, May 16, 2024 @ 2:00 P.M.
Kindergarten Orientation	Tuesday, June 4, 2024	N/A
<b>H.S.A. Meeting</b>	June 5, 2024 – Churchill Media Center → 7:00 P.M.	
Walk-a-Thon	Friday, June 7, 2024; Grades K & 1 @ 9:00 A.M. & Grades 2 & 3 @ 10:00 A.M.	N/A
6 <sup>th</sup> Grade Pool Party/Trip	N/A	TBD
Field Day Grade 4-6	N/A	June 10, 2024
Fun Day	Friday, June 14, 2024	Last Day of School
Move-Up-Day 6 <sup>th</sup> Grade	N/A	Friday, June 7, 2024
Churchill Farewell Exercises	N/A	Two days before the last day of school
Last Day One-Session	Wednesday, June 19, 2024	

## List of Religious Holidays Permitting Pupil Absence From School

WHEREAS, according to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.4(e), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law; and

WHEREAS, the law provides that:

Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;

Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;

To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;

Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;

Such absence must not be recorded on any transcript or application or employment form or on any similar form; and

The Commissioner, with the approval of the State Board of Education, is required to\

prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and

prepare a list of religious holidays on which it shall be mandatory to excuse a The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and

WHEREAS, the New Jersey Department of Education makes every attempt to ensure the accuracy of the dates using the lunar, Gregorian and Julian calendars; and

WHEREAS, the district board of education has the right to add any bona fide religious holiday to the list for its own schools;

WHEREAS, dates within this resolution may not be fixed before the State Board adopts the annual calendar and may require additional revision; now therefore be it



RESOLVED, that the State Board of Education permits the Commissioner of Education, after annual adoption by the State Board of Education, to revise the dates provided in list of religious holidays; and be it further

RESOLVED, that the State Board of Education adopts the following list of religious holidays for the 2023 - 2024 school year:

#### July

Date Observance

June 26-July1 Hajj Day (Islam)\*

July 2 Foundation Stone of Shri Akal Takht Sahib Ji (Sikh)

July 3 Guru Purnima

July 9 Martyrdom of the Bab (Baha'i)

July 18 1st Muharram (Islam Dawoodi Bohra)\*

July 18-27 Ashara Mubaraka (Islam Dawoodi Bohra)\*

July 19 1st Muharram (Islamic New Year)

July 27

Tish'a B'Av (Jewish)

Yawm Aashura (Islam Dawoodi Bohra)\*

July 28 Ashura (Islam)

June 29 Eid al-Adha (Islam)\*

#### August

Date Observance

August 1

Asalha Puja Day (Buddhist)

Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)

Lammas (Christian and Wicca)

August 6 Transfiguration of the Lord (Eastern Orthodox Christian)

August 14-16 Obon (Buddhist)

August 15

Feast of the Assumption of the Blessed Virgin Mary (Catholic Christian)

Dormition of the Theotokos (Orthodox Christian)

August 20-31 Onam (Hindu)\*

August 21 Naga Panchami (Hindu)\*

August 30

Raksha Bandhan (Hindu)\*

Ullambana (Buddhist)

September

Date Observance

September 1

Ecclesiastical Year begins (Eastern Orthodox Christian)

First Prakash Shri Guru Granth Sahib Ji (Sikh)

September 5 Chehlum Imam Hussain (Islam Dawoodi Bohra)\*

September 7

His Holiness Sakya Trizin's Birthday (Buddhist)

Krishna Janmashtami (Hindu)\*

September 8 Nativity of Mary (Christian)

September 12-19 Paryushana (Jain)\*

September 16-17

Rosh Hashanah (Jewish)

Feast of Trumpets (Church of God, Philadelphia Church of God)

September 19 Ganesh Chaturthi (Hindu)\*

September 21 Nativity of the Theotokos (Eastern Orthodox Christian)

September 22 Jyoti Jot Guru Nanak Dev Ji (Sikh)

September 21-29 Mabon (Wicca/Pagan)

September 25

Yom Kippur (Jewish)D

Day of Atonement (Christian, Church of God, Philadelphia Church of God)

September 26 Milad an-Nabi (Islam Dawoodi Bohra)\*

September 27 Maulid al-Nabi (Islam)\* The Elevation of the Holy Cross (Eastern Orthodox Christian)

September 29 – October 6

Sukkot (Jewish)

Feast of Tabernacles (Church of God, Philadelphia Church of God)

September 30 Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)\*

October

Date Observance

October 7 Last Great Day (Church of God, Philadelphia Church of God)

October 7-8 Sh'mini Atzeret (Jewish)

October 8 Simchat Torah (Jewish)

October 15-24 Navaratri (Hindu)\*

October 18 Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)\*

October 20 Installation of the Scriptures as Guru Granth Sahib (Sikh) Birth of B'ab (Bah'i)

October 31 Samhain (Wicca)

November

Date Observance

November 1 All Saints' Day (Christian)

November 2 All Souls' Day (Christian)

November 3 Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)\*

November 12

Diwali (Hindu, Jain, Puja, and Deepavali)\*

Birth of Baha'u'llah (Bah'i)

Bandi Chhor Diwas (Sikh)

November 13 Goverdhan Puja (Hindu)\*

November 15 Nativity Fast begins (Eastern Orthodox Christian) Ascension of 'Abdul'l Baha (Baha'i)

November 21 The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)

November 24 Martyrdom of Guru Tegh Bahadur (Sikh)

November 26 Day of Covenant (Baha'i)`

November 27 Guru Nanak Dev Ji Birthday (Sikh)

December

Date Observance

December 3 First Sunday of Advent (Christian)

December 8 Immaculate Conception (Christian) Bodhi Day (Buddhist)

December 8-15 Hanukkah (Jewish)

December 21

Yule (Wicca and Christian)

Martyrdom of Wadde Sahibzade (Sikh)

December 25

Christmas (Christian)

The Nativity of Christ (Eastern Orthodox Christian)

December 26

Zarathosht Diso (Zoroastrian)

Martyrdom Chotte Sahibzade (Sikh)

January

Date Observance

January 1

Gantan-sai (Shinto)

Mary, Mother of God - Catholic Christian

January 3-10 Holy Convocation (Church of God and Saints of Christ)

January 5 Birthday of Guru Gobind Singh Sahib (Sikh)

January 6

Feast of Epiphany (Christian)

Feast of Theophany (Eastern Orthodox Christian)

Nativity of Christ (Armenian Orthodox)

January 7 Feast of the Nativity (Eastern Orthodox Christian)

January 13

Maghi-Lohri (Sikh)

Foundation of Shri Darbar Sahib (Maghi)

January 15 Makar Sankranti and Pongal (Hindu)\*

January 24 World Religion Day (Baha'i)

January 25

Tu B'shvat (Jewish)

Ayyam al Beez (Islam Dawoodi Bohra)\*

January 29 Urus – Syedna Taher Saifuddin (Islam Dawoodi Bohra)

February

Date Observance

February 2

The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)

Imbolic-Candlemas (Wicca and Christian)

February 6 Yawm al-Mab'ath (Islam Dawoodi Bohra)

February 7 Lailat al Miraj (Islam)\*

February 10 Chinese/Lunar New Year (Confucian, Daoist, Buddhist)

February 12-21 Midwinter Ceremonies (Native American)\*

February 13 Shrove Tuesday (Christian)  
February 14  
Vasant Panchami (Hindu)\*  
Ash Wednesday (Christian)  
February 15 Nirvana Day (Buddhist)  
February 14 Ash Wednesday (Christian)  
February 25 Lailat al Bara'ah (Islam)\*  
February 26 – March 1 Intercalary Days (Baha'i)  
February 29 Jonah's Passover (Eastern Orthodox Church)

March

Date Observance

March 8 Maha Shivaratri (Hindu)\*  
March 10 – April 9 Ramadan (Islam)  
March 13 L. Ron Hubbard's Birthday (Church of Scientology)  
March 14 Meena Sankranti (Hindu)\*  
March 18  
Holi (Hindu)\*  
Clean Monday (Eastern Orthodox Christian)  
March 21  
Naw-Ryz (Baha'i)  
Nowruz (Zoroastrian)  
Ostara (Wicca)  
Govinda Dwadashi (Hindu)\*  
March 24  
Holika Dahan (Hindu)\*  
Purim (Jewish)  
Palm Sunday

Lord's Evening Meal (Christian, Jehovah's Witness)

March 25

The Annunciation of the Theotokos (Eastern Orthodox Christian)

The Annunciation of the Virgin Mary (Christian)

March 25-27 Hola Mohalla (Sikh)\*

March 26 Khordad Sal (Zoroastrian)

March 28

Holy Thursday (Christian)

Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)\*

March 29 Holy Friday (Christian)

March 31 Easter (Christian)

March 31-April 1 Laylatul Qadr (Islam Dawoodi Bohra)\*

April

Date Observance

April 1

Easter Monday (Christian)

Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)\*

April 5 Aakhir Jumo'a (Islam Dawoodi Bohra)\*

April 6 Laylatul Qadr (Islam)\*

April 9

Souramana Yugadi (Hindu)\*

Chandramana Yugadi(Hindu)\*

Eid al-Fitr (Islam Dawoodi Bohra)\*

April 10 Eid al Fitr (Islam)\*

April 13-20 Memorial Feast of the Lords Passover and Days of Unleavened Bread (Church of God and Saints of Christ)

April 14 Vaisakhi (Sikh)

April 17 Ramnavami (Hindu)\*

April 18 Prakash Guru Tegh Bahadur Ji (Sikh)

April 21

First Day of Ridvan (Baha'i)

Mahavir Jayanti (Jain)\*

April 22-30

Passover (Jewish)

Passover (United Church of God)

April 23

First Day of Unleavened Bread (Church of God)

Hanuman Jayanti (Hindu)\*

April 23-19 Days of Unleavened Bread (Philadelphia Church of God)

April 13-20 Passover/Days of Unleavened Bread (Church of God and Saints of Christ)

April 24-26 Theravadin New Year (Buddhist)

April 25 The 11th Panchen Lama's Birthday (Buddhist)

April 27 Lazarus Saturday (Eastern Orthodox Christian)

April 28

Palm Sunday (Eastern Orthodox Christian)

Ninth Day of Ridvan (Baha'i)

April 29 Last Day of Unleavened Bread (Church of God)

May

Date Observance

May 1

Beltane (Wicca)

Twelfth Day of Ridvan (Baha'i)

May 2 Holy Thursday (Eastern Orthodox Christian)

May 3



Holy Friday (Eastern Orthodox Christian)  
The Last Friday of the Great Lent (Eastern Orthodox Church)  
May 5 Easter (Eastern Orthodox Christian)  
May 6 Bright Monday (Eastern Orthodox Christian)  
May 9 Ascension of Our Lord (Christian)  
May 13 Yom Ha'Azmaut (Jewish)  
May 15 Buddha's Birthday/Buddha Day\*  
May 19 Pentecost (Christian)  
May 22 Declaration of the Bab (Baha'i)  
May 23 Visakha Puja (Buddhist)  
May 26 Lag B'Omer (Jewish)  
May 29 Ascension of Baha'u'llah (Baha'i)

June

Date Observance

June 12-13 Shavuot (Jewish)  
June 13 Feast of Ascension (Eastern Orthodox Christian)  
June 15 Yawm al-Arafa (Islam Dawoodi Bohra)\*  
June 16  
Martyrdom of Guru Arjan Dev Sahib (Sikh)  
Eid al-Adha (Islam)\*  
June 24  
Pentecost (Eastern Orthodox Christian)  
Litha (Wicca)  
Eid-e-Ghadeer

FAIRFIELD PUBLIC SCHOOLS  
2023-2024

Each grade level may take 2 field trips per year

Requests for new field trips are to be made in writing, to the Superintendent. Back-up information including rationale and subject area must be included for Board approval.

<b>STEVENSON</b>	<b>Subject/Curriculum Area</b>	<b>Approved</b>
Buehler Challenger Ctr. Shuttle Experience	Science	1995
Buehler Challenger Ctr. Star Lab	Science	1995
Essex County Environmental Center	Science & Health	2005
Farmstead Estates/Fosterfield Farms	Science	2005
Liberty Science Center	Science & Math	2006
Morris Museum	Science	2005
Fairfield Farms/Pumpkin Picking	All	2006
Sterling Hill Mining Museum Tour	Science	2005
Turtle Back Zoo	Science	2006
Walking Trip to Fairfield Library	L. Arts, Soc. St. & Science	1994
Move up Day for Grade 2 to Churchill		2023
<b>CHURCHILL</b>		
Sandy Hook, (Sandy Hook, NJ)	Science	1995
Lakota Wolf Preserve (Colombia, NJ)	Science/ELA	12/13/2018
Medieval Times (Lyndhurst, NJ)	Social Studies	2006
9/11 Memorial (NY, NY)	Social Studies	4/26/16
SCCI Student Summit (Drew University)	Culture/Climate	4/30/19
<b>CHURCHILL AND STEVENSON</b>		
<b>Theater Programs in NJ. included <u>but not limited to:</u></b>	Performances must be relative to current curriculum.	2020
<ul style="list-style-type: none"> <li>• Caldwell Theater (2018)</li> <li>• Children's Theater of NJ in Netcong (2019)</li> <li>• Theaterworks at MSU (2005)</li> <li>• Papermill Playhouse (2011)</li> <li>• Union County. Performing Arts in Rahway (2020)</li> </ul>	Trips must be within a __ mile radius of the school.	
Jefferson Lakes Camp, Stanhope, NJ	Alternate to 6 <sup>th</sup> grade pool party	2023
<b>LOCAL</b>		
W. Essex Winter Concert	Fine Arts	Annual
Consortium Kickball Game	Physical Education	Annual
Sixth Grade Pool Party	Student Activities	Annual
Music Buddy Day at West Essex	Fine Arts	Annual

Approved for the 2022-2023 school year at the August 23, 2022 B.O.E. Meeting

GIFTED AND TALENTED AND STEAM

<u>Event/Location</u>	<u>Subject Area</u>	<u>Approved</u>
<u>Montclair State University or Livingston</u> Interpretive Forensics Competition (5&6) Declamation Forensics Competition (5&6)	Both Language Arts	11/15/22
STEAM AHEAD (4 <sup>th</sup> ), <u>Belleville</u> ----- Problem Solving Competition (5&6), <u>Roseland-</u> Totally Global (4-5), <u>Roseland</u> ----- Academically Speaking (4-6), <u>West Orange</u> ----	Prob.-based Lng. Across Curr. Across Curriculum Across Curriculum Across Curriculum	11/15/22
<u>Morristown Unitarian Fellowship or Morris</u> <u>Museum</u> Math Marathon (Grades 3-5)----- Living Voices (5&6) ----- STEM/STEAM Adventures (2&3) ----- Spelling Bee (3-5) ----- Workshop on the Arts (6 <sup>th</sup> ) ----- Learning Carnival (3-5) -----	Math Social Studies/World Language S.T.E.A.M. Language Arts Fine Arts, Performing Arts, Visual Arts, Liberal Arts	11/15/22
<u>St. Elizabeth's University</u> Debate Competition (5&6)	Social Studies	11/15/22
<u>Randolph or Jefferson</u> Chess Tournament (3-6)	Social Studies/S.T.E.A.M.	11/15/22
<u>Rutgers Law School</u> Mock Trial	Social Studies	4/30/19
<u>Caldwell</u> Orton Bridge	S.T.E.A.M.	2020
<u>Millburn</u> Challenge 24	Math	4/30/19



## HOW AND WHEN TO REPORT CHILD ABUSE/NEGLECT (Policy #8462 Reporting Potentially Missing or Abused Children)

### **Reporting Child Abuse/Neglect: What School Personnel Need to Do**

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously. Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person. What happens after I make the call?

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

## 2023-2024 ANNUAL MANDATED POLICIES AND REGULATIONS

**You are required to annually sign off on the Google forms, emailed to you, confirming your ability to access the listed Mandated Policies and Regulations**

Number	Title	Policy/Regulation
#1140	Affirmative Action Program	Policy
#1510	Americans with Disabilities Act	Policy & Regulation
#1530	Equal Employment Opportunities	Policy & Regulation
#1643	Family Leave	Policy
#1648.11	Road Forward COVID-19 Health and Safety	Policy
#2260	Affirmative Action Program for School and Classroom Practices	Policy & Regulation
#2361	Acceptable Use of Computer Networks/Computers and Resources	Policy & Regulation
#3159/4159	Teaching & Support Staff Member/School District Reporting Responsibilities	Policy
#3212/4212	Attendance (Teaching staff members and Support Staff	Policy & Regulation
#3211	Code of Ethics	Policy
#3216/4216	Dress and Grooming	Policy
#3221	Evaluation of Teachers	Policy & Regulation
#3222	Evaluation of Teaching Staff Members, excluding Teachers & Admin.	Policy & Regulation
#3270	Lesson Plans	Policy & Regulation
#3281/4281	Inappropriate Staff Conduct	Policy & Regulation
#3283/4283	Electronic Communications Between Teaching and Support Staff Members and Students	Policy
#3322/4322	Staff Member's Use of Cellular Telephones	Policy
#3351	Healthy Workplace Environment	Policy
#3362/4352	Sexual Harassment: Teaching and Support Staff	Policy & Regulation
#3372	Teaching Staff Member Tenure Acquisition	Policy
#3432/4432	Sick Leave	Policy & Regulation
#5305	Health Services Personnel	Policy
#5331	Management of Life-Threatening Allergies in Schools	Policy & Regulation
#5331.1	Peanut and Tree Nut Free Environment	Policy
#5335	Treatment of Asthma	Policy
#5338	Diabetes Management	Policy & Regulation
#5350	Student Suicide Prevention	Policy & Regulation
#5512	Harassment, Intimidation, and Bullying	Policy
#5519	Dating Violence at School	Policy & Regulation
#5530	Substance Abuse	Policy & Regulation
#5533	Student Smoking	Policy & Regulation
#5600	Student Discipline/Code of Conduct	Policy & Regulation
#5612	Assaults on District Board of Education Members or Employees	Policy & Regulation
#5613	Removal of Students for Assaults with Weapons Offenses	Policy & Regulation
#5615	Suspected Gang Activity	Policy
#5750	Equal Educational Opportunity	Policy & Regulation
#5751	Sexual Harassment of Students	Policy & Regulation
#5755	Equity in Educational Programs and Services	Policy
#7420	Hygienic Management	Policy & Regulation
#7420.1	Bloodborne Pathogen Exposure Control Plan	Regulation
#7422	School Integrated Pest Management Plan	Policy & Regulation
#7434	Smoking in School Buildings and on School Grounds	Policy & Regulation
#7435	Alcoholic Beverages on School Premises	Policy
#7436	Drug Free Workplace	Policy
#7440	School District Security	Policy & Regulation
#7441	Electronic Surveillance in School Buildings and on School Grounds	Policy & Regulation
#8420	Emergency and Crisis Situations	Policy & Regulation
#8420.1	Fire and Fire Drills	Regulation
#8420.7	Lockdown Procedures	Regulation
#8431	Preparedness for Toxic Hazard	Policy & Regulation
#8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Offenses	Policy & Regulation
#8462	Reporting Potentially Missing or Abused Children	Policy & Regulation

## RIGHT TO BE FREE OF GENDER EQUITY

*New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.*

### FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at [www.eeoc.gov](http://www.eeoc.gov).

### NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at [www.njcivilrights.gov](http://www.njcivilrights.gov). For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

### Annual Acknowledgment of Receipt of Gender Equity Notification

I received a copy of the gender equity notification on the date listed below. I have read and understand it.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGN HERE

\_\_\_\_\_  
Date



# POLICY

## Fairfield Board of Education

Section: Program  
2361. ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)  
Date Created: August 2012  
Date Edited: April 2013

### 2361. ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

#### M

The Board of Education 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 pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils 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 pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

#### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/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 that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. 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 networks/computers are provided.

#### Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

#### Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with the school a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network 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 from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3  
Federal Communications Commission: Children's Internet Protection Act.

Adopted: 7 August 2012

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