



## Clementon School District

### December 2017 Monthly Update

## Piloting in January 2018...

### Nutri-Serve Tests MEATLESS MONDAYS on our Corporate Menu!

Nutri-Serve's menus have always offered vegetarian options, however, starting Monday, January 8, 2018 we are promoting a meat-free featured entrée on Mondays. For those who may not want to go "meatless", there will be alternate options with meat as the protein.

#### What Is Meatless Monday and how did it start?

According to the official Meatless Monday website, [www.meatlessmonday.com](http://www.meatlessmonday.com), "Meatless Monday is a global movement with a simple message: once a week, cut the meat".

The Meatless Monday movement was launched in 2003 as a non-profit initiative of The Monday Campaigns in collaboration with The Center for a Livable Future at Johns Hopkins Bloomberg School of Public Health.

#### Meatless Monday on the Nutri-Serve Menu

The school lunch does require protein to be offered with every meal, however, it does not necessarily need to be from a meat source. Common sources of non-meat proteins on our menus include: cheese, yogurt, beans, peanut butter, egg and fish (fish is not officially promoted by the Meatless Monday Movement, but some schools are trying fish on their menus on meat-free days).

**Meatless Monday implementation will begin with meat-free school favorites such as: Macaroni & Cheese, Grilled Cheese, Baked Whole Grain Mozzarella Sticks, Cheese Quesadilla, Pizza Items, Salads with Egg or Cheese, Fish Sticks, Egg & Cheese Breakfast Sandwiches.**

With the pilot of the program, we plan on slowly introducing and testing out some brand new meatless items such as a veggie burger, veggie deli sandwiches and eggplant parmesan.

**We will continue to monitor meal sales & customer feedback to determine if we should continue this on our menus!**

### December Fun Days (Highlighted on-Menu)

#### December 4: Nat'l Cookie Day!

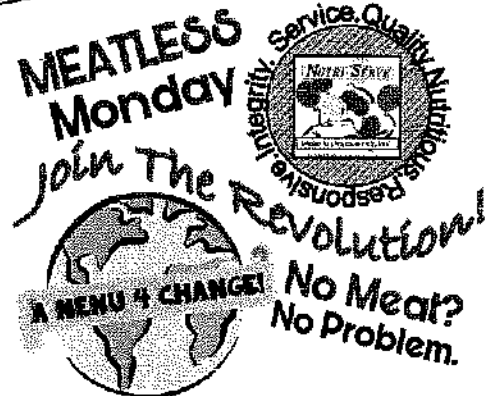
As a fun, seasonal dessert, every student who purchased the school lunch received a Holiday cookie which was topped with colorful sprinkles.



#### December 21: First Day of Winter!

The featured entrée was a Bacon Cheese-brrrrger on a bun. This was served with "icicle" crinkle-cut fries.

#### National BURGER Day



Every Monday...  
Nutri-Serve's Featured Entrée  
will be Meat-Free, and GREEN  
on the menu.



IS A  
GLOBAL MOVEMENT!

"Going meatless once a week may reduce your risk of chronic preventable conditions like cancer, cardiovascular disease, diabetes, and obesity. It can also help reduce our carbon footprint and save precious resources like fossil fuels and fresh water."  
[www.meatlessmonday.com](http://www.meatlessmonday.com)

*This institution is an equal opportunity provider and employer.*



## **December 2017 Happenings!**



The kitchen was decorated for the winter Holidays and the New Year with decorative posters, cut outs and tablecloths.

To encourage participation in our Breakfast Program, the kitchen had a Breakfast Basket Give Away promotion for the month of December. All students receiving a school breakfast got a daily entry for the two Baskets that were on display in the cafeteria. The students were excited to learn who the two winners were during the morning announcements on Friday, December 22nd.

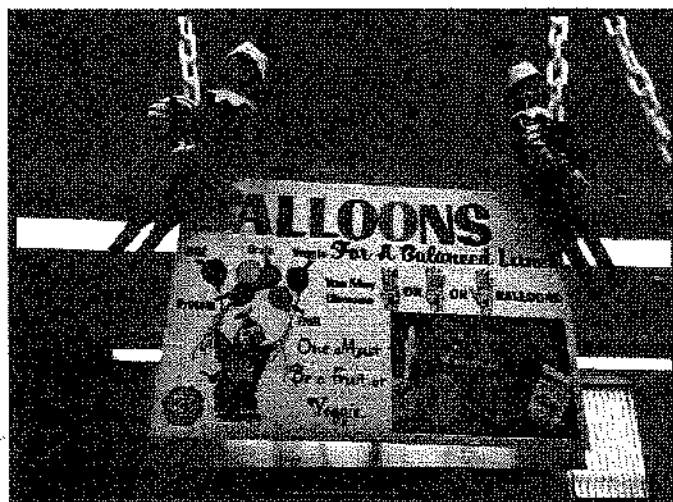


### **Kitchen Staff**

Our version of the UGLY sweater are Ugly aprons that were worn for Clementon's "wear your Holiday sweater day".

### **Elves!**

Look where the elves were "hanging" out in the kitchen. As is tradition with the elves, they were up to some fun antics to the delight of the students throughout the month.



Please Detach and Return to Food Service Director

#### **We Want Your Opinion:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I would like more information on: \_\_\_\_\_

I would like to suggest: \_\_\_\_\_

**Food Service Contact: Cathy Macaluso, Food Service Director 856-783-2300 x1023 [cle@nsfm.com](mailto:cle@nsfm.com)**

# Clementon Community Education

## Board Report - December 2017

### Attendance:

- As of December 22, 2017, 1160 students attended Camp Clementon in the morning and afternoon sessions.

### Community Education Fall Classes:

- Adult Volleyball- Monday Nights
- I Can Club- Thursday Afternoons
- Boot Camp- Tuesday and Thursday Nights

### Community Education Upcoming Events:

- Clementon Clean Up
- Ice Cream Social

### Financials

Receipts:	\$ 11,374.39
Payroll:	\$ 6,111.23
Cash on Hand:	\$ 175,668.38





**CAMP CLEMENTON  
ATTENDANCE RECORD  
December 2017**

<u>DATE</u>	<u>AM</u>	<u>PM</u>	<u>TOTALS</u>
12/01/17	23	52	75
12/04/17	21	48	69
12/05/17	24	42	66
12/06/17	23	55	78
12/07/17	24	55	79
12/08/17	25	50	75
12/11/17	24	56	80
12/12/17	23	46	69
12/13/17	24	48	72
12/14/17	24	51	75
12/15/17	22	55	77
12/18/17	22	44	66
12/19/17	25	44	69
12/20/17	25	57	82
12/21/17	23	50	73
12/22/17	17	38	55

**TOTALS****369****791****1160**



## January Source4Teachers 2018 Board Approval

Abdellawad, Loreen	Gold, Maria	Novembrino, Liana
Adams, John	Gonzalez, Chris	Obi, Oblagell
Adewunmi, Monif	Gordon, Lindsay	Olander, Keny
Ali, Adam	Gousse, Rosa	Olasky, Carol
Alvarez, Genna	Graessle, Tracy	Oliver, Charmaine
Iyan, MariaretelIslam	Grenada, Melissa	Ott, Marleen
Anthony, Marypat	Grison, Yagera	Owens, Nicole
Appelbaum, Laura	Guirgis, Mona	Pakmonari, Gina
Appolon, Junior	Guscott, Josephine	Panageas, Vasilios
Ardizzone, Mildred	Haghighatjou, Fajdim	Pascual, Cher Nell
Arias, Shanika	Hamasah, Talal	Pecoraro, Michael
Askew, Jeriah	Harden, Atrina	Pena, Adrian
Atamian, Denise	Harris, Kimberly	Perez, Diana
Babikola, Rooney	Hasson, Sigal	Philpot, George
Baginski, Phillip	Hayes, Erica	Pin, Luis
Barthelus, Franklin	Healy, Michael	Pineiro, Juan
Batubenge, Kalenga	Heaney, Tina	Pinkston, Scille
Benitez, Markelena	Hernandez, Jasmine	Pizzuto, Joseph
Benjamin, Beverly	Hoibauer, Rachel	Polk-Baquero, Patricia
Betley, Michael	Horan, Kayla	Porvaznik, Justine
Beitrous, Tahany	Hunter, Amy	Potter, Kevin
Bledron, Carolyn	Hussey, Cherie	Pougaza, Sedar
Blotta, Julia	Husth, Sam	Powers, James
Blittia, Antoinette	Huttula, Ruthann	Prica, Nikki
Bocella, Diane	Ireland, Matthew	Quinn, Joseph
Bondaruk, Justyna	Iskandar, Mirette	Rada, Ariel
Broadfield, Tracy	Issa, Mary	Ramos, Justin
Brown, Korey	Izler, Benjamin	Reeves, Veronica
Bruno, Viviana	Jacoby, Adam	Reid, Danielle
Bundza, Eva	Janocha, Matthew	Rinehart, Andrea
Butler, Brian	Jerez Garcia, Johanna	Rivas, Jaclyn
Calandra, Robert	Johnson, Walter	Rizvi, Zainab
Carone, Anthony	Kalia, Dhira	Robinson, Imani
Carroll, Alexandra	Kalina, Jaclyn	Rodriguez, Daisy
Casillas, Sonia	Kapica, Janene	Romano, Sharon
Chang, Kathleen	Kareem, Ribon	Rosa, Annmarie
Charles, Dashiho	Kazi, Kudsia	Rosenberg, Amy
Chaudhry, Umair	Kelley, Regina	Russell, Edward
Chofet, Monica	Kettleman, Cory	Ryan, Catherine
Chuntz, Michael	King, Elaine	Sala, Amy
Cicciello, Alan	Klimashousky, Danielle	Saltchow, Karen
Cohen, Ariella	Klotz, Christina	Salas, Maria
Coleman, Rebecca	Kocarnik, Mefrasarina	Saiman, Mussarat
Coli, Miklam	Koepka, Kevin	Santana, Nabel
Collado, Carolina	Kohler, Lisa	Santora, Tyler
Constantine, Jennifer	La rosa, Cheryl	Savo, Jessica
Cornforth, Susan	Langhurst, Griffin	Saxton, Michele
Cruz, Rebecca	Lastique, Chelsea	Scheinberg, Alexander
Cupano, Kayla	Leadley, Kevin	Schulman, Michael
Davis, DuShaun	Leiva, Ricardo	Senshyn, Maksym
Davis, Vera	Lockette, Daphney	Serkin, Rose
Dederding, Michael	Logan, Jessica	Servis, Maureen
DeFilippis, Ashley	Lourka, Agnes	Shultz, Melissa
DeFlore, Gina	Lowery, Madearia	Sileno, Annie
DeLaCruz, William	Luma, Joseph	Silkowski, Thomas
D'Elia, Mary	Macaro, Isabella	Silvani, Kayla
DePinto, Crystal	Magee, Annette	Smith, Giovanni
Diaz, Theresa	Malkov, Colleen	Snead, Shaun
Dickinson, Charles	Mancuso, Christopher	St John, Melinda
Digneo, Cosmo	Manov, Veselin	Steinke, Mandy
Donahue, Christopher	Mari, Samuel	Stepney, Sharyl
Dougba, Varsha	Masterton, Kelsey	Steward, Martin
Dragotti, Sarah	Matus, Katherine	Stewart, Angela
Dudek, Andrew	Mays, Kevin	Stone, Geneva
Durazo, Blanca	Mazzuchelli, Mark	Sullivan, Andrew
Dzenawager, Maria	McDermott, Erin	Sullivan, Audrey
Edloma, Philomena	McGlyn, Thomas	Tafari, Yahmnelah
Edloma, Success	McGrath, Allison	Taricone, Phillip
Edwards, Melissa	McKeaney, Ryan	Tavarez, Rochelle
Estefanos, Simone	McKenna, Shannon	Telesco, Amanda
Fabricatore, Kelly	McMonagle, Matthew	Tomaine, Anthony
Feln, Jordan	Medina, Christine	Torchon, Shirley
Feln, Lauren	Meltzer, Phyllis	Townes, Reshon
Felder, Darnell	Mendez, Kathie	Trillo, Paige
Ferrelle, Samantha	Mercier, Brian	Trinidad, Edwin
Finleyson, Lisa	Merrill, Brianna	Van Elsland, Carla
Flores, Francisco	Metzey, Adrienne	Villamar, Ashley
Foote, James	Miller, Douglas	Vinson, Marques
Forte, Daria	Mingola, Joseph	Visco, Jared
Francisco, Ryan	Moscicki, Marzena	Walker, Kevin
Franconeri, Claudia	Moya, Cynthia	Washington, Kaity
Franklin, Justin	Muhiktar, Nana-Hawa	Weber-Smith, Linda
Gadeltareem, Rasha	Muriel, Ramon	Whitaker, David
Gargano, Matthew	Murphy, Matthew	Williams, Angelica
Gerges, Rina	Murray, Jimmie	Willits, Ann
Gill, Sean	Nagy, Tyson	Wisham, Cathleen
Gilmour, Melissa	Narvaez, Cynthia	Wodanowski, Jane
Giocoli, Elian	Nawang, Matthew	Wolfmuller, Thomas
Gilish, Vani	Nguyen, Adrienne	Yap, Joanne
		Ziccardi, Brittany





**To: Clementon BOE**

**From: Stephanie Reilly RN, BSN, CSN**

**Board Report: 12/01/2017-12/31/2017**

**Medical:**

There were 451 office visits/parent contacts for the month of December. Students are assessed for medical/ health concerns throughout the day. Medical charts/Immunization records were reviewed for new transfer students. Exclusion letters were drafted and phone calls made for preschoolers who have not received flu vaccine in accordance with NJ state law. Health screenings were completed for the 2017-2018 school year for grades K-4-6-8.

**Accident forms:**

Four student injury forms completed for the month of December

**Medication:**

13 Daily Medication/Treatment and 14 PRN (as needed medication) for the month of December.

Sincerely

Stephanie Reilly RN, BSN, CSN

## Clinic Visit Count by Type

### Clementon Public School

Breathing Difficulty	2
Cold Symptoms/Cough	13
Cramps	3
Cut/Scrape	18
Dental	35
Earache	8
Eye Injury/Irritation	12
Fever	10
Head Injury	35
Headache	24
Insect Bite	4
Menstrual Cycle	8
Nose Bleed	4
Other	81
Pain	50
Rash	4
Routine Medication/Treatment	27
Sore Throat	22
Stomach Ache	80
Vomiting	11

# CLEMENTON SCHOOL DISTRICT ADMINISTRATIVE REPORT

**School:** Clementon Elementary

**Month:** December 2017

1. Student attendance percentage (days present divided by days possible) : 93.17

2. Number of letters sent due to pupil absence/tardies:

Tardy Letters: 18; 4-Day Letters: 13; 7-Day Letters: 1; 10 Day Letters: 1; Over 10: 0

3. Number of pupil suspensions: (Out of School: 4; In School: 0) Total: 4

Number of incidents total: 4

Number of students total: 3 (Number of Special Education students: 0)

Number and type of incident:	Threatening a Student	(1)
	Physical Contact of A Student	(2)
	Sexual Harassment	(1)

4. Number of faculty meetings: 1

5. Fire/Security Drills held (2 per month): Dates: 1. 11/27/17 – 10:43 am (Lockdown w/State Review)  
2. 12/06/17 – 1:24pm (Fire)

6. Lunch Program: Free Meals: 196 Reduced Meals: 48

7. Vandalism to School/Grounds: Number: 0 Estimated Cost: N/A

8. Number of I&RS meetings held: 0

9. Number of pupils that attended the current session after-school Title I program: 0

10. As of December 31, 2017:

Total number of students that transferred in:	10	(Number of Special Education students: 0)
Total number of students that transferred out:	2	(Number of Special Education students: 1)

11. Total number of students enrolled as of December 31, 2017: 455



**CLEMENTON ELEMENTARY SCHOOL  
HIB BOARD REPORT  
DECEMBER 2018**

**CASE #: 2017-2018-04**

**DATE:** 12/6/17

**GRADE(S):** 3

**REPORTED:** Parent reported that her child was being bullied in school.

**INVESTIGATION FINDINGS:** *After the Anti-Bullying Specialist completed the investigation, it was found that the accused student did not commit an act of HIB as defined in the N.J.S.A. 18A:37-14.*

**HIB:** No

**HIB BEHAVIOR COMMITTED (if applicable):**

**CONSEQUENCES IMPOSED (if applicable):**

**REMEDIAL MEASURES (if applicable):**



## 0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS

In accordance with the School Ethics Act - N.J.S.A. 18A:12-21 et seq., Board of Education members must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To avoid conduct that may be in violation or perceived to be in violation of the School Ethics Act, the Board of Education adopts this Policy to provide guidance to Board members in their use of social networks.

For the purposes of this Policy, "social network(s)" shall include, but not be limited to: Internet blogs, electronic bulletin boards, emails, social networking websites, text messages, or any other online platform where people may post or communicate interests, opinions, or any other information that may be viewed by others with or without permission from the person making such post or re-publishing such post. "Social networks" also means an Internet-based service that allows individuals to: construct a public or semi-public profile within a bounded system created by the service; create a list of other users with whom they share a connection within the system; and view and navigate their list of connections and those made by others within the system.

For the purposes of this Policy, "use of a social network" shall include, but not be limited to: posting to a social network, reposting another person's post to a social network, messaging, or any other publication of material on a social network.

Nothing in this Policy prevents a Board of Education member from using a social network. However, a Board member must avoid conduct on a social network that would violate the School Ethics Act - N.J.S.A. 18A:12-21 et seq., which includes the Code of Ethics for Board Members. Board members should be advised communications, publications, photographs, and any other information posted by the Board member or reposted by the Board member on a social network could violate the School Ethics Act and be cause for sanctions in accordance with the law.

While this Policy respects the right of Board members to use social networks, Board members shall recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. A Board member's use of social networks shall not damage the reputation of the school district, employees, students, or their families. Board members who use social networks shall ensure their conduct is appropriate for a Board of Education member. Board members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Board members should carefully review the privacy settings on social networks they use and exercise care and good judgment when posting content and information. When using social networks, Board members are advised to:

1. Not post anything that would violate any of the district's policies for Board members;
2. Uphold the district's value of respect for any individual(s) and avoid making defamatory statements about the Board of Education, the school district, employees, students, or their families;
3. Not disclose any confidential information about the school district or confidential information obtained as a result of being a Board member, about any individual(s) or organization, including students and/or their families;
4. Not use or refer to their Board of Education title or position when soliciting for a business organization that he or she or any immediate family member has an interest in, as well as posting or referencing any confidential information regarding the Board of Education or the school district obtained through their Board membership, unless authorized by law;
5. Refrain from having communications through social networks with other Board members regarding any Board of Education business to avoid any potential violation of the New Jersey Open Public Meetings Act;
6. Not respond to any postings regarding Board of Education or school district business or respond to any question or inquiry posted to the Board member or posted on any social network regarding Board of Education or school district business and shall refer any such questions or inquiries to the Superintendent of Schools to address, as appropriate; or
7. Not post any information on a social network determined by the New Jersey School Ethics Commission to be a violation of the New Jersey School Ethics Act.

A Board member shall comply with all Board policies regarding acceptable use of computers and computer networks whenever a Board member is using a Board of Education electronic device.

If the Board or Superintendent believes a Board member's activity on any social network may violate the Board's policies or the New Jersey School Ethics Act, the Board or Superintendent may request the Board member cease such activity.

This Policy has been developed and adopted by this Board to provide guidance and direction to a Board member to avoid actual and/or a perceived appearance of inappropriate conduct or conduct prohibited by the School Ethics Act while using social networks.

N.J.S.A. 18A:12-21 et seq.



N.J.S.A. 10:4-6 et seq.

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



## 5516.01 STUDENT TRACKING DEVICES

The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a global positioning system (GPS) or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or an Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit's location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time or through taping electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or an audio and/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have voice communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district's legal obligation to maintain confidential student information in accordance with Federal and State law and regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communications or taping is not permitted.

A violation of the provisions of this Policy will result in a violation of the Student Code of Conduct Policy and appropriate discipline will be imposed.

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



#### 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has or may have access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i). This testing shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

Within twenty-four hours after the Board or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This notification shall include: a description of the measures taken by the Board or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. After the initial screening, the Board will conduct these lead screenings every six years and shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)1 and 2.

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j).

N.J.S.A. 58:12A-1 et seq.

N.J.A.C. 6A:26-12.4

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



## 9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, "electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, "electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, "information processing system" means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student's progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district's acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct

business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



## 7440 SCHOOL DISTRICT SECURITY OF SCHOOL PREMISES

The Board of Education believes ~~that~~ the buildings and facilities of ~~this~~ **the school** district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect ~~that the school community's investment in the school buildings and facilities.~~

The school district security program will include: ~~the~~ maintenance of facilities **that are** secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and **compliance** ~~the observation with~~ of safe practices in the use of electrical, plumbing, and heating, **and other school building** equipment. The Board directs close cooperation of district officials with local law enforcement, ~~officers, fire fighters, the sheriff's office,~~ **fire officials, and other emergency agencies.**

**The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.**

~~Personal~~ Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained **access keys** improperly.

Building records and funds shall be kept in a safe place and **secured** ~~under lock and key~~ as appropriate and necessary.

Protective devices designed to be used as ~~safeguards~~ against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of **school resource officers, school security officers, and/or law enforcement officers** guards in situations in which special risks are involved.

**N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3**

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



## R 7440 SCHOOL DISTRICT SECURITY

### A. Definitions

"Access" means authorized access to a school building or school grounds through the use of a Board-approved key control system.

"Key control system" means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

"School buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights, greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school and all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular, extra-curricular activities, and authorized spectators;

- e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
- 3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
  - 4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.

C. Key Control System for Access to School Buildings and Facilities

- 1. School staff members will be provided access to a school building using the school's key control system as follows:
  - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
    - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
    - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
- 2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at

the building level and Superintendent or designee at the district level or in the event of an emergency.

3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.
  - a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office,

classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.

5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety and welfare of persons on school grounds or school property.

2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued:

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:





7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS  
AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record; ~~and if so in which~~ it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, ~~and the district declares such use to be a legitimate educational interest.~~

**In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.**

**The Board of Education shall post signage following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:**

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

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

**N.J.S.A. 18A:41-9**

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS  
AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used ~~on~~ **in school district buildings** ~~property~~ and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. **Signage Notice** ~~regarding the use of surveillance devices~~ will be posted in **a prominent public place in school buildings and** ~~or~~ on school grounds where **electronic surveillance equipment** ~~devices~~ may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational **Rights** and Privacy Act (**FERPA**) and the Individual with Disabilities Education **Improvement** Act (**IDEA**). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s) ~~or~~ legal guardian(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be **retained in accordance with the New Jersey Department of the Treasury – Records Management Services Records**

**Retention Schedules and stored for \_\_\_\_\_ calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.**

**E. Use**

1. The determination of the location of surveillance devices shall be made by the **Superintendent or designee \_\_\_\_\_**.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

**F. Viewing or Listening**

1. Initial viewing or listening to recordings will be done by the \_\_\_\_\_ **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify).**
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the \_\_\_\_\_ **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify).**
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the \_\_\_\_\_ **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify).**
6. A written log will be maintained by the \_\_\_\_\_ **(Building Principal or designee, Superintendent of Schools or designee, Other - Specify)** of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
7. Video recordings remain the property of the **school** district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

**G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)**

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:
  - a. The designation of individuals who shall be authorized to view live streaming video;
  - b. The circumstances under which the designated individuals would view live streaming video; and
  - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.

**HG. Purchase, Maintenance, Replacement of Equipment/Supplies**

1. The \_\_\_\_\_ (~~Building Principal or designee, Superintendent of Schools or designee, School Business Administrator, Other - Specify~~) School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued:

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Second Reading, Revised and Adopted:



## 8507 BREAKFAST OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- ~~Fruit or vegetable or juice (including optional vegetable);~~
- ~~Milk; and Grains (including optional meat/meat alternate)~~
- ~~Grains (including optional meat/meat alternate); Milk~~

Students are allowed to decline one of the four food items offered, **but must select at least a half cup of either fruit or half cup of vegetable or half cup of a fruit/vegetable combination.**

**After taking the half cup fruit or half cup of vegetable or half cup of a fruit/vegetable combination, students must select at least two additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.**

A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.

### **[Select One Option**

\_\_\_\_\_ Breakfast OVS will be implemented at the following schools: (List all schools in the district that will implement a Breakfast OVS Policy)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Breakfast OVS will be implemented in all schools in the district.]

Adopted:

First Reading, Revised: January 22, 2018

Second Reading, Revised and Adopted:



## 0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
  - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
  - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
  - c. Request any person to leave the meeting when that person does not observe reasonable decorum;
  - d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
  - e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and

- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Adopted:

Revised, First Reading: January 22, 2018

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