



*West Windsor-Plainsboro Regional School District*

# **ONLINE ORIENTATION**

Certificated and Non- Certificated Staff

## **2013-2014**

## **WW-P Online Orientation: Acknowledgement/Disclaimer**

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This document is an overview of some of the most important information that relates to your employment. This orientation document does not create any legal rights, and it does not establish terms and conditions of employment.

This orientation document contains (near the end of this document) copies of selected Board of Education policies. These policies, which have been formally adopted by the Board of Education, constitute the official position of this District, but are subject to review and revision by the Board of Education at any time. Should a Board policy be revised, the former policy (even if attached to this orientation document) shall no longer be in effect.

This orientation document also contains summaries of various laws, Board of Education policies and labor agreements. These summaries do not state the official position of the Board of Education. This orientation document does not in any way restrict the right of the Board of Education or the Superintendent to interpret this document, and the items referenced in this document (laws, policies, labor agreements, etc.), as the Board of Education or Superintendent deems appropriate.

This orientation document does not contain promises of any kind and is not an employment contract. Employment may be terminated by the employer at any time, with or without good cause, as long as there is no violation of Federal or State law or the appropriate negotiated agreements.

*At this time, keep a copy of this document for your records. You can download this document for your records. You will be asked to accomplish a variety of activities in order to complete your employee orientation. A checklist at the end of this document is provided.*

**PLEASE REVIEW THIS DOCUMENT CAREFULLY.**

## WW-P Online Orientation: Introduction

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Congratulations and welcome to the West Windsor-Plainsboro Regional School District. We are delighted you are joining our school district as a new staff member. The West Windsor-Plainsboro Regional School District is an outstanding district dedicated to excellence in education. Your contribution is critical in fulfilling our mission and important in insuring sustained success.

Human Resources is providing you with an on-line orientation program. As you begin your employment, it is most important that you review and understand the information included in this orientation. We hope this information will put you on the path to becoming a successful contributor at WW-P.

The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.

Our Core Values are:

- We believe that continuous learning is essential for individual fulfillment and for the advancement of society.
- We believe that every individual has intrinsic worth.
- We believe that embracing diversity enriches and empowers our community.
- We believe that honesty, integrity, and trust are cornerstones for continuing excellence.
- We believe that people reach their highest potential when challenged to believe it is possible.
- We believe that openness to change is essential to progress and future viability.

Again, welcome! We hope that your career here will be a gratifying one and that this orientation tool will be a useful start.

## **WW-P Online Orientation: Board of Education/Central Office Staff**

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The West Windsor-Plainsboro Regional School District Board of Education has nine members: five from West Windsor Township and four from Plainsboro Township:

Hemant Marathe, President  
Anthony Fleres, Vice-President  
Rachelle Feldman Hurwitz  
Louisa Ho  
Michele Kaish  
Richard Kaye  
Dana Krug  
Alapakkam Manikandan  
Yibao Xu

For the 2013-2014 school year, the meetings of the West Windsor-Plainsboro Regional School District Board of Education are held at Grover Middle School, Southfield Road, West Windsor. The meetings begin at 7:30 p.m. and are held in the Commons. Unless otherwise noted, Board Committee Meetings are held in the Central Office, 505 Village Road West, West Windsor.

The central office administration is as follows:

David Aderhold, EdD, Superintendent of Schools  
Larry Shanok, Assistant Superintendent of Finance/Support Services  
Martin Smith, Assistant Superintendent for Curriculum and Instruction  
Gerard Dalton, Assistant Superintendent for Pupil Services/Planning  
Alicia Boyko, Director of Human Resources/Affirmative Action Officer  
Russell Schumacher, Special Assistant for Labor Relations  
Gerri Hutner, Director of Communications

The staff of Human Resources, located in the Central Office, 505 Village Road West, Princeton Junction, NJ 08550, 609-716-5000, is as follows:

- Alicia Boyko, Director of Human Resources ext. 5019
- Brunie Serrano, Health Benefits Coordinator ext. 5011
- Beth Kaufman, Confidential Secretary (attendance, worker's compensation, and verification letters,) ext. 5039
- Theresa Ardito, Confidential Secretary (personnel agenda, leaves) ext. 5045
- Terri Gagliardo, SubFinder, 12-month Secretary (workshops, professional development, and provisional teacher processing), ext. 5042

## WW-P Online Orientation: Employment Opportunities

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Information about employment opportunities in the West Windsor-Plainsboro Regional School District is disseminated through Human Resources. Job postings are generated and placed on the district's web site ([www.ww-p.org](http://www.ww-p.org)) throughout the year. They are also advertised in the local newspapers. *The Times* and *Star Ledger* are primary advertising resources. In addition, job postings are sent electronically to all district employees.

Employment opportunities are posted internally for a minimum of 10 days for WWPSA positions and 14 days for all other positions (WWPEA, WWPAA, and non-affiliated) from the actual date that the job is posted. Every employment opportunity must be posted, including opportunities for extra duty, stipends, and coaching assignments.

An application for employment must be completed and included in your personnel file.

All new employees are required to apply for any vacancy online; the web address is <http://www.west-windsor-plainsboro.k12.nj.us/employment.html>.

On-line applications are complete upon receipt of a copy of New Jersey certification, official transcripts, three letters of reference, and a copy of your Praxis results. If you are unable to scan these documents, bring these with you when you are interviewed. Instructional assistants are also required to submit transcripts to verify their "highly qualified status". For non-certificated staff, letters of reference should be mailed to the same address. The other items listed above do not apply.

An applicant will receive an automatic e-mail acknowledgement from the Applitrack System when an online application is received. The interviewing administrator will contact the candidates for an interview if qualifications match that of the vacancy.

The Director of Human Resources will complete background checks and review the credentials with the Superintendent of Schools. The Superintendent of Schools will determine whether to recommend the candidate for appointment. Upon approval of the Superintendent, the Director of Human Resources will make the formal offer of employment to the candidate, contingent upon fingerprinting, physical examination, and satisfactory current reference checks. **If the candidate accepts the offer of employment, the Superintendent's recommendation is then presented to the Board of Education for formal appointment. No right of employment is established until formal appointment by the Board of Education takes place.**

## **WW-P Online Orientation: Certification**

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New Jersey certification is required for all instructional positions. There are three types of certification, which are as follows: a certificate of eligibility (CE), a certificate of eligibility with advanced standing (CEAS), or standard certification.

A novice teacher has been issued a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS). The difference is whether a candidate has student teaching experience as part of a traditional program of studies. A CE is issued to alternate route candidates.

Novice teachers are required to be registered in the Provisional Teacher Program through the NJ Department of Education--Office of Licensing and Credentials. They will be assigned a mentor as described below. All copies of certification must be sent to HR.

## **WW-P Online Orientation: Mentoring**

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Every novice teacher will be provided a mentor. The novice teacher will develop a professional and collegial working relationship by discussing expectations and will arrive at a mutual understanding about how to work together effectively. The mentor will provide support as indicated by the novice teacher's background and experience. They will visit the novice teacher's classes regularly and provide feedback, coaching, and support.

All first-year novice teachers are required to be mentored for a ten-month period. This includes all first-year novice teachers prepared by the traditional and alternate route, as well as Special Education, pupil services, guidance and pre-school through grade 5 teachers.

Special Education teachers and guidance counselors are immediately issued standard certificates upon graduation from college. They may be assigned a mentor but are not required to register in the Provisional Teacher Program, due to the issuance of standard certification.

## **WW-P Online Orientation: Contract**

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An employment contract will be issued to non-tenured certified employees after an appointment is approved by the WW-P Regional School District Board of Education. If you have any questions, please feel free to contact Beth Kaufman at 609-716-5000 ext. 5039 to make an appointment. To view the negotiated agreements for each bargaining unit, located on the district web site under "Human Resources."

- WWPEA: West Windsor-Plainsboro Education Association
- WWPSA: West Windsor-Plainsboro Service Association
- WWPAA: West Windsor-Plainsboro Administrators Association



## **WW-P Online Orientation: Background Check/Fingerprinting**

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Fingerprinting, as mandated by New Jersey state law, is processed by Lillian Lea, Central Office receptionist (609-716-5000, x5001; [lillian.lea@ww-p.org](mailto:lillian.lea@ww-p.org)). Please see the receptionist for fingering information before your contract is finalized. For bus drivers: Transportation supervisors will distribute fingerprinting information to the recommended candidates upon hiring.

After you receive the fingerprint forms from Ms. Lea, you will be required to schedule an appointment. After completing the fingerprinting appointment process, download a copy of the confirmation of the fingerprinting registration and follow the directions below:

1. Notify Lillian Lea of the date of your appointment by telephone at 609-716-5000 ext. 5001.
2. After you are fingerprinted, submit the “Public School Employment” form with the white receipt stapled to the left-hand corner to Lillian Lea, so a copy can be made and the yellow “Applicant Authorization and Certification” form can be given to you.
3. The last and final step is you must submit a copy of a clearance letter, which is mailed directly to you from the Criminal History Review Unit, to Lillian Lea. The letter has a blue shield in the center. It will take three to four weeks for you to receive this letter. If you do not receive this letter within a reasonable time, please call Criminal History at 609-292-0507 and notify Lillian Lea.

## **WW-P Online Orientation: Arrest Reporting Requirement**

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Effective January 5, 2009, all staff shall report their arrest or indictment for any crime or offense to the superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charges lodged against the staff member. The disposition of the charges also must be reported to the superintendent within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to *N.J.A.C. 6A:9-17.5*.

This office is required to make this code amendment known to all employees. This shift in responsibility for reporting now is the employees. Please take time to understand your responsibility should some unexpected issue take place in the future.

## **WW-P Online Orientation: ID Badge**

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You must use your district Identification (ID) badge to enter your school building. You must have a photograph for your ID badge taken before your contract is finalized. Upon submission of your signed contract and required papers returned to Human Resources, you will receive your ID badge, which must be worn when you are in district buildings.

If your ID badge is lost or destroyed, a new one will be prepared for you. Call Pupil Services for an appointment at 716-5000 ext. 5027.

## WW-P Online Orientation: Residency Requirements

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This is an excerpt only. Please review the full statute for more details. Each employee hired by the West Windsor-Plainsboro Regional School District on or after the effective date of this law [May 17, 2011] is advised, by copy of this notice, that he or she is solely responsible for complying with the requirements of the law.

*N.J.S.A. 52:14-7* Residency requirement for State officers, employees; exceptions.

**a. Every person holding an office, employment, or position:**

(1) in the Executive, Legislative, or Judicial Branch of this State, or

(2) with an authority, board, body, agency, commission, or instrumentality of the State, including any State college, university, or other higher education institution, and, to the extent consistence with law, any interstate agency to which New Jersey is a party, or

(3) with a county, municipality, or other political subdivision of the State, or an authority, board, body, agency, district, commission, or instrumentality of the county, municipality, or subdivision or

(4) **with a school district** or an authority, board, body, agency, commission, or instrumentality of the district, **shall have his or her principal residence in this State** and shall execute such office, employment, or position....

For the purposes of this subsection, **a person may have at most one principal residence**, and the state of a person's principal residence means the state (1) where the person spends the majority of his or her nonworking time, and (2) which is most clearly the center of his or her domestic life, and (3) which is designated as his or her legal address and legal residence for voting. The fact that a person is domiciled in this State shall not by itself satisfy the requirement of principal residency hereunder....

**A person**, regardless of the office, employment, or position, **who holds an office, employment, or position in this State on the effective date of P.L. 2011, c.70 [May 17, 2011] but does not have his or her principal residence in this State on that effective date shall not be subject to the residency requirement of this subsection while the person continues to hold office, employment, or position without a break in public service of greater than seven days....**

Any person may request an exemption from the provisions of this subsection on the basis of critical need or hardship from a five-member committee hereby established to consider applications for such exemptions.... The decision on whether to approve an application from any person shall be made by a majority vote of the members of the committee, and those voting in the affirmative shall so sign the approved application. If the committee fails to act on an application within 30 days after the receipt thereof, no exemption shall be granted and the residency requirement of this subsection shall be operative....

d. Any person holding or attempting to hold an office, employment, or position in violation of this section shall be considered as illegally holding or attempting to hold the same; provided that **a person holding an office, employment, or position in this State shall have one year from the time of taking the office, employment, or position to satisfy the requirement of principal residency**, and if thereafter such person fails to satisfy the requirement of principal residency as defined herein with respect to any 365-period, that person shall be deemed unqualified for holding the office, employment, or position. The Superior Court shall, in a civil action in lieu of prerogative writ, give judgment of ouster against such person, upon the complaint of any officer or citizen of the State, provided that any such complaint shall be brought within one year of the alleged 365-day period of failure to have his or her principal resident in this State.

Amended 1953, c.49, s.3; 1987, c.13; 2011, c.70, s2.

## **WW-P Online Orientation: Employment Classification**

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Permanent staff members, both full and part-time, are appointed from July 1 to June 30 for 12-month employees. For 10-month employees, the appointment will be September 1 to June 30.

### **Temporary Appointments**

#### **Leave Replacements (Assignments Over 90 Days)**

Leave replacement teachers hired for 90 days or more must be certified in the area of the academic discipline and are considered a contracted employee eligible for employee health benefits. The replacement teacher will be on the appropriate step of the WWPEA salary guide according to experience.

Teachers hired as leave replacements will not accrue time toward tenure and will not be enrolled in the Teachers Pension & Annuity Fund. You will be enrolled in PERS if you are a replacement teacher for two consecutive years. You will be able to purchase your first year as a replacement teacher. Non-citizens will not attain tenure until they meet the requisite conditions for tenure and attain citizenship. A mentor will be provided for all provisional teachers, if necessary.

#### **Substitute Teacher (Assignments Less Than 90 Actual Work Days)**

Leaves of absence, which are less than 90 work days, are assigned through the district's substitute teacher program. Substitute teachers hired for the same assignment for more than 21 days are permitted to shadow the classroom teacher for one day prior to the substitute teacher assignment and one day at the end of the assignment; only certified substitutes will fill assignments over 21 days.

The substitute teacher pay rate is \$90/day with teacher certification; the rate of pay is \$80/day with county certification. On day 21, the substitute teacher pay rate is \$250.00 provided the substitute teacher possesses New Jersey teacher certification in the area to which the teacher is assigned. If the certified substitute teacher breaks service, the individual will return to the \$90/day rate of pay until they reach day 21.

## WW-P Online Orientation: School Hours

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### **REGULAR SCHOOL DAY**

**Grades 9-12:** 7:40 a.m. to 2:50 p.m.

**Grades 6-8:** 7:43 a.m. to 2:46 p.m.

**Grades 4-5:** 8:45 a.m. to 3:05 p.m.

**Grades 1-3:** 9:00 a.m. to 3:15 p.m.

**Kindergarten Morning:** 9:00 a.m. to 11:30 a.m.

**Kindergarten Afternoon:** 12:45 p.m. to 3:15 p.m.

**Preschool at Wicoff Elementary School, Dutch Neck Elementary School, Town Center**

**Elementary School:** 8:30 a.m. to 11:00 a.m. (AM) and 12:20 p.m. to 3:05 p.m. (PM)

**Preschool at Millstone River School:** 8:45 a.m. to 11:15 a.m. (AM) and 12:35 p.m. to 3:05 p.m.

### **90-MINUTE DELAYED OPENING**

**Grades 9-12:** 9:10 a.m. to 2:50 p.m.

**Grades 6-8:** 9:13 a.m. to 2:46 p.m.

**Grades 4-5:** 10:15 a.m. to 3:05 p.m.

**Grades 1-3 :** 10:30 a.m. to 3:15 p.m.

**Kindergarten Morning:** 10:30 a.m. to 1:00 p.m.

**Kindergarten Afternoon:** 12:45 p.m. to 3:15 p.m.

**Preschool Programs:** If WW-P has a 90-minute delay, AM Preschool is cancelled.

### **EARLY DISMISSAL SCHEDULE**

**Grades 9-12:** 7:40 a.m. to 12:05 p.m.

**Grades 6-8:** 7:43 a.m. to 12:12 p.m.

**Grades 4-5:** 8:45 a.m. to 12:45 p.m.

**Grades 1-3:** 9:00 a.m. to 1:00 p.m.

**Kindergarten Morning:** 9:00 a.m. to 11:30 a.m.

**Preschool:** If WW-P has an early dismissal, PM Preschool is cancelled.

**Afternoon Kindergarten:** There is no Afternoon Kindergarten on an Early Dismissal Day due to inclement weather. For pre-planned early dismissal, Afternoon Kindergarten is from 10:30 a.m. to 1:00 p.m.

## **WW-P Online Orientation: Emergency Closings**

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Please check the front page of the district web site for the latest information on school closings or delayed openings. You can also sign up for Twitter notices (see web site for more information). In addition, you can dial any of the ten schools or the district's main number (716-5000) and select Option 1 for the same information. Check back for the latest information on weather alerts and updates.

School administrators work hard to determine if it is safe for students to be transported to schools. The decision rests with the superintendent after consultation with the transportation department, the police departments of both townships, the highway authority, the buildings and grounds department, and the assistant superintendent for finance. The superintendent monitors reports from these sources to determine if students can be transported safely to all ten school buildings. In addition, road conditions beyond West Windsor and Plainsboro must be evaluated as employees might have delays in getting to work.

With a weather emergency, the process begins at approximately 4:00 a.m. with a decision to be made no later than 5:30 a.m. At this point, notification must be given to radio stations and placed on the district web site and on the district telephone system; telephone chains to staff also must be started. A pre-recorded message can be found on 609-716-5000 as soon as the decision is made. Also, a message will be posted on the West Windsor and Plainsboro Townships cable stations.

If road conditions permit, a 90-minute delay can be utilized. For a delayed opening, the amount of time will be part of the message delivered to radio stations and the web site.

There are times when school is in session and the weather begins to deteriorate, and an early school closing must be put into effect. While this decision is very difficult, as it involves making sure that all students who leave school have a place to go, the decision is reached by 10:30 a.m. If this decision is made, there is no PM kindergarten and no Extended Day Program (EDP), and all after school activities are cancelled. All children in EDP will ride the school bus home or to a pre-arranged stop if schools close early for emergency conditions. An early closing also cancels adult education programs and community programs that use the school buildings.

While any emergency closings or delays create disruption into the routine of school days, the superintendent must think first and foremost of the safety of transporting students to schools. The decision is not made lightly and not without thinking of the impact on students, employees, and parents. In addition, it is important to remember that weather problems can cause bus delays and parents should have their emergency plans for child care in effect.



## **WW-P Online Orientation: Assignments/Transfers**

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The negotiated agreement for the West Windsor-Plainsboro Education Association (WWPEA) addresses assignment in Article 9. The negotiated agreement with the West Windsor-Plainsboro Support Association (WWPSA) discusses assignment in Article V and Article VIII. Please review the contract for additional information.

Staff members who desire to transfer to a different location must file a written statement with Human Resources. Refer to WWPSA Article 8:1 or WWPEA Article 9:4.

## **WW-P Online Orientation: Evaluations**

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The annual evaluation is essential for the professional growth of each staff member. Staff members shall be evaluated by the appropriate administrator. All annual evaluations will be placed in your personnel file after obtaining the designated signatures. For the West Windsor-Plainsboro Education Association, please refer to Article 8 and for the West Windsor-Plainsboro Service Association, please refer to Article X.

## **WW-P Online Orientation: Attendance**

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Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.

## **WW-P Online Orientation: Confidentiality**

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All personnel matters relating to Human Resources are confidential. Personnel files are viewed only by the appropriate administrative personnel. Access to your personnel file is permitted by appointment only. To schedule an appointment, please contact Beth Kaufman at [beth.kaufman@ww-p.org](mailto:beth.kaufman@ww-p.org) or 609-716-5000 x5039.

## WW-P Online Orientation: E-Mail Information

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<http://www.wwprsd.org/email>

Internal Web Mail Log-on: <https://webmail>

External Web Mail Log-on: <https://webmail.ww-p.org>

- It is critical that you monitor and maintain your e-mail account. All users have a certain amount of disc space available for email.
- Make sure you delete all old e-mail.
- You must delete the deleted mail or it will sit in the deleted folder.
- If you cannot send or receive e-mail, most likely your account is full. You will be notified with an automatic message sent to your e-mail when this happens.
- If you e-mail account is full, you must delete/clean your account before new mail can be sent or received.
- If your e-mail account is full, your account kicks out an error message whenever messages are sent to your e-mail address.
- You also have the ability to save e-mail to your network drive on your computer.
- If you receive a message from an "ALL" group, for example, please do not reply to the message unless you intend for "ALL" to view it. You can, though, reply to an individual sender.
- If you have a sender who is being blocked, please get the e-mail address. Send it to Nancy Catalina, and she will add it to the "white" list, which will un-block the address.
- Blocked senders receive a message to reply to if they would like to be added to the "white" list.
- If there are any inconsistencies in the spelling of your name or if you find you are not on the district directory, please contact Nancy Catalina.
- If you e-mail account remains over the limit for up to two weeks, I will contact you about disabling the account.
- Nancy Catalina can be reached at [nancy.catalina@ww-p.org](mailto:nancy.catalina@ww-p.org) or at extension 5245.

## WW-P Online Orientation: Eligibility for Health Benefits

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For a newly-hired teacher or other 10-month staff members (if contracted for 25 hours/week or more) and his/her employment is **effective September 1**, the health benefits in effect will be as follows:

1. Medical health benefit coverage is effective September 1 through the School Employees' Health Benefits Program, provided the completed enrollment form is received by the Health Benefits coordinator by September 30.
2. Delta Dental Plan of New Jersey benefit coverage is effective on November 1.
3. Horizon Blue Cross Blue Shield Prescription Drug Program benefit coverage is effective November 1.

For a newly hired teacher (if contracted for 25 hours/week or more), and the employment will **NOT be effective September 1**, the benefit effective date will be as follows:

1. Medical health benefit coverage through the School Employees' Health Benefits Program is effective 60 days **following** the first day of employment.
2. The Delta Dental Plan of New Jersey is effective the first day of the month, **following** two months of continuous full-time employment. If contracted for 70% to 75%, see the 125 payment plan form.
3. The Horizon Blue Cross Blue Shield Prescription Plan is effective the first day of the month **following** two months of continuous full-time employment. If contracted 70% to 75%, see the 125 payment plan form.

For newly hired 12-month support staff members and non-affiliated staff members (if contracted for 25 hours/week or more), the health benefits in effect will be as follows:

1. Medical health benefit coverage through the School Employees' Health Benefits Program is effective 60 days **following** the first day of employment.
2. The Delta Dental Plan of New Jersey is effective the first day of the month, **following** two months of continuous full-time employment. If contracted for 20 to 30 hours/week, see the 125 payment plan form.

3. The Horizon Blue Cross Blue Shield Prescription Plan is effective the first day of the month **following** two months of continuous full-time employment. If contracted for 20 to 30 hours, see the 125 payment plan form.

## **WW-P Online Orientation: Medical, Prescription, and Dental Waiver**

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Employees who have alternate medical, dental, and/or prescription coverage may elect to waive coverage by signing the designated form. The employee will receive 25% of the cost of the premium the Board would have paid had the employee not waived coverage, minus the amount the employee would have contributed towards medical and/or prescription coverage (WWPEA – Article 20 and WWPSA Article XII). An employee who has waived coverage, but later loses coverage may resume coverage under the Board's plan, upon reimbursement of the amount paid (prorated monthly) and subject to the rules and regulations of the carrier.

**Please note:** Proof of health insurance under another plan is required. Waiver forms submitted before the 5th of the month will become effective on the 1st of the following month. Written request to continue waiver payment is required for each school year in order to receive payment.

You may waive the medical plan but will be ineligible to receive the waiver payment if your other coverage falls under the State Health Benefits Program or the School Employees' Health Benefits Program.

You may waive the prescription plan but will be ineligible to receive the waiver payment if you are enrolled as a spouse/dependent under the WW-P Prescription Plan.



## **WW-P Online Orientation: COBRA**

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Upon separation of employment, a staff member has health insurance continuation rights under the federal COBRA Law. If you are insured under the district's health plans and lose coverage due to a qualifying event, you will be offered COBRA. A notice will be mailed to the employee's home address of the right to continue coverage. For more information, please contact Brunie Serrano, Health Benefits Coordinator, at 609-716-5000, x 5011.

The end dates for 10-month employees hired on September 1 through June 30 are as follows:

Dental End Date: June 30  
Prescription End Date: June 30  
Medical End Date: August 31

The end dates for 10-month employees hired after September 1 and for 12-month employees are as follows:

Dental End Date: June 30  
Prescription End Date: June 30  
Medical Center Date: July 31

## **WW-P Online Orientation: Pensions**

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All permanent staff members are required to be enrolled in the New Jersey Division of Pensions retirement plan. All teachers and the principals are enrolled in the Teachers and Principals Annuity Fund (TPAF) and Support Association members are enrolled in the Public Employee Retirement System (PERS).

Please refer to the Addendum at the end of this document called PERS & TPAF SALARY OR HOURS REQUIREMENTS FOR ENROLLMENT BY MEMBERSHIP TIER.

Leave replacement teachers are not required to complete pension forms the first year. If you are a replacement teacher for two consecutive years, you are required to enroll in PERS. Information can be obtained at the New Jersey Division of Pension's web page at [www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions).

Also, please review the information found on the Member Benefits Online System at: [www.state.nj.us/treasury/pensions/mbos\\_webx.htm](http://www.state.nj.us/treasury/pensions/mbos_webx.htm).

## **WW-P Online Orientation: Leave of Absence**

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Forward in writing to the Human Resources Director, Alicia Boyko ([alicia.boyko@ww-p.org](mailto:alicia.boyko@ww-p.org)), any request for a leave of absence. Sick, temporary, or extended leaves of absence are defined by contract (WWPEA Article 13 and 14 and WWPSA Art XI).

## **WW-P Online Orientation: Family Leave**

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Please go to the final page of this document to read the full Family Leave Insurance Act.

The following is information about the Family Medical Leave Act of 1993: Under federal and state laws governing family leave, most full-time and some part-time employees are entitled to receive up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. Employees are generally eligible if they have worked for the district for at least one year, and for at least 1,250 hours (in some instance 1,000 hours) over the previous 12 months. Reasons for family leave can be: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

## WW-P Online Orientation: Worker's Compensation

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Our Worker's Compensation Program is a managed care program provided by First Managed Care Option, which is provided through the School Alliance Insurance Fund (SAIF), a self-insured program. The contact person for the district is Beth Kaufman, Human Resources Office, 609-716-5000, extension 5039. [Please note that the Accident Report Form can be found at the end of this document.] If you are injured on the job you MUST follow these procedures for worker's compensation coverage.

### **During School Hours** (when nurse is available)

1. Report your injury to your immediate supervisor and then proceed to the school nurse for evaluation/treatment. Employees who are not in a specific school building with a nurse available will report injuries to the nurse at the school site designated below.

Maintenance	Maurice Hawk
Transportation	HS South
Central Office	Dutch Neck
Special Services	Wicoff

If you travel and need immediate assistance, report to the closest school nurse's office.

2. A Worker's Compensation Incident Report must be completed and signed by the employee and the nurse. The nurse will forward the original to Human Resources Office.
3. If immediate treatment is required by a physician/hospital, the nurse will contact FMCO to obtain a claim number.
4. Use of a medical provider approved by FMCO is required if treatment beyond the school nurse is needed. The listing of approved medical providers; is as follows:

University Medical Center of Princeton at Plainsboro  
609-853-7000  
One Plainsboro Road  
Plainsboro NJ 08536

Professional Healthcare Services  
609-771-6660  
2500 Brunswick Pike  
Lawrenceville NJ 08648

RWJ Occupational Health  
609-586-7900  
1 Hamilton Health Place  
Hamilton NJ 08619

5. The following information must be given to the medical provider:

- West Windsor-Plainsboro Regional School District as place of employment
- Your injury is a work-related accident
- Your claim number
- The name and telephone number of the district's contact person, Beth Kaufman, 609-716-5000, extension 5039

6. A copy of all doctors' notes, medical bills, etc., should be forwarded to Human Resources. This information will be incorporated into the employee's workers' compensation file.

If treatment is not required immediately but at a later date, follow steps 1 and 2, then contact Human Resources for the necessary claim number and then follow steps 4, 5, and 6.

**Before/After School Hours** (no Nurse available)

1. Notify your immediate supervisor at once.

2. Fill in a Worker's Compensation Incident Report. The supervisor will provide the original to Human Resources.

3. If an employee requires immediate treatment by a physician/hospital, the supervisor will forward the injury report and any pertinent information to Human Resources.

4. Use of a medical provider approved by FMCO is required. If medical treatment is needed, call to schedule an appointment with one of the medical providers listed previously.

5. The following information must be given to the medical provider:

- West Windsor-Plainsboro Regional School District as place of employment
- Your injury is a work-related accident
- Your claim number
- The name and telephone number of the district's contact person, Beth Kaufman, 609-716-5000, extension 5039

6. A copy of all doctors' notes, medical bills, etc., should be forwarded to Human Resources. This information will be incorporated into the employee's workers' compensation file.

If treatment is not required immediately but at a later date, follow steps 1 and 2; then contact Human Resources for the necessary ID card and then follow steps 4, 5, and 6.

**Immediate Treatment is Required** (no supervisor or nurse available)

Call one of the emergency rooms of the following hospitals for treatment:

University Medical Center of Princeton at Plainsboro  
609-853-7000  
One Plainsboro Road  
Plainsboro NJ 08536

Professional Healthcare Services  
609-771-6660  
2500 Brunswick Pike  
Lawrenceville NJ 08648

RWJ Occupational Health  
609-586-7900  
1 Hamilton Health Place  
Hamilton NJ 08619

Advise the hospital of the following:

- West Windsor-Plainsboro Regional School District as place of employment
- Your injury is a work-related accident
- Your claim number
- The name and telephone number of the district's contact person, Beth Kaufman, 609-716-5000, extension 5039

The employee must advise the Supervisor, Nurse and Human Resources immediately after treatment so that an Incident Report can be filled in and processed.

**Please note that a copy of all documentation must be provided to Beth Kaufman, Human Resources. This includes Worker's Compensation Incident Report, medical bills, doctor notes, and any correspondence related to the employee to provide maximum assistance in processing claims.**

## **WW-P Online Orientation: Disability Insurance**

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An optional disability plan may be purchased by the staff member (at their expense) to participate in the NJEA disability plan with coverage issued by The Prudential Insurance Company of America. The plan is endorsed by NJEA because it offers valuable protection by providing compensation during the time of disability.

You must be an NJEA member and work 15 hours per week to participate in this program. Your premium will be paid through payroll deductions. Information will be included with the health benefits packet.

If you have any questions about enrollment, claims or payments, call 800-727-3414.

Non-affiliate staff members can participate through UNUM.



## **WW-P Online Orientation: Long-Term Care**

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The State of New Jersey has made its Long-Term Care Insurance Plan, offered through the Prudential Insurance Company of America, available to active and retired employees and their eligible family members.

### **Enrollment**

This insurance is being offered on a voluntary basis. If you are between the ages of 18 and 85, an actively-at-work full-time or part-time employee, or a retiree or eligible family members who are not hospital confined, or who is receiving long-term care, may apply. The acceptance of an application is subject to medical underwriting, and Prudential has the sole right to accept or decline applications.

You can call Prudential's Long-Term Care Insurance Customer Service Center to request a kit at 877-582-4865 or visit its web site at <http://gltc.prudential.com/gltnj>.

## **WW-P Online Orientation: I-9 Form**

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All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9.

## WW-P Online Orientation: SubFinder System

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West Windsor-Plainsboro Regional School District utilizes a telephone/online substitute calling system to report absences for certified staff. The system is available 24 hours – 7 days a week to report your absences. You will be issued a pin number to access the systems. Upon receipt of your pin, you will be asked to call the toll-free, automated system at **1-866-279-6026** to voice activate yourself. Once you do this, you will have the ability to use the online web access, as well as the telephone system to report your absences.

If you are a traveling teacher, you will need to send a copy of your schedule to the SubFinder operator, Terri Gagliardo, at [terri.gagliardo@ww-p.org](mailto:terri.gagliardo@ww-p.org). This will allow us to keep your teaching profile current. You are required to also call the SubFinder system and voice record your schedule under the itinerant schedule option. By completing this, your locations will be informed of your absence and the substitute will know where to report.

If your position does not require a substitute, it will still be necessary to report your absence for record-keeping purposes.

If you have any questions regarding the use of the SubFinder system, please contact Terri Gagliardo at 609-716-5000, x 5299.

**The complete instructions for using the SubFinder are located in the “Forms” section of this document. There are two forms: Telephone Instructions and WebConnect Instructions. Please keep these instructions available for easy use.**

## WW-P Online Orientation: Payroll Department

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In order to direct payroll questions to the correct person, below is a list of the payroll staff. They are available from 8:30 a.m. to 4:00 p.m., Monday through Friday. Sandy McGonigal, Payroll Supervisor, can be reached at 609-716-5000, x 5006.

<b><i>Heather Bodine</i></b>	<b><i>Donna Matthews</i></b>	<b><i>Darshana Tejani</i></b>
<b><i>Extension: 5023</i></b>	<b><i>Extension: 5218</i></b>	<b><i>Extension: 5003</i></b>
<b><i>Contact Person for:</i></b>	<b><i>Contact Person for:</i></b>	<b><i>Contact Person for:</i></b>
CMS EDP Maurice Hawk HSN Sub Teachers Village	GMS HSS Millstone River Sub Teachers Transportation Homebound	Sub Teachers Dutch Neck Wicoff Town Center Athletics Grants Professional Development Curriculum
Pension - PERS, DCRP	Pension - TPAF	Pension - TPAF
Garnishments	Credit Union	Disability Insurance
Tax-Sheltered Annuities 403(b) and 457	Dues: Support	Dues - Teachers
	Lost Checks	Name/Address Change
		Health FSA Dependent Care - FSA
		Direct Deposit
ESY CST	Summer Guidance Summer Pay	Summer Curriculum

## WW-P Online Orientation: Payroll Schedule

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The following pay schedule will be in effect for the 2013-2014 school year:

<b>2013</b>	<b>2014</b>
July 11	January 9
July 25	January 23
August 8	February 6
August 22	February 20
September 3 (10 month employees)	March 6
September 4 (12 month employees)	March 20
September 19	April 3
October 3	April 11
October 17	May 1
October 31	May 15
November 14	May 29
November 27	June 12
December 12	June 18 (10 month employees)
December 20	June 26 (12 month employees, timesheet, and SubFinder payments)

## **WW-P Online Orientation: Summer Pay**

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Ten-month employees receive 22 paychecks from September through June. If you sign up for summer pay during the year, 10 percent of your annual salary will be deducted from 20 paychecks. On the last payroll in June, you will receive a check in the total amount of payroll deduction.

Please complete the form for “Summer Pay” located in the “Forms” section of this document if you wish to have summer pay deducted from your paycheck for the 2013-2014 school year.

## **WW-P Online Orientation: Employee Withholding Information (W4)**

If you live in New Jersey, your New Jersey state withholding tax will automatically match your federal withholding tax. If you would like the New Jersey state withholding tax to be different than your federal withholding tax, you will need to fill out the NJ-W4 form.

Your name on the W4 form should be the same as your social security card. If your name has changed due to marriage or divorce, contact your local social security office to update your name and receive a new social security card.

To change your payroll records, you will have to complete a new W4 form and attach a copy of your new Social Security card.

Please download the federal W4 Form at [www.irs.gov/](http://www.irs.gov/) and the NJ State W4 Form at [www.state.nj.us/](http://www.state.nj.us/) (search for W4 form).

## **WW-P Online Orientation: Direct Deposit**

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Send the completed Direct Deposit Authorization Agreement to the Payroll Department. After submission of the completed form, it will take two pay cycles for your direct deposit to start. The first payroll is a testing period for the bank to verify the routing number and your bank account number. You will receive a live check for the first payroll. If notification is not received from the bank, your direct deposit will start on the next paycheck. You will be contacted, if there is a problem.

Please complete the Direct Deposit Authorization Form that is in the “Forms” section of this document.



## **WW-P Online Orientation: 403(b) and 457 Plans**

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All employees are entitled to participate in the 403(b), Roth 403(b), and/or the 457 plan. If you are interested to participate, please follow the guidelines listed below.

The plans allow normal deferral limits established under section 402(g) of the Internal Revenue Code. As of January 1, 2012, the annual limit is \$17,000 for the 403(b) and for the 457 plans. Participants can contribute the maximum annual limit in both the 403(b) and the 457 plans. The maximum annual limit applies to 403(b) and Roth 403(b) accounts in the aggregate, e.g. if an employee (under age 50) contributed \$10,000 to a 403(b), the maximum contribution to a Roth 403(b) plan would be \$7,000.

The plans allow age 50 catch-up elective deferral contributions. As of January 1, 2012, the annual limit is \$5,500 for the 403(b) and for the 457 plans. Participants are eligible if they are 50 years old or over, or if they turn age 50 in 2012.

As of January 1, 2009, the 403(b) and 457 plans no longer allow salary deferrals that relate to 15 years of service.

If you have any questions, you may contact Heather Bodine, Payroll Secretary, by e-mail or by phone at 609-716-5000, x 5023. If you need additional information, contact your representative.

### **AXA/Equitable**

Anthony Girgis: 732-452-7215; 732-773-7201 (cell); 732-906-3629 (fax);  
[anthony.girgis@axa-advisors.com](mailto:anthony.girgis@axa-advisors.com)

### **Lincoln Investment Planning**

Jeffrey Faller: 800-528-8924; 732-220-1131 (fax); [jfaller@lincolninvestment.com](mailto:jfaller@lincolninvestment.com)

### **Metlife Resources**

Randy Warren: 609-890-0470; 856-297-4184 (cell); 609-890-0471 (fax);  
[rwarren@metlife.com](mailto:rwarren@metlife.com)

Jane Krier: 800-492-3553 x28191; 215-262-6917 (cell); 609-890-0471 (fax);  
[jkrier@metlife.com](mailto:jkrier@metlife.com)

### **VALIC/AIG**

Anna Azizi: 908-470-4114; 732-659-4089 (cell); [anna.azizi@valic.com](mailto:anna.azizi@valic.com)

### **ING**

Eric Lorenz: 856-334-2580 (office); [eric.lorenz@ingfa.com](mailto:eric.lorenz@ingfa.com)

## WW-P Online Orientation: Credit Union

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If you would like to apply for a Mercer County New Jersey Teachers' Federal Credit Union membership, you must complete an application card and bring it to the credit union office. You must present two forms of identification with the application, one of which must be a photo ID. Their web site is: [www.mcnjfcu.org](http://www.mcnjfcu.org).

After you are enrolled in the credit union, you may change your payroll deduction by completing an **Employer Payroll Deduction Authorization** card. Please contact the payroll department, 609-716-5000, x5218, to obtain this authorization card. After completion, return the first and second copies to the Payroll Department. Retain the last copy for your records.

## WW-P Online Orientation: Pay Codes

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Below is a list of pay codes for earnings, deductions and taxes; these can be found on your pay stub.

<u>Earning Codes</u>	<u>Description</u>	<u>Earning Codes</u>	<u>Description</u>
ADTIME	ADDITIONAL TIME	MENTOR	MENTOR
ADVIS2	ADVISOR2	MOVCL	MOVING CLASSROOM
ADVISR	ADVISOR	NCPERS	NONCONTRACTED PERS
APCRD	AP COORDINATOR	NCTPAF	NONCONTRACTED TPAF
ASECUR	ATHLETIC SECURITY	NUREXD	NURSE EXTRA DUTY
ATHCRD	ATHLETIC COORDINATOR	NURSTP	NURSE STIPEND
ATHLET	ATHLETICS	NURTRP	NURSE TRIP
ATHSPV	ATHLETIC SUPERVISION	OCTH	OCCUPATIONAL THERAPIST
ATHTRA	ATHLETIC TRAINER	OEDCMP	OUTDOOR ED CAMP
AUTISM	AUTISM GRANT	ORCSTR	ORCHESTRA
AUTO	AUTO TAXABLE FRINGE	OTBUS	OVERTIME BUS DRIVERS
BAND	BAND	OTCOMP	OVERTIME COMPUTER
BK OT	OVERTIME RETRO PAY	OTCUS2	OVERTIME CUSTODIANS
BKPAY	BACK PAY	OTCUST	OVERTIME CUSTODIANS
BKPAY2	BACK PAY	OTHER	OTHER EARNINGS/PROGRAMS
BUSA-P	BUS AIDE	OTINSA	OVERTIME INSTRUCTIONAL ASST
BUSDY	BUS DUTY	OTMAIL	OVERTIME MAIL
BUS-P	BUS DUTY	OTSEC	OVERTIME SECRETARIES
CAMP	SPEED/AGILITY CAMP	OTSECU	OVERTIME SECURITY
CAFAID	CAFETERIA AIDE	OUTADV	OUTDOOR ADVENTURE
CAFA-P	CAFETERIA AIDE	PATROL	PATROL
CAFSUB	CAFETERIA AIDE SUB	PLAY	PLAY STIPEND
CHALDY	CHALLENGE DAY	POOL	POOL SUPERVISOR
CHAPER	CHAPERONE	PRESEN	PRESENTOR
CHOIR	CHOIR	PRLDTR	PEER LEADER TRAINING
CHPRSN	CHAIRPERSON	PRFDEV	PROFESSIONAL DEVELOPMENT
CLSCOV	CLASS COVERAGE	PROCTR	PROCTORING
CLUBS	CLUB STIPEND	PROFDE	PROFESSIONAL DEVELOPMENT
CMPTR	COMPUTER WORK	PROJPD	PROJECT PRIDE
COACH	COACHING	PRREIM	PAYROLL REIMBURSABLE
COACH2	COACHING	RADIO	RADIO STATION
COEDIT	CO-EDITOR	SATSUP	SATURDAY SUPERVISION
COMMED	COMMUNITY EDUC	SBCUSP	SUB CUSTODIAN
COMSTP	COMPUTER STIPEND	SBINAP	SUB INSA
COMTTE	COMMITTEE	SBSECP	SUB SECRETARY
CONSLT	CONSULTANT	SCHSUP	AFTER SCHOOL SUPERVISION
COORD	COORDINATOR	SICKPY	SICK PAYOUT/RETIREE
CRAFT	CRAFT SHOW	SMBDTR	SMART BD TRAINING
CST	CHILD STUDY TEAM	SPMUSI	SPRING MUSICAL STIPEND
EARN	BASE SALARY 10-MTH/12-MTH	SPMUS2	SPRING MUSICAL STIPEND
EDP	EDP	SPOLYM	SPECIAL OLYMPICS
EDP-P	EDP	SPOLY2	SPECIAL OLYMPICS
ESY	EXTENDED SCHOOL YR	SPPROG	SPECIAL PROGRAMS

EXTDTY	EXTRA DUTY	SSTRN	SOCIAL SKILLS TRAINING
EVAL	EVALUATIONS	STPND\$	STIPEND\$
FITSPV	FITNESS SUPERVISOR	SUBBAP	SUB BUS AIDE
FRINGE	IMPUTED INCOME (GTL)	SUBBDP	SUB BUS DRIVER
FYMATH	FAMILY MATH TEACHER	SUBSEC	SUB SECRETARIES
GLLDR	GRADE LEVEL LEADER	SUBTCH	SUB TEACHER
GRANT	GRANT PROGRAM/STIPEND	SUBT-P	SUB TEACHER
GUIDAN	GUIDANCE ADD'L TIME	SUMCOM	SUMMER COMPUTER TECH
HDTCH	HEAD TEACHER	SUMCUR	SUMMER CURRICULUM
HERPAR	HERSEY PARK TRIP	SUMGD	SUMMER GUIDANCE
HMWKTU	HOMEWORK TUTORIAL	SUMWK	SUMMER WORK
HOMEB	HOMEBOUND INSTRUCTOR	SUPV-P	SUPERVISION
HRPLDR	HR PRG LEADER	STCRFT	STAGE CRAFTS
HSSUB	HS STUDENT	SWKCOM	WORKER'S COMPENSATION
IEPMTG	IEP MEETING	TECH	TECHNOLOGY
IAWKSP	INSA WORKSHOP	TRAINER	TRAINER
INSA	INSTRUCTIONAL ASST	TRANSL	TRANSLATOR
INSA-P	INSTRUCTIONAL ASST	TRAVL	TRAVEL STIPEND
INSASU	INSTRUCTIONAL ASST SUB	TRPROG	TRAINING PROG
INSWAV	INSURANCE WAVIER	VAC	VACATION PAYOUT
INTRP	INTERPRETER	WEBDEV	WEB SITE DEVELOPMENT
LADIR	LEAD ATHLETIC DIRECTOR	WGTRM	WEIGHT ROOM SUPV
LDCNSL	LEAD COUNSELOR	WKCOM	WORKER'S COMP
LMLWKS	LET ME LEARN WKSHP	WKSHP	WORKSHOP
LNCHSP	LUNCH SUPERVISION	WSDIR	WASHINGTON SEMINAR DIRECTOR
JAZZBD	JAZZ BAND STIPEND	YEPIC	YR END PICNIC
MAGRT	MUNICIPAL ALLIANCE GRANT	YEAWDS	YR END AWARDS
MEAL	TAXABLE MEAL ALLOWANCE	YEVIDE	YR END VIDEO

**Deduction Codes**

**Description**

%FED	FEDERAL TAX FLAT %
457 EQU	EQUITABLE 457 PLAN
457 ING	ING 457 PLAN
457 LIN	LINCOLN 457 PLAN
457 MLF	METLIFE 457 PLAN
457VAL	VALIC 457 PLAN
ANNSHT	ANNUITY SHORTAGE
ANN TY	ANNUITY
ANNUIT	ANNUITY (TS/SACT)
ANREFD	ANNUITY REFUND
ARREAR	TPAF/PERS ARREARS
ARRREF	ARREARS REFUND
ARRSHT	ARREARS SHORTAGE
BCIRF	BACK CONTRIBUTORY INS REFUND TPAF/PERS BACK CONTRIBUTORY INS
BKCI	
BKCDCRP	BACK DCRP PENSION
BKPENH	BACK PENSION - HOURLY
BKPENS	TPAF/PERS BACK PENSION
BKPREF	BACK PENSION REFUND

**Deduction Codes**

**Description**

LOAN	LOAN(TPAF/PERS)
MEDI	MEDICARE TAX
METLIFE	METLIFE 403b
MISC	GARNISHMENT
NJEADU	TEACHER NJEA DUES
NJEASV	SUPPORT NJEA VOLUNTARY DUES
NJEA-V	TEACHERS NJEA VOLUNTARY DUES
NJ EX	EXTRA NJ STATE TAX
NJA - NJE	NJ STATE TAX
PCISHT	PERS CONTRIBUTORY INS SHORTAGE
PENREF	PENSION REFUND
PENS	TPAF/PERS PENSION
PERSST	PERS SHORTAGE
PRDINS	PRUDENTIAL INSURANCE (DISABILITY)
REPFEE	NJEA REP FEES - DUES
RTHING	ROTH 403b ING
RTHLIN	ROTH 403b LINCOLN
RTHMTL	ROTH 403b METLIFE
RTHEQU	ROTH 403B EQUITABLE

BKUNUM	BACK UNUM DISABILITY	ST PA	PA STATE TAX
CIREF	CONTRIBUTORY INS REFUND	SUI	STATE UNEMPLOYMENT INS TAX
CRDUN	CREDIT UNION	SUMPAY	SUMMER PAY
DCFSA	DEPENDENT CARE FSA	SUPPDU	SUPPORT STAFF NJEA DUES
DCRP	DCRP PENSION	TCISHT	TPAF CONTRIBUTORY INS SHORTAGE
EQUITA	EQUITABLE 403b	TPAF	NON CONTRACTED TPAF PENSION
FED	FEDERAL TAX	TPAFBC	NON CONT TPAF BK CONTRIBUTORY INS
FICA	SOCIAL SECURITY TAX	TPAFBP	NON CONT TPAF BK PENSION
F.L.I.	FAMILY LEAVE INSURANCE	TPAFCI	NONCONTRACTED TPAF CON INS
HBCONT	HEALTH BENEFITS CONTRIBUTION	TPAFST	TPAF SHORTAGE
ING403	ING 403b	UNUM	UNUM DISABILITY
INSUR	TPAF/PERS CONTRIBUTORY INS	VALIC	VALIC 403b
LINCOL	LINCOLN 403b	WCDED	WORKER'S COMP
LNREFD	LOAN REFUND	XFED	EXTRA FEDERAL TAX

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## **WW-P Online Orientation: Extra Duty/Co-Curricular Pay Information**

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All opportunities for extra duty or co-curricular activities will be posted on the district web site and sent to all employees by e-mail.

Compensation for additional professional activities will be paid at the negotiated rate of pay according to the WWPEA contract, Article 11. Examples of these activities include summer school, homebound instruction, curriculum work, stipend positions, chaperone, supervision, bus duty, grants, federal projects, coaching, mentoring, and training. Timesheets must be submitted to the Payroll Department. Timesheets are not required for stipend positions, mentoring, or coaching.

## WW-P Online Orientation: Professional Development

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Tuition Reimbursement: The negotiated agreement for the WWPEA (instructional staff) addresses tuition reimbursement in Article 19. For the WWPSA (Support Association), the negotiated agreement discusses tuition reimbursement in Article IX.

All courses must be approved in advance through the online tuition application program. To apply for pre-approval, log on to <http://www.wwprsd.org/hr/>. An e-mail confirming approval will be sent.

For workshops (in and out of district) refer to the WWPEA negotiated agreement Article 14 or to the WWPSA agreement Article 11:4.

All required forms can be located on the Staff Resource Site under Human Resources.

Please note the following:

*18A:6-8.5* Requirements for receipt of employee tuition assistance, additional compensation.

1. In order for a board of education to provide to an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:

a. The institution shall be a duly authorized institution of higher education as defined in section 3 of P.L.1986, c.87 (C.18A:3-15.3);

b. The employee shall obtain approval from the superintendent of schools prior to enrollment in any course for which tuition assistance is sought. In the event that the superintendent denies the approval, the employee may appeal the denial to the board of education.

In the case of a superintendent, the approval shall be obtained from the board of education; and

c. The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

L.2010, c.13, s.1.

*18A:6-8.6* Construction of act.

2. Nothing in this act shall be construed to limit the authority of a board of education to establish more stringent requirements for the provision of tuition assistance or additional compensation than the requirements set forth in section 1 of P.L.2010, c.13 (C.18A:6-8.5).

## **WW-P Online Orientation: District Policies**

The complete Policy and Regulation Manual is available on the district web site: [www.ww-p.org](http://www.ww-p.org). Selected policies can be found at the end of this document, which should be read before beginning employment with the West Windsor-Plainsboro Regional School District.

These selected policies are:

- 1530: Equal Employment Opportunity
- 1523: Multi-Year Equity Plan
- 5751: Sexual Harassment
- 3362: Sexual Harassment
- 2361: Acceptable Use of Computer Network/Computers and Resources (Internet Policy)
- 7436: Drug-Free Workplace
- 7435: Alcoholic Beverages on School Premises
- 7434 Smoking on School Premises
- 7230: Gifts, Grants, and Donations
- 8462: Child Abuse and/or Neglect
- 8901: Telephone Calls
- 7422: School Integrated Pest Management
- 5512: Harassment, Intimidation, Bullying, and Hazing



## **WW-P Online Orientation: State and Federal Laws**

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Please review the following information covered in online resources:

“Women’s Health and Cancer Act of 1998”

<http://www.dol.gov/ebsa/pdf/whcra.pdf>

“Americans with Disabilities Act”

<http://www.usdoj.gov/crt/ada/workta.htm>

“Right to Know”

<http://www.state.nj.us/health/eoh/rtkweb/rtkbro.pdf>

“Blood Borne Pathogens”

<http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

“Wage and Hour”

<http://www.state.nj.us/labor/lse/lswinfo.html>

“HIPAA Compliance”

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/hb0364.pdf>

## WW-P Online Orientation: Employee Checklist

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Please review this checklist and make sure all the forms are completed.

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

### **Forms to be returned**

\_\_\_\_\_ New employee orientation checklist

\_\_\_\_\_ Contract for Certified Staff

\_\_\_\_\_ W-4 [http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/git-er/njw4.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/git-er/njw4.pdf)

\_\_\_\_\_ W-4 <http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>

\_\_\_\_\_ I-9 <http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf>. See Page 17  
(Change of Address)

\_\_\_\_\_ Pension Application

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/ee0681.pdf>

\_\_\_\_\_ State Health Benefits Program Medical enrollment form (included with health  
benefit package)

\_\_\_\_\_ Horizon Blue Cross Blue Shield prescription enrollment form

\_\_\_\_\_ Delta Dental of New Jersey enrollment form

\_\_\_\_\_ Dental or Prescription waiver form, if applicable.

\_\_\_\_\_ Employee Acknowledgement

\_\_\_\_\_ Employee Information Form

\_\_\_\_\_ Pre-employment physical

\_\_\_\_\_ Sub finder teacher profile form

\_\_\_\_\_ Direct Deposit Form

\_\_\_\_\_ Summer Pay Form

\_\_\_\_\_ Background Check - fingerprint registration

## **WW-P Online Orientation: Employee Acknowledgement**

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Please read and sign the form below.

I, \_\_\_\_\_, acknowledge that I have received and reviewed the on-line staff orientation and have been given the opportunity to ask questions about the information contained in this document.

I also acknowledge that I have read and understand the “EMPLOYEE ACKNOWLEDGEMENT DISCLAIMER” section at the beginning of this orientation document.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **W-P Online Orientation: Forms and Additional Information**

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The district web page address is [www.ww-p.org](http://www.ww-p.org). All staff forms can be downloaded from the following address:

<http://www.west-windsor-plainsboro.k12.nj.us/employment.html#forms>.

In addition, you are able to access the Board of Education Policy Manual at:

[http://www.west-windsor-plainsboro.k12.nj.us/policy\\_manual.html](http://www.west-windsor-plainsboro.k12.nj.us/policy_manual.html).

Please complete all forms, as needed:

- **Pre-employment Physical Examination Form**
- **SubFinder: Employee SubFinder Telephone instruction Sheet**
- **SubFinder: WebConnect Instruction Sheet**
- **New Staff Member Profile Form**
- **Change of Address/Telephone/Name Form**
- **Direct Deposit Authorization Form**
- **Summer Pay Form**
- **Selected District Policies**
- **Employee Information Form**
- **Family Medical Leave Insurance Information**

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**  
**Pre-Employment Physical Examination Form (2 pages)**  
**Please return within 30 days of hire.**

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ Pulse \_\_\_\_\_ Respirations \_\_\_\_\_ BP \_\_\_\_\_

Vision	Without Glasses	With Glasses
Far	R _____ L _____	R _____ L _____
Near	R _____ L _____	R _____ L _____

Hearing R \_\_\_\_\_ L \_\_\_\_\_ Last Tetanus Booster \_\_\_\_\_

T.B. Mantoux Test within the past 6 months (Required despite history of BCG)

Date: \_\_\_\_\_ Negative \_\_\_\_\_ Positive \_\_\_\_\_

If positive, a chest x-ray is required: Chest x-ray results \_\_\_\_\_

Mark (X) if deviation from normal, please give details below:

Skin ( )	Glands ( )	Lungs ( )	Extremities ( )	Back ( )
Head-neck ( )	Thyroid ( )	Heart ( )	Neurological ( )	Varicosities ( )
Range of Motion ( )	Nose-sinuses ( )	Eyes ( )	Lymphatic ( )	
Genito-urinary ( )	Operative Scars ( )	Teeth-gums ( )	Ears ( )	
Abdomen ( )	Hernia ( )	Mouth/Throat ( )	Chest ( )	Joints ( )

Details of abnormal findings:

Suggested work limitations:

Other clinical evaluation:

Psychological status:

Recommended for employment Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Examining Physician \_\_\_\_\_

Please place office stamp here:

***Employees may not begin work until this form is completed and returned to Cindy Jenkins, School Nurse Coordinator, Maurice Hawk Elementary School, Clarksville Road, Princeton Junction, NJ 08550.***

Name \_\_\_\_\_ Date \_\_\_\_\_ Gender \_\_\_\_\_

Position \_\_\_\_\_ Birthdate \_\_\_\_\_

Mark (X) next to all questions to which you would answer yes.

Have you ever had?

Reactions to medicines	___	Back pain lifting	___
Reactions to oil	___	Knee surgery	___
Reactions to chemicals	___	Swollen joints	___
Skin rashes ore eczema	___	Dislocated shoulder	___
Asthma	___	Rheumatism or arthritis	___
Hay Fever	___	Fracture of bone	___
Bronchitis	___	Liver trouble	___
Shortness of breath	___	Hepatitis	___
Tightness of chest	___	Jaundice	___
Tuberculosis	___	Bladder trouble	___
Emphysema	___	Blood in urine	___
Do you smoke	___	Kidney trouble	___
- packs per day	___	Urination difficulties	___
- how many yrs	___	Diabetes or sugar in urine	___
High blood pressure	___	Thyroid trouble or goiter	___
Heart problems	___	Cancer	___
Heart attack	___	Anemia	___
Heart surgery	___	Bleed easily	___
Swelling of ankles	___	Treated by radiation	___
Fainting spells	___	Worked with radioactive material	___
Varicose Veins	___	Taking medication regularly	___
Stomach ulcer	___	Do you use alcohol	___
Frequent nausea	___	- How much	___
Frequent bowel trouble	___	- How frequently	___
Frequent diarrhea	___	Wear contact lenses/glasses	___
Hernia	___	Are you colorblind	___
Seizures	___	Ear trouble	___
Epilepsy	___	Ear surgery	___
Paralysis	___	Difficulty hearing	___
Numbness of hands, feet	___	Wear a hearing aid	___
Double vision	___	Back injury	___
Severe headaches	___	Migraine headaches	___
Dizzy spells	___	Back surgery	___
Nervous breakdown	___		
Back trouble	___	Explanation of items marked with an X	

Please complete and sign below: To maintain good health care during my employment, the results of my pre-employment physical examination can be shared with the school nurse.

Signature: \_\_\_\_\_

## SUBFINDER: Telephone Instruction Sheet

You can call SubFinder to record, review, or cancel absences, and to review and change your personal information. Please remember that the SubFinder only works from touch-tone telephones.

### TELEPHONE SHORTCUTS:

Pressing 9 will take you back to the previous Menu.

Pressing \* will allow you to move to the next item when listening to a list of items, such as absences.

**SubFinder Telephone Number**  
**Toll-free**  
**1-866-279-6026**

**WHEN REPORTING AN ABSENCE, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR ABSENCE MAY NOT BE RECORDED.**

### YOUR MAIN MENU

To Report an Absence	<b>Press 1</b>
To Review an Absence	<b>Press 2</b>
To Cancel an Absence	<b>Press 3</b>
To Review Personal Information	<b>Press 4</b>
To Leave the SubFinder System	<b>Press 9</b>

### **MAIN MENU OPTION #1 - TO REPORT AN ABSENCE**

When reporting an absence, SubFinder will ask you for the following information:

1. Date(s) and times of the absence
2. Reason for the absence
3. If a substitute is required for the absence
4. If there any special instructions for the substitute

**From the Main Menu** **Press 1**

SubFinder will play the **ABSENCE MENU**

For all day today	<b>Press 1</b>
For all day the next work day	<b>Press 2</b>
To enter specific dates and times	<b>Press 3</b>
To return to the Main Menu	<b>Press 9</b>

- (1) **FOR ALL DAY TODAY or**
- (2) **FOR ALL DAY THE NEXT WORK DAY**

**From the Absence Menu**

- For all day today **Press 1**
- For all day the next work day **Press 2**

SubFinder will play the absence date and times.

- If correct **Press 1**
- If incorrect **Press 2**

**Enter the Absence Reason**

SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by pound (#). SubFinder will repeat the reason. Note: If you know the corresponding reason code you do not need to wait to hear the reason code before entering.

- If correct **Press 1**
- If incorrect **Press 2**

**Is A Substitute Required For The Absence?**

- If a sub is required for the entire absence **Press 1**
- If a sub is required for only a portion of the absence **Press 2**
- If a sub is not required for the absence **Press 3**

**Report Normally or Request**

- To have SubFinder select a substitute **Press 1**
- To request a specific substitute **Press 3**
- To return to the Main Menu **Press 9**

If you are requesting a specific substitute, enter that substitute's assigned ID # followed by pound (#).

**Record Special Instructions**

- To record special instructions **Press 1**
- Otherwise **Press 2**

If you press **1**, record a short message after the tone. When you are finished, press pound (#). SubFinder will repeat the message. *Please note – do not leave special instructions for a specific substitute. Any substitute could hear this message.*

- If correct **Press 1**
- If incorrect **Press 2**



**GET THE JOB NUMBER. ALWAYS, WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.**

### **(3) TO ENTER SPECIFIC DATES AND TIMES**

**From the Absence Menu                      Press 3**

**Step 1:** Enter the first date of the absence (MMDD) followed by pound (#). To begin the absence today, press star (\*).

**Step 2:** Enter the time the absence begins (HHMM) followed by pound (#). If the absence begins at the start of the workday, press star (\*). If you enter a specific time:

For A.M. start time for job	<b>Press 1</b>
For P.M. start time for job	<b>Press 2</b>

**Example – for an A.M. assignment at the elementary level you would enter (MMDD) followed by the # key then press the (\*) to begin the absence at the beginning of the day. Then enter the ending time (HHMM) followed by the (#) key. You will then select 1 for the times if the end in the A.M. or 2 if the assignment ends in the P.M.**

**Step 3:** Enter the last date of the absence (MMDD) followed by pound (#). For a single day absence, press star (\*).

**Step 4:** Enter the time the absence ends (HHMM) followed by pound (#). If the absence ends at the end of the workday, press star (\*). If you enter a specific time:

For A.M. start time for job	<b>Press 1</b>
For P.M. start time for job	<b>Press 2</b>

SubFinder will repeat the date(s) and times of the absence.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

**PLEASE NOTE:** When reporting a multiple-day absence, you will be asked to use the **Employee's Schedule** (the absence will follow the employee's standard work times) or the **Same Times Every Day** (the absence will be reported for the same times each day of the absence).

FROM THIS POINT FORWARD SUBFINDER WILL FOLLOW THE SAME PROCEDURES USED WHEN REPORTING AN ABSENCE FOR ALL DAY TODAY OR ALL DAY THE NEXT WORKDAY.

## **MAIN MENU OPTION #2 - TO REVIEW AN ABSENCE**

**From the Main Menu                      Press 2**

SubFinder will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence you will be given some of the following options:

To hear the absence again	<b>Press 2</b>
To hear the next absence	<b>Press 3</b>
To cancel this absence	<b>Press 4</b>
To change the special instructions	<b>Press 5</b>
To record special instructions	<b>Press 6</b>
To return to the Main Menu	<b>Press 9</b>

Option #4 will **only** be available if you are calling prior to the cancellation deadline established by your district. If you press **4**, SubFinder will ask for confirmation.

To confirm cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

Option #5 will **only** be available if you originally recorded Special Instructions. If you press **5**, record the new message after the tone. When you are finished, press pound (#). SubFinder will repeat the message.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

Option #6 will **only** be available if you did not originally record Special Instructions. If you press **6** record the message after the tone. When you are finished, press pound (#). SubFinder will repeat the message.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

## **MAIN MENU OPTION #3 - TO CANCEL AN ABSENCE**

**From the Main Menu                      Press 3**

Enter the job # followed by pound (#).

SubFinder will play the absence.

To cancel the absence	<b>Press 1</b>
To return to the Main Menu	<b>Press 9</b>

If you press **1**, SubFinder will ask for confirmation.

To confirm the cancellation	<b>Press 1</b>
Otherwise	<b>Press 2</b>

#### **MAIN MENU OPTION #4 - TO REVIEW PERSONAL INFORMATION**

<b>From the Main Menu</b>	<b>Press 4</b>
---------------------------	----------------

SubFinder will provide you with the following information: your home site, your *standard* work times, your primary job position, your SubFinder –assigned ID number (used only when your administrator needs to create an absence for you), and your name as recorded. To change your home site, work times, or primary job position, contact the SubFinder Operator at 716-5299.

To record your name	<b>Press 1</b>
**To record your itinerant message	<b>Press 2</b>
To return to the Main Menu	<b>Press 9</b>

If you press **1**, wait for the tone and record your name. When you are finished, press pound (#). SubFinder will repeat your name.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

Option #2 will **only** be available if you are set up within SubFinder as an itinerant employee. If you press **2**, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished, press pound (#). SubFinder will repeat your message.

If correct	<b>Press 1</b>
If incorrect	<b>Press 2</b>

**\*\*If you are a traveling teacher you must set up and itinerant message detailing your travel schedule as well as provide the SubFinder operator with a copy of your schedule. Failure to do so will cause the substitute to report to the wrong location.**

If you follow an A/B rotating schedule, you will need to record where the substitute needs to report when you report your absence by leaving special instructions.

## SUBFINDER: WebConnect Instruction Sheet

SubFinder Telephone Number  
Toll-free

1-866-279-6026

To Access the SubFinder via the Web go on the district web page, [ww-p.org](http://ww-p.org) and click on the Administration, Human Resources then select SubFinder link.

You can log on to SubFinder via the Web to review current assignments, review available jobs, cancel a job, and review personal information.

WHEN ACCEPTING A JOB VIA WEBCONNECT, ALWAYS WRITE THE JOB NUMBER BEFORE DISCONNECTING.

### ACCESSING YOUR ACCOUNT

To gain access to your account, enter your last name in the “Last Name” field.

Next, enter your Personal Identification Number (PIN) in the “PIN” field. This PIN is a number that has been assigned to you by the district office.

After the above steps have been completed, click on the log in button or simply press enter to complete process.

### YOUR MAIN MENU

- Report Absence
- Job Review
- Personal Info
- Logout

### TO REPORT AN ABSENCE

#### Step One

- To report an absence click the **continue** button.
- To go back to the main page click the **cancel** button.

#### Step Two

- Fill out the date and time for the absence in the given areas. The format for the date is dd/mm/yyyy, and the format for the time is standard time. Make sure to add AM or PM.

- If the absence differs from your normal work times, for example half day absences then modify the start and end times for the absence.
- If the start and end times for the job are different from absence start and end times you need to modify the job times. Ex. If you are absent for the full day however only need a substitute for part of the time you would modify the job start and end times, not the absence start and end time.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

#### Step Three

- Choose a reason for your absence from the pull down menu next to the word reason.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

#### Step Four

- Choose one of the following: substitute is required, request a substitute, or no substitute required from the pull down menu next to the word Job Type.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

#### Step Five (only used if requesting a substitute)

- If you are requesting a substitute you will need to choose a substitute by their substitute ID, substitute number, or substitute name. Do this by clicking the circle in front of the one you would like to use. If you are using substitute ID or number type in the number, if using substitute name choose one from the pull down menu next to the word substitute name.
- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.

#### Step Six

- Confirm the information for the absence.
- If everything is ok and you want to report the absence click the **confirmed, add job** button.
- If everything is not ok and you want to start from the main page click the **cancel** button.

#### Special instructions.

- Click the yes button to add special instructions.
- Type your special instructions in the box given.
- Click the save job message when you are done adding the instructions.
- A message will appear on the top of the page "message saved".
- Click the exit button to go back to the main page.

- Click the no button if you have no special instructions for the job. This will take you to the main page.

## **TO REVIEW CURRENT JOBS OR TO CANCEL A JOB**

You can filter by the substitute that is working for the job, by date, by if a substitute is needed, requested, prearranged, or not needed, and the status of the job, filled, unfilled, canceled.

Add a check mark by the filters you would like to filter by. You do not have to filter if you do not wish.

Click the **Run Request** button to see the jobs.

### **To cancel a job:**

- First review jobs. Then to cancel the job click the **cancel** button under the job number for the job.
- A box will appear to confirm that you want to cancel the job. To cancel click the **ok** button. To go back to the review jobs page click the **cancel** button.

## **TO REVIEW PERSONAL INFORMATION**

SubFinder will show the Personal Information Menu

- To review the site, position, and job hours click on the words **General Info**
  - **Please note- if you receive an error to debug, click on no and the screen will still appear.**
- To review your phone number and address click on the word **Address**.
  - **Please note- if you receive an error to debug, click on no and the screen will still appear.**
- To review your certifications click on the word **certifications**.
  - **Please note- if you receive an error to debug, click on no and the screen will still appear.**
- To review the how many days you have to use for reasons controlled by leave control click the word **leave control. (Currently not available)**

- Your employee ID is located at the top of the page under the title Substitute ID.  
**YOU DO NOT USE THIS ID AS YOUR PIN WHEN SIGNING IN.**

#### **To Log Out of WebConnect**

Click the Log Out Button and you are logged out of the system.

## NEW STAFF MEMBER PROFILE FORM

Please Print and Complete Both Pages.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

Please check off the school site where you are located:

- Grades K-3     Wicoff     Dutch Neck     Maurice Hawk     Town Center at Plainsboro  
Grades 4-5     Millstone River     Village  
Grades 6-8     Thomas Grover     Community  
Grades 9-12     High School South     High School North

Indicate the grade you teach:

- K     1     2     3     4     5     6     7     8     9     10     11     12     Preschool

If you teach at a Middle School or High School please indicate the subject you teach:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Adaptive Physical Education  | <input type="checkbox"/> Gifted and Talented Math | <input type="checkbox"/> Performance Arts    |
| <input type="checkbox"/> Art                          | <input type="checkbox"/> Health                   | <input type="checkbox"/> Physical Education  |
| <input type="checkbox"/> Basic Skills                 | <input type="checkbox"/> Industrial Arts          | <input type="checkbox"/> Physics             |
| <input type="checkbox"/> Bilingual                    | <input type="checkbox"/> Instructional Assistant  | <input type="checkbox"/> Reading             |
| <input type="checkbox"/> Biology                      | <input type="checkbox"/> Interpreter              | <input type="checkbox"/> Reading Inst. Asst. |
| <input type="checkbox"/> Broadcasting                 | <input type="checkbox"/> Language Arts            | <input type="checkbox"/> Reading Lang. Arts  |
| <input type="checkbox"/> Business Education           | <input type="checkbox"/> Librarian                | <input type="checkbox"/> Resource Room       |
| <input type="checkbox"/> Chemistry                    | <input type="checkbox"/> Life Skills              | <input type="checkbox"/> Science             |
| <input type="checkbox"/> Child Study Group Day        | <input type="checkbox"/> Math                     | <input type="checkbox"/> Social Studies      |
| <input type="checkbox"/> Chinese Bilingual            | <input type="checkbox"/> Media Specialist         | <input type="checkbox"/> Spanish             |
| <input type="checkbox"/> Computer Science             | <input type="checkbox"/> Music                    | <input type="checkbox"/> Special Education   |
| <input type="checkbox"/> Earth Science                | <input type="checkbox"/> Music Band               | <input type="checkbox"/> Speech              |
| <input type="checkbox"/> English As A Second Language | <input type="checkbox"/> Music Vocal              | <input type="checkbox"/> Technology          |
| <input type="checkbox"/> French                       | <input type="checkbox"/> Nurse                    | <input type="checkbox"/> TV Production       |
| <input type="checkbox"/> German                       | <input type="checkbox"/> Orchestra                |  |
| <input type="checkbox"/> Gifted & Talented Language   | <input type="checkbox"/> PAC Meetings             |  |

Please go to the next page to complete this form.



If your work schedule requires you to move between schools,  
please indicate the day and time periods at each site:

Monday Site(s):

---

Tuesday Site(s):

---

Wednesday Site(s):

---

Thursday Site(s):

---

Friday Site(s):

---

**For Internal Use:**

Date Entered in SubFinder: \_\_\_\_\_ Registration Letter sent: \_\_\_\_\_

**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

**CHANGE OF: ADDRESS / TELEPHONE NUMBER / NAME**

*PLEASE PRINT*

**NAME** \_\_\_\_\_  
Last First Initial

**NAME CHANGE TO:** \_\_\_\_\_

**ADDRESS CHANGE** \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

**TELEPHONE NUMBER CHANGE** \_\_\_\_\_

\_\_\_\_\_  
Effective Date of Change

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature Date

**NOTE:** When a name change occurs, your social security card must match the name on the card. You are required to provide a copy of your social security card with this form for a name change.

RETURN THIS FORM TO THE **PAYROLL DEPARTMENT**  
CHANGES WILL NOT BE ACCEPTED BY TELEPHONE

\*\*\*\*\*

For Office Use: Please Distribute  
\_\_\_\_\_  
Payroll  
\_\_\_\_\_  
Benefits  
\_\_\_\_\_  
Subfinder



## DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I hereby authorize West Windsor-Plainsboro Regional School District, hereinafter called Board, to initiate credit entries (direct deposit) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the checking or savings account indicated below and the depository named below, hereinafter called Depository, to credit and/or debit the same to such account.

Depository Name (Bank) \_\_\_\_\_

Branch (if applicable) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Transit / ABA number (9 digits) \_\_\_\_\_

Choose **ONE** only:

Checking Account # \_\_\_\_\_

Savings Account # \_\_\_\_\_

**\*\* Please attach a copy of a voided personal check or preprinted deposit slip for savings account.**

Please PRINT Name: \_\_\_\_\_

Social Security OR Employee # \_\_\_\_\_

This authorization will remain in effect until I give written notice to the payroll department to either change or terminate this authorization.

The Board is held harmless against any and all claims, demands, suits, or other forms of liability related to the electronic transfer of paychecks.

**NOTE:** There will be no early issuance of pay for employees authorizing Direct Deposit. The first paycheck after the initial activation or a change in Depository will be a Prenote, therefore, it will be a live check, not a direct deposit.

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



## SUMMER PAY FORM

### SUMMER PAY DEDUCTION FORM: 10-MONTH EMPLOYEES ONLY

Please **complete this form**, if you wish to have **SUMMER PAY** deducted from your paycheck for the 2013-2014 school year.

Each year we must have a signed form on file. Please return the completed form to the Payroll Department.

**YES**

\_\_\_\_\_

I wish to enroll in the Summer Pay Plan for the 2013-2014 school year, and hereby authorize a deduction from 20 paychecks, totaling 10 percent of my annual salary.

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Social Security # or Employee #

\_\_\_\_\_  
Please print name

**ONLY RETURN THIS FORM TO PAYROLL IF YOU WANT SUMMER PAY.**



## SELECTED DISTRICT POLICIES

### **1530 EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education shall, in accordance with law, guarantee equal employment opportunity in the schools of this district. Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The school district's employment applications and pre-employment inquiries shall conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board will target-underutilized groups in its recruiting efforts and will provide among the faculty of each school role models of diverse racial and cultural backgrounds. For the purpose of this policy, "disability" means suffering from physical disability; from any mental, psychological, or developmental disability; or from AIDS or HIV infection.

The Board shall not enter into, or maintain, any contracts with a person, agency, or organization if it has knowledge that such person, agency, or organization discriminates on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, either in employment practices or in the provision of benefits or services to pupils or employees.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

42 U.S.C.A. 12101 et seq.

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6:4-1.1 et seq.

Adopted: 24 June 2003

## **1523 MULTI-YEAR EQUITY PLAN**

The Board of Education will identify and correct discriminatory and inequitable policies, programs, practices and conditions within or affecting the public schools. The school district will develop a three-year plan to comply with equity requirements for which they are responsible, which are mandated by the Fourteenth Amendment of the U.S. Constitution; Article I, Paragraph 5 of the New Jersey State Constitution; N.J.S.A. 18A:36-20 and 18A:10-5; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973, and other related legislation.

The goal of the Multi-Year Equity Plan is to enable districts to comply with the above named statutes, as specified in N.J.A.C. 6:4, Equality in Educational Programs, through the following:

### A. Affirmative Action Plans

1. School and Classroom Practices - Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973; N.J.S.A. 18A:36-20; and N.J.A.C. 6:4-1.1 through 1.5(g).
2. Employment and Contract Practices - Title IX of the Education Amendments of 1972; Title VII, Civil Rights Act of 1964; N.J.S.A. 18A:36-20; Equal Pay Act of 1973; and N.J.A.C. 6:4-1.6.

B. School Desegregation Plan - The Fourteenth Amendment of the U.S. Constitution; Article I, Paragraph 5 of the New Jersey State Constitution; N.J.S.A. 18A:38-1; State Board of Education Policy and Guidelines on Racial Balance of 1969 and 1972; Guidelines for the Desegregation of Public Schools in New Jersey (1989); and N.J.A.C. 6:4-1.5(d).

C. Civil Rights in Vocational Programs - The Fourteenth Amendment of the U.S. Constitution; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1979); Guidelines for the Desegregation of Public Schools in New Jersey (1989); and N.J.A.C. 6:4-1.1 et seq.

The Multi-Year Equity Plan will be developed and submitted to the County Office of Education and the Bureau of Bilingual Education and Equity Issues. The Plan will be developed in compliance with the requirements set forth by the New Jersey Department of Education. The school district will conduct a comprehensive needs assessment of its equity compliance status. The school district will then formulate an objective or objectives for each area of priority needs identified in the needs assessment. The essential components of the Multi-Year Equity Plan shall be:

1. A Statement of Assurance;
2. Board of Education Equity Policies - The policies will, as a minimum:
  - a. Identify and correct all forms of prejudice and discrimination in all district programs, practices, curricula, instructional materials, and assessments;
  - b. Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability;

- c. Provide equitable treatment for pregnant and married students;
  - d. Prohibit or eliminate sexual harassment, and harassment on every other basis.
3. A Board of Education Resolution authorizing development and implementation of the Multi-Year Equity Plan, and appoint a district Affirmative Action Officer and an Affirmative Action Officer for each school building, who will be a certificated staff person trained to handle the district's equity responsibilities;
  4. A comprehensive assessment of the district's equity needs;
  5. A Staff Development Program - A program to facilitate implementation of the Multi-Year Equity Plan to achieve Equality in Educational Programs, as specified in the N.J.A.C. 6:4-1.1 et seq., the Desegregation Guidelines; Section 504 of the Rehabilitation Act; The Civil Rights Act, 1964 and The Bilingual Education Law through:
    - a. Annual staff development to all certificated administrative and professional staff;
    - b. Staff development to all non-certificated (non-professional staff) staff at least every school year;
    - c. To parents and community to facilitate participation and support as needed.
  6. A School and Classroom Practices Program for ensuring equity in the educational program; and
  7. An Employment and Contract Practices Program for ensuring equity in personnel and contract practices.

Each component of the Multi-Year Equity Plan must delineate the objectives to be achieved and the results expected in each of the three years of the Plan. The Plan will include the target date for the completion of each major activity or milestone.

Specific statements of Board policy and procedure regarding matters of equity are contained in the following policies and/or regulations:

- 1510 Rights of Persons with Handicaps or Disabilities
- 1530 Equal Employment Opportunities
- 1550 Affirmative Action Program for Employment and Contract Practices
- 2260 Affirmative Action Program for School and Classroom Practices
- 3362 Sexual Harassment - Teaching Staff Member
- 4352 Sexual Harassment - Support Staff Member
- 5700 Pupil Rights
- 5750 Equal Educational Opportunity
- 5751 Sexual Harassment of Pupils
- 5752 Marital Status and Pregnancy
- 5755 Equity in Educational Programs and Services
- 5770 Pupil Right to Privacy
- 5841 Secret Societies
- 5842 Equal Access to Pupil Organizations

The Multi-Year Equity Plan will be adopted by a Board of Education resolution and signed by the Superintendent. The Plan will be publicized throughout the community and will inform the

students, staff and community of the Affirmative Action Officer, the location and availability of the school district's Plan and related policies.

The Multi-year Equity Plan is subject to approval by the New Jersey Department of Education and the Bureau of Bilingual Education and Equity Issues.

Title VI of the Civil Rights Act of 1964

The Rehabilitation Act of 1973

N.J.S.A. 18A:36-20

N.J.A.C. 6:4-1.1 through 1.5(g).

Title IX of the Education Amendments of 1972

Title VII, Civil Rights Act of 1964

Equal Pay Act of 1973

N.J.A.C. 6.4-1.6.

The Fourteenth Amendment of the U.S. Constitution Article I, Paragraph 5 of the New Jersey State Constitution

N.J.S.A. 18A:38-1

State Board of Education Policy and Guidelines on Racial Balance of 1969 and 1972 Guidelines for the Desegregation of Public Schools in New Jersey (1989)

Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1979)

Guidelines for the Desegregation of Public Schools in New Jersey (1989)

Multi-Year Equity Plan - Forms and Directions to Assist School Districts in Developing a Multi-Year Plan TO Provide Equality In Educational Programs (October 1995)

Adopted: 24 June 2003



## **5751 SEXUAL HARASSMENT**

The Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils from sexual harassment. Accordingly, the Board of Education shall not tolerate sexual harassment of pupils by staff members, other pupils or other individuals on school premises, school buses or at any school-sponsored activity. Sexual harassment is a form of prohibited sex discrimination.

Pupils who believe that they have been subjected to sexual harassment may file a formal complaint. The Affirmative Action Officer shall receive any such complaints and carry out a prompt and thorough investigation. The Affirmative Action Officer shall protect the rights of both the person making the complaint and the alleged harasser. The Superintendent of Schools and his/her designee shall develop a regulation setting forth the procedure for the filing and processing of complaints of sexual harassment and ensure that appropriate training is providing to those staff members who have the responsibility for investigating complaints of sexual harassment.

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate.

The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

### Definitions of Sexual Harassment

1. Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

Quid pro quo sexual harassment occurs whether or not the pupil submits to the threatened harmful conduct.

2. Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature by a staff member, other pupil(s) or other individual(s) that is sufficiently severe or pervasive to have reasonably resulted in a limitation of the pupil's ability to participate in or benefit from an educational program or activity. For purposes of this policy, any of the aforementioned conduct by a staff member directed toward a pupil shall be considered "unwelcome".

The following are examples of conduct that can constitute sexual harassment:

1. Slurs, epithets, threats, verbal abuse, derogatory comments, degrading descriptions or practical jokes of a sexual nature or about gender specific traits;
2. Graphic verbal comments about an individual's body;
3. Sexual jokes, stories, drawings, pictures or gestures;
4. Spreading of sexual rumors;
5. Teasing or sexual remarks about a student enrolled in predominately single sex class;
6. Touching of an individual's body or clothes in a sexual way;
7. Nonverbal movements of a sexual nature;
8. Displaying sexually suggestive objects or materials;
9. Pressure or coercion involving proposed sexual activity; and

10. Leering, staring, overly personal conversation, sexual flirtations or sexual propositions that are repeated after the unwelcome nature of same are communicated to the individual committing the act.

#### Investigation and Response to Complaints

1. The administration will: a) inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting. b) identify and train campus teams of professional staff members to respond to the concerns of students and/ or staff.
2. The campus team will refer all concerns or complaints to the Principal and the building Affirmative Action Officer.
3. The Principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer.
4. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer.
5. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignment.
6. The complaint procedure shall be made available for pupils, parent(s) or legal guardian(s), and/or staff member protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent.
7. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil or staff member making the complaint and the alleged harasser.

Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.

Sources: N.J.AAUW Study Hostile Hallways...; Equal Employment Opportunities Commission: New Jersey School Boards Association:

N.J.AAUW: Occupational Education Equity Center (Sexual Harassment in the Schools). Educator's Guide To Controlling Sexual Harassment...Thompson Publishing Groups, Washington, D.C.

N.J.A.C. 10:5-1 et seq. Law Against Discrimination; Title IX of the Education Act of 1972, 20 U.S.C.A. 1681

Adopted: 24 June 2003

### **3362 SEXUAL HARASSMENT**

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint. The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed.

The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

## **2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (INTERNET POLICY)**

### **A. Purpose**

1. West Windsor-Plainsboro Regional School District is providing employees and students with access to the district's electronic communication system, which includes Internet access.
2. The district system has a limited educational purpose. The purpose of the district system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase district intracommunication, enhance productivity and assist district employees in upgrading their skills through greater exchange of information with their peers. The district system will also assist in the sharing of information with the local community including parents, social service agencies, government agencies, and businesses.
3. Users may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for district purchase of goods or services through the district system.
4. Users may not use the system for political lobbying, for favoring or approving particular candidates or favoring or approving particular referendum questions.
5. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

### **B. District Responsibilities**

1. The Superintendent will serve as the coordinator to oversee the district system and will work with other regional or state organizations as necessary.
2. The building principal will serve as the building-level coordinator for the district system. The building principal will approve building-level activities, ensure that teachers receive proper training in the use of the system and the requirements of this policy. The Principal will establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Regulation at the building level.
3. The Director of Technology will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule; establish activities.

### **C. Technical Services Provided Through District System**

1. E-mail. E-mail will allow employees and students to communicate with people from throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.
2. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.

3. Telnet. Telnet allows the user to log into the remote computers.
4. File Transfer Protocol (FTP). FTP allows users to download large files and computer software.
5. Newsgroups. Newsgroups are discussion groups that are similar to mail lists. The district will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.
6. Internet Relay Chat (IRC). IRC provides the capability of engaging in "realtime" discussions. The district will provide access to IRC only for specifically defined educational activities.
7. Blocking software. The district will install and maintain filtering agents or other technical measures designed to block access to sites that contain visual depictions that are obscene, pornographic or harmful to minors.

#### D. Access to the System

1. The District's Acceptable Use Regulation will govern all use of the district system. Student use of the system will also be governed by the disciplinary code. Employee use will also be governed by district policy and applicable laws. Employees who use the system in an inappropriate manner shall be subject to discipline, including termination of employment.
2. World Wide Web. All district employees and students will have access to the Web through the district's networked computers. No agreement will be required. Parents may specifically request that their child(ren) not be provided such access by notifying the district in writing.
3. Classroom Accounts. Elementary age students will be granted E-mail access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parents. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the district in writing.
4. Individual E-mail Accounts for Students. Secondary students may be provided with individual E-mail accounts. Secondary students will not have dial-up access to the system. An agreement will be required for an individual E-mail account. This agreement must be signed by the student and his or her parent.
5. Individual E-mail Accounts for District Employees. District employees may be provided with an individual account.

#### E. Parental Notification and Responsibility

1. The district will notify the parents about the district network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right to request the termination of their child(ren)'s individual account.
3. The District Acceptable Use Regulation contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not fit with the particular values of the families of the students. It is not practically possible for the district to monitor and enforce a wide range of social values in students' use of the Internet. Further, the district recognizes that parents bear primary responsibility for transmitting their

particular set of family values to their children. The district will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the district system.

4. The district will provide students and parents with guidelines for student safety while using the Internet.

#### F. District Limitation of Liability

The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system.

#### G. Due Process

1. The district will cooperate fully with local, state, or federal officials in any reasonable investigation concerning to or relating to any illegal activities conducted through the district system.

2. All students suspected or accused of violating the District's Acceptable User Regulation shall be provided with due process appropriate to the infraction and to the penalty for same, all in accordance with the district's disciplinary code.

3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accordance with the applicable provision of the disciplinary code.

4. Employee violations of the District Acceptable Use Regulation will be handled in accordance with district policy.

#### H. Rights of Access to Files and E-Mail; Privacy Issues

Access to the district's Communication and Internet system is intended for educational purposes consistent in accordance with the terms of this policy and regulation. In order to insure that the policy and regulation are being complied with, the district retains the right to search and access all computer files created or stored on district owned computers. The Board directs authorized personnel to monitor network activity, in any manner necessary, to maintain the integrity of the system and to insure proper use thereof. All other users, however, shall respect the rights of others and shall not attempt to access files of others not intended to be for public or district wide inspection.

#### I. Copyright and Plagiarism

1. District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright laws and to request permission when appropriate.

2. District policies on plagiarism will govern the use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practices.

J. Academic Freedom Selection of Material, Student Rights to Free Speech

When using the Internet for class activities, teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview any materials and sites they specifically require or recommend students access to determine the appropriateness of the material contained on the site. Teachers will provide guidelines to assist their students in channeling their research activities effectively and properly.

K. District Web Site

1. District Web Site. The district established a Web site and will develop Web pages that will present information about the district. The Superintendent will designate the Webmaster responsible for maintaining the district Web site.

2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site.

N.J.S.A. 2A:38A-3 and N.J.S.A 2C:20-25

17 U.S.C. Sec. 101

Children's Internet Protection Act 20 U.S.C. Sec. 9134, 47 U.S.C. 254(h)

Adopted: 24 June 2003

## **7436 DRUG-FREE WORKPLACE**

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person on school premises or when under the jurisdiction of the school district.

For purposes of this policy, "school premises" shall include any school building or any school premise and any school-owned vehicles or any other school-approved vehicle used to transport pupils to and from school or school activities. School premises also includes off-school property during any school sponsored or school-approved activity, event or function such as a field trip or athletic event when pupils are under the jurisdiction of the school district.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will, within ten days of the date on which notice of the conviction is received, report any such conviction resulting from drug use in the workplace to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil or employee who violates this policy will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.

41 U.S.C.A. Chapter 10  
34 CFR 85.600 et seq.  
N.J.S.A. 2C:33-15 et seq.  
N.J.S.A. 24:21-2 et seq.  
Adopted: 24 June 2003



### **7435 ALCOHOLIC BEVERAGES ON SCHOOL PREMISES**

The knowing possession, or knowing consumption of any alcoholic beverage by any person on school premises or when under the jurisdiction of the school district is explicitly prohibited.

For purposes of this policy, "school premises" shall include any school building or any school premise and any school-owned vehicles or any other school-approved vehicle used to transport pupils to and from school or school activities. Worksite also includes off-school property during any school sponsored or school-approved activity, event or function such as a field trip or athletic event when pupils are under the jurisdiction of the school district.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

Exceptions to this policy can only be permitted by prior action of the Board of Education.

N.J.S.A. 2C:33-15 et seq.

N.J.S.A. 18A:40A-12

N.J.S.A. 24:21-2 et seq.

Adopted: 24 June 2003

## **7434 SMOKING ON SCHOOL PREMISES**

The Board of Education believes that tobacco smoke in the school and work environments is not conducive to good health. As an educational organization, the district shall provide both effective educational programs and a positive example to students concerning the use of tobacco.

The Board declares all public buildings, premises and property owned and operated by the Board, and all spaces within them, to be officially designated smoke-free environments. Staff, students, and members of the public are expected to observe this restriction at all times.

In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking in all district buildings and on school grounds.

Definition: For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette pipe or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy.

The Board cannot, for any reason, condone the use of tobacco by any kindergarten through twelve grade pupils, in any form, at any time in school buildings, on school buses/vans, and on district property or school grounds or at school sponsored events.

In addition, possession of tobacco products/ paraphernalia and/or matches/lighters by Pre-kindergarten through twelve grade pupils is specifically prohibited. In order to further protect pupils and employees, contractors and visitors who choose not to smoke from a harmful environment, and in accordance with and beyond the specifics of the law, the following policies shall be enforced by the Board of Education.

For the purposes of this policy, "worksite" shall include any school building or any school premise and any school-owned vehicles or any other school-approved vehicle used to transport pupils to and from school or school activities. Worksite also includes off-school property during any school sponsored or school-approved activity, event or function such as a field trip or athletic event when pupils are under the jurisdiction of the school district.

Notice of this policy shall be posted at each school entrance in accordance with law. Smoking shall not be permitted at any time in classrooms, lecture halls or auditoriums.

In accordance with the law, \*(N.J.S.A. 26:3D-17(b) there shall be no smoking by anyone (pupils, employees, contractors, and visitors), at any time in any district building except as part of bona fide classroom instruction regarding the risks and consequences of smoking. This prohibition specifically applies to dramatic/theatrical presentations.

The Principal of each school building is authorized to report violations, in accordance with law, to the Board of Health. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

District/Contracted Bus Or Van:

There shall be no smoking by anyone (pupils, employees, contractors and visitors), at any time, in any district owned or contracted bus or van that transports pupils or foodstuffs.

#### District Property/School Grounds:

In addition, the Board prohibits smoking by anyone (pupils, employees, contractors and visitors), at any time, at any district-sponsored event held off district property, including overnight trips and school grounds District Sponsored Events Held Off District Property School Grounds

The Board prohibits smoking by anyone (pupils, employees, contractors and visitors), at any time, at any district sponsored event held off district property and school grounds.

Announcements will be made before activities and during intermissions at various events regarding the specifics of this policy as a reminder. The Board desires that all adults especially employees, serve as role models for pupils and that adults would help us discourage the use of tobacco products by helping to enforce this policy. Employees shall not smoke in front of pupils at any time at any school sponsored event.

(The Board recognizes (statute N.J.S.A. 26:3D-1 7(b) The allowance of smoking only as bona tide classroom instruction regarding the risks and consequences of smoking.)

#### Administrative Responsibilities:

Pupils, chaperones, and district employees who violate the provisions of this policy may be subject to appropriate disciplinary measures, depending upon law, code, policy regulations, and/or contract provisions, if any. Contractors and visitors may be removed and could be charged as disorderly persons if they do not adhere to the provisions of this policy and/or refuse to comply warnings /directives.

The Superintendent shall develop procedures to implement this policy which includes informing all pupils, employees, contractors and visitors, of the smoking policy and regulations of this district. In addition, the Superintendent shall see to it that teaching staff members include instruction via the health curriculum on the potential hazards in the use of tobacco products and receive in-service, as needed, to do so.

#### Annual Review

The Board will review annually the effectiveness of this policy.

N.J.S.A. 26:3D-15 et seq.

N.J.A.C. 6:29-1.3

Adopted: 24 June 2003

## **7230 GIFTS, GRANTS, AND DONATIONS**

### **A. Definitions**

1. "Gift" means a donation of any property, real or personal, including cash, to the school district, to any individual school or class, or to any school program.
2. "Donor" means any individual or organization that offers a gift.

### **B. Gift Proposals**

1. A gift proposal may be made to a Principal or administrator. When a gift is proposed to any staff member, the donor shall be referred to the Principal or administrator.
2. The Principal or administrator shall prepare and submit to the Superintendent a property donation form for any gift that cannot be accepted directly in accordance with C1. The form will include:
  - a. The name and address of the donor;
  - b. A description of the proposed gift;
  - c. The class, school, and/or program to which the donation is made;
  - d. The proposed use of the gift and its relation to the curriculum;
  - e. The proposed location of the gift;
  - f. The cost to the district, if any, for moving, installation, and maintaining the gift; and
  - g. The donor's intention, if any, that the gift be a memorial.
3. A donor who proposes a gift of funds up to \$2,000 in amount will be invited by the appropriate principal or administrator to discuss the dedication of the funds to a purchase that will enrich the school program. The donor will be encouraged to fund purchases not likely to be made with public funds.
4. Any proposed donation of funds \$2,000 or more will be referred to the Superintendent, who will invite the donor to confer with him/her on the dedication of the funds.
5. Principals and administrators are encouraged to keep a list of appropriate gifts as an aid to individuals and organizations seeking gift opportunities.

### **C. Acceptance of Gifts**

1. The Principal of the school or the administrator of the program in which a proposed gift is to be used may accept the gift directly, provided its value does not exceed \$2,000. Any such directly accepted gift must meet district standards for health and safety and must be promptly reported to the Superintendent.
2. The Superintendent may accept gifts of funds up to \$2,000 in amount and gifts of property valued at up to \$2,000. All gifts accepted by the Superintendent will be reported to the Board.
3. Acceptance of any gift exceeding \$2,000 in value requires adoption by Board resolution.
4. The staff members who would be professionally involved in the use of the gift will be consulted on its suitability in the educational program.
5. A gift of property may be submitted for professional assessment and evaluation before it is accepted, in order to determine the Board's potential liability for installation, maintenance, and/or repair.
6. The district purchasing officer will be consulted as to whether a proposed gift meets necessary district specifications. A gift that does not meet district health and safety standards will not be accepted.
7. A gift of money, whether or not it is dedicated to a specific purpose, will be accepted into the general account of the district. Any purchases made with the gift are subject to applicable state law and Board policy on advertising for bids and purchasing generally.

8. The donor of any accepted gift of property or cash will be notified in writing of the acceptance of the gift, the value of the gift in dollar amount, and the value of the gift to the educational program of the district.

9. A gift intended as a memorial will be fittingly recognized by means (such as a plaque or ceremony) approved by the donor and the Board.

Issued: 24 June 2003

## **8462 CHILD ABUSE AND/OR NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the children of this district and recognizes the importance of early identification in halting child abuse and/or neglect. The Board will cooperate with state government and the Division of Youth and Family Services (DYFS) in the identification and reporting of cases of child abuse and/or neglect in accordance with law. School personnel having reasonable cause to believe that a child has been subjected to child abuse and/or neglect or acts of child abuse and/or neglect as defined under N.J.S.A. 9.6-8.9 shall immediately report to DYFS as provided for under N.J.S.A. 9.6-8.10.

School personnel reporting such abuse and/or neglect shall inform the school principal or his/her designee of the report unless the school personnel believes this notice will endanger the child or likely result in retaliation against the child or discrimination against the reporting personnel with respect to his/her employment. The Board of Education and administration assure all school personnel there will be no employment discrimination in regards to compensation, hire, tenure or terms, conditions or privileges of employment upon making a good faith report or causing such report. The Board of Education shall establish a DYFS liaison to facilitate communications and cooperation. The Board will provide for the annual delivery of information and in-service training of school personnel regarding child abuse and/or neglect. The Board and administration will cooperate with DYFS to investigate reports and provide staff to comfort and support the child(ren) during DYFS interviews and investigations. The Board will incorporate information regarding child abuse and/or neglect and its prevention into the district's health education program in accordance with the consultation procedures set forth in Policy No. 2422. The Board and administration will permit DYFS upon presentation of appropriate authorization to remove pupils from school during the course of the day to protect the child(ren) and cooperate to relocate child(ren) to another school if necessary.

The Board and administration will release, in accordance with N.J.S.A. 18A:36-19 and N.J.A.C. 6:3-6 et seq., all pupil records of the child(ren) under investigation that are deemed to be relevant to the assessment or treatment of child abuse and/or neglect. School district records of child abuse and/or neglect shall be kept confidential and disclosed only as prescribed by N.J.S.A. 9.6-8.10a., N.J.S.A. 18A:36-19, and N.J.A.C. 6:3-6 et seq. Any employee's act of unbecoming conduct in the treatment of children, including alleged acts of child abuse and/or neglect reported to DYFS, shall be promptly reported to the Principal who shall immediately inform the Superintendent and institute an investigation. The Superintendent may temporarily reassign or, with the concurrence of the Board President, suspend the employee without loss of pay pending investigation. Information regarding allegations of child abuse and/or neglect reported to, investigated and reported upon by DYFS about a school employee shall be confidential and may be disclosed only as required in order to cooperate with DYFS investigations or by court order. These records shall be maintained in a secure place and be accessible to the Chief School Administrator and/or his/her designee.

The Board will provide due process rights to school personnel who have been reassigned or suspended in accordance with statutes. Temporary reassignment or suspension of school personnel alleged to have committed an act of child abuse and/or neglect shall occur if there is reasonable cause to believe the life or health of the alleged victim or other children is in imminent danger due to continued contact between the personnel and the child(ren). All records shall be removed from the school staff's personnel file if the school district receives

official notice from DYFS that the allegation was unfounded. An unfounded allegation shall not be used against the employee for any purpose relating to employment. The Superintendent shall develop regulations for the reporting of child abuse and/or neglect and for cooperation with DYFS in child abuse and/or neglect investigations.

N.J.S.A. 2A:4A-85; 2C:24-4

N.J.S.A. 9:6-8.8 et seq.

N.J.S.A. 18A:25-6; 18A:36-24

N.J.A.C. 6:29-9.1 et seq.

Adopted: 24 June 2003

Also, see attachment at the end of this document, "Teacher's Desk Reference on Child Abuse and Neglect."

## **8901 TELEPHONE CALLS**

The telephones in each building with the exception of those in the teachers' lounges are for official school business.

Personal telephone calls beyond the regular zone shall be paid for by the staff member and shall be made on the telephone in the faculty lounge or on a pay phone only. Teachers shall be released from classroom responsibilities to answer or originate telephone calls only under the most urgent circumstances.

Adopted: 24 June 2003



## **7422 SCHOOL INTEGRATED PEST MANAGEMENT**

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy. The Board directs the Superintendent/designee to develop and implement an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the West Windsor-Plainsboro School District.

**IPM Coordinator (IPMC):**The Board shall annually designate an employee to serve as the district's Integrated Pest Management Coordinator (IPMC). The IPMC is responsible for the implementation of the school integrated pest management policy.

### **Integrated Pest Management Procedures in Schools**

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### **Development of IPM Plans**

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all School property.

### **Education/Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment. Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program. Recordkeeping Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

#### Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents/legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

#### Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

#### Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

#### Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed. The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 12:1F-33

Approved: 4/20/04

## **5512 HARASSMENT, INTIMIDATION, BULLYING AND HAZING**

The Board of Education prohibits acts of harassment, intimidation, bullying or hazing. The Board also prohibits active or passive support of any of these prohibited acts.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, bullying or hazing.

### Definitions

For the purposes of this policy, "harassment, intimidation or bullying" mean any gesture or written, verbal or physical act that takes place on school property, at any school sponsored function or on a school bus and that:

- a. Is motivated (1) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or (2) by any other distinguishing characteristic; and
- b. (1) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or (2) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Bullying" also means any repeated and intentional, aggressive physical, verbal or psychological act(s) that involves an imbalance of power of one student over another (not necessarily based on physical size), which occurs on school property, at any school-sponsored activity or on a school bus, including such actions as insulting, abusing verbally or physically, threatening, intimidating, humiliating or harassing, and that a reasonable person should know, under the circumstances, will have the effect of harming another student or damaging another student's property or has the effect of or demeaning another student or group of students in such a way as to cause a substantial disruption in, or substantial interference with, the orderly operation of the school.

This policy shall not prohibit the expression of ideas or viewpoints, including those that others may find offensive, insofar as such expression is constitutionally protected.

"Hazing" means performing on or off school property any act, coercing another or attempting to coerce another to perform any act of initiation into any school class, school athletic team or any school organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.

### Expected Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and

welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

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

The Chief School Administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures, and standards of conduct, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

#### Consequences for Committing Act(s) of Harassment, Intimidation, Bullying or Hazing

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or hazing, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures (Board Policy No. 5600, Pupil Discipline), and age-appropriate rules established at each school level). Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

#### Reporting Complaints

At each school, the Principal or the Principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Principal or the Principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the Principal of each building or available at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of any anonymous report.

### Investigating Complaints

The Principal and/or Principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Principal and/or the Principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

### Response to Incidents of Harassment, Intimidation, Bullying or Hazing

Some acts of harassment, intimidation, bullying or hazing may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and consistent with Board Policy No. 5600, Pupil Discipline. Prior to making any determination regarding discipline, the Principal or Principal's designee shall ensure that the due process rights of students are safeguarded.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences for such actions and to involvement of law enforcement officers (in accordance with the Memorandum of Agreement between Education and Law Enforcement Officials).

The Chief School Administrator/designee shall ensure that appropriate supports and assistance are provided to victims of harassment, intimidation, bullying or hazing.

### Prohibition on Reprisal or Retaliations

The school district prohibits reprisal or retaliations against any person who reports an act of harassment, intimidation, bullying or hazing. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

### Consequences for False Accusations

Consequences and appropriate remedial action for a student found to have falsely accuses another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. Consequences and appropriate remedial action for a school employee found

to have falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as means of harassment, intimidation, or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including report to appropriate law enforcement officials.

#### Policy Dissemination

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions or on a school bus and all acts of hazing related to any school class, school athletic team or school organization. The Chief School Administrator shall develop an annual process for discussing the school district policy on harassment, intimidation, bullying and hazing with students.

#### Establishment of Bullying Prevention and Hazing Prevention Programs

Information regarding the district's policy against harassment, intimidation, bullying and hazing shall be incorporated into a school's employee training program. The district and its schools shall establish age appropriate bullying prevention and hazing prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

The Chief School Administrator/designee shall:

1. Provide training on the school district's harassment, intimidation, bullying and hazing policies to school employees and volunteers who have significant contact with students; and
2. Develop a process for discussing the school district's harassment, intimidation, bullying and hazing policies with students.

N.J.S.A. 18A:37-1 et seq.; 18A:37-13 et seq.

18A:36-20

18A:38-5.1

10:5-1 et seq.

2C:33-4

18A:42-5; 18A:42-6

N.J.A.C. 6A:16-6.2

Saxe v. State College Area School District, 240 F.3d200(3rd Cir.2001)

Davis v. Monroe County Board of Education 526 U.S.629 (1999)

Memorandum of Agreement between Education and Law Enforcement Officials

Adopted: 24 June 2003

## **WW-P Online Orientation Information: Health Insurance Portability and Accountability Act (HIPPA)**

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**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. Effective April 2004. Revised April 2007**

West Windsor-Plainsboro Regional School District (WWPRSD), is required by the Federal Health Insurance Portability and Accountability Act (HIPAA) and the State laws, to maintain the privacy of any information that is created or maintained by WWPRSD that relates to your past, present or future physical or mental health. This Protected Health Information (PHI) includes information communicated or maintained in any form. Examples of PHI are your name, address, social security number, birth date, health care services, diagnosis codes, procedure codes etc.

During the course of providing you with health coverage, the Plan will have access to information about you that is deemed to be “protected health information”, or PHI, by the Health Insurance Portability and Accountability Act of 1996, or HIPAA. The procedures outlined in this section have been added to the Plan to ensure that your PHI is treated with the level of protection required by HIPAA. This notice describes the medical information practices of WWPRSD group health plan (the “Plan”) and that of any third party that assists in the administration of Plan claims.

### **OUR PLEDGE REGARDING MEDICAL INFORMATION**

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. This notice applies to all of the medical records we maintain. Your personal doctor or health care provider may have different policies or notices regarding the doctor’s use and disclosure of your medical information created in the doctor’s office or clinic.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

- make sure that medical information that identifies you is kept private;
- give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- follow the terms of the notice that is currently in effect.

Your PHI will be disclosed to certain employees of WWPRSD. These employees may only use your PHI for Plan administration functions including those described below, provided they do not violate the provisions set forth herein. Any employee of WWPRSD who violates the rules for handling PHI established herein will be subject to adverse disciplinary action.

WWPRSD has certified that it will comply with the privacy procedures set forth herein. WWPRSD may not use or disclose your PHI other than as provided herein or as required by law. Any agents or subcontractors who are provided your PHI must agree to be bound by the restrictions and conditions concerning your PHI found herein. Your PHI may not be used by WWPRSD for any employment-related actions or decisions or in connection with any other benefit or employee benefit plan of WWPRSD. WWPRSD must report to the Plan any uses or disclosures of your PHI of which WWPRSD becomes aware that are inconsistent with the provisions set forth herein.

### **HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.**

The following categories describe different ways that we use and disclose medical information for purposes of health plan administration. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

For Treatment (as described in applicable regulations). We may use medical information about you to facilitate medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other hospital personnel who are involved in taking care of you.

For Payment (as described in applicable regulations). We may use and disclose medical information about you to determine eligibility for Plan benefits, to facilitate payment for the treatment and services you receive from health care providers, to determine benefit responsibility under the Plan, or to coordinate Plan coverage. For example, we may tell your health care provider about your medical history to determine whether a particular treatment is experimental, investigational, or medically necessary or to determine whether the Plan will cover the treatment. We may also share medical information with a utilization review or pre-certification service provider. Likewise, we may share medical information with another entity to assist with the adjudication or subrogation of health claims or to another health plan to coordinate benefit payments.

For Health Care Operations (as described in applicable regulations). We may use and disclose medical information about you for other Plan operations. These uses and disclosures are necessary to run the Plan. For example, we may use medical information in connection with: conducting quality assessment and improvement activities; underwriting and soliciting bids from potential carriers, premium rating and setting employee contributions, and other activities relating to Plan coverage; submitting claims for stop-loss (or excess loss) coverage; conducting or arranging for medical review, legal services, audit services, and fraud and abuse detection programs; business planning and development such as cost management; and business management and general Plan administrative activities.

As Required By Law. We will disclose medical information about you when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety. We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health



and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

### **SPECIAL SITUATIONS**

Disclosure to Health Plan Sponsor. Information may be disclosed to another health plan maintained by [Employer] for purposes of facilitating claims payments under that plan. In addition, medical information may be disclosed to [Employer] personnel solely for purposes of administering benefits under the Plan.

Organ and Tissue Donation. If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

Military and Veterans. If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation. We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks. We may disclose medical information about you for public health activities (e.g., to prevent or control disease, injury or disability).

Health Oversight Activities. We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement. We may release medical information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process.

Coroners, Medical Examiners and Funeral Directors. We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients of the hospital to funeral directors as necessary to carry out their duties.

National Security and Intelligence Activities. We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

### **YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU.**

You have the following rights regarding medical information we maintain about you:

Right to Inspect and Copy. You have the right to inspect and copy medical information that may be used to make decisions about your Plan benefits. To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the WWPRSD Privacy Officer. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. HIPAA provides several important exceptions to your right to access your PHI. For example, you will not be permitted to access psychotherapy notes or information compiled in anticipation of, or for use in, a civil, criminal or administrative action or proceeding. WWPRSD will not allow you to access your PHI if these or any of the exceptions permitted under HIPAA apply. If you are denied access to medical information, you may request that the denial be reviewed.

Right to Amend. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Plan.

To request an amendment, your request must be made in writing and submitted to the Privacy Officer. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Is not part of the medical information kept by or for the Plan;
- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

WWPRSD must act on your request for an amendment of your PHI no later than 60 days after receipt of your request. WWPRSD may extend the time for making a decision for no more than 30 days, but it must provide you with a written explanation for the delay. If WWPRSD denies your request, it must provide you a written explanation for the denial and an explanation of your right to submit a written statement disagreeing with the denial.

Right to an Accounting of Disclosures. You have the right to request an "accounting of disclosures" (other than disclosures you authorized in writing) where such disclosure was made for any purpose other than treatment, payment, or health care operations.

To request this list or accounting of disclosures, you must submit your request in writing to the Privacy Officer. Your request must state a time period which may not be longer than six years and may not include dates before April 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Note that HIPAA provides several important exceptions to your right to an accounting of the disclosures of your PHI. WWPRSD will not include in your accounting any of the disclosures for which there is an exception under HIPAA. WWPRSD must act on your request for an accounting of the disclosures of your PHI no later than 60 days after receipt of the request. WWPRSD may extend the time for providing you an accounting by no more than 30 days, but it must provide you a written explanation for the delay. You may request one accounting in any 12-month period free of charge. WWPRSD will impose a fee for each subsequent request within the 12-month period.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

You may obtain a copy of this notice at our website, [www.ww-p.org](http://www.ww-p.org).

To obtain a paper copy of this notice, you may contact the Privacy Officer.

WWPRSD must make its internal practices, books and records related to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services for purposes of determining compliance by the Plan with these privacy protections.

When WWPRSD no longer needs PHI disclosed to it by the Plan, for the purposes for which the PHI was disclosed, WWPRSD must, if feasible, return or destroy the PHI that is no longer needed. If it is not feasible to return or destroy the PHI, WWPRSD must limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI infeasible.

#### **CHANGES TO THIS NOTICE**

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice on the Plan website. The notice will contain on the first page, in the top right-hand corner, the effective date.

#### **COMPLAINTS**

If you believe your privacy rights have been violated, you may file a complaint with the Plan or with the Secretary of the Department of Health and Human Services. To file a complaint with

the Plan, contact the Privacy Officer. The contact information for the Privacy Officer is listed below. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

**OTHER USES OF MEDICAL INFORMATION.**

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

**CONTACT INFORMATION**

Privacy Officer:

Alicia Boyko, Director of Human Resources  
West Windsor-Plainsboro Regional School District  
505 Village Road West  
West Windsor, NJ 08550

Telephone Number: 609-716-5000 Ext. 5019

Fax Number: 609-716-5038

Email: [alicia.boyko@ww-p.org](mailto:alicia.boyko@ww-p.org)

## **WW-P Online Orientation Information: Retirement and Resignations**

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The Windsor-Plainsboro Regional School District is an outstanding district dedicated to excellence in education. Your contribution has been critical in fulfilling our mission and ensuring sustained success. The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.

Upon your retirement or resignation, you must submit a written letter to the director of Human Resources. You need to clearly state your intention to leave the district and the date that you are leaving, i.e. last day of a school year. When this letter is received, you will receive confirmation from Human Resources. Please note that if you resign over the summer (for ten-month employees), you are resigning during the previous year's contract; hence, your date would be the last day of June.

All permanent staff members are required to be enrolled in the New Jersey Division of Pensions retirement plan. All teachers and the principals are enrolled in the Teachers and Principals Annuity Fund (TPAF) and Support Association members are enrolled in the Public Employee Retirement System (PERS). For information on pensions, please contact the Payroll Department.

Upon leaving the district, you must surrender your school district ID badge, computer equipment, if appropriate, mobile phone, if appropriate, and district materials or books. You should review your e-mail account as you no longer will have access to these communications.

Health care benefits with the West Windsor-Plainsboro Regional School District cease when employment has ended. You are welcome to contact the director of Human Resources with specific questions about retirement or a resignation.

Employees who elect not to return are not eligible for tuition reimbursement. Those employees who received tuition reimbursement in the previous year are responsible to return the funding for tuition reimbursement or the funds will be deducted from a final paycheck. (Article 19:8 WWPEA contract)



## EMPLOYEE INFORMATION FORM

Please complete this form for and return to Human Resources.

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Marital Status : \_\_\_\_\_ Social Security Number \_\_\_\_\_

Job Title: \_\_\_\_\_ Number of Years of Experience \_\_\_\_\_

List Certifications: \_\_\_\_\_

Are you related to any employees in the district? \_\_\_\_\_

If yes, list the name and relationship to you:

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

## **WW-P Online Orientation: Mandatory Trainings**

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The New Jersey Department of Education requires annual training for all school employees on a number of topics. These trainings are for all staff members (WWPAA, WWPEA, WWPSS, WWPSSA, non-affiliated A, B, and C, Community Education, substitute teachers, coaches, volunteers, and contractors).

To comply with this NJDOE regulation, WW-P contracted with Global Compliance Network (GCN), an internet-based training program. The address is <http://www.gcctraining.com/quicklogin.htm>. When a staff member completes a tutorial, the information is submitted to an online database, which will allow the staff member to print a completion certificate. Log-in directions will be attached to the all user e-mail.

**To log into GCN, go to: <http://www.gcctraining.com/quicklogin.htm>**

**The WW-P Organizational ID is: 51354w.**

Please note the following:

- For certificated staff members, these trainings can be counted towards the required “100 hours” of professional development every five years- 5 hours.
- If your name does not appear in the staff listing, please contact Theresa Ardito at [theresa.ardito@ww-p.org](mailto:theresa.ardito@ww-p.org).

## WW-P Online Orientation: FERPA

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The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or



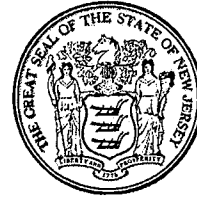
her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**The  
New Jersey  
Highly Qualified  
Teacher  
Approved Forms**



REVISED JULY 2008

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# General Form Instructions (A-E)

## 1. Who must complete the Highly Qualified Teacher Identification Form?

**Note:** If a teacher has had a name change since the issuance of a certificate, please note the name change on the Highly Qualified form.

- All active teachers working in elementary schools who teach core academic content areas. This includes all Elementary Generalists who teach all subjects to one group of students throughout the school day.
- All active teachers working in middle and secondary schools who teach one or more core academic content areas. This includes middle school teachers teaching core academic subjects in departmentalized settings under elementary certificates. The core academic content areas are:
  - ▶ Elementary Generalist (full day, all subjects)
  - ▶ Language Arts/Literacy (English, Reading, Language Arts)
  - ▶ Mathematics
  - ▶ Science
  - ▶ Social Studies (Economics, History, Civics, Geography)
  - ▶ Visual and Performing Arts
  - ▶ World Languages
- All special education teachers who provide direct instruction in one or more core academic content areas. Special education teachers working in elementary settings (including those teaching self-contained classes in grades 5-8 and those teaching students assessed against the Alternate Proficiency Assessment) must satisfy the definition of a Highly Qualified Teacher at the elementary level. Special education teachers working in high school self-contained settings, whose **entire** class of students is assessed against the Alternate Proficiency Assessment, must satisfy the definition of a Highly Qualified Teacher at the elementary level. Special education teachers who work in departmentalized middle and high schools must satisfy the definition of a Highly Qualified Teacher in each core academic content area they teach based on the grade level (i.e., chronological age) of the students they teach.
- All bilingual and ESL teachers who provide direct instruction in one or more core academic content areas. Bilingual and ESL teachers working in departmentalized middle and secondary schools must satisfy the definition of a Highly Qualified Teacher based on the content/subject area(s) they teach. By virtue of their ESL certification, ESL teachers may provide direct instruction in English, Reading or Language Arts to English language learners. To teach any other core content subjects, the ESL teacher must be both certified and highly qualified.

## 2. How many Highly Qualified Teacher Identification Forms do I complete?

Middle and secondary teachers who teach more than one core academic content area must complete a separate form for **EACH** teaching assignment they have in the current year. Multiple sections of the same course (i.e., three classes of Algebra or two periods of Biology) count as one assignment. Elementary generalists and special education teachers (grades K-8) who teach all subjects to one group of students during the school day complete one form for that assignment.

# General Form Instructions (A-E)

Teachers who have certification in one or more core academic content areas for which they have no current teaching assignment may (but are not required to) complete additional forms to identify whether they satisfy the Highly Qualified Teacher definition for these certificates as well. Federal reporting requirements apply to current teaching assignments only, not to all certifications a teacher may hold.

### 3. How does the Highly Qualified Teacher Identification Form work?

The Highly Qualified Teacher Identification form allows teachers to determine whether they satisfy the federal definition of a Highly Qualified Teacher as outlined in the *No Child Left Behind* legislation.

- ▶ Teachers at the elementary level answer only one question about passing a State test.
- ▶ Teachers at the middle (departmentalized) and secondary levels answer five questions for **EACH** core academic content area teaching assignment they have.
- ▶ Special education teachers who provide direct instruction in resource/replacement settings (K-5) or in self-contained classes (K-8) and those teaching students assessed against Alternate Proficiency Assessment must satisfy the requirement for elementary generalists.
- ▶ Special education teachers who provide direct instruction in resource/replacement settings (6-12) or in self-contained classes (9-12) must satisfy the requirement based on the grade level (i.e., chronological age) of the students they are teaching. Teachers who satisfy middle or secondary levels of content preparation also satisfy the content preparation/expertise requirements for less rigorous levels.

#### **P-3 TEACHERS**

Teachers assigned to teach preschool do not need to demonstrate content expertise.

Teachers holding P-3 certification who teach grades K, 1, 2, or 3 **must** meet Highly Qualified Teacher requirements by taking the state licensing exam.

#### **ELEMENTARY TEACHERS**

Did you pass any state licensing exam in the content area (i.e., General Knowledge Test of the Core Battery of the National Teacher Examination (NTE) or Praxis II Elementary Education: Content Knowledge Test)? New Jersey teachers certified since 1985 have been required to pass a test of content knowledge in order to obtain their teaching certificates. Teachers coming from other states may also have had to pass a content knowledge exam to obtain their certification. ESL teachers must pass the Oral Proficiency Interview and Writing Proficiency Test to obtain certification.

Teachers who answered **YES** to the question of whether they passed a state test satisfy the federal definition of a Highly Qualified Teacher. Teachers certified since 1985 in New Jersey were required to pass a state content knowledge test to obtain certification. These teachers do not need documentation of test scores because their certification is sufficient.

# General Form Instructions (A-E)

## DEPARTMENTALIZED MIDDLE AND SECONDARY TEACHERS

(Answer for EACH content area teaching assignment): If you answer YES to one of these questions, you have met the highly qualified requirement.

1. Did you pass any state licensing exam in the content area (i.e., Middle Grades or K-12 Praxis II content knowledge test(s) for the subject(s) that you teach)? New Jersey content area teachers certified since 1985 have been required to pass a test of content knowledge in order to obtain their teaching certificates. Teachers coming from other states may also have had to pass a content knowledge exam to obtain their certification. Departmentalized middle school teachers with K-8 certification may not use the Praxis II Elementary Education Content Knowledge test or the NTE to satisfy the requirement. They take the Praxis II Middle Grades Content Knowledge test(s) in the subject(s) they teach.
2. Do you have an academic major in the content area(s) you teach? The major must match the teaching certificate in order to satisfy the content preparation requirement. Your transcript serves as documentation. Examples of qualifying degrees/majors include: Bachelor of Arts: English; Bachelor of Science: Chemistry; Bachelor of Fine Arts: Music.
3. Do you have 30 college credits in the content area(s) you teach? If your degree reads Bachelor of Arts: Education or Bachelor of Science: Education, you must review your transcript and count the number of applicable content hours. Teacher education, generic teaching methods and educational psychology courses cannot be counted toward the 30 credit content requirement. At least 12 of the 30 credits must be at the upper division (junior or senior) level. Your transcript serves as documentation.

**Here is some additional guidance on counting 30 credits:**

*Middle/Secondary Teachers* should identify the content courses and count the number of semester hours appropriate for each of the content area(s) they are teaching. If you have 30 or more semester hours in the content area(s) you are teaching, you satisfy the requirement.

*Certified ESL Teachers* meet the highly qualified requirements to teach English and Language Arts Literacy to ESL students in grades K-12.

*ESL Teachers* who provide direct instruction in any other content area above the elementary level should follow the directions given above for departmentalized middle/secondary teachers.

*Special Education Teachers* who provide direct instruction to students with disabilities (who are assessed with the High School Proficiency Assessment or the Grade Eight Proficiency Assessment) in one or more core academic areas should follow the directions given above for departmentalized middle/secondary teachers.

**How to Count Content Courses:** Approved New Jersey programs within the broad content definition (i.e., language arts, science, social studies) usually require content course work in multiple areas. A biology program would probably require a course in chemistry and a course in physics. A history program would require other types of courses such as

## General Form Instructions (A-E)

economics or political science. Social Studies courses count only in the following content areas: U.S. history, world history, geography, economics, government/civics. Courses that are relevant to more than one core academic area (i.e., A course in the Renaissance that deals with both history and literature) may be counted as content preparation for multiple subject areas.

4. **Do you have a graduate degree in the content area(s) you teach?** If you have an advanced degree (e.g., Master of Arts: History, Master of Science: Biology, Master of Fine Arts: Dance) in the content area aligned with your certificate, you satisfy the federal definition of a Highly Qualified Teacher. If your graduate degree is in education (e.g., Master of Arts: Teaching or Master of Arts: Curriculum and Instruction) you must review the courses taken at the advanced level and determine if 12 or more semester hours were earned in the content field. If so, you satisfy the federal definition of a Highly Qualified Teacher. If your advanced degree is in administration, it is not content appropriate and will not satisfy the federal definition of a Highly Qualified Teacher. Your transcript serves as documentation.
5. **Are you a National Board Certified Teacher in the content area(s) you teach?** If you have achieved National Board Certification in the content area(s) you are teaching, you satisfy the federal definition of a Highly Qualified Teacher. You may be asked to attach a copy of your certificate to document your status.

**For EACH content area teaching assignment:** Teachers who answered **YES** to **ANY** of the five questions satisfy the federal definition of a Highly Qualified Teacher for that content area assignment.

### 4. What happens once I complete the form(s)?

Once you have completed all necessary forms, attach the appropriate documentation and complete the applicable Statement of Assurance (Form G) with your supervisor or principal. Return all forms (Highly Qualified Teacher Identification **and** NJ HOUSE Standard: Content Knowledge Matrix, if applicable) to your building principal to be kept on file at the building or district level. Keep a copy for your own records. These forms will be subject to the regular state monitoring process and will be used to compile New Jersey's data for *NCLB*.

### 5. How often must I complete the form(s)?

All teachers teaching core academic content must complete the approved HQT forms. The following teachers must complete the HQT form(s) immediately: (a) a new hire or novice (first year) teacher; (b) a teacher working under a different certificate; and (c) a teacher in a new teaching assignment. Teachers still in the process of satisfying the HQT requirements for their current teaching assignment must complete the form(s) annually until the requirements are met. **Once a teacher has met the HQT requirements for an assignment, either by using the federal criteria or the NJ HOUSE, the teacher's HQ status is permanent.**

**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM A**

**FOR: Holders of Elementary Education, and  
Special Education Certificates  
Teaching Elementary Grades or Content**

Name: \_\_\_\_\_ School Building: \_\_\_\_\_

**Your Certificate: (Check one per form)**

- Elementary Education — Circle appropriate certificate: P-3 K-5 N-8
- Teacher of the Handicapped
- Teacher of Students with Disabilities with appropriate elementary certification —  
Circle appropriate certificate: P-3 K-5 N-8
- Teacher of the Blind/VI
- Teacher of the Deaf/HH
- English as a Second Language (ESL)      World Language

**Directions:** Complete this form for the teaching assignment you have this year (full day, all subjects or multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

**Content Area Teaching Assignment :**      Elementary Generalist  
    No Current Assignment

**Grade-level Assignment:**      Elementary (K-5) (Elementary setting or Special Ed. self-contained)  
    Grade 6-8 (Elementary setting or Special Ed. self-contained)  
    Grade 9-12 (Special Ed. classrooms where all students are  
   assessed using the Alternate Proficiency Assessment)

**Did you pass any state licensing or certification exam  
(i.e., the National Teacher Examination or the Praxis II  
Elementary Education: Content Knowledge Test) or the Oral  
Proficiency Interview/Writing Proficiency Test)?**

**YES**                      **NO**

- Check here if you answered **YES**. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.
- Check here if you answered **NO**. For special education teachers employing IDEA flexibility and foreign teachers, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).



**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM B**

**FOR: Holders of Elementary Certificates  
Teaching Middle Grades Departmentally  
or Secondary Basic Skills Programs**

Name: \_\_\_\_\_ School Building: \_\_\_\_\_

**Your Certificate:** (Check one per form)

- Elementary Education (K-5) with Elementary Content Area Specialization  
 Elementary Education (K-8)       English as a Second Language (ESL)

**Directions:** Complete a separate form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

**Content Area Teaching Assignment (Check one content area assignment per form):**

- Social Studies (Economics, History, Civics, Geography)       Science  
 Language Arts Literacy (English, Reading, Lang. Arts including basic skills)       Mathematics (including basic skills)  
 Visual and Performing Arts       World Languages  
 No Current Assignment

**Grade-level Assignment:**  Grade 5 (Middle Setting)     Middle (6-8)     Grade 9-12 (Basic Skills)

<b>Did you pass a state licensing exam in this academic content?</b> <small>(i.e., Praxis II subject test)</small>	<b>Do you have an undergraduate major in this content?</b>	<b>Do you have 30 college credits in this content with at least 12 credits at the upper level?</b>	<b>Do you have a graduate degree in this content?</b>	<b>Are you a National Board Certified teacher in this content?</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.

Check here if you answered **NO** for **ALL** questions above. For foreign teachers teaching a World Language, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM C**

**FOR: Holders of Middle/Secondary Education  
Content Area Certificates  
Teaching in Middle and Secondary Schools**

Name: \_\_\_\_\_ School Building: \_\_\_\_\_

Title of Teaching Certificate: \_\_\_\_\_

**Directions:** Complete a separate form for each teaching assignment you have this year (multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

**Content Area Teaching Assignment (Check one content area assignment per form):**

- |   |  |
|---|--|
| <input type="checkbox"/> Social Studies (Economics, History, Civics, Geography) | <input type="checkbox"/> Science               |
| <input type="checkbox"/> Language Arts Literacy (English, Reading, Lang. Arts)  | <input type="checkbox"/> Mathematics           |
| <input type="checkbox"/> Visual and Performing Arts                             | <input type="checkbox"/> World Languages       |
|   | <input type="checkbox"/> No Current Assignment |

**Grade-level Assignment:**     Grade 5 (Middle setting)     Middle (6-8)     Secondary (9-12)

Did you pass a state licensing exam in this academic content? <small>(i.e., Praxis II subject test)</small>	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content with at least 12 credits at the upper level?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

- Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.
- Check here if you answered **NO** for **ALL** questions above. For foreign teachers teaching a World Language, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM D**

**FOR: Holders of Special Education Certificates  
Teaching in Departmentalized Settings**

Name: \_\_\_\_\_ School Building: \_\_\_\_\_

**Your Certificate:** (Check one per form)

- Teacher of Students with Disabilities with appropriate certification—  
Circle all that apply: K-5 w/mid school endorsement N-8 K-12
- Teacher of the Handicapped (K-12)
- Teacher of the Blind/VI
- Teacher of the Deaf/HH

**Directions:** Complete this form **ONLY** if you provide direct instruction in one or more content areas listed below. Complete a separate form for *each* teaching assignment you have this year (full-day/all subjects and multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment.

**Content Area Teaching Assignment (Check all that apply):**

- Social Studies (Economics, History, Civics, Geography)
- Language Arts Literacy (English, Reading, Lang. Arts)
- Visual and Performing Arts
- Science
- Mathematics
- World Languages
- No Current Assignment

**Indicate the grade level of the students you are teaching (Check all that apply):**

- Grade 5 (Middle setting)
- Middle (6-8)
- Secondary (9-12)

Did you pass a state licensing exam in this academic content? <small>(i.e., Praxis II subject test)</small>	Do you have an undergraduate major in this content?	Do you have 30 college credits in this content with at least 12 credits at the upper level?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

- Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.
- Check here if you answered **NO** for **ALL** questions above. For special education teachers employing IDEA flexibility, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

**The New Jersey  
Highly Qualified Teacher  
Identification  
FORM E**

**FOR: Holders of K-12 Content Area  
and ESL Certificates**

Name: \_\_\_\_\_ School Building: \_\_\_\_\_

Your Certificate: \_\_\_\_\_

**Directions:** Complete a separate form for *each* teaching assignment you have this year (multiple sections of the same course count as one assignment). You may also complete this form if you hold the certification but do not currently have a related teaching assignment. ESL teachers complete this form **ONLY** if you provide direct content instruction in Reading/English/Language Arts.

**Content Area Teaching Assignment (Check one content area assignment per form):**

- |   |  |
|---|--|
| <input type="checkbox"/> Elementary Generalist                                  | <input type="checkbox"/> Science               |
| <input type="checkbox"/> Social Studies (Economics, History, Civics, Geography) | <input type="checkbox"/> Mathematics           |
| <input type="checkbox"/> Language Arts Literacy (English, Reading, Lang. Arts)  | <input type="checkbox"/> World Languages       |
| <input type="checkbox"/> Visual and Performing Arts                             | <input type="checkbox"/> No Current Assignment |

**Grade-level Assignment (Check all that apply):**

- Elementary (K-5)       Middle (6-8)       Secondary (9-12)

<b>Did you pass a state licensing exam in this academic content?</b> <small>(i.e., Praxis II subject test)</small>	<b>Do you have an undergraduate major in this content?</b>	<b>Do you have 30 college credits in this content with at least 12 credits at the upper level?</b>	<b>Do you have a graduate degree in this content?</b>	<b>Are you a National Board Certified teacher in this content?</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

- Check here if you answered **YES** for **ANY** question above. You satisfy the federal definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance with your supervisor or principal and return all forms and documentation to your building principal.
- Check here if you answered **NO** for **ALL** questions above. For foreign teachers teaching a World Language, advance to the **NJ HOUSE Standard: Content Knowledge Matrix** to determine whether you satisfy the definition of a Highly Qualified Teacher under the NJ HOUSE Standard for additional content area assignment(s).

# Matrix Instructions (Form F)

## NEW JERSEY'S REVISED HOUSE STANDARD: THE CONTENT KNOWLEDGE MATRIX (Special Education and Foreign Teachers only)

### General Instructions

The NJ HOUSE Standard provides special education teachers and foreign teachers on short-term assignments, who do not satisfy the federal definition, with an **alternate** way to demonstrate that they are highly qualified to teach core academic content. The NJ HOUSE Standard has been revised to meet the NCLB requirements. Teachers who have passed a state licensing test and middle/secondary teachers who have met one of the five criteria outlined on the NJ Highly Qualified Teacher Identification form do not need to complete a NJ HOUSE Standard: Content Knowledge Matrix.

When the HOUSE expires a teacher's highly qualified status does **not** expire. Any teacher who is authorized as highly qualified in a teaching assignment and has completed the approved forms retains that highly qualified status **permanently**.

### 1. Who must complete the NJ HOUSE Standard: Content Knowledge Matrix?

The following teachers will need to complete the NJ HOUSE Standard Matrix Form:

- **Veteran special education teachers** may use the HOUSE for a limited time to become highly qualified in core academic content areas. The HOUSE may be used by teachers assigned to teach grades K-12, whether in self-contained or departmentalized settings. **However, a teacher who holds the Teacher of Students with Disabilities (SWD) may teach only in the grades authorized by the instructional certificate that accompanies the SWD license.**

Note: A teacher teaching special education for one year or more is a veteran.

- For public schools and charter schools the *reinstated* HOUSE will expire **June 30, 2010**
- For approved private schools for students with disabilities and public college operated programs for students with disabilities, the *reinstated* HOUSE will expire **June 30, 2012**
- **New special education teachers** exercising flexibility under IDEA must complete NJ HOUSE Standard: Content Knowledge Matrix to satisfy the federal definition of a Highly Qualified Teacher in one or more core academic content areas for which they have teaching assignments .

Note: **Veteran teachers** holding the special education certificate who have been assigned to teach special education for the first time are considered new teachers for purposes of IDEA flexibility.

- **Foreign teachers on short-term assignments**

# Matrix Instructions (Form F)

## 2. How does the Content Knowledge Matrix work?

The Content Knowledge Matrix allows teachers to demonstrate content preparation/expertise in each core academic subject they teach through a variety of options arranged in five categories. The categories are:

- **Content Area College Coursework** at higher education institutions where one takes or teaches credit courses in core academic content, on or offline, in NJ or another state. **Teachers must accrue 4 points in this category** and may accrue all 10 points in this category. Noncredit and audited courses are not eligible. Two-, three- or four-credit courses accrue 2 points each.
- **Content Area Professional Activities** such as serving on a standards, curriculum or assessment committee; completing a National Board assessment; or engaging in high-quality, sustained, research-based professional development focused on content-specific instructional and assessment strategies. Other professional activities include making content-specific presentations in your subject area for your school/district or for a professional education conference, and publishing content-related articles in journals. Activities must have been completed within the last four years. Teachers can accrue 1 point per documented activity annually **with an overall limit of 6 points for this category**.
- **NBPTS Elementary Certification** is available in the NJ House Standard for elementary teachers who have earned an Elementary Generalist certificate from the National Board of Professional Teaching Standards. National Board Certified elementary teachers earn 4 points.
- **Successful Content Area Teaching Performance** provides veteran teachers with up to 3 points when documented with satisfactory annual evaluations of teaching performance in the content area.

## 3. How many NJ HOUSE matrix forms must I complete?

Teachers must complete one form for **EACH** core academic content area teaching assignment for which they do not meet the federal definition of a Highly Qualified Teacher. This is determined by completing a NJ Highly Qualified Teacher Identification form for each core academic area teaching assignment. Special education teachers and Foreign teachers who teach all subjects to one group of students during the school day complete one NJ HOUSE matrix form.

## 4. What happens after I complete the Content Knowledge Matrix?

**Attach the appropriate documentation** and complete the appropriate Statement of Assurance (Form G). Your supervisor or principal must review the documentation and sign the Statement of Assurance. Return all forms (Highly Qualified Teacher Identification and NJ HOUSE Standard: Content Knowledge Matrix) to the building principal to be kept on file. These forms will be subject to the regular state monitoring process and used to compile New Jersey's data for *NCLB*. Teachers should keep a copy of all forms and documentation for their personal records.

**Note: The HOUSE Matrix is a permanent highly qualified designation in the district. It may also be portable between districts, based on each district's hiring practice.**



# Content Matrix FORM F

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
<p>College Coursework (continued)</p>	<ul style="list-style-type: none"> <li>▶ Courses may be given in or outside New Jersey</li> <li>▶ Education courses are <b>not eligible</b> to be counted <b>unless</b> they are specifically connected to academic content (it is advised that supervisors examine course descriptions to determine if a course is connected to academic content.)</li> </ul> <p><b>Documentation:</b> Copy of transcript; instructor's contract or letter of appointment.</p>		
<p>Content Area Professional Activities  (6 Point overall limit in this category)</p>	<ul style="list-style-type: none"> <li>■ Service on a committee to develop, select, validate and evaluate local, state, and/or national               <ul style="list-style-type: none"> <li>▶ Content Standards</li> <li>▶ Content Curriculum</li> <li>▶ Content Assessments</li> </ul> </li> <li>■ Completion of the relevant Content Area National Board Certification Assessment Process</li> <li>■ Participation in high quality, sustained, intensive professional development that is classroom-focused, research-based, aligned with the NJ Core Curriculum Content Standards and state assessments, and designed to advance teachers' understanding and use of content-specific instructional and assessment strategies to create a positive and lasting impact on classroom instruction</li> <li>■ Making a content-specific presentation in a subject area at a state, regional, national or international professional organization meeting or conference or for a school or</li> </ul>	<p>1 Point per documented activity in any area in this category per year</p> <p>(Activities must have been completed within the last 4 years)</p>	



# Content Matrix FORM F

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
Professional Activities (continued)	<p>district level in-service program (multiple presentations of the same material count once)</p> <ul style="list-style-type: none"> <li>■ Publishing an article addressing content knowledge and/or content-specific pedagogy in state, regional, national or international professional journal</li> </ul> <p><b>Documentation:</b> Copy of Professional Development Certificate(s) and/or Professional Improvement Plan (PDP); committee appointment; presenter contract; program agenda; published article</p>		
Content Area Teaching Activities	<p>Collaborative, interdisciplinary work on a sustained unit of study with a content area specialist (both teachers must be working simultaneously with the same group of students)</p> <p><b>Documentation:</b> Copy of PD Certificate and/or PIP; letter of appointment or team-teaching schedule assignment</p>	<p><b>1 Point per year</b></p> <p><b>(Within the last 4 years)</b></p>	
NBPTS Elementary Certification	<p>Elementary teachers who have earned National Board Certification as an Elementary Generalist from the National Board of Professional Teaching Standards (NBPTS)</p> <p><b>Documentation:</b> Copy of NBPTS certificate</p>	<p><b>4 Points</b></p>	
Successful Content Area Teaching Performance	<p>Successful teaching experience in the content area specified on this form. Experience may be in New Jersey or out-of-state schools.</p> <p><b>Documentation:</b> Satisfactory evaluation for each year.</p>	<p><b>8-15 yrs = 2 pts</b></p> <p><b>16+ yrs = 3 pts</b></p>	

# Content Matrix FORM F

CATEGORY	CRITERIA	CREDIT	YOUR POINTS
	<p><b>Special Education Teachers</b> who provide direct instruction in the elementary grades must satisfy the requirement for elementary teachers listed above. Special education teachers who provide direct instruction in departmentalized middle and/or secondary grades must satisfy the requirement based on the <b>grade level of the students they are teaching</b>. Those who satisfy secondary level content expertise automatically satisfy the content expertise requirement for middle levels.</p> <p><i>The 2004 Individuals with Disabilities Education Act (IDEA) reauthorization provides additional flexibility for novice (first year) special education teachers.</i></p>	<p><b>YOUR TOTAL:</b></p>	

## Content Matrix FORM F

### **FLEXIBILITY UNDER IDEA FOR NEW SPECIAL EDUCATION TEACHERS**

New (first-year) special education teachers who teach multiple content areas in middle or secondary settings and who have passed a content test or hold a degree in math, science, or language arts have up to two years from their date of hire to demonstrate content expertise in the remaining content area(s) they teach. These teachers may use the NJ HOUSE Standard: Content Knowledge Matrix to accrue 10 points in each remaining content area or may pass relevant content area exam(s). This flexibility is open to new special education teachers in both Title I and non-Title I schools.

*Note: Veteran teachers holding certification in special education who have been assigned to teach special education for the first time may employ IDEA flexibility in accordance with the policy for new special education teachers.*

### **FLEXIBILITY FOR VETERAN SPECIAL EDUCATION TEACHERS**

Veteran special education teachers (those teaching special education one year or more) may use the NJ HOUSE Standard: Content Knowledge Matrix to accrue 10 points in a content area for a limited time. For details, visit the HQT Web page at [www.nj.gov/education/profdev/nclb](http://www.nj.gov/education/profdev/nclb).

Once a teacher has satisfied HQT requirements, whether by using the federal criteria or NJ HOUSE, that status is permanent.

# Assurance Statement FORM G

## NJ Highly Qualified Teacher Statement of Assurance

Teacher's Name: \_\_\_\_\_

School Building: \_\_\_\_\_ County LEA Code: \_\_\_\_\_

**Certification(s) Held:**

- Elementary Education—Circle one: P-3 K-5 N-8
- Middle (Content Area(s): \_\_\_\_\_)
- K-12 (Content Area(s): \_\_\_\_\_)
- Teacher of ESL
- Teacher of the Handicapped
- Teacher of Students with Disabilities
- Teacher of the Blind/VI
- Teacher of the Deaf/HH

New Special Education Teacher invoking IDEA flexibility

Date of Hire \_\_\_\_\_

Content area in which federal requirement is met upon hire:  Language Arts  Math

1. According to the attached **New Jersey Highly Qualified Teacher Identification Form(s)**, I have satisfied the Highly Qualified Teacher definition for the following content area(s).

(Check all that apply):

- Elementary Generalist (full-day, all subjects)
- Social Studies (Economics, History, Civics, Geography)
- Language Arts Literacy (English, Reading, Language Arts)
- Visual and Performing Arts
- Science
- Mathematics
- World Language
- (specify)* \_\_\_\_\_

2. According to the attached **New Jersey HOUSE Standard: Content Knowledge Matrix Form(s)**, I have satisfied the Highly Qualified Teacher definition for the following content area(s).

(Check all that apply):

- Elementary Generalist
- Social Studies (Economics, History, Civics, Geography)
- Language Arts Literacy (English, Reading, Language Arts)
- Visual and Performing Arts
- Science
- Mathematics
- World Languages

3. According to the attached **documentation**, I DO NOT YET satisfy the Highly Qualified Teacher definition for the following content area(s) I am teaching. (Check all that apply):

- Elementary Generalist
- Social Studies (Economics, History, Civics, Geography)
- Language Arts Literacy (English, Reading, Language Arts)
- Visual and Performing Arts
- Science
- Mathematics
- World Languages

4. As a new (first year) special education teacher, who is highly qualified in Language Arts, Math or Science, I understand that I have two years from my date of hire to satisfy the Highly Qualified Teacher definition for the remaining content area(s) I teach.

I assure that the information presented on this and all attached forms is complete and accurate.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date