

**LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
April 20, 2020 6:30 PM
VIA TELECONFERENCE
at Link Community Charter School
23 Pennsylvania Avenue, Newark, New Jersey 07114**

Draft Minutes

CALL TO ORDER

This meeting is called to order at 6:37 pm.

OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on April 7, 2020, by letters mailed and faxed to the city clerks of the four districts of residence and the Essex County superintendent on April 2, 2020, by posting notice on the school website, and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Covington, Regina	√	
Daughtry, Brenda	√	
Ebanks, Shawna		√
Holguin-Veras, Susana	√	
Marshall, Richard	√	
Petrillo, John	√	
Purefoy, Frances	√	
Smith, Denise	√	

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, head of school
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney

APPROVAL OF MINUTES

Resolution #042020-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the meetings held on March 9, 2020 and March 19, 2020.

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #042020-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on April 20, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Voice; passed unanimously

PUBLIC COMMENT

During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility, nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.

CLOSING OF PUBLIC COMMENT

No members of the public present.

ACKNOWLEDGMENT OF CORRESPONDENCE

Letter to Board Chair from the NJDOE regarding expansion request

HEAD OF SCHOOL REPORT

Approval of home instruction provider contract

Resolution #042020-03: Be it Resolved that the Board of Trustees approves the contract with the Essex County Educational Services Commission for Home Instruction services at \$55.00 per hour for the 2020-2021 school year, as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Mrs. Covington

Discussion: None

Vote: Roll Call, passed unanimously

Approval of proclamations celebrating staff

Resolution #042020-04: Be it Resolved that the Board of Trustees approves the proclamations for Administrative Professionals Day on April 22, 2020, Teacher Appreciation Week during the week of May 4-8, 2020, and School Nurses Day on May 6, 2020, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Discussion: None

Vote: Voice; passed unanimously

Approval of 4th Quarter Electives

Resolution #042020-05: Be it Resolved that the Board of Trustees approves the following elective classes for the 4th quarter of the 2019-2020 school year, to be delivered online, as recommended by the head of school:

Elective Class	Instructor	Organization	Funding
Drawing	TBD	Newark School of Arts	Link Education Partners
Dance	TBD	Newark School of Arts	Link Education Partners
Hair and Beauty	Allison Antwi	Essex & Oliver, LLC	Link Education Partners
Book Club	Rey Correa	LCCS	LCCS
Mosaics	Yazmine Graham	Glassroots	Link Education Partners
Pottery	Tammie Ramos-Crispino and staff	Fire Me Up Studio	Link Education Partners
Canvas Painting	Tammie Ramos-Crispino and staff	Fire Me Up Studio	Link Education Partners

Calligraphy	Sally Wightkin		Link Education Partners
Cooking	Marai Pilar Paradiso	LCCS	LCCS
Film Scoring	Lisette Santigao	Jazz House Kids	Link Eduaction Partners
Introduction to French	Grace Stagliano	LCCS	LCCS
Knitting	Annie Tanella	LCCS	LCCS

Moved by Mrs. Purefoy
 Seconded by Mrs. Smith
 Discussion: None
 Vote: Roll call; passed with one abstention (Mr. Marshall)

Approval of leave

Resolution #042020-06: Be it Resolved that the Board of Trustees approves a leave of absence for Employee #L171 from May 1, 2020 through June 12, 2020, using temporary disability.

Moved by Mrs. Covington
 Seconded by Ms. Holguin-Veras
 Discussion: None
 Vote: Roll call; passed unanimously

COMMITTEE REPORTS

Governance Committee

Committee Report

See attached.

Resolution #042020-07: Be it Resolved that he Board of Trustees cancels the board retreat scheduled for Saturday, May 2, 2020, as recommended by the Governance Committee.

Moved by Mrs. Purefoy
 Seconded by Mrs. Covington
 Discussion: None
 Vote: Roll Call; passed unanimously

Approval of first reading of policy and regulations revision/additions

Resolution # 042020-08: Be it Resolved that the Board of Trustees approves the first reading of the revisions/additions of the following, as recommended by the Governance Committee:

- P1581 Domestic Violence, mandated, revised
- R1581 Domestic Violence, mandated, new
- P2422 Health and Physical Education, mandated, revised
- P3421.13 Postnatal Accommodations, recommended, new
- P4421.14 Postnatal Accommodations, recommended, new
- P5330 Administration of Medication, mandated, revised
- R5330 Administration of Medication, mandated, revised
- P8210 School Year, recommended, revised
- P8220 School Day, mandated, Revised
- R8220 School Closings, recommended, revised
- P8462 Reporting Potentially Missing or Abused Children, mandated, revise

Moved by Mrs. Smith
 Seconded by Mrs. Covington
 Discussion: None
 Vote: Roll Call; passed unanimously

Finance and Facility Reports

Committee Report

See attached.

Approval of financial reports

Resolution #042020-09: Be it Resolved that the Board of Trustees accepts and approves the Board Secretary Report and the Treasurer's Report for the month ending March 31, 2020, as recommended by the school business administrator.

Moved by Ms. Holguin-Veras

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll Call; passed unanimously

Approval of bills for payment

Resolution #042020-10: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the Bill List, recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mrs. Covington

Discussion: None

Vote: Roll Call; passed unanimously

Approval to accept donations

Resolution #042020-11: Be it Resolved that the Board of Trustees accepts donations of \$60.00 from the United Way of Essex and West Hudson and \$5,000 from Mr. Kenneth Goldman, to be used for purposes typically paid for by private funding, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll Call; passed unanimously

Approval to accept a loan

Resolution #042020-12: Be it Resolved that the Board of Trustees accepts an expected short term loan with a forgiveness option through the Paycheck Protection Program (PPP), as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Mr. Petrillo

Discussion: None

Vote: Roll Call; passed unanimously

Approval to open a bank account

Resolution# 042020-13: Be it Resolved that the Board of Trustees approves the opening of a bank account at Provident Bank to accept the proceeds from the Paycheck Protection Program (PPP), as recommended by the head of school.

Moved by Ms. Holguin-Veras

Seconded by Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

Approval to apply for additional Title I Funding

Resolution # 042020-14: Be it Resolved that the Board of Trustees approve applying for an expected additional Title 1 funding through the Federal Stimulus Package to be used for summer programming, technology, and/or other Title 1 permissible expenditures, as recommended by the head of school.

Moved by Mrs. Covington

Seconded by Mrs. Smith

Discussion: Mrs. Paradiso clarified that this is part of the stimulus funding to states and will fund extra technology for students needed due to COVID-19 school building closure.

Vote: Roll Call; passed unanimously

Education Committee
Committee Report

No report.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Link Education Partners Update: The annual golf outing in July and A Taste of Newark benefit in November are being assessed in light of the COVID-19 crisis. More information will be forthcoming.

The next regularly scheduled board meeting will be held on Monday, May 11, 2020.

MOTION TO ADJOURN THE MEETING

Moved by Mrs. Smith

Seconded by Ms. Holguin-Veras

Vote: Voice; passed unanimously

The meeting was adjourned at 7:44 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meeting and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,



Sharon F. Machrone, Board Recording Secretary

Date: April 20, 2020

Approved by the Link Community Charter School Board of Trustees: May 11, 2020

Head of School Report for LCCS Board
April 2020

Enrollment Update:

Grade Level	Approved Enrollment	19/20 Enrolled & Attending	19/20 Wait List	20/21 Applications
5	81	81	4	122 NEW applications
6	80	80 (1 moved out of district-transportation issue)	29	48 NEW
7	76	76 (1 moved out of district-transportation issue-sibling to 6 th grader)	74	28 NEW applications
8	71	71	28	19 NEW applications
Total	304 (80 K-5 span) (224 6-8 span)	308 (81 K-5 span) (227 6-8 span)		

Discipline:

Month	In School 2019-20	In School 2018-19		Out of School 2019-20	Out of School 2018-19
September	0	0		0	1
October	0	0		2	18
November	2	1		4	16
December	1	0		3	1
January	1	4		1	17
February	1	0		4	9
March					
Totals to Date	5	5		14	62

Student Recruitment:

- 122 applications received to date for 5th grade
- 48 applications received to date for 6th grade
- 28 applications received to date for 7th grade
- 19 applications received to date for 8th grade

Staffing:

- Have not hired for the two positions we listed: 5th grade science/social studies teaching position and a MLR position for special education teacher-no strong candidates

Partnerships

- Our elective partners are working with us to provide virtual electives program

Professional Development:

- Relay continuing online

Programming:

- Launching electives through virtual learning
- Following guidance on programming, evaluations will be conducted for certificated teachers and staff
- Lunch program-looking to improve engagement through some deliveries and gathering of information from families
- Discipline issues have been very few: plagiarism, minor testing infractions-both being responded to by Deans and teachers
- High student engagement
- Amazing teacher and engagement
- Care Packages for staff with support from LPA
- Looking at remote/virtual summer programming for rising 6, 7, and 8
- Exploring opportunities for a new student summer academy, evaluating challenge of building culture and community with new students without coming together physically in the building

PR:

- Working on a second online Facebook and internet ad campaign with a partner doing the planning and design work pro bono
- Working to create a landing page for those who see ads and have interest in learning more

HIB:

- None this month

State Reporting:

- CDS Submission completed
- State testing cancelled so no completion of NJSMART testing submissions is necessary

District Correspondence

- Received formal denial of request for reconsideration as expected. We are submitting new application after the waiver application (noted earlier in board agenda)

Upcoming Dates:

- None

School Calendar Updates:

- None

High School Placement

- Newark matches not going out until May. Could impact families matched favorably to withdraw or those unhappy with matches to submit new applications.

Standardized Testing

- State testing has been cancelled for this year

Special Projects:

- US CARES Act PPP Loan Program application pending with Provident Bank, Bank approval received, awaiting SBA assignment of loan number

Link Community Charter School**Board of Trustees****Policies for First Reading in April 2020 and Second Reading in May 2020****Policy and Regulation 1581 - Domestic Violence (Mandated)**

The NJ Civil Service Commission published a Uniform Domestic Violence Policy for public employees in October 2019 as a result of passing of N.J.S.A. 11A:2-6a enacted in January 2018. The policy incorporates the NJ Security and Financial Empowerment Act which provides for unpaid leave to an employee who was a victim of domestic violence or any sexually violent offence or whose family member was. The new policy totally replaces the current guide. Regulations 1581 is new.

Policy 2422 - Health and Physical Education (Mandated)

The revised policy adds Financial Literacy Instruction, and the History of Disabled and LGBT Persons (middle and high school) to curriculum requirements, as required by NJ statutes.

Policies 33421.13 and 4421.13 - Postnatal Accommodations (Recommended)

The NJDOE is required by law to report to the Governor and Legislature on lactation related policies implemented in schools. The law does not require a school to have a policy but Strauss Esmay is recommending a policy in advance of state requirements.

Policy and Regulation 5330 - Administration of Medication (Mandated)

State law added permission for students to self-medicate with hydrocortisone sodium succinate for adrenal insufficient in the same manner a student can self-medicate for epinephrine in May 2019 with an effective date of September 2019. While the state has not issued guidelines yet, Strauss Esmay is suggests revising the policy and regulations to meet the state statutes with regard to hydrocortisone sodium succinate administration. The statues currently state that a staff member must be on site and trained on epi-pen administration. The revision would call for staff members to be trained on the hydrocortisone medication administration as well.

Policy 8210 - School Year (Recommended)

The NJDOE published a Memorandum about delayed openings and early dismissal policies which caused the revision of this policy. Revisions include listing the school year minimum of 180 days, for the Board to approve the calendar by May 1, and explaining reasons why the board can change the calendar once approved.

Policy 8220 - School Day (Mandated)**Regulation 8220 - School Closings (Recommended)**

Revision of 8220 includes the new requirement that boards approve the starting and ending times of the school day, including shortened days, when they approve the school calendar, as stated in the Memorandum referenced above. The regulation has been updated as a consequence.

Policy 8462 – Reporting Potentially Missing or Abused Children (Mandated)

A new state statute requires the board to display – as a poster in a highly trafficked area that is publicly visible and readily accessible to students - specific information in the school about the Department of Children’s and Families’ State Central Registry and the toll free hot line for reporting child abuse. The policy had been revised to incorporate the requirements of the new law.

VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE (M)

1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE (M)

M

In accordance with the provisions of N.J.S.A. 34:11C-1 et seq., an employee who was a victim of an incident of domestic violence as defined in Section 3 of P.L.1991, c.261 (C.2C:25-19) or a sexually violent offense as defined in Section 3 of P.L.1998, c.71 (C.30:4-27.26), or whose child, parent, spouse, domestic partner, or civil union partner was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-1 et seq.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, an “employee” means a person who is employed for at least twelve months by the Board of Trustees, with respect to whom benefits are sought under N.J.S.A. 34:11C-1 et seq. – “NJ SAFE Act” for not less than 1,000 hours during the immediately preceding twelve-month period.

For the purposes of N.J.S.A. 34:11C-3 and this Policy, each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided the employee has not exhausted the allotted twenty days for the twelve-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
2. Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
3. Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner from future domestic or sexual violence or to ensure economic security;



VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE (M)

5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

An eligible employee may elect, or the Board of Trustees may require the employee, to use any of the accrued paid vacation leave, personal leave, or medical or sick leave (in accordance with the provisions of N.J.S.A. 18A:30-1) during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-1 et seq. In such case, any paid leave provided by the Board, and accrued pursuant to established policies of the Board, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-1 et seq. and, accordingly, the employee shall receive pay pursuant to the Board's applicable paid leave policy during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et seq. and the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.) or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.), the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-1 et seq. and this Policy shall not conflict with any rights pursuant to the "Family Leave Act," P.L.1989, c.261 (C.34:11B-1 et seq.), the "Temporary Disability Benefits Law," P.L.1948, c.110 (C.43:21-25 et seq.), or the Federal "Family and Medical Leave Act of 1993," Pub.L.103-3 (29 U.S.C. § 2601 et seq.).

Prior to taking this leave an employee shall, if the necessity for the leave is foreseeable, provide the Head of School with written notice of the need for the leave. The notice shall be provided as far in advance as is reasonable and practical under the circumstances.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed to prohibit the Head of School from requiring that a period of this leave be supported by the employee with documentation of the domestic violence or a sexually violent offense which is the basis for the leave. If documentation is required, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:



VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE (M)

1. A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
2. A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or a sexually violent offense;
3. Documentation of the conviction of a person for the domestic violence or a sexually violent offense;
4. Medical documentation of the domestic violence or a sexually violent offense;
5. Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, stating that the employee or employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense; or
6. Other documentation or certification of the domestic violence or a sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's child, parent, spouse, domestic partner, or civil union partner in dealing with the domestic violence or a sexually violent offenses.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals; and "designated domestic violence agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

For the purposes of N.J.S.A. 34:11C-1 et seq. and this Policy, "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.



VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE (M)

The Board shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of N.J.S.A. 34:11C-1 et seq., in such form and in such manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.

No provision of N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as requiring or permitting the Board to reduce employment benefits provided by the Board or required by a collective bargaining agreement which are in excess of those required by N.J.S.A. 34:11C-1 et seq. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by N.J.S.A. 34:11C-1 et seq. This provision shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and this Policy shall be construed as permitting the Board to:

1. Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to N.J.S.A. 34:11C-1 et seq. commenced; or
2. Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to N.J.S.A. 34:11C-1 et seq.

All information and/or documentation provided to the Board or Head of School pursuant to N.J.S.A. 34:11C-1 et seq., any information regarding a leave taken pursuant to N.J.S.A. 34:11C-1 et seq., and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

The Board of Trustees shall not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f.

N.J.S.A. 34:11C-1 et seq.



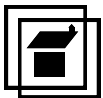
POLICY

LINK COMMUNITY CHARTER SCHOOL
BOARD OF TRUSTEES

Administration
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VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE (M)

Adopted: 10 November 2014



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ADMINISTRATION

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~~Victim of Domestic or Sexual Violence Leave~~

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1581 ~~VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE~~

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.



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~~Victim of Domestic or Sexual Violence Leave~~

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

- B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in



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~~Victim of Domestic or Sexual Violence Leave~~

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d.



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~~Victim of Domestic or Sexual Violence Leave~~

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic
Violence Policy

Adopted:



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R 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's (Civil Service Commission) Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the provisions of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

1. Definitions

The following terms are defined solely for the purposes of N.J.S.A. 11A:2-6a and Policy and Regulation 1581:

“Domestic Violence” - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.



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“Abuser/Perpetrator” - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone’s peace, or destroying someone’s property.

“Human Resources Officer (HRO)” - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

“Intimate Partner” - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

“Temporary Restraining Order (TRO)” - A civil court order issued by a judge to protect the life, health, or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim’s home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately ten business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

“Victim” - A person who is eighteen years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person,



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regardless of age, who has been subjected to domestic violence by one of the following factors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

“Workplace-Related Incidents” - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization’s physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to: facilities; work sites; equipment; vehicles; or while on work-related travel.

2. Persons Covered Under N.J.S.A. 11A:2-6a and Policy and Regulation 1581

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. A State of New Jersey public employer is any State, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers, and temporary employees of any public employer at any workplace location are also covered under N.J.S.A. 11A:2-6a and Regulation 1581 – Section A.

3. Responsibility of Employer to Designate a Human Resources Officer (HRO)

- a. All public employers shall designate an HRO to assist employees who are victims of domestic violence.



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- b. The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with Policy and Regulation 1581 – Section A. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to Policy and Regulation 1581.
- c. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.
 - (1) The name and contact information of the designated HRO must be provided to all employees.
- d. Policy and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.
 - (1) For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

4. Domestic Violence Reporting Procedure

- a. Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO.



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- b. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
- c. Nothing in Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.
- d. Each designated HRO shall:
 - (1) Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
 - (2) Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
 - (3) Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
 - (4) Refer the employee to the provisions and protections of the New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in Regulation 1581 - Section B.



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- (5) In cases where domestic violence involved a sexual touching or sexual assault between State employees, the HRO is also required to report the incident to their agency's Equal Employment Opportunity (EEO) Officer or Title IX Officer, as appropriate.
- (6) If there is a report of sexual assault or abuse, the victim should be offered the services of the New Jersey State Sexual Assault Response Team.
- (7) Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to A.5. below.
- (8) Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

5. Confidentiality Policy

- a. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.
- b. No provision of Policy and Regulation 1581 – Section A. shall supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.



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c. Policy 1581 and Regulation 1581 – Section A.5. shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace.

(1) When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law.

(2) The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.

(3) The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure.

(a) For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

d. Policy 1581 and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

6. Confidentiality of Employee Records

a. To ensure confidentiality and accuracy of information Policy and Regulation 1581 – Section A.6. requires the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.



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- b. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

7. Public Employer Domestic Violence Action Plan

- a. Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:
 - (1) Designate an HRO with responsibilities pursuant to A.3. and A.4. above.
 - (2) Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
 - (3) Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure; or other accommodation approved by the employer.
 - (4) Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.



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- (5) Commit to adherence of the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in Policy and Regulation 1581 – Section A., if the victim provides notice to their human resources office of the status or if the human resources office has reason to believe an employee is a victim of domestic violence.
- (6) Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to Policy and Regulation 1581 - Section B. of the civil right of action under the NJ SAFE Act.
 - (a) Advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer, and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act, or the New Jersey Law Against Discrimination and corresponding policies.
- (7) Employers, their designated HRO, and employees should familiarize themselves with Policy and Regulation 1581. Policy and Regulation 1581 shall be provided to all employees upon Board approval and to all new employees upon hiring.
- (8) Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.



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8. Resources

Resources and program information will be readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

9. Distribution of Policy

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute a Uniform Domestic Violence Policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to the Uniform Domestic Violence Policy, as changes occur.

10. Other Applicable Requirements

In addition to Policy and Regulation 1581, the HRO and the public employer's appointing authority, if applicable, must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in Policy and Regulation 1581 conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

11. Policy Modification and Review

- a. A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set out in the Uniform Domestic Violence Policy.
- b. The Civil Service Commission will review and modify their Uniform Domestic Violence Policy periodically and as needed.



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12. Policy Enforceability

The provisions of the Uniform Domestic Violence Policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

13. Policy Inquiries and Effective Date

Any questions concerning the interpretation or implementation of the Uniform Domestic Violence Policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. The Uniform Domestic Violence Policy and Policy and Regulation 1581 shall be enforceable upon the HRO's completion of training on the Uniform Domestic Violence Policy and Policy and Regulation 1581.

B. NJ SAFE Act – (N.J.S.A. 34:11C-1 et seq.)

1. The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

2. Definitions (N.J.S.A. 34:11C-2)

The following terms are defined solely for the purpose of N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act:

“Employee” means a person who is employed for at least twelve months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding twelve-month period. Any time, up to a maximum of ninety calendar days, during which a person is laid off or furloughed by an employer due to that employer curtailing operations because of a state of emergency declared after October 22, 2012, shall be regarded as time in which the person is employed for the purpose of determining eligibility for leave time under the NJ SAFE Act. In making the determination, the base hours per week during the layoff or furlough shall be deemed to be the same as the average number of hours worked per week during the rest of the twelve-month period.



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“Employer” means a person or corporation, partnership, individual proprietorship, joint venture, firm or company, or other similar legal entity which engages the services of an employee and employs twenty-five or more employees for each working day during each of twenty or more calendar work weeks in the then current or immediately preceding calendar year. “Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

3. Regulations Relative to Unpaid Leave for Employees and Family Members Affected by Certain Offenses (N.J.S.A. 34:11C-3)

- a. Any employee of an employer in the State of New Jersey who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

For purposes of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted twenty days for the twelve-month period.



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The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (2) Obtaining services from a victim services organization for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (3) Obtaining psychological or other counseling for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;



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- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, from future domestic or sexual violence or to ensure economic security;
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
- (6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim.



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- b. An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.

In such case, any paid leave provided by the employer, and accrued pursuant to established policies of the employer, or family temporary disability leave benefits, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-3.a and Regulation 1581 - Section B.3.a. and, accordingly, the employee shall receive pay pursuant to the employer's applicable paid leave policy, or family temporary disability leave benefits, during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-3.a and the "Family Leave Act," N.J.S.A. 34:11B-1 et seq. or the Federal "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. shall not conflict with any rights pursuant to the "Family Leave Act," the "Temporary Disability Benefits Law," N.J.S.A. 43:21-25 et al, or the Federal "Family and Medical Leave Act of 1993."

- c. Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.



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- d. Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B. shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave.

If the employer requires the documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

- (1) A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- (2) A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- (3) Documentation of the conviction of a person for the domestic violence or sexually violent offense;
- (4) Medical documentation of the domestic violence or sexually violent offense;
- (5) Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic violence or a sexually violent offense; or



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- (6) Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, in dealing with the domestic violence or sexually violent offenses.

For the purpose of N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.:

- (1) "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals;
- (2) "Designated Domestic Violence Agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the Division for the express purpose of providing the services.
- (3) "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.



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- e. An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act, in such form and manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.
- f. No provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as requiring or permitting an employer to reduce employment benefits provided by the employer or required by a collective bargaining agreement which are in excess of those required by the NJ SAFE Act. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by the NJ SAFE Act. N.J.S.A. 34:11C-3.e and Regulation 1581 – Section B.3.f. shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as permitting an employer to:

- (1) Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to the NJ SAFE Act commenced; or
- (2) Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to Regulation 1581 – Section B.3.a.



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g. All information provided to an employer pursuant to N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d. above and any information regarding a leave taken pursuant to N.J.S.A. 34:11C-3.c and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

4. Certain Actions by Employer Prohibited (N.J.S.A. 34:11C-4)

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act and Regulation 1581 – Section B.3. or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f and Regulation 1581 – Section B.3.g.

5. Violations; Penalties (N.J.S.A. 34:11C-5)

a. Upon a violation of any of the provisions of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., or N.J.S.A. 34:11C-4 and Regulation 1581 - Section B.4., an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the following relief:

- (1) An assessment of a civil fine of not less than \$1,000 and not more than \$2,000 for the first violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4 and not more than \$5,000 for each subsequent violation;



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- (2) An injunction to restrain the continued violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4;
 - (3) Reinstatement of the employee to the same position or to a position equivalent to that which the employee held prior to unlawful discharge or retaliatory action;
 - (4) Reinstatement of full fringe benefits and seniority rights;
 - (5) Compensation for any lost wages, benefits, and other remuneration;
 - (6) Payment of reasonable costs and attorney's fees.
- b. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation.
- c. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of N.J.S.A. 34:11C-1 et seq.

Adopted:



2422 HEALTH AND PHYSICAL EDUCATION (M)

M

The Board of Trustees will provide a comprehensive health education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behavior within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and wellbeing of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades 7 through 12.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades 7 through 12.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students participate in at least two and a half hours of health, safety, and physical education each school week.



HEALTH AND PHYSICAL EDUCATION (M)

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by the school.
12. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22) also known as the AIDS Prevention Act of 1999, requires sex education programs to stress abstinence.
13. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
14. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
15. History of disabled and LGBT Persons (N.J.S.A.35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities, and lesbian, gay, bisexual, and transgender people for middle school students.
16. Financial Literacy (N.J.S.A. 18A35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades 6 through 8.
- 17.. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provision of N.J.S.A. 18A:35-4.7, any student whose parent(s) or legal guardian(s) presents to the School Principal a signed statement that any part of the instruction in health, human sexuality and family life education or sex education program



is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no penalties as to credit or graduation shall result.

The Board of Trustees must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Trustees shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A.18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve

the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

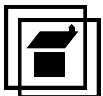
A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

| N.J.S.A. 18A:35-4.31; ~~18A:35-5; 18A:35-7; 18A:35-8~~

Adopted: 10 November 2014

Revised: 20 August 2018

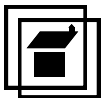
Revised: 11 March 2019



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Postnatal Accommodations

Mar 20

3421.13 POSTNATAL ACCOMMODATIONS

The Board of Trustees recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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SUPPORT STAFF MEMBERS

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Postnatal Accommodations

Mar 20

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Trustees recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



5330 ADMINISTRATION OF MEDICATION (M)

M

The Board of Trustees disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the school, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.5, ~~and 12.6~~ 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the ~~certified~~ school nurse may designate, in consultation with the Board or the Head of School, additional employees of the school who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Trustees or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and



N.J.S.A.18A:40-12,29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6d and N.J.S.A.18A:40-12,29. Good faith shall not include willful misconduct, gross negligence, or recklessness.

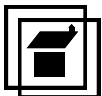
The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the school shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the school and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

The school shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE–State Department of Education regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student’s physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student’s educational progress with such information about the



ADMINISTRATION OF MEDICATION (M)

medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6;
18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6;
18A:40-12.7; 18A:40-12.8; [18A:40-29.29 through 12.33](#)

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted: 8 September 2014

Revised: 09 November 2015



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R 5330 ADMINISTRATION OF MEDICATION (M)

M

A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. “Self-administration” means carrying and taking medication without the intervention of the school nurse, approved through the school policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction or adrenal insufficiency.
4. “Life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life. ~~i.e. adrenaline injection in anaphylaxis.~~
5. “A pre-filled auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. “Noncertified ~~school~~ nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the school, and who is not certified as a school nurse by the New Jersey Department of Education (NJDOE).
7. “Substitute school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.



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8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the school. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current ~~certification~~ -license as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C.6A:9B-14.3 and 14.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school sponsored functions ~~school-related events~~ will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.
3. Parent(s) or legal guardian(s) requests for the administration of medication in school must be made in writing and signed by the parents or legal guardian.
4. The parent(s) or legal guardian(s) must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the student for whom the medication is intended,



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- d. The proper timing and dosage of medication,
- e. Any possible side effects of the medication,
- f. The time when the medication will be discontinued,
- g. A statement that the student is physically fit to attend school and is free of contagious disease, and
- h. A statement that the student would not be able to attend school if the medication is not administered during school hours.

5. The request for the administration of medication must be made to the Head of School or designee. ~~Principal~~ prior to any administration of medication or delivery of the medication to the school. The ~~Principal~~ Head of School or designee may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.

- a. An approved request will be signed by the Principal-Head of School or designee and given to the school nurse and the student's parent(s) or legal guardian(s).
- b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; ~~a denied request may be appealed to the Head of School.~~

C. Administration of Epinephrine To Students

- 1. In accordance with N.J.S.A. 18A:40-12.5, ~~The~~ parent(s) or legal guardian(s) may provide the Head of School or designee authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided that:
 - a. The parent(s) or legal guardian(s) provides the Head of School or designee a written authorization for the administration of epinephrine. ~~with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.~~



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b. The parent of the student provides the Head of School or designee with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;

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b. ~~The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Head of School, additional employees of the school who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent(s) or legal guardian(s) must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).~~

c. The parent ~~is(s) or legal guardian(s) must~~ be informed in writing by the Board or Head of School ~~or designee~~ that the school and its employees or agents shall have no liability as a result of any injury arising from the administration of epinephrine to the student.

d. The parent(s) ~~or legal guardian(s) must~~ sign a statement acknowledging their understanding the school shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent(s) ~~or legal guardian(s)~~ shall indemnify and hold harmless the school and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism.

e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.

f.



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f. The Superintendent or designee requires:

~~The school nurse shall be responsible for the~~

1. the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.

~~g. 2.~~ The school nurse or designee ~~shall to~~ be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction, and.

~~h. 3.~~ The ~~school nurse or designee shall arrange for the~~ transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

g. The Head of School or designee shall also:

(1) In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, Permit the school nurse or a designated employee trained designee to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above in Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 – Section C.1.c. when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction; and

i. (2) Require the school to will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician or advanced practice nurse, and that is accessible to the school nurse and trained

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designees for administration to a student having an anaphylactic reaction.

2. In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Trustees, additional employees of the school who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).

a. The school nurse shall determine that:

(1) The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;

(2) The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;

(3) The Board or Head of School or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;

The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the



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epinephrine via a pre-filled auto-injector mechanism to the student; and

(5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.

3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.

4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.

The certified school nurse, in consultation with the Head of School or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).

6. No school employee, including a school nurse, or any other officer or agent of a Board, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

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D. Administration of Hydrocortisone Sodium Succinate to Students

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:
 - a. The parent of the student provides the Head of School or designee a written authorization for the administration of hydrocortisone sodium succinate;
 - b. The parent of the student provides the Head of School or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
 - c. The Head of School or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate;
 - d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
 - e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:
 - a. The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to



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ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;

- b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and
- c. The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.

- 3. In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.

The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.

In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act" - N.J.S.A. 45:9-37.35 et seq.

The school nurse shall determine that:

- a. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;
- b. The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);



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- c. The Head of School or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;
 - d. The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
 - e. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.
- 4. Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.
 - 5. The certified school nurse, in consultation with the Head of School or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).
 - 6. No school employee, including a school nurse, or any other officer or agent of a Board of Trustees shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30.

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ADMINISTRATION OF MEDICATION (M)

Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.

ED. Permission for Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the permit the Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction or adrenal insufficiency may be granted under the following conditions provided that: may be granted under the following conditions:

1. The Parent(s) or legal guardian(s) of the student must provides the Head of School or designee Board written authorization for the self-administration of medication;
2. The parent(s) or legal guardian(s) of the student must also provides the Board or Head of School or designee with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction or adrenal insufficiency and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued, if applicable;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and



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- h. A statement the medication must be administered during the school day or the student would not be able to attend school.

3. The Board or the Head of School or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;

43. The parent~~(s) or legal guardian(s)~~ of the student ~~have signed~~ a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent~~(s) or legal guardian(s)~~ shall indemnify and hold harmless the school, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;

54. The parent's and/or legal guardian's written authorization and the physician's written certification ~~shall be~~ reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:

- a. The request will be signed by the Principal and given to the school nurse and the student's parent~~(s) or legal guardian(s)~~;
- b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request~~; a denied request may be appealed to the Head of School;~~

65. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and

76. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in E1. through E64. above.

E. Custodianship of Medication

- 1. Medications to be administered by the school nurse or a registered nurse:



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ADMINISTRATION OF MEDICATION (M)

- a. All medications must be delivered to the school by the parent(s) or legal guardian(s).
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent(s) or legal guardian(s).
 - e. After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
- a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction or adrenal insufficiency, all medications to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal-Principal or designee and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.



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ADMINISTRATION OF MEDICATION (M)

- d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism or prescribed medication for adrenal insufficiency, at all times, provided the student does not endanger himself or other persons through misuse.

F-G Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored ~~event-function~~ except as permitted by Board ~~P~~policy 5330 and this regulation.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the school, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 ~~and 12.4~~, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored ~~event-function~~ at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's



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parent~~(s) or legal guardian(s)~~ will be invited to attend. If neither the school nurse nor the parent~~(s) or legal guardian(s)~~ can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the ~~event~~function.

G. Emergencies

Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3).

H. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

I. Notification



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1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted: 8 September 2014

Revised: 9 November 2015



8210 SCHOOL YEAR

The Board of Trustees recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the school.

The Board shall ~~determine~~ annually approve the days when the school will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction in accordance with N.J.S.A. 18A:7F-9. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A half day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

A school day shall consist of not less than four hours except that oone continuous session of two and one half hours may be considered a full day for Kindergarten in accordance with N.J.A.C. 6A:32-8.3(b). ~~of actual instruction. A half day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.~~

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parents or person standing in loco parentis. Staff members shall avoid, whebnever possible, scheduling a test on a religious holiday communly observed by student families.

The Head of School shall annually prepare and submit to the Board a school calendar no later than May 130. The Board reserves the right to alter the school calendar when such alteration is feasible and serves the best interests of the students of this school; the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended closing during the school year due to an unforeseen circumstances; and/or due to any reason deemed in the best interest of students.

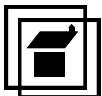
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N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.A.C. 6A:32-8.3

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Adopted: 10 June 2014



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SCHOOL YEAR



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SCHOOL DAY

8220 SCHOOL DAY

The Board of Trustees shall annually approve ~~determine~~ the times that school will be in session including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3 for the purpose of providing adequate time for students to profit from the educational program of the school.

The school will be in session for students on those days and times recommended by the Head of School and annually approved by the Board. ~~specified by the Board and at the following times:~~

~~Grades Seven and Eight~~ ~~Grades Five and Six~~
~~8:00 a.m. 4:00 p.m.~~ ~~7:45 a.m. 3:45 p.m.~~

The Head of School may close the school, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather) must meet certain requirements in order to count toward the 180 day requirement in N.J.S.A.18A:7F-9.

~~The~~ The Head of School shall inform the Board Chairperson of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any delayed opening or emergency school closing ~~closing of the school.~~

~~N.J.A.C. 6:20-1.3; 6:21-2.5~~
N.J.A.C. 6:2-8.3

Adopted: 10 June 2014

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SCHOOL CLOSINGS

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. ~~No single set of rules can anticipate the problems that may be encountered when school must be closed, and Principal may be required to exercise independent judgment in individual circumstances. The consequent deviation from these rules should be reported promptly to the Head of School.~~

As a general rule, when the Newark Public Schools are closed because of weather conditions, Link Community Charter School will also be closed.

~~Please note that~~ Link Community Charter School does not follow the public school schedule and will not necessarily be closed on non-weather-related closing days or holidays that the public schools take including professional days, teacher workshop days, etc.

A. Notification Process

Link Community Charter School uses ~~School Reach~~, an automated ~~parent~~ notification system which will alert parents and staff via phone, text or email of school closings and delayed openings.

If there is a change in weather condition during a school day and school will have to be cancelled, parents will be called via the School Reach automated system so that parents can make arrangements to get their children home.

It is therefore important for parents to keep their phone information current for this system to work properly.

In addition to the automated phone call, Link Community Charter School will post school closing, delayed opening, and early dismissal information on its website, www.linkschool.org as well as on ABC Channel 7 and News 12. A message will be posted on the school's main phone line, 973-642-0529.

Parents are notified of this notification process through the Parent Student Handbook issued each September and staff is notified through the Staff Handbook.

For any decision to close school or delay the opening, the Head of School will notify the Board of Trustees President and any individual; or organization that needs to know.



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LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

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SCHOOL CLOSINGS

B. All Day Closing

The decision to close school for the day will be made in accordance with Policy 8220 by the Head of School or designee. As soon as the decision is made, the Head of School or designee will begin the notification process.

C. Delayed Opening

The Head of School will make the decision to delay the opening of school as soon as practicable and begin notifications immediately.

The Principal will modify the school's schedule to accommodate the shorter day. After school and athletic events may be cancelled.

If the weather changes for the worse after the notification, the Head of School may decide to close for the full day and another notification will be made.

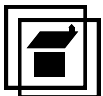
D. Early Dismissal

The Head of School or designee will make the decision to close school early and promptly begin the notification process.

A parent may come to school at any time after being notified of the decision to close early to pick up his/her child. Any removal of a child must be in strict accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.

The Principal may designate a safe and secure location in the building to which may be assigned students whose parents could not be reached by telephone or other means. A school administrator or teaching staff member will

Issued: 10 June 2014



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REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

M

The Board of Trustees recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Trustees adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, ~~and~~ N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4 (d).

Employees, volunteers, or interns working in the school shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The school shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

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The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

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The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such



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LINK COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES

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REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school. Confirmation by another person is not required for a school employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The school designates the school social worker as the school's liaison to designated child welfare authorities to act as the primary contact person between the school and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The school designates the Head of School or school social worker as the school's liaison to law enforcement authorities to act as the primary contact person between the school and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Head of School or social worker shall provide training to school employees, volunteers, or interns on the school's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school employees, volunteers, or interns working in the school shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. [18A:33-28](#); 18A:36-24; 18A:36-25 et seq.



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REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

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

Adopted: 11 August 2014
Revised: 17 October 2016
Revised: 09 July 2018





Finance & Facilities Committee Report

April 20, 2020

Attendance:

- ☐ Richard Marshall
- ☐ Leslie Baynes

Bma Baje
Susanna Holgun-Veras

I. Financial Review

a. Treasurer's Report:

- i. As of March 31, 2020, total operating cash on hand \$1,114,514.67 net \$3,989.32 in outstanding checks.
 - Cash in accts as of 4/20 \$976,204
 - Deposit 4/21 \$294,994

b. Secretary's Report:

- i. As of March 31, 2020
 - \$3,739,005 in expenses have been paid
 - \$1,872,118 in encumbrances are pending payment
 - \$472,911 remains unencumbered

c. Budget:

- i. Budget expense reductions areas due to COVID
 - Security
 - Facility maintenance & supplies
 - Substitutes
 - Supplies instructional
 - Utilities
- ii. Preparing 2021-22 budget w/ 5% & 15% decreases due to possible impact of COVID
- iii. Applied for 777,846.71 COVID stimulus funding

d. Bills List:

- i. Review and approval of bills list

II. Operations

- a. Student meals distribution- slow but steady. Boxes to families over spring break. Looking into increasing outreach, maybe delivery to a few locations.

III. Facilities

- a. Facilities staff working hard, cleaning & painting

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:3551	3/5/20	AT & T 2019-2020 Long Distance Charges	984.99	P202000027	11-000-230-530-000-057
A:3552	3/5/20	AT&T Teleconference Services Jan 2020 Teleconference Charges	275.28	P202000028	11-000-230-530-000-057
A:3553	3/5/20	Best Cleaning Building Service, Inc. Cleaning Services FEB 2020	5,525.00	P202000091	11-000-240-500-000-068
A:3554	3/5/20	Blick Art Materials Art Supplies	6.74	P202000066	11-190-100-610-000-047
A:3555	3/5/20	CIT 2019-20 Copier serv	2,701.30	P202000049	11-000-230-330-000-056
A:3556	3/5/20	City of Newark Division of Water FEB 2020 Water Expenses	607.07	P202000019	11-000-262-620-000-074
A:3557	3/5/20	Duplitron Copier expenses 11/5/19-2/4/20	440.22	P202000115	11-190-100-610-000-047
A:3558	3/5/20	Great Minds Eureka Math Workbook Sets & License/Subscr	2,025.03	P202000067	11-190-100-640-000-048
		Eureka Math Workbook Sets & License/Subscr	11,869.01	P202000067	11-190-100-640-000-048
Total Check Amount:			13,894.04		
A:3559	3/5/20	i2 Learning Foundation Licensing i2 learning STEM week curriculum	500.00	P202000156	20-231-100-600-000-096
A:3560	3/5/20	MACHADO LAW GROUP Legal Services JAN 2020	2,080.00	P202000123	11-000-230-331-000-059
A:3561	3/5/20	Maschio's Food Service Inc. Annual Food Service JAN 20	20,684.91	P202000102	60-910-310-600-000-000
A:3562	3/5/20	INVO HEALTHCARE ASSOCIATES SLP/BCBA JAN 2020	4,094.00	P202000145	20-250-200-300-000-097
A:3563	3/5/20	New Jersey Re-Insurance Company Insurance Policy FEB 2020	3,130.91	P202000078	11-000-291-260-000-054
A:3564	3/5/20	Optimum 02/23-03/22 Internet	146.26	P202000010	11-000-230-530-000-057
A:3565	3/5/20	Protective Measures apr-jun System Maint & monitoring	527.17	P202000014	11-000-262-890-000-075
A:3566	3/5/20	PSE&G 2019-2020 Gas/Electric Charges	6,869.34	P202000021	11-000-262-620-000-074

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:3567	3/5/20	School Health Corp			
		Nurse Supplies 2019-2020	200.67	P202000015	11-190-100-610-000-047
		Nurse Supplies 2019-2020	50.05	P202000015	11-190-100-610-000-047
Total Check Amount:			250.72		
A:3568	3/5/20	Selective Insurance Company of America			
		Liability & Property Insurance	2,877.00	P202000087	11-000-262-520-000-070
A:3569	3/5/20	Staples Advantage			
		2019-2020 School Supplies	129.95	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	179.99	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	23.74	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	206.49	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	36.79	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	166.23	P202000022	11-190-100-610-000-047
		2019-2020 School Supplies	702.34	P202000022	11-190-100-610-000-047
Total Check Amount:			1,445.53		
A:3570	3/5/20	Teacher Synergy, LLC			
		PPT Lessons for Eureka Math 6th-7th + Process	182.99	P202000152	11-190-100-320-000-045
A:3571	3/5/20	Verizon			
		2019-2020 Telephone Service	503.23	P202000033	11-000-230-530-000-057
A:3572	3/5/20	Waste Management of New Jersey, Inc.			
		MAR 2020 Waste Management	1,012.14	P202000013	11-000-240-500-000-068
A:3573	3/5/20	Western Pest Services			
		Pest Control services FEB 20	450.50	P202000048	11-000-240-500-000-068
A:3574	3/5/20	The Goodkind Group, LLC			
		Para S.M. wk end 9/8	818.63	P202000114	20-231-100-300-000-096
		Para wk end 11/24 E.O.	177.00	P202000114	20-231-100-300-000-096
		Para wk end 12/1 G.B.	249.32	P202000114	20-231-100-300-000-096
		Para wk end 12/1 G.B (Bal)	388.90	P202000146	20-231-100-300-000-096
		Paras wk end 12/1 G.C.	582.63	P202000146	20-231-100-300-000-096
		Paras Wk End 12/1 J.C.	600.03	P202000146	20-231-100-300-000-096
		Paras wk end 12/1 PJF	585.28	P202000146	20-231-100-300-000-096
		Paras wk 1/12/20 GB, JC, GC, PJF	4,073.13	P202000146	20-231-100-300-000-096
		Paras wk 1/19/20 gb, jc, gc, pjf	4,379.84	P202000146	20-231-100-300-000-096
		Paras wk 2/9/20 GB, JC, GC, PJF	4,016.79	P202000146	20-231-100-300-000-096
		Paras wk 2/16/20 GB, JC, GC, PJF	3,529.35	P202000146	20-231-100-300-000-096
		Paras WK 2/23/20 TB, GB, JC, GC, PJF	3,491.40	P202000146	20-231-100-300-000-096
		Paras wk 3/1/20 TB, GB, JC, GC	4,386.88	P202000146	20-231-100-300-000-096
Total Check Amount:			27,279.18		
A:3575	3/5/20	LINK EDUCATION PARTNERS, INC			
		APR 2020 Rent	2,733.34	P202000147	11-000-262-441-000-069
A:3576	3/5/20	Horizon BCBS			
		MAR 2020 Health Insurance	30,115.21	P202000001	11-000-291-270-000-054

All Bank Accounts Included

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
A:3577	3/5/20	Dr. Kia Grundy Physician Services 2019-2020	3,000.00	P202000154	11-000-230-500-000-056
A:3578	3/5/20	Delta-T Group North Jersey, Inc. Sub Teachers 1/27-1/31 Sub Teachers 2/3-2/7 Sub Teachers 2/10-2/13 Sub Teachers 2/18-2/21	2,256.77 2,281.28 2,028.16 2,266.81	P202000095 P202000095 P202000095 P202000095	11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045 11-190-100-320-000-045
Total Check Amount:			8,833.02		
A:3579	3/5/20	NJ Charter Schools Association Leslie Baynes Maria Paradiso	392.00 392.00	P202000094 P202000094	11-000-230-890-000-063 11-000-230-890-000-063
Total Check Amount:			784.00		
D:1128	3/5/20	Horizon BCBS MAR 2020 VISION MAR 2020 DENTAL	180.15 829.03	91 - 484 91 - 485	vision Dental
Total Check Amount:			1,009.18		
A:3580	3/9/20	ALLIED UNIVERSAL SECURITY SERVICES 2/14/20-2/20/20 Security Services 2/21/20-2/27/20 Security Services 2/7/20-2/13/20 Security Services 1/31/20-2/6/20 Security Services 1/24/20-1/30/20 Security Services 1/3/20-1/9/20 Security Services 12/27/20-1/2/20 Security Services 12/20/19-12/26/19 Security Services 12/13/19-12/19/19 Security Services 1/17/20-1/12/20 Security Services 1/10/20-1/16/20 Security Services 11/29/19-12/5/19 Security Services 11/16/19-11/21/19 Security Services 11/8/19-11/14/19 Security Services 11/01/19-11/07/19 Security Services	1,214.48 2,161.30 2,053.43 2,069.41 1,985.52 1,981.52 311.61 255.68 1,937.58 1,685.89 1,965.54 1,471.63 2,016.83 1,586.00 1,746.13	P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026 P202000026	11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068 11-000-240-500-000-068
Total Check Amount:			24,442.55		
A:3581	3/9/20	Maschio's Food Service Inc. Annual Food Service 19-20	20,684.91	P202000102	60-910-310-600-000-000
The Grand Total of all Checks from Fund 11 is:			113,818.55		
The Grand Total of all Checks from Fund 20 is:			31,873.18		
The Grand Total of all Checks from Fund 60 is:			41,369.82		
The Grand Total of all Checks from Fund 91 is:			1,009.18		
The Grand total of all checks for this period is:			188,070.73		

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
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We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



BOARD OF TRUSTEES PROCLAMATION

Administrative Professionals Day, Wednesday, April 22, 2020

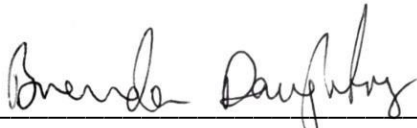
WHEREAS, administrative professionals play an essential role in coordinating the office operations at Link Community Charter School, efficiently handling the day-to-day routines that keep our school running smoothly; and

WHEREAS, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

WHEREAS, administrative professionals are key frontline public relations ambassadors, because they are often the first impression people receive, representing the face of the school to parents, community members, and students who walk in the doors of our school or call on the telephone; and

NOW, THEREFORE, BE IT PROCLAIMED, that the members of the Link Community Charter School Board of Trustees express their deep appreciation to our administrative professionals for all they do to support our students, staff and school and hereby join the rest of the nation in celebrating Wednesday, April 22, 2020 as Administrative Professionals Day.

*Signed this 20th day of April, 2020, on behalf of the
Link Community Charter School Board of Trustees,*



Brenda Daughtry, chair



BOARD OF TRUSTEES PROCLAMATION

School Nurse Day, Wednesday, May 6, 2020

WHEREAS, school nurses serve as vital members of the educational team, playing a central role in creating a positive school environment, and facilitate partnerships among a student's home, school, and community to ensure academic success; and

WHEREAS, families deserve to feel confident that their children will be cared for when they are at school; and

WHEREAS, all students have a right to have their health needs safely met while in the school setting; and

WHEREAS, children today face more complex and life-threatening health problems requiring care in school; and

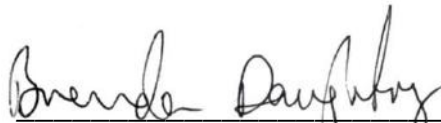
WHEREAS, school nurses address the home and community factors (e.g. social determinants) that impact students' health; and

WHEREAS, school nurses are professionals that advance the well-being, academic success, and life-long achievements of all students by serving on the frontlines and providing a critical safety net for our nation's most fragile children; and

WHEREAS, school nurses understand the link between health and learning and are in a position to make a positive difference for children every day,

NOW, THEREFORE BE IT PROCLAIMED, that the members of the Link Community Charter School Board of Trustees express their deep appreciation to our school nurses for all they do to support our students, parents, and school and hereby join the rest of the nation in celebrating Wednesday, May 6, 2020 as School Nurse Day.

*Signed this 20th day of April 2020, on behalf of the
Link Community Charter School Board of Trustees,*


Brenda Daughtry, chair



BOARD OF TRUSTEES PROCLAMATION

Teacher Appreciation Week, May 4-8, 2020

WHEREAS, teachers work to help students develop their minds, bodies, and spirits;
and

WHEREAS, teachers encounter students of widely differing abilities, talents, and personalities and adapt their teaching to meet the needs of all students; *and*

WHEREAS, teachers mold future citizens through guidance and education; *and*

WHEREAS, our country's future depends upon providing quality education to all students; *and*

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students; *and*

WHEREAS, teachers inspire and motivate students to a love of learning; *and*

WHEREAS, our teachers spend many hours enhancing their own knowledge, skills, and abilities through professional development programs and self-study to ensure student success; *and*

NOW, THEREFORE, BE IT PROCLAIMED, that the members of the Link Community Charter School Board of Trustees express their deep appreciation to our teachers for all they do to support our students for success, and hereby join the rest of the nation in celebrating the week of May 4-8, 2020 as Teacher Appreciation Week.

*Signed this 20th day of April, 2020, on behalf of the
Link Community Charter School Board of Trustees,*

A handwritten signature in black ink that reads "Brenda Daughtry". The signature is fluid and cursive, written over a horizontal line.

Brenda Daughtry, chair