

2024-2025 STAFF PACKET INFORMATION



1. School Calendar
2. Marking Period/Conference and Cycle Schedules
3. Board Meeting Schedule (September through January Reorganization Meeting)
4. Absence Management
5. Attendance, Sign In/Out Roster, and Dress and Grooming Information
6. Professional Development Workshop Request Instructions
7. Course Approval Information
8. Criminal History Regulation Notice
9. Holiday/Event Calendar Dates
10. State List of Religious Holidays
11. Field Trips
12. How and When to Report Child Abuse/Neglect

THE FOLLOWING 6 ITEMS REQUIRE ACTION:

(you will receive an email with 2 Google form links in order to submit your signature)

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

FAIRFIELD PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR

DATE	DAY (S)	EVENT	STAFF INST. AIDES	STUDENTS	P/G CAFETERIA AIDES
August 2024			2	0	0
28	Wednesday	New Teacher Orientation			
29	Thursday	First Day Meeting for Staff			
30	Friday	Early Dismissal for Staff Prep Day			
September			20	20	20
2	Monday	Labor Day - No School			
3	Tuesday	First Day for Students			
10	Tuesday	Back to School Night: Stevenson			
11	Wednesday	Back to School Night: Churchill			
16	Monday	2-Hour Delayed Opening for Students Professional Development for Staff (AM)			
October			22	21	21
3	Thursday	Rosh Hashanah - No School			
14	Monday	No School Students Professional Development for Staff			
November			17	17	13
7 & 8	Thu. & Fri.	NJEA Convention - No School			
21, 25, 26	Thu, M & Tue	Early Dismissal for Conferences			
27	Wednesday	Early Dismissal for Students and Staff			
28 & 29	Thu. & Fri.	Thanksgiving Recess - No School			
December			15	15	14
9	Monday	2-Hour Delayed Opening for Students Professional Development for Staff (AM)			
20	Friday	Early Dismissal for Students and Staff			
23-31	Mon. – Tue.	Winter Break - No School			
January 2025			21	21	21
1	Wednesday	New Year's Day - No School			
16	Thursday	2-Hour Delayed Opening for Students Professional Development for Staff (AM)			
20	Monday	Martin Luther King, Jr. Day - No School			
February			18	18	17
14	Friday	Early Dismissal for Students and Staff			
17 & 18	Mon. & Tue.	Presidents' Day Recess - No School			
March			21	21	21
19	Wednesday	2-Hour Delayed Opening for Students Professional Development for Staff (AM)			
April			16	16	16
18	Friday	Good Friday - No School			
21-25	Mon. – Fri.	Spring Break - No School			
May			21	21	20
23	Friday	Early Dismissal for Students and Staff			
26	Monday	Memorial Day - No School			
27	Tuesday	2-Hour Delayed Opening for Students Professional Development for Staff (AM)			
June			15	15	12
18	Wednesday	Early Dismissal for Students			
19	Thursday	Early Dismissal for Students			
20	Friday	Last Day: Early Dismissal for Students Teachers upon completion of sign out			
Total Days			188	185	175
<i>If more or less than 5 snow/emergency days are used, the calendar will be subject to change at the discretion of the Superintendent/Board of Education.</i>			-5	-5	-5
			183	180	170

UPDATED JULY 16, 2024 BY BOARD OF EDUCATION

FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, NEW JERSEY 07004
KINDERGARTEN - GRADE SIX
MARKING PERIOD / CONFERENCE INFORMATION
2024-2025 SCHOOL YEAR

<u>Marking Period</u>		<u>Cycle of days</u>	<u>Report Card Distributed Grades K-6</u>
<u>From</u>	<u>To</u>		
September 3, 2024 (Tu)	December 3, 2024 (Tu)	60	November 21 & 25, 2024 (Th, Mon.)
December 4, 2024 (W)	March 12, 2025 (W)	60	March 21, 2025 (F)
March 13, 2025 (Th)	June 13, 2025 (T)	60	June 20, 2025 (F)
		180**	

*Kindergarten distribution TBD

**180 student days to June 13 plus 5 days to June 20 = 185 days as per calendar

CONFERENCES

DATES.

Tuesday, November 21, 2024
Monday, November 25, 2024

STEVENSON & CHURCHILL

Evening
Afternoon & Evening

CYCLE DATES

Cycle 1	September 3, 2024 – October 24, 2024
Cycle 2	October 25, 2024 – December 23, 2024*
Cycle 3	January 2, 2025 – February 21, 2025*
Cycle 4	February 24, 2025 – April 17, 2025*
Cycle 5	April 28, 2025 – End of School Year*

***If we have to use a snow day, we will move the cycle days forward accordingly.**



**FAIRFIELD TOWNSHIP BOARD OF EDUCATION
MONTHLY BOARD MEETING SCHEDULE 2024**

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

Meetings are typically held the third Thursday of each month, unless otherwise noted:

Public Work Session beginning at 6:00 PM followed by Executive Session with
Public Session resuming at approximately **7:30 PM** at the
Fairfield Municipal Building, 230 Fairfield Road, Fairfield, NJ 07004

September 26, 2024	Thursday	Regular Meeting
October 24, 2024	Thursday	Regular Meeting
November 21, 2024	Thursday	Regular Meeting
December 19, 2024	Thursday	Regular Meeting
January 9, 2025	Thursday	Reorganization Meeting

Dates for January through December 2025 regular meetings will be available after the January reorganization meeting.

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

FAIRFIELD PUBLIC SCHOOLS
SUPERINTENDENT'S OFFICE

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

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

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

Attendance, Sign In/Out Roster, Sick Leave, Dress and Grooming

Refer to the following policies, regulations, statutes and FEA contract for information regarding attendance, sick leave, signing in/out of building, and dress and grooming.

Teaching and Support Staff Members:
Policies and/or Regulations 3212/4212, 1642.01 and 3216/4216

Request for Doctor's Note

18A:30-4. Sick leave, physician's certificate, requirements; definitions.

- a. In case of sick leave claimed due to personal illness or injury, a board of education may require a physician's certificate to be filed with the secretary of the board of education in order to obtain sick leave.
- b. If an employee's need to use sick leave as defined pursuant to N.J.S.18A:30-1 is foreseeable, a board of education may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the board of education.
- c. If the reason for the leave is not foreseeable, a board of education may require an employee to give notice of the intention as soon as practicable, if the board of education has notified the employee of this requirement.
- d. A board of education may prohibit employees from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- e. In case of sick leave claimed for *three or more consecutive days*, a board of education may require *reasonable documentation* that the leave is being taken for a purpose permitted pursuant to subsection a. of N.J.S.18A:30-1.

Sign In/Out Roster

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

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

Dress and Grooming

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

WORKSHOP/CONFERENCE REQUEST

Our Workshop/Conference Request form is located on the district's website under staff forms.

ALL workshops are to be Board approved as of 2024-2025.

- *All workshops are to be entered into Absence Management whether they are away, held in-house or virtual.*
 - *You must complete the "Travel Report" (under staff forms on our website) for ALL workshops, whether you travel or not (this is not for mileage).*
1. As your workshop date approaches it is recommended that you call the workshop provider to confirm that your registration was received. If you are not registered for the workshop, please contact Zayra Garcia. Do not attend without confirming registration.
 2. If you attend a workshop, not approved by the Board, you will be responsible for payment. The Board also will not reimburse staff for any workshop paid personally, that hasn't been pre-approved. Retroactive approval is not permitted.
 3. Be sure the principal signs and indicates the account # on the requisition and the Workshop/Conference Request form and has affirmed there are funds to cover the workshop.
 4. Within 5 days of the completion of the workshop, you must complete your Travel Report (Summary of Workshop), which is available on the district's website under staff forms.
 5. *NEVER register for a workshop yourself or you will not be reimbursed. All registrations and PO's go through Zayra Garcia in the Business Office.*

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

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

COURSE APPROVAL INFORMATION

Reimbursement and/or Movement on the Guide

Course Approval Request form is available on the district's website under staff forms.

Refer to your contract Article XIII pages 25-27.

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

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

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

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

STEP #1 Applying for Approval

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

STEP #2 Applying for Payment or Movement

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

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

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



FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, NEW JERSEY

CRIMINAL HISTORY REGULATION NOTICE

Put into effect: September 2009

TO ALL EMPLOYEES:

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

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

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

FAIRFIELD PUBLIC SCHOOLS
2024-2025 Holiday/Event Calendar Dates

Event	Stevenson	Churchill
SEPTEMBER 2024	School Closed: 9/2/24 Delayed opening on 9/16/24	
First Day of School for Teachers	Thursday, August 29, 2024	Thursday, August 29, 2024
First Day of School for Students	Tuesday, September 3, 2024	Tuesday, September 3, 2024
Class Parent Tea H.S.A	Monday, September 9, 2024	Tuesday, September 10, 2024
Back to School Nights	Tuesday, September 10, 2024	Wednesday, September 11, 2024
H.S.A. Meeting	September 18, 2024 - Churchill Cafe →	7:00 P.M.
Fall Fundraiser	Monday, September 23, 2024	Monday, September 23, 2024
Board Meeting	Thursday, September 26, 2024	Thursday, September 26, 2024
OCTOBER 2024	School Closed: No school for students on 10/3/24 and 10/14/24	
Walkathon	N/A	Friday, October 11, 2024
H.S.A. Meeting	October 22, 2024 – Churchill Media Center →	7:00 P.M.
Student Pictures	Monday, October 7, 2024	Monday, October 7, 2024
Board Meeting	Thursday, October 24, 2024	Thursday, October 24, 2024
Halloween Parades	Thursday, October 31, 2024	Parade 3 rd , 4 th and 5 th ; Dance 6 th
NOVEMBER 2024	School Closed 11/7/24 & 11/8/24 Thanksgiving Break 11/28 & 11/29/24 One Session: 11/21, 25, 26 conferences One Session: 11/27/24	
H.S.A. Meeting	November 13, 2024 - Churchill Media Center →	7:00 P.M.
Picture Retakes	Wednesday, November 13, 2024	Thursday, November 14, 2024
Board Meeting	Thursday, November 21, 2024	Thursday, November 21, 2024
Third Grade Feast	N/A	Wednesday, November 27, 2024
DECEMBER 2024	Delayed opening on 12/9/24 School Closed: 12/23 through 12/31/2024 One Session: 12/20/24	
Holiday Fair	Tuesday, 12/3 and Wednesday, 12/4	Thursday, 12/5 and Friday, 12/6
Board Meeting	Thursday, December 19, 2024	Thursday, December 19, 2024
H.S.A. Meeting	December 10, 2024 – Churchill Media Center →	7:00 P.M.
Churchill Feast	N/A	Friday, December 13, 2024
Holiday Parties	Friday, December 20th - Breakfast with Santa	Friday, December 20th - Breakfast with Santa
Holiday Production	Friday, December 20th	N/A

Board meetings for January to June will be scheduled at the reorganization meeting in January

Event	Stevenson	Churchill
JANUARY 2025	Closed: 1/1/25 and 1/20/25 Delayed opening on 1/16/25	
H.S.A. Meeting:	No Meeting	
Music Buddy Day	N/A	January 7, 2025
After School Clubs	Wednesday's Jan. 8, 15, 22, 29, 2025	N/A
Winter Concert	N/A	Friday, January 10, 2025 (Tentative)
Board Reorg Meeting	Thursday, January 9, 2025	Thursday, January 9, 2025
FEBRUARY 2025	One Session Day – 2/14/25 School Closed 2/17 and 2/18/25	
After School Clubs	N/A	Wednesday's Feb. 5, 12, 19, 26, 2025
6 th Grade Pano Picture	N/A	Friday, Feb. 28, 2025
H.S.A. Meeting	February 12, 2025 - Churchill Media Center →	7:00 P.M.
MARCH 2025	Delayed opening on 3/19/25	
Book Fair	March 4-6, 2025	March 11-13, 2025
Author Day	TBD	TBD
H.S.A. Meeting:	March 18, 2025 - Churchill Cafe →	7:00 P.M.
Spring Pictures	Tuesday, March 25, 2025	Wednesday, March 26, 2025
APRIL 2025	Closed 4/18/25 through 4/25/2025	
Drama Club Play	N/A	TBD
Kindergarten Screening	TBD	N/A
H.S.A. Meeting	April 9, 2025 - Churchill Media Center→	7:00 P.M.
Variety Show	Thursday, April 10, 2025 @ 7:00 P.M.	N/A
Career Day	N/A	Friday, April 11, 2025
Spring Party	Thursday, April 17, 2025	N/A
Take Our Children to Work Day	TBD	TBD
MAY 2025	One Session 5/23/25 Closed: May 26, 2025 Delayed opening on 5/27/25	
Staff Appreciation	April 28th - May 2nd - 5 th , 2025	April 28th - May 2nd - 5 th , 2025
Spring Concert	N/A	Friday, May, 2, 2025 or May 9, 2025
H.S.A. Meeting	May 7, 2025 - Churchill Media Center →	7:00 P.M.
Grade Level Picnics (P-2)	TBD	N/A
6 th Grade Fundraiser	N/A	Monday, May 20, 2025
Have you Heard 2 nd to 3 rd Day	Monday, June 9, 2025	Monday, June 9, 2025
JUNE 2025	One Session 6/18, 6/19 & 6/20/25	
Beginning Band Concert	N/A	Friday, June 6, 2025 @ 2:00 P.M.

Kindergarten Orientation	Tuesday, June 3, 2025	N/A
H.S.A. Meeting	June 4, 2025 – Churchill Media Center →	7:00 P.M.
Walk-a-Thon	Friday, June 6, 2025; Grades K & 1 @ 9:00 A.M. & Grades 2 & 3 @ 10:00 A.M.	N/A
“Pool Party” 6th Gr.	N/A	TBD
Field Day Grade 4-6	Sports Day June 11, 2025	TBD
Fun Day	Friday, June 13, 2025	Last Day of School
Move-Up-Day 6 th Grade	N/A	Friday, June 6, 2025
Last Day One-Session	Friday, June 20, 2025	Friday, June 20, 2025

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL

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

RESOLVED, that the State Board of Education adopts the following list of religious holidays for the 2024 - 2025 school year:

July

<u>Date</u>	<u>Observance</u>
July 2	Foundation Stone of Shri Akal Takht Sahib Ji (Sikh)
July 7	1st Muharram (Islamic New Year, Islam Dawoodi Bohra)*
July 7-16	Ashara Mubarak (Islam Dawoodi Bohra)*
July 9	Martyrdom of the Bab (Baha'i)
July 16	Yawm Ashura (Islam Dawoodi Bohra)*
July 17	Ashura (Islam)
July 21	Guru Purnima
	Asalha Puja Day (Buddhist)

August

<u>Date</u>	<u>Observance</u>
August 1	Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)
	Lammas (Christian and Wicca)
August 6	Transfiguration of the Lord (Eastern Orthodox Christian)
August 9	Naga Panchami (Hindu)*
August 13	Tish'a B'Av (Jewish)
August 14-16	Obon (Buddhist)
August 15	Feast of the Assumption of the Blessed Virgin Mary (Catholic Christian)
	Dormition of the Theotokos (Orthodox Christian)
August 18	Ullambana (Buddhist)
August 19	Raksha Bandhan (Hindu)*
August 25	Chehlum Imam Hussain (Islam Dawoodi Bohra)*
August 26	Krishna Janmashtami (Hindu)*
August 31 - September 7	Paryushan (Jain)*

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL <i>continued</i>

September

<u>Date</u>	<u>Observance</u>
September 1	Ecclesiastical Year begins (Eastern Orthodox Christian) First Prakash Shri Guru Granth Sahib Ji (Sikh)
September 5-17	Onam (Hindu)*
September 6	Ganesh Chaturthi (Hindu)*
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian)
September 15	Maulid al-Nabi (Islam, Islam Dawoodi Bohra)*
September 19	Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 23	Mabon (Wicca/Pagan)
September 27	Jyoti Jot Guru Nanak Dev Ji (Sikh) The Elevation of the Holy Cross (Eastern Orthodox Christian)

October

<u>Date</u>	<u>Observance</u>
October 3	Feast of Trumpets (Church of God, Philadelphia Church of God)
October 3-4	Rosh Hashanah (Jewish)
October 3-12	Navaratri (Hindu)*
October 7	Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*
October 12	Yom Kippur (Jewish) Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 17-23	Sukkot (Jewish) Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 20	Installation of the Scriptures as Guru Granth Sahib (Sikh) Birth of B'ab (Bah'i)
October 23	Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
October 24	Last Great Day (Church of God, Philadelphia Church of God)
October 24-25	Sh'mini Atzeret (Jewish)
October 25	Simchat Torah (Jewish)
October 31	Samhain (Wicca)

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL <i>continued</i>

November

<u>Date</u>	<u>Observance</u>
November 1	All Saints Day (Christian) Bandi Chhor Diwas (Sikh) Diwali (Hindu, Jain, Puja and Deepavali)*
November 2	All Souls' Day (Christian) Birth of B'ab (Bah'i) Goverdhan Puja (Hindu)*
November 3	Birth of Baha'u'llah (Bah'i)
November 15	Nativity Fast begins (Eastern Orthodox Christian)
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Martyrdom of Guru Tegh Bahadur (Sikh)
November 25	Day of Covenant (Baha'i)
November 27	Guru Nanak Dev Ji Birthday (Sikh)
November 28	Ascension of 'Abdul'I Baha (Baha'i)

December

<u>Date</u>	<u>Observance</u>
December 1	First Sunday of Advent (Christian)
December 8	Bodhi Day (Buddhist)
December 9	Immaculate Conception (Christian)
December 21	Yule (Wicca and Christian) Martyrdom of Wadde Sahibzade (Sikh)
December 25	Christmas (Christian)
December 25 - January 2	Hanukkah (Jewish)
December 26	Zarathosht Diso (Zoroastrian) Martyrdom Chotte Sahibzade (Sikh)

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued*

January

<u>Date</u>	<u>Observance</u>
January 1	Gantan-sai (Shinto) Mary, Mother of God - Catholic Christian
January 3-10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	Feast of Epiphany (Christian) Feast of Theophany (Eastern Orthodox Christian) Nativity of Christ (Armenian Orthodox)
January 7	Feast of the Nativity (Eastern Orthodox Christian)
January 13	Maghi-Lohri (Sikh) Foundation of Shri Darbar Sahib (Maghi)
January 14	Makar Sankranti and Pongal (Hindu)* Ayyam al Beez (Islam Dawoodi Bohra)*
January 18	Urus – Syedna Taher Saifuddin (Islam Dawoodi Bohra)
January 19	World Religion Day (Baha'i)
January 26	Yawm al-Mab'ath (Islam Dawoodi Bohra)*
January 27	Lailat al Miraj (Islam)*
January 29	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
January 31 - February 9	Midwinter Ceremonies (Native American)*

February

<u>Date</u>	<u>Observance</u>
February 1	Imbolic-Candlemas (Wicca and Christian)
February 2	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian) Vasant Panchami (Hindu)*
February 10-12	Jonah's Passover (Eastern Orthodox Church)
February 13	Tu B'shvat (Jewish)
February 14	Lailat al Bara'ah (Islam)*
February 15	Nirvana Day (Buddhist)
February 26	Maha Shivaratri (Hindu)*
February 26 – March 1	Intercalary Days (Baha'i)
February 28 - March 30	Ramadan (Islam)

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued*

March

<u>Date</u>	<u>Observance</u>
March 3	Clean Monday (Eastern Orthodox Christian)
March 4	Shrove Tuesday (Christian)
March 5	Ash Wednesday (Christian)
March 10	Govinda Dwadashi (Hindu)*
March 13	Holika Dahan (Hindu)* Ron Hubbard's Birthday (Church of Scientology)
March 14	Holi (Hindu)* Meena Sankranti (Hindu)* Purim (Jewish)
March 15-16	Hola Mohalla (Sikh)*
March 18	Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*
March 20	Naw-Ryz (Baha'i) Nowruz (Zoroastrian) Ostara (Wicca)
March 21-22	Laylatul Qadr (Islam Dawoodi Bohra)*
March 22	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*
March 25	The Annunciation of the Theotokos (Eastern Orthodox Christian) The Annunciation of the Virgin Mary (Christian)
March 26	Khordad Sal (Zoroastrian) Laylatul Qadr (Islam)*
March 28	Aakhir Jumo'a (Islam Dawoodi Bohra)*
March 30	Souramana Yugadi (Hindu)* Chandramana Yugadi (Hindu)* Eid al-Fitr (Islam, Islam Dawoodi Bohra)*

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL <i>continued</i>

April

<u>Date</u>	<u>Observance</u>
April 6	Ramnavami (Hindu)*
April 10	Mahavir Jayanti (Jain)*
April 12	Hanuman Jayanti (Hindu)*
	Lazarus Saturday (Eastern Orthodox Christian)
April 12-20	Passover (Jewish)
	Passover (United Church of God)
	Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
April 13	Vaisakhi (Sikh)
	First Day of Unleavened Bread (Church of God)
	Theravadin New Year (Buddhist)
	Palm Sunday (Christian, Eastern Orthodox Christian)
April 13-19	Days of Unleavened Bread (Philadelphia Church of God)
April 17	Lord's Evening Meal (Christian, Jehovah's Witness)
	Holy Thursday (Christian, Eastern Orthodox Christian)
April 18	Prakash Guru Tegh Bahadur Ji (Sikh)
	Holy Friday (Christian, Eastern Orthodox Christian)
	The Last Friday of the Great Lent (Eastern Orthodox Church)
April 19	Last Day of Unleavened Bread (Church of God)
April 20	Easter (Christian, Eastern Orthodox Christian)
April 21	Easter Monday (Christian)
	First Day of Ridvan (Baha'i)
	Bright Monday (Eastern Orthodox Christian)
April 23-29	Memorial Feast of the Lords Passover and Days of Unleavened Bread (Church of God and Saints of Christ)
April 25	The 11th Panchen Lama's Birthday (Buddhist)
April 29	Ninth Day of Ridvan (Baha'i)

RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL <i>continued</i>

May

<u>Date</u>	<u>Observance</u>
May 1	Beltane (Wicca) Twelfth Day of Ridvan (Baha'i)
May 3	Yom Ha'Azmout (Jewish)
May 5	Buddha's Birthday/Buddha Day*
May 12	Visakha Puja (Buddhist)
May 16	Lag B'Omer (Jewish)
May 23	Declaration of the Bab (Baha'i)
May 28	Ascension of Baha'u'llah (Baha'i)
May 29	Ascension of Our Lord (Christian) Feast of Ascension (Eastern Orthodox Christian)

June

<u>Date</u>	<u>Observance</u>
June 1-3	Shavuot (Jewish)
June 4-9	Hajj Day (Islam)*
June 5	Yawm al-Arafa (Islam Dawoodi Bohra)*
June 6	Eid al-Adha (Islam, Islam Dawoodi Bohra)*
June 8	Pentecost (Eastern Orthodox Christian)
June 14	Eid-e-Ghadeer (Muslim, Islam Dawoodi Bohra)*
June 16	Martyrdom of Guru Arjan Dev Sahib (Sikh) Fast of the Holy Apostles (Eastern Orthodox Christian)
June 20	Litha (Wicca)

FAIRFIELD PUBLIC SCHOOLS
2024-2025

Each grade level may take 2 field trips per year

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

<u>Event/Location</u>	<u>Subject/Curriculum Area</u>	<u>Approved</u>
Buehler Challenger Ctr. Shuttle Experience	Science	1995
Buehler Challenger Ctr. Star Lab	Science	1995
Essex County Environmental Center	Science & Health	2005
Farmstead Estates/Fosterfields Farm	Science	2005
Liberty Science Center	Science & Math	2006
Morris Museum	Science	2005
Fairfield Farms/Pumpkin Picking	All	2006
Sterling Hill Mining Museum Tour	Science	2005
Turtle Back Zoo	Science	2006
Walking Trip to Fairfield Library	Language Arts, Social Studies & Science	1994
Sandy Hook (Sandy Hook, NJ)	Science	1995
Lakota Wolf Preserve (Colombia, NJ)	Science/ELA	12/13/2018
Medieval Times (Lyndhurst, NJ)	Social Studies	2006
9/11 Memorial (NY, NY)	Social Studies	4/26/2016
SCCI Student Summit (Drew University)	Culture/Climate	4/30/2019
Theater Programs in NJ included <u>but not limited to</u> : <ul style="list-style-type: none"> • Caldwell Theater (2018) • Children's Theater of NJ in Netcong (2019) • Theaterworks at MSU (2005) • Papermill Playhouse (2011) • Union County Performing Arts in Rahway (2020) • Mayo Performing Arts Center (MPAC) in Morristown (3/14/24) 	Performances must be relative to the current curriculum.	2020
Jefferson Lake Camp (Stanhope, NJ)	Alternate to Sixth Grade Pool Party	6/15/2023
Six Flags Great Adventure (Jackson, NJ) Dorney Park (Allentown, PA)	Fine Arts/Music Spring Competition	2/22/2024
Planetarium at Raritan Valley Community College (Branchburg, NJ)	Science	3/14/2024
LOCAL		
Move up Day for Grade 2 to Churchill		Annual (2023)
West Essex Winter Concert	Fine Arts	Annual
Consortium Kickball Game	Physical Education	Annual
Sixth Grade Pool Party	Student Activities	Annual
Music Buddy Day at West Essex	Fine Arts	Annual

FAIRFIELD PUBLIC SCHOOLS
2024-2025

GIFTED AND TALENTED AND STEAM

<u>Event/Location</u>	<u>Subject/Curriculum Area</u>	<u>Approved</u>
Montclair State University or Livingston Interpretive Forensics Competition (5&6) Declamation Forensics Competition (5&6)	Both Language Arts	11/15/2022
STEAM AHEAD (4), <u>Belleville</u> ----- Problem Solving Competition (5&6), <u>Roseland</u> - Totally Global (4&5), <u>Roseland</u> ----- Academically Speaking (4-6), <u>West Orange</u> ----	Prob.-based Lng. Across Curr. Across Curriculum Across Curriculum Across Curriculum	11/15/2022
<u>Morristown Unitarian Fellowship or Morris Museum</u> Math Marathon (Grades 3-5)----- Living Voices (5&6) ----- STEM/STEAM Adventures (2&3) ----- Spelling Bee (3-5) ----- Workshop on the Arts (6) ----- Learning Carnival (3-5) -----	Math Social Studies/World Language S.T.E.A.M. Language Arts Fine Arts, Performing Arts, Visual Arts, Liberal Arts	11/15/2022
<u>St. Elizabeth's University</u> Debate Competition (5&6)	Social Studies	11/15/2022
<u>Randolph or Jefferson</u> Chess Tournament (3-6)	Social Studies/S.T.E.A.M.	11/15/2022
<u>Rutgers Law School</u> Mock Trial	Social Studies	4/30/2019
<u>Caldwell</u> Orton Bridge	S.T.E.A.M.	2020
<u>Millburn</u> Challenge 24	Math	4/30/2019

Approved for the 2024-2025 school year at the August 15, 2024 B.O.E. Meeting



STATE OF NEW JERSEY

DEPARTMENT OF CHILDREN AND FAMILIES



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

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

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

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

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

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

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

What happens after I make the call?

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

POLICY

Fairfield Board of Education

Section: Program

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

Date Created: August 2012

Date Edited: April 2013

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

M

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

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

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

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this policy; and/or
 - 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety/Protection

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

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

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

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

Consent Requirement

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

Violations

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

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

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

Federal Communications Commission: Children's Internet Protection Act.

Adopted: 7 August 2012

RIGHT TO BE FREE OF GENDER EQUITY

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

FEDERAL LAW

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

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

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

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

NEW JERSEY LAW

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

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

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

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

Annual Acknowledgment of Receipt of Gender Equity Notification

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

PRINT NAME

SIGN HERE

Date

NEW JERSEY DEPARTMENT OF



LABOR AND WORKFORCE DEVELOPMENT
n j . g o v / l a b o r

2024-2025 ANNUAL MANDATED POLICIES AND REGULATIONS

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

Number	Title	Policy/Regulation
#1140	Educational Equity Policies/Affirmative Action	Policy
#1510	Americans with Disabilities Act	Policy & Regulation
#1530	Equal Employment Opportunities	Policy & Regulation
#1642.01	Sick Leave	Policy & Regulation
#1643	Family Leave	Policy
#2260	Equity in School and Classroom Practices	Policy & Regulation
#2361	Acceptable Use of Computer Networks/Computers and Resources	Policy & Regulation
#3159/4159	Teaching & Support Staff Member/School District Reporting Responsibilities	Policy
#3212/4212	Attendance	Policy & Regulation
#3211	Code of Ethics	Policy
#3216/4216	Dress and Grooming	Policy
#3221	Evaluation of Teachers	Policy & Regulation
#3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators	Policy & Regulation
#3270	Professional Responsibilities	Policy & Regulation
#3281/4281	Inappropriate Staff Conduct	Policy & Regulation
#3283/4283	Electronic Communications Between Teaching and Support Staff Members and Students	Policy
#3322/4322	Staff Member's Use of Cellular Telephones	Policy
#3351	Healthy Workplace Environment	Policy
#3362/4352	Sexual Harassment	Policy & Regulation
#3372	Teaching Staff Member Tenure Acquisition	Policy
#5305	Health Services Personnel	Policy
#5331	Management of Life-Threatening Allergies in Schools	Policy & Regulation
#5331.1	Peanut and Tree Nut Free Environment	Policy
#5335	Treatment of Asthma	Policy
#5338	Diabetes Management	Policy & Regulation
#5350	Student Suicide Prevention	Policy & Regulation
#5512	Harassment, Intimidation, or Bullying	Policy
#5519	Dating Violence at School	Policy & Regulation
#5530	Substance Abuse	Policy & Regulation
#5533	Student Smoking	Policy & Regulation
#5600	Student Discipline/Code of Conduct	Policy & Regulation
#5612	Assaults on District Board of Education Members or Employees	Policy & Regulation
#5613	Removal of Students for Assaults with Weapons Offenses	Policy & Regulation
#5615	Suspected Gang Activity	Policy
#5750	Equal Educational Opportunity	Policy & Regulation
#5751	Sexual Harassment of Students	Policy & Regulation
#7420	Hygienic Management	Policy & Regulation
#7422	School Integrated Pest Management Plan	Policy & Regulation
#7434	Smoking in School Buildings and on School Grounds	Policy & Regulation
#7435	Alcoholic Beverages on School Premises	Policy
#7436	Drug Free Workplace	Policy
#7440	School District Security	Policy & Regulation
#7441	Electronic Surveillance in School Buildings and on School Grounds	Policy & Regulation
#8420	Emergency and Crisis Situations	Policy & Regulation
#8431	Preparedness for Toxic Hazard	Policy & Regulation
#8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Offenses	Policy & Regulation
#8462	Reporting Potentially Missing or Abused Children	Policy & Regulation