



2018-2019 ITEMS TO BE RETURNED TO KATHIE FESTA

RETURN MOST ITEMS BY 9/12/18 UNLESS OTHERWISE NOTED.

Policy Confirmation Page. Policies available on website "Mandated Policies" link (All Staff)

Acceptable Use for Computers (All Staff)

Password form MUST be filled out each year.

(Except for custodians and PG/C Aides)

Inventory Page MUST be filled out each year.

Do not put "Same as last year", please.

(All Staff assigned a room/office)

Travelers/Part-Time schedule (only if it applies) Due 9/24/18

Gender Equity Form/Mandated by State (All Staff)

What school are you in? _____

What is your name : _____ PRINT LEGIBLY

What is your Room # : _____

For some reason this task brings out the “prickly” in people. Each year though, I am required to ask this of you. SO, I have tried to simplify the task!

1. Fill out the information on top so it can be read by a senior citizen with failing eyesight.
2. Look around your room and jot down (below) any piece of equipment you consider would cost \$150 or over.
3. Look for computers, lap tops, tablets, refrigerators, kilns, white boards, etc.)
4. Put down the item and brand name (i.e. Frigidare, Dell, Brother, etc.)
5. If there is a model # or Model name please include that too.

My thanks. Kathie

Item/Brand name: _____ Any identifying #'s? _____

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FAIRFIELD PUBLIC SCHOOLS

2018-2019 School Year

PRINT YOUR NAME HERE: _____

The Fairfield Board of Education Policies and Regulations #3321 (Certificated Staff) and #4321 (Support Staff), set forth terms and conditions under which teaching and non-teaching staff members are permitted to use school computers and telecommunication networks.

The policies require that all staff members shall sign this Acceptable Use Procedures Agreement. Accordingly, they are to read the Policy and Regulation carefully, and then sign, date, and return this form to the superintendent's office to be kept on file. THIS POLICY IS AVAILABLE ON-LINE THROUGH OUR WEB PAGE LINK. PLEASE ACCESS IT AND COMPLETE THIS FORM.

I, hereby acknowledge that I have carefully read the Fairfield Board of Education Policy & Regulation ##3321/#4321, Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members or Non-Teaching Staff Members, available through the District Webpage, and agree to abide by the terms and conditions set forth therein. **Furthermore, it is understood that staff cannot remove from the building any school owned computers, lab tops, software etc. without written approval of the school principal (See Waiver below).**

Signature: _____ Date: _____

WAIVER APPROVAL TO REMOVE EQUIPMENT FROM THE PREMISES:

I _____, give the above named staff member permission

Administrator name

to take his/her laptop between home and school, for school-related work, such as IEP driven reports, teacher evaluations, technology department communications, et al.

Administrator's Signature: _____

Return by: September 12, 2018

Return by September 12, 2018

RIGHT TO BE FREE OF GENDER INEQUITY
OR BIAS IN PAY, COMPENSATION, BENEFITS, OR
OTHER TERMS AND CONDITIONS OF EMPLOYMENT

PRINT YOUR NAME HERE:: _____

SIGN THIS FORM BELOW TO ACKNOWLEDGE RECEIPT OF THIS NOTICE:

NJ 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.

I have received the notice (AD-290 [1/14]) as noted above.

Signature

Date

FAIRFIELD PUBLIC SCHOOLS

FAIRFIELD, NEW JERSEY 07004

2018-2019 TRAVELER/PART-TIME SCHEDULES

**Complete this form if you travel between buildings and/or are
a part-time employee.**

PRINT YOUR NAME HERE : _____

Return form to Kathie Festa by September 24, 2018.

If you travel between buildings or you are a part-time staff member, it is necessary that a schedule of your time and location are available to the Superintendent and the Board Offices. Fill in the information below and be sure to include the hours (time-frame) you are in each building (i.e. Monday 8:30 a.m. to 11:00 A.M., Stevenson; Wednesday all day at Churchill, etc.).

Churchill School	Stevenson School
Mondays:	Mondays:
Tuesdays:	Tuesdays:
Wednesdays:	Wednesdays:
Thursdays:	Thursdays:
Fridays:	Fridays:

PASSWORD RECORD FOR 2018-2019

RETURN THIS FORM TO KATHIE FESTA BY September 12, 2018

PRINT YOUR NAME HERE: _____

DO NOT PUT "SAME AS LAST YEAR"

**Please complete this information and return it directly to the Superintendent's Office.
Information will be kept confidential.**

STEVENSON SCHOOL/BOARD OFFICE	CHURCHILL SCHOOL
<p>Current room extension: _____</p> <p>Current voicemail extension: _____</p> <p>Current voicemail password: _____</p> <p><u>E-Mail Information:</u></p> <p>School e-mail password: _____</p> <p>Computer Unlock Information:</p> <p>Did you by chance enter a password to lock your school computer? If YES, enter your SCHOOL Computer unlock password below:</p> <p>_____</p> <p>All school related matters should be completed through the school e-mail account, not your personal e-mail account.</p>	<p>Current room extension: _____</p> <p>Current voicemail extension: _____</p> <p>Current voicemail password: _____</p> <p><u>E-Mail Information:</u></p> <p>School e-mail password: _____</p> <p>Computer Unlock Information:</p> <p>Did you by chance enter a password to lock your school computer? If YES, enter your SCHOOL Computer unlock password below:</p> <p>_____</p> <p>All school related matters should be completed through the school e-mail account, not your personal e-mail account.</p>

If you would like your personal e-mail included in the school directory, please add below.

2018-2019 VERIFICATION OF POLICY AVAILABILITY TO STAFF: Return to K. Festa by 9/12/18

PRINT YOUR NAME HERE (Sign below)

Access these policies through the District's Website. To access the mandated policies Enter the District's website www.fpsk6.org, => Click on Manual of Mandated Policies and Regulations for Staff.

Number	Title	Policy &/or Reg.	S: Support C: Certificated
#2260	Affirmative Action Program for School and Classroom Practices	Policy & Regulation	S&C
#2415	No Child Left Behind Programs	Policy & Regulation	S&C
#3159 #4159	Teaching Staff member/School District Reporting Responsibilities	Policy	S & C
#3144	Certification of Tenure Charges	Policy	S
#3144.12	Certification of Tenure Charges – Inefficiency	Policy	S
#3144.3	Suspension Upon Certification of Tenure Charges	Policy	S
#3161	Examination for Cause	Policy	C
#3211	Code of Ethics	Policy	C
#3222	Evaluation of Tenured Teaching Staff Members	Policy & Regulation	C
#3240	Professional Development	Policy & Regulation	C
#3281 #4281	Inappropriate Staff Conduct	Policy & Regulation	S & C
#3281	Social Networking Sites	Policy	C
#3283 #4283	Electronic Communications Between Teaching Staff Members and Students	Policy	S & C
#3321 #4321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members	Policy & Regulation	S&C
#3322 #4322	Staff Member's Use of Cellular Telephones	Policy	S&C
#3372	Teaching Staff member Tenure Acquisition	Policy	S
#3373	Tenure upon Transfer or Promotion	Policy	S
#4124	Employment Contract	Policy	S
#4220	Employee Evaluation/Support	Policy	S
#5331	Management of Life-Threatening Allergies in School	Policy & Regulation	S&C
#5331.1	Peanut and Tree Nut Free Environment	Policy	S&C
#5350	Pupil Suicide Prevention	Policy & Regulation	C
#5512	Harassment, Intimidation, and Bullying	Policy & Regulation	C
#5516	Use of Electronic Communication and Recording Devices	Policy	C
#5530	Substance Abuse	Policy & Regulation	C
#5600	Pupil Discipline/Code of Conduct	Policy & Regulation	C
#5610	Suspension	Policy	C
#5611	Removal of Students for Firearm Offense (NEW)	Policy	S&C
#5612	Assaults on District Board of Education Members or Employees	Policy & Regulation	C
#5613	Removal of Students for Assaults with Weapons Offenses	Policy	S&C
#5620	Expulsion		
#5751	Sexual harassment	Policy	C
#7430	School Safety	Policy & Regulation	C
#7436	Drug Free Workplace	Policy	S&C
#7441	Electronic Surveillance in School Buildings/Grounds		S&C
#7522	School District Provided Technology Devices to Staff	Policy	S
#8420	Emergency and Crisis Situations	Policy & Regulation	C
#8462	Reporting Potentially Missing or Abused Children (Revised 8.12.14)	Policy & Regulation	S&C

I am able to access the mandated policies and regulations listed above through our district website.

PLEASE SIGN BELOW: _____ Date: _____