

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

TEACHING STAFF MEMBERS
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Conflict of Interest

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3214 CONFLICT OF INTEREST

An employee of the Board of Education shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties.

An employee of the Board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the Board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the Board shall not accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

An employee shall not supervise or evaluate a member of his/her immediate family or household.

Teaching Activities of Staff

An employee shall not evaluate and/or award grades to his/her own child. In the event that the staff member is the only instructor for a course and there is no reasonable educational alternative for his/her child, the building principal will notify the superintendent. If no reasonable alternative is available for the child, the principal shall submit to the superintendent a plan for evaluating and grading the pupil.

Children of staff members may participate in co-curricular activities directed by a parent. In cases where tryouts or auditions are required for participation, the staff member must not be exclusively involved in selecting pupils.

Assignment of Staff

In order to avoid interpersonal conflict within a school and the appearance of a conflict of interest among staff, members of the immediate family or household will not normally be assigned to the same building. In cases where such assignments pre-date this policy, the superintendent will allow the staff members to remain in the same location unless he/she determines such assignments are not in the best interest of the school district.

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Political Activities of Staff

All employees are prohibited from engaging in political activities on school property that potentially present a conflict of interest.

A teaching staff member shall not engage in any activity during performance of the employees' duties or in the presence of pupils, which is intended or designed to promote, further or assert a position on any candidate for office, partisan political issue, voting issue, board issue, or collective bargaining issue, nor shall any pupil be requested or directed to engage in any activity which tends to promote the same.

Disciplinary Action

When public employees make statements pursuant to their official duties: in the classroom, at board meetings, and at other meetings related to educational issues affecting the district, the employees are not speaking as private citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline (*Garcetti v. Ceballos*, 547 U.S. 410 (2006)).^[BG1]

Violations of this policy may result in disciplinary action.

Approved: December 5, 2006
Revised: June 16, 2015
First Reading: May 18, 2021
Second Reading:

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3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. The Board prohibits the use of school premises and school time, however, for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school premises except in accordance with Board Policy No. 7510 (Use of School Facilities) on the use of school facilities, and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on district property, distribute such circulars or petitions to pupils or staff members, solicit campaign funds nor recruit campaign workers on school premises;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place.
4. A teaching staff member shall not display nor distribute to any pupil any material or literature which, in any manner promotes, favors or opposes any candidate for election, or the adoption of any bond issue, proposal, or public question submitted at any general, municipal or school election.
5. A teaching staff member shall not engage in any activity during performance of the employees' duties or in the presence of pupils, which is intended or designed to promote, further or assert a position on any candidate for office, partisan political issue, voting issue, school-related issue, board issue, or collective bargaining issue, nor shall any pupil be requested or directed to engage in any activity which tends to promote the same.

A teaching staff member who is a member of the State Legislature or the County Board of Chosen Freeholders is entitled by law to time off from school district duties, without pay, during the time the member attends meetings of the Legislature or Board of Chosen Commissioners or any committee of those bodies. No other teaching staff member who holds elective or appointive office is so entitled, except as such time off may be provided for by Board policy or negotiated agreement.

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The provisions of this policy do not apply to the discussion and study of politics and political issues expressly related to the curriculum, the conduct of pupil elections for student government, the conduct of mock elections, or the conduct of employee representative elections.

N.J.S.A. 11:17-2

N.J.S.A. 18A:6-8.1; 18A:6-8.2; 18A:6-8.4;
18A:42-4

N.J.S.A. 19:34-42

Approved: December 17, 2002

Revised: August 30, 2016

First Reading: May 18, 2021

Second Reading:

R 3233 POLITICAL ACTIVITIES

A. Prohibited Activities

The following political activities are prohibited on school district premises:

1. Posting of political circulars or petitions on bulletin boards;
2. The distribution to employees, whether by placing in their school mailboxes or otherwise, of political circulars or petitions, except as delivered by the U.S. Postal Service;
3. Collection of and solicitation for campaign funds;
4. Solicitation for campaign workers;
5. Use of pupils for writing or addressing political materials or the distribution of such materials to or by pupils;
6. Display of any materials that promote the candidacy of any candidate for office by a person working on an election day in a district facility used as a polling place;
7. Inviting of any candidate for partisan political office, including any current holder of elective office once a campaign for reelection or other office has been announced, to speak before any class or the student body at-large, without prior notification of the Superintendent.

B. Permitted Activities

The following political activities are permitted on school premises:

1. Conducting pupil elections for student government and any campaigning connected with those elections, and the conduction of student mock elections.
2. Classroom discussion and study of politics and political issues, when such discussion and study are appropriate to studies such as history, current events, or political science.

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3. Distribution of historical political materials related to the course or curriculum when approved by the building principal or curriculum supervisor. However, the distribution of political and campaign materials related to current elections and partisan issues shall require the approval of the curriculum supervisor. Any such material shall be presented by the teacher without bias or discrimination, in accordance with Policy 2240.
4. Conducting employee elections and the distribution of materials related to employee elections, provided the elections are conducted outside of school hours and any such materials are not distributed nor displayed in areas regularly accessible to students.

C. Westfield High School Publications

1. This policy does not restrict the ability of Westfield High School programs subject to regulation under Board Policy 2432 – School Sponsored Publications in All Media (Hi’s Eye, Blue Devil TV, etc.) from inviting elected officials and/or candidates for elective office to interview with their respective editorial boards and news reporters.
2. Where WHS programs choose to interview candidates as part of a pre-election publication, all reasonable efforts shall be made to include all candidates for such office and to provide equal time and equitable coverage to all candidates, regardless of political affiliation.
3. To maintain the long history of editorial autonomy, Westfield High School sponsored publications: The Hi’s Eye and Blue Devil TV shall be explicitly exempt from the requirements of the above sections A and B of this policy, but shall continue to be governed by the requirements of Board Policy 2432.

D. Employee Office Holders

Employees who hold elective or appointed office other than state legislator or county freeholder (as provided in statute) are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board of Education or a currently valid negotiated agreement.

- E. Nothing in this Regulation shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or pupil.

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, 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 trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

First Reading: May 18, 2021

Second Reading:

Adopted:

R 5330.05 SEIZURE ACTION PLAN

A. Definitions (N.J.S.A. 18A:40-12.34)

1. “Individualized emergency health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student’s health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse.
2. “Individualized health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student’s health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.
3. “School” means an elementary or secondary public school located within this State.
4. “School employee” means a person employed by a school district.
5. “Seizure action plan” means a comprehensive document provided by the student’s physician, advanced practice nurse, or physician’s assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.

B. Annual Submission of Student’s Seizure Action Plan (N.J.S.A. 18A:40-12.35)

1. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student’s seizure action plan.
2. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Education written authorization for the provision of epilepsy or seizure disorder care.

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3. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and as necessary in the event there is a change in the health status of the student.
4. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:
 - a. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;
 - b. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
 - c. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
 - d. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
 - e. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;
 - f. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;
 - g. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
 - h. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.
5. The Superintendent or designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.
6. The training required pursuant to B.5. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.

C. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36)

1. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or designee shall provide the driver with:
 - a. A notice of the student's condition;
 - b. Information on how to provide care for epilepsy or the seizure disorder;
 - c. Emergency contact information;
 - d. Epilepsy and seizure disorder first aid training; and
 - e. Parent contact information.

D. Release to Share Medical Information (N.J.S.A. 18A:40-12.37)

1. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
 - a. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Adopted: