



PROCEDURE

OPERATIONS

**Haddonfield
Board of Education**

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Reporting Violence/Vandalism, Drug Abuse (M)

8461 REPORTING VIOLENCE, VANDALISM, ALCOHOL AND OTHER DRUG ABUSE (M)

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS).

A. Reporting Violence, Vandalism, Alcohol or Other Drug Use

1. For each incident report of violence, vandalism, or alcohol or other drug abuse, the Principal shall:
 - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, pupil demographics, and incident location;
 - b. Forward a copy of the incident report to the Superintendent; and
 - c. Notify the Superintendent of the action taken regarding the incident.
2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence and vandalism, pursuant to N.J.S.A. 18A:17-46.
 - a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

B. Annual Reporting Requirements

1. The Superintendent annually shall:
 - a. Submit a report to the Commissioner of Education of each incident of violence, vandalism and alcohol and other drug abuse in the school district utilizing the EVVRS;



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- (1) Prior to submission, the Superintendent shall review the report to verify that it is an accurate and final report of all incidences of violence and vandalism in all of the schools in the school district;
- (2) Verify that the data entered onto the EVVRS are correct and in accordance with N.J.A.C. 6A:16-7.1(a)6; and
- (3) Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

C. Annual Hearing Requirements

At an annual hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, and incidents of alcohol and other drug abuse that occurred during the previous school year, according to the provisions of N.J.S.A. 18A:17-46.

D. Knowingly Falsifying The Annual Violence and Vandalism Report Required Under N.J.S.A. 18A:17-46

1. Whenever it is alleged that a school employee has knowingly falsified the annual report, the Board shall make a determination regarding whether the employee committed the act.
2. Any employee alleged to have knowingly falsified the annual report shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
 - a. The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;
 - b. The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and
 - c. The Board shall notify the employee of its determination in writing within five school days of the hearing.
3. Upon determination by the Board that an employee has knowingly falsified the annual report, it shall take one or more of the following actions:
 - a. Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;
 - b. Withhold a tenured or non-tenured employee's increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures



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- established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;
- c. File tenure charges with the Secretary of the Board in writing and with a written statement of evidence under oath to support such charges;
 - d. Terminate employment for an employee:
 - (1) For tenured employees, the termination shall be in accordance with the outcome of the proceedings in D.3.c. above; or
 - (2) Impose such other disciplinary sanctions as may be authorized by law.
4. Any action taken by the Board pursuant to D.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.
 5. Any employee having been found responsible for the falsification of the annual report by the Board shall have the right to:
 - a. File a grievance under their respective bargaining agreements;
 - b. Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or
 - c. Appeal the decision to the Superior Court of New Jersey.
 6. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.