

Passaic Valley  
Regional High School

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TECHNOLOGY PLAN  
FOR DIGITAL LEARNING

2016 - 2019

*Dr. JoAnn Cardillo  
Chief School Administrator*

*Ray Rotella  
Principal*

*Anthony Meluso  
Network & Computer System Administrator*

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## MEMBERS OF THE BOARD OF EDUCATION

Giovanni D'Ambrosio

Lori Brigati

Raymond Luke Damiano

Dr. Vincent Varcadipane  
Richard Greco

Sam Yodice Jr.

Anthony Sgobba  
Carlo Spinella

Laura Van Winkle

Colin Monahan  
Board Secretary

Raymond Reddin  
Board Attorney

## TECHNOLOGY COMMITTEE MEMBERS

Dr. JoAnn Cardillo  
Superintendent

Ray Rotella  
Principal

Anthony Meluso  
Network and Computer System  
Administrator

Jared Fowler  
Supervisor of Curriculum

Colin Monahan  
Business Administrator

Mariaelena Perosi  
Director of Guidance

Michael Paternoster  
Director of Special Education

Rachel Briggs  
Teacher of Language Arts

Nancy Konzelmann  
School Librarian

# THREE-YEAR LOCAL SCHOOL DISTRICT/ CHARTER SCHOOL TECHNOLOGY PLAN

December 1, 2016 through November 30, 2019

County: Passaic County Code: 31

District/Charter School or Affiliation: Passaic Valley Regional H.S.

District Code: 3990

Grade Levels: 9-12

Web Site: http://www.pvhs.k12.nj.us/

Date Technology Plan approved by school board or governing body \_\_\_\_\_

Is the district compliant with the Children's Internet Protection Act (CIPA)? (Y/N) Yes

Please indicate below the person to contact for questions regarding this technology plan:

Name: (print) Anthony Meluso

Title: Network and Computer System Administrator

E-mail: melusoa@pvhs.k12.nj.us

Phone: 973 890-2500 ext. 2501

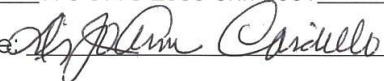
Signature:  Date: 11/7/2016

Superintendent/Lead Person Approval:

District Superintendent/Lead Person:(print) Dr. JoAnn Cardillo

E-mail: cardilloj@pvhs.k12.nj.us

Phone 973 8990-2500 ext. 2561

Signature:  Date: 11/7/2016

County Coordinating Council Approval:

Lead Agent: (print) \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

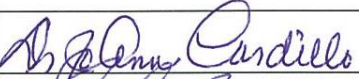

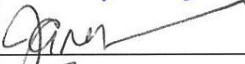




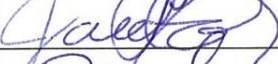
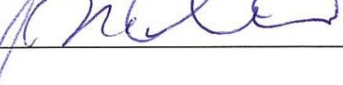
# THREE-YEAR EDUCATIONAL TECHNOLOGY PLAN CHECKLIST

School /Charter School/Renaissance School: Passaic Valley Regional High School  
 NJTRAx PARCC Technology Readiness Rating: Recommended (9)  
 NJTRAx Digital Learning Readiness Rating: 6.1

STEP		YES	NO
1.	District vision included.	X	
2.	NJTRAx technology readiness system for the district and for each school was updated.	X	
3.	NJTRAx DL surveys for each school were completed. GO TO STEP 5	X	
4.	School-based S.M.A.R.T. Goals, Strategies, Objectives and Indicators that evaluate the completion and success of the goal(s), strategies, and objectives are included for this school.	X	
5.	The action plan identifies the person(s) responsible for ensuring goals, strategies and objectives are completed within the specified time frames.	X	
6.	The submitted plan addresses the task of reflecting on the results of the activities, and adjusting the plan accordingly for this school at targeted time intervals.	X	
7.	A budget is included that supports the activity plan.	X	
8.	The plan for digital learning through the infusion of technology within instruction and/or the curriculum is clearly understood in this school.	X	
9.	The signed STAKEHOLDER ASSURANCE is included.	X	

## STAKEHOLDERS

I agree to the contents in this educational plan, and the assurance that I will be involved in the implementation of this Technology Plan for Digital Learning. Involvement in the implementation of this Plan may include: reviewing the progress of meeting the goals and objectives, being responsible for completing one or more activities in the action plan, participating in the revisions of the plan. Stakeholders associated with the district and school levels (i.e., each principal from targeted schools) should sign.

Stakeholder Name	Stakeholder Title	Stakeholder Signature
Dr. Joann Cardillo	District Superintendent	
Raymond Rotella	Principal, School Name	
Janet Russo	Parent	
Racheal Briggs	Teacher	
Anthony Meluso	Technology Coordinator	
Zach Bleeker	Students	
Carlo Spinella	School Board member	
Jared Fowler	Community Member	
MICHAEL CARLUCCI	STEM SUPERVISOR	



## EXECUTIVE SUMMARY

The Passaic Valley Regional High School Technology Plan is the product of a number of stakeholders including students, teachers, parents, administrators and representatives of the business community who provided information and an overall direction. The responsibility for the development of the Technology Plan is an ongoing process held jointly by these stakeholders. During the formulation of the plan the committee met to assess, review, evaluate, and make recommendations. The group will continue to meet as necessary to analyze the progress of the plan.

The members of the technology committee are acknowledged for their contributions to the development of the technology plan. The technology committee would like to thank our Chief School Administrator, Dr. JoAnn Cardillo and the Board of Education for their endorsement of this technology plan and for their unfaltering support in pursuing the educational goals and objectives of the district.

### Mission

To affirm the Board of Education's strong commitment to prepare today's students for life in the 21st century and ensuring a technologically literate citizenry and an internationally competitive work force.

To articulate a vision and goals ensuring that educational technology is appropriately and equitably integrated into instruction and management to increase student learning, enhance the teaching process, and improve the operations of the school system.

### Vision

The Board of Education is responsible for preparing students to access, analyze, apply, and communicate information effectively so that they will become successful, contributing members of a changing, information-based global society. A key to preparing students for the 21st century is equitable access to information. All Passaic Valley Regional High School classrooms, the library, maker space, and offices should be electronically connected and equipped, providing all members of the learning community - students, staff, and parents - with equitable and easy access to information technologies for teaching, learning, management, and support of the

school. Within this context, we believe that technology is a tool for learning, not a barrier, that expands our instructional repertoire and is the vehicle that maximizes the capacity of all teachers and learners. Technology can improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success.

## Technology in Society

Computers, television, consumer electronics, electronic publishing, social networking and telecommunication technologies are rapidly merging to create a new medium. As these technologies merge into a single interactive information industry, changes in access to and use of information services and tools will profoundly influence educational goals, content, and structure.

## Integration of Technology in Instruction

Technology must become an integral part of the curriculum, the physical environment, and the delivery of instruction. Barriers should be removed that impede students and teachers from effectively infusing technology into instruction. With the aid of technology students should be able to collaborate with peers and create original deliverables.

## Communications

The potential of educational technology will remain unrealized without a communications network, or highway, to link users and information. A multi-tiered network and communications strategy will be designed and developed to provide for electronic communication within and among schools so that learning does not need to end when the students leave the school for the day.

## Effective Management of Education

Efficient administration of the school system requires up-to-date technological tools for both the direct and indirect support of instruction. Effective management of education requires that student performance and background data be available to

administrators and teachers on demand, that clerical work be performed with minimal time and effort, and that tools such as electronic grade books, multi-year and digital student portfolios, lesson plans, and classroom-based access to administrative systems be widely available.

## Equity

Without equitable access to information, disparities in educational opportunities will grow larger. Students in all schools should have equitable access to information technologies and be provided the educational opportunities to learn to use these technologies. This will require that all schools receive support to be equipped with technological tools similar to those that have been available previously only to new and modernized schools.

## Staff Skills and Training

The effective integration of technology assumes that teachers are facilitators of learning, designers of individualized programs, and learners themselves. Efficient operation and management requires staff skilled in the use of tools. Ongoing training and access to information technologies are essential.

## Students with Special Needs

Students with special needs, including those with identified disabilities, benefit greatly from use of technology. For many students with disabilities, technology removes barriers to learning and facilitates their active participation in the least restrictive environment.

# GOALS, STRATEGIES, AND OBJECTIVES

## Goal One: Bring You Own Device (Equity)

All students will be able to participate in a digital learning environment with the use of personal devices such as laptops, tablets, and smartphones by September 2017.

### Strategies:

- Provide sufficient technical and infrastructure support.
- Provide high-quality, ongoing, professional learning targeted to technology-infused content for all staff members.
- Develop student device on-boarding process.
- An informed leadership team supports risk-taking by teachers to use technology innovatively for teaching and learning.

### Objectives:

- 1.1 Educational technology will be infused across all curricular areas:
  - aligned with both the most recent version of the New Jersey Core Curriculum Content Standards 8.0 and
  - the National Educational Technology Plan (NETO) and
  - focused on student centered, problem-based, real-world curricula to attain 21st century skills.
- 1.2 Instruction and content materials will be universally designed to assure access for all learners through technology.
- 1.3 All students and learning communities will have ubiquitous, equitable and barrier free access to on-line resources and other distance learning technologies.
- 1.4 Research will be conducted to identify both emerging and promising practices in educational technology.
- 1.5 All educators, including administrators, will act responsibly and ethically when obtaining and using technological resources and applications.
- 1.6 All students and educators will have consistent, equitable and barrier free access to appropriate technology including technologies with universal design features that assure access for all students in all learning environments.
- 1.7 Refresh network infrastructure for robust and stable network access.

1.8 Align Internet bandwidth to national standards.

## Goal Two: Google Classroom (Collaboration)

Google Classroom will facilitate paperless communication between teachers and students, provide real-time-time collaboration and streamline educational workflow by June 2018.

### Strategies:

- Provide high-quality, ongoing, professional learning targeted to technology-infused content for all staff members.
- Provide students with school Google Apps for Education accounts
- Provide on-going, curriculum and instructional technology on-site support to teachers

### Objectives:

- 2.1 Teachers utilize Google Classroom for announcements, discussions, and assignments that demonstrates proficient technology integration with course curriculum.
- 2.2 Students will demonstrate collaborative skills using curriculum-related content in digital environments.
- 2.3 Increase student's digital literacy with integration of online resources such a Newsela with Google Classroom throughout the school year.
- 2.4 Teachers will pursue academic excellence for every student by supporting instruction that goes beyond the school walls.
- 2.5 All educators, including administrators, will use technology tools and applications to provide opportunities for authentic, student-centered, inquiry-based learning with a real-world focused curriculum.

## Goal Three: Newsela & Writing Center (Digital Literacy)

Facilitated through Newsela (online) and Passaic Valley High School Writing Center (hybrid), students will be able to understand and use information in multiple formats from a wide range of sources when it is presented via digital devices by September 2017.

## Strategies:

- Provide sufficient technical and infrastructure support.
- Provide access to high quality online educational focused resources.
- Develop student tutor-based writing center.

## Objectives:

- 3.1 All students will achieve the ability to read and interpret media, to reproduce data and images through digital manipulation, and to evaluate and apply new knowledge gained from digital environments.
- 3.2 Teachers will survey students for critical thinking and reading comprehension through real time-assessments and actionable insights.
- 3.3 Improve reading comprehension through Newsela adaptive reading levels.
- 3.4 All teachers will integrate Newsela resources with their Google Classroom as a discussion and assessment tool to check for understanding, engagement, and personalize instruction.
- 3.5 The creation of a writing center as collaborative and interactive space for students to talk about writing and fully engage in the writing process and creates a mutually beneficial relationship between tutors and students.
- 3.6 All educators, including administrators, and students will use e-mail and other interactive tools to communicate and promote digital literacy.

## Goal Four: Microsoft OneNote (Blended Learning)

Using Microsoft OneNote as the instructional vessel, students will learn part of the lesson through the delivery of content and instruction via digital elements. Students will have some control over the time, place, path and pace of their learning. Each teacher will maintain their own OneNote by September 2019.

## Strategies:

- Provide high-quality, ongoing, professional learning targeted to technology-infused content for all staff members.
- Provide hybrid learning opportunities for absent and remote students.
- Engage students in customizable way.

## Objectives:

- 4.1 Teachers will increase the use of Microsoft Mix for Microsoft PowerPoint to “flip the classroom”, where students receive lecture materials at home.
- 4.2 Students will augment their traditional learning with online course work.
- 4.3 Teachers will maintain an organized OneNote class notebook as a reference point for student understanding of course materials.
- 4.4 The school will improve the availability of course resources by replacing traditional textbooks with E-textbooks that are accessible on multiple digital platforms.
- 4.5 Pilot new blending learning models such as lab rotation and flex, increasing the control the student has in their learning path.

# THREE-YEAR ACTION PLAN AND INDICATOR TABLE

**NJTRAx PARCC Readiness Rating: 9**

**NJTRAx Digital Learning Readiness Rating: 6.1**

## Goal One: Bring You Own Device (Equity)

All students will be able to participate in a digital learning environment with the use of personal devices such as laptops, tablets, and smartphones by September 2017.

**Indicator(s):** Curriculum, lesson plans, student to device ratios, network devices, Internet bandwidth, workshop and conference attendance

District Goal and Objective	Project/Activities	Timeline	Person Responsible	Resources
1.1	Align with the most recent version of the New Jersey Core Curriculum Content Standards.	11/2016 – 11/2019	Vice Principals Director of Technology	Unit Plans Curriculum
1.1	Focus on student centered, problem-based, real-world curricula to attain 21st century skills.	11/2016 – 11/2019	Vice Principals Area Supervisors Director of Technology	Unit Plans Curriculum
1.2	Revise curriculum guides and develop student activities which include information literacy skills and educational technology standards aligned with Core Curriculum Content Standards.	11/2016 – 11/2019	Vice Principals Area Supervisors Director of Technology	Board of Education approved curriculum guides Lesson plans
1.2	The Passaic Valley Board of Education will adopt curricula that include information literacy and educational technology standards aligned with the Core Curriculum Content Standards.	11/2016 – 11/2019	Vice Principals Director of Technology Board of Education	Board approved curricula implemented
1.3	Staff and students will have easy access to effective and engaging technology resources such as online databases and online resources for content delivery. These resources will be available for access to support the various ways that teachers teach and students learn. Students without access to a computer will be provided school owned loaner device.	On Going	Principal Director of Technology	All classrooms will have computer workstations for teacher and student use  Each classroom will have access to all network resources  Laptop carts will be readily available upon request  Network bandwidth will meet or exceed national standards



District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
1.3	Revisions will be made to educational programs that have a technology infused curriculum to meet the changing mandates of ESSA and NJCCCS.	11/2016 – 11/2019	Vice Principals Directory of Special Education Director of Technology	Revised curriculum will be published
1.4	Provide high quality professional develop workshops and join education organization such as NJECC and William Paterson's Professor in Residence program.	On Going	Super Intendant Principal Director of Technology	Educational technology workshops Collegiate associations Administrative Goals
1.4	Demonstrate and assess student progress with the New Jersey Core Curriculum Content Standards and Teacher Evaluation System.	On Going	Principal Vice Principals Area Supervisors Instructional Staff	Student interviews, Standards-based scoring guides, Surveys, New Jersey Statewide Assessments, Ongoing performance-based assessments SGOs
1.5	Communicate the Acceptable Technology Use Policy to the school community through mailings, school website, and Email.	On Going	Instructional Staff	Board Policies
1.6	Provide voice, video and data connections in every classroom and office.	On Going	Director of Technology	A completed matrix indicating the voice, video and data connections in every classroom and office.
1.6	Provide Unified Communication in every classroom via VOIP solutions.	09/2017	Director of Technology	VOIP equipment installed and Unified Communication software installed on workstations and servers
1.6	Provide all teachers a 2 in 1 laptop device.	09/2017	Director of Technology	Microsoft Surface tablet
1.6	Provide students with remote access to school information and network through Remote Desktop Connection.	On Going	Director of Technology	Remote Desktop Connection server
1.6	Provide parents and student access to grades, assignments, and class documents through parent and student portals	On Going	Superintendent Principal Director of Technology	District Web site and Realtime Student Information System portals
1.6	Develop grade appropriate curricular processes in conjunction with staff that support technology literacy as essential for all students.	09/2017 – 11/2019	Principal Vice Principals Area Supervisors Director of Technology	Course Curriculum Modifications

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
1.7	Installation of network security devices	01/2017 – 09/2017	Director of Technology	Cisco router Forcepoint filtering appliance
1.7	Installation of wireless access point and core network switches.	04/2017 – 09/2017	Director of Technology	HP switches and Meraki Aps
1.8	Increase internet bandwidth to 500Mbs	06/2017-09/2017	Director of Technology	Contract with ISP

**NJTRAx PARCC Readiness Rating: 9**

**NJTRAx Digital Learning Readiness Rating: 6.1**

## Goal Two: Google Classroom (Collaboration)

Google Classroom will facilitate paperless communication between teachers and students, provide real-time-time collaboration and streamline educational workflow by June 2018.

**Indicator(s):** Lesson plans, gradebook, student communications, workshop and conference attendance, digital portfolios, Newsela, online databases

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
2.1	Creation of Google Classrooms course.	12/2016 – 10/2017	Instructional Staff	Google Classroom courses
2.1	Instructional use of Google Classroom for the collection, commenting, and grading of assignments	On Going	Instructional Staff	Record Google Classroom assignments
2.1	The hosting of online discussions on course work.	On Going	Instructional Staff	Google Classroom discussions  Lesson Plans
2.2	Online peer review via Google Classroom and Google Drive.	On Going		Google Docs  Google Classroom  Lesson Plans
2.2	Online real-time student group collaboration via Google Drive and Google Docs.	On Going	Instructional Staff	Google Drive  Google Docs
2.3	Linking students to Newsela via their Google Classroom.	12/2016 – 10/2017	Instructional Staff  Director of Technology	Newsela  Google Classroom
2.3	Assigning research and reading comprehension articles via Newsela to Google Classroom.	On Going	Instructional Staff	Newsela Assignments  Lesson Plans

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
2.3	Incorporate a collegiate approach to online databases for project research	On Going	Instructional Staff Director of Technology	Online databases Lesson Plans
2.4	All staff and students will be provided with individual email accounts to continue group or individual communications beyond the classroom	On Going	Director of Technology	Email logs Email groups
2.4	Demonstrate and assess student progress through student portfolios, ongoing performance-based assessments of computer literacy skills, and observations.	On Going	Principal Vice Principals Instructional Staff	Lessons Plans SGOs Observations
2.4	Implement student information practices that provide on line information for parents/legally designated caregivers, students and other educators.	On Going	Principal Instructional Staff Director of Technology	Online access on school website for student information Parent & Student Portal
2.5	Technology Facilitators will assist supervisors of instruction and instructional staff in the integration of new technology and software into the curriculum.	On Going	Principal Director of Technology	Schedules Logs
2.5	Utilize prescriptive teacher assessments of technology skills and implementation to develop professional improvement plans for teachers and administrators.	On Going	Director of Technology Vice Principals	Administrative Goals Lesson Plans Observations
2.5	Model the effective use of technology through the activities of administrators, faculty and staff.	On Going	Principal Director of Technology	Lessons Plans
2.5	Collaborate with all New Jersey Department of Education offices in order to promote the utilization of data tools to facilitate data driven decisions in order to maximize student achievement.	On Going	Principal Director of Technology	Realtime SIS Department of Education communications
2.5	Professional Improvement plans for teachers, media specialists, and administrators individualized to develop skills necessary to infuse technology into daily practice.	On Going	Principal Vice Principals Area Supervisors Instructional Staff	Professional Improvement Plans SGOs Administrative Goals

**NJTRAx PARCC Readiness Rating: 9**

**NJTRAx Digital Learning Readiness Rating: 6.1**

### Goal Three: Newsela & Writing Center (Digital Literacy)

Facilitated through Newsela (online) and Passaic Valley High School Writing Center (hybrid), students will be able to understand and use information in multiple formats from a wide range of sources when it is presented via digital devices by September 2017.

**Indicator(s):** Student communications, workshop and conference attendance, digital portfolios, Newsela, online databases, Google Classroom

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
3.1	Software and application selections will be made that support the content areas in the quest to integrate technology into the curriculum and to meet the NJCCS and ESSA.	06/2017	Principal Area Supervisors Instructional Staff	Newsela Online databases
3.1	Passaic Valley High School will work closely with local libraries and municipalities to promote access to technology resources.	On Going	Superintendent Principal Local Library Staff	Survey of network access
3.1	Teachers will connect Newsela to their Google Classrooms.	09/2017	Instructional Staff	Newela Google Classroom
3.1	School librarian will demonstrate the research capabilities of online databases.	On Going	Librarian	Online databases
3.2	Teachers will assign Newsela articles to determine student baseline for reading comprehension.	On Going	Instructional Staff	Newsela
3.2	Teachers will check for understanding through Newsela quizzes and annotation tools	On Going	Instructional Staff	Newsela quizzes Newsela annotations
3.2	Implement a means for ongoing assessment of student progress in the use of technology literacy skills.	On Going	Principal Area Supervisors Instructional Staff	Student surveys Student portfolios Observations
3.3	Newsela will assist in determining student's reading level baseline	On Going	Instructional Staff	Newsela
3.3	Newsela assigned articles will follow student's reading level baseline	On Going	Instructional Staff	Newsela
3.4	Teachers will incorporate Newsela articles into Google Classroom discussions	On Going	Instructional Staff	Newsela Google Classroom
3.4	Teachers will utilize Newsela insight tools to drive personal instruction for students	On Going	Instructional Staff	Newsela
3.5	Creation of a writing center with student tutors.	12/2016	Vice Principals Instructional Staff	Writing center tutor manual Student referral form
3.5	Prepare student tutors for writing lab.	On Going	Vice Principals Area Supervisors Instructional Staff	Writing center tutor manual
3.5	In-service programs will be developed that will address technology literacy deficiencies that were identified in the professional development surveys.	On Going	Vice Principals Director of Technology Professional Development Committee	Certificates for professional development hours record of staff development programs

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
3.6	Creation of staff and student Email address.	On Going	Director of Technology	Google Apps Staff directory Student directory
3.6	Creation of class groups for bulk Email messaging.	On Going	Director of Technology	Google Apps Student groups
3.6	Utilize student groups for polling, surveys, and discussion.	On Going	Instructional Staff Director of Technology	Google Apps Google Docs

**NJTRAx PARCC Readiness Rating: 9**

**NJTRAx Digital Learning Readiness Rating: 6.1**

## Goal Four: Microsoft OneNote (Blended Learning)

Using Microsoft OneNote as the instructional vessel, students will learn part of the lesson through the delivery of content and instruction via digital elements. Students will have some control over the time, place, path and pace of their learning. Each teacher will maintain their own OneNote by September 2019.

**Indicator(s):** Lesson plans, gradebook, student communications, workshop and conference attendance, digital portfolios, Microsoft OneNote, Microsoft Mix, Microsoft Sway

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
4.1	Teachers will create flipped classrooms using Microsoft Mix and Microsoft PowerPoint.	12/2016 – 06/2018	Instructional Staff Director of Technology	Microsoft PowerPoint presentations
4.1	Teachers will record and annotate Microsoft Mix PowerPoints for student instruction that takes place at home instead of school	On Going	Instructional Staff	Microsoft PowerPoint presentations Lesson plans
4.1	Teachers will check for understand through Microsoft Mix PowerPoint quizzes and surveys.	On Going	Instructional Staff	Microsoft PowerPoint presentations Lesson plans
4.1	Teachers will assign activities, labs, and discussions in the classroom instead of instruction.	On Going	Instructional Staff	Lesson plans
4.2	Teachers will assign reading comprehension materials using Newsela and online databases	On Going	Instructional Staff	Newsela Online databases Lesson Plans

District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Resources
4.2	Videoconferencing thru IP will be made available for every classroom thru the use of video conferring software.	On Going	Director of Technology Instructional Staff	Skype and Vidyo software installed on computers and laptops
4.2	Staff will utilize online applications to facilitate communication of homework and related school assignments.	On Going	Director of Technology Instructional Staff	Google Google Classroom Microsoft OneNote
4.2	Collaborate with community resources to establish access beyond the school day.	On Going	Principal Director of Technology	Minutes of meefings and agenda of meetings
4.3	Teachers will create a Microsoft OneNote notebook for each course.	12/2016 – 06/2019	Director of Technology Instructional Staff	Microsoft OneNote notebook
4.3	Utilize Microsoft OneNote for audio and video recordings, digital note-taking, announcements, and a repository of course documents.	On Going	Instructional Staff	Microsoft OneNote notebook
4.4	Teachers will publicly share Microsoft OneNote notebooks.	12/2016 – 06/2019	Instructional Staff Director of Technology	Notebook URL

# PROFESSIONAL DEVELOPMENT STRATEGIES

## Responsibilities

The Network and Computer System Administrator in conjunction with the principal and administration and staff will implement the training program. Other staff will be included as appropriate to develop specific training opportunities. Outside facilitators such as Microsoft in the Classroom Seminars, colleges and universities, and community libraries will be utilized when applicable. Services will be coordinated with other districts to reduce costs whenever possible. All training will remain to be based upon proven principles that are based upon scientific research.

## PROFESSIONAL LEARNING TABLE

Through a variety of survey instruments, rubrics, and questionnaires, and NJTrax we have evaluated the overall use and value of technology as an ongoing procedure. Based on educators' proficiency and the identified needs for professional development, the ongoing, sustained, high-quality professional development opportunities planned for 2016-2019 as it relates to the infusion of technology into the curricular process are listed in the following table:

Goal Number	Initial Activities	Follow-Up Activities
Goal One	Installation of network switches and access points	Third party support from hardware vendors and online webinars.
Goal One	NJECC provided workshops on classroom management with technology in a BYOD or 1 to 1 environments	Area supervisors will monitor classroom management skills of teacher through walk throughs and formal observations
Goal Two	Regional workshop event hosted at Passaic Valley with area teachers presenting Google Classroom and Google Apps infusion into lessons	Area supervisors and/or department coaches will model the use of Google Classroom for their respective departments
Goal Two	Staff will attend the annual NJECC conference and attend Google Classroom seminars	Area supervisors and/or department coaches will model the use of Google Classroom for their respective departments
Goal Three	Newsela will be introduced to staff as way to check for understand and reading comprehension	Vice principals, along with the directory of technology will provide a series of mandatory and optional workshops on digital literacy
Goal Three	Student peer review workshops conducted by the Writing Center advisors to advance digital literacy skills, extending to multiple curriculums	Vice principals, along with area supervisors will conduct assessments of student peer tutors through observation and writing samples
Goal Four	The use of tablet PC's will be provided for several teachers in each department.	Third party support from hardware vendors and online webinars.
Goal Four	A series of on-site workshops will be provided in the use of distance learning and videoconferencing for all departments	Area supervisors and/or department coaches will model the use of Skype and OneNote for their respective departments

Goal Four	A series of workshops will be provided by MSU and PVTV audio-video staff	MSU, PVTV, and Media 2/3 students at Passaic Valley will provide support. Area supervisors and/or department coaches will also model the use of digital for their respective departments
Goal Four	A series of courses provided hosted by Microsoft in the Classroom on Microsoft Word, Excel, PowerPoint, and Publisher that cover basic, intermediate, and advanced applications.	Area supervisors and/or department coaches will model the use of Microsoft Office for their respective departments
Goal Four	A series of on-site workshops will be provided in the use of distance learning and videoconferencing for all departments	Area supervisors and/or department coaches will model the use of Skype and OneNote for their respective departments

## Planned Professional Development

We will follow the NJ State Wide Systematic Model for creating 21st Century New Jersey Schools found in the Appendix. The Systemic Model for Continuous Professional Learning and Growth is a three-year blended model of professional development that offers online learning, Web 2.0 tools, virtual and face-to-face professional learning communities and value-added on-site training opportunities to all education stakeholders state wide to support the implementation of the Core Curriculum Content Standards.

## Additional Professional Development

1. Teachers and Library Media Personnel:
  - Most of the teachers have been issued a laptop or desktop workstation, but not all teachers have the availability of LCD projectors in their classrooms.
  - Our media center has a lab of 30 multimedia desktop computers that can be accessed by all
  - Because of our network design, teachers and library media personnel can log into any computer on campus to check email and work on productivity activities
2. Administrators:
  - Every administrator has a desktop workstation and/or laptop computer
  - Because of our network design, all administrators can log into any computer on campus to check email and work on productivity activities
3. Ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in the classroom or library media center:
  - Presently all of our administrators must attend at least one technology related training per year (depending on funding)



- Skills acquired by the administrative staff are shared at administrative meetings and on site workshops
  - Administrators provide one on one instruction when applicable
4. Ongoing, sustained professional development for all staff will be provided to further the effective use of technology in the classroom or library media center.
- Our primary goal is to develop technology coaches whose responsibility will be to oversee the use of educational technology for their assigned area
  - Coaches and consultants will model the use of educational technology whenever applicable
  - Provide all staff access to an online in district video tanning portal
  - Monthly after school training session timely topics and featured lessons
5. Professional development is provided to all staff on the application of assistive technologies to support all students in their learning.
- An action plan will be developed for a student for whom assistive technology has been determined to be necessary
  - The student's action plan should be consistent with program, district and assistive technology guidelines
  - Teachers and support staff will be trained in using assistive technology.

## Montclair State University Network

Passaic Valley High School is part of Montclair State University Network for Educational Renewal. Through this partnership, Passaic Valley is conducting active research in the integration of technology in a program titled, Education in a Democracy: Technology Education and Collaboration (ED TEC)

The primary focus of ED TEC is infusing technology into the curriculum. This will be accomplished through the development of model technology projects and the expansion and enhancement of Passaic Valley's (PV) collaborations and partnerships with higher education and the business community. A cornerstone of this program will be PV's already successful partnership with Montclair State University (MSU). It is our intent to build on these projects and partnerships as we explore strategies for infusing technology into all curricular areas.

## William Paterson Professor in Residence

Professional Development Schools (PDS) create a partnership between your school and the University. A Professor-In-Residence (PIR) is on-site once a week providing in class support whether by modeling lessons, co-teaching or leading lunch and learns. These

relationships promote a professional learning community, collaborative learning and insightful teaching practices to continuously improve student achievement.

## NJECCS

NJECC promotes and supports integrating technology in education by providing workshops, monthly meetings, conference events and more. As a cooperative organization NJECC offers opportunities for networking, forums for finding solutions to problems and for sharing successes.

Passaic Valley Regional High School as a silver level member are entitled to Monthly meeting topics are driven by member interest survey results and include an opportunity to hear from thought leaders, effective practitioners and selected vendors who have expertise on the topic being highlighted while also including hands-on training activities, good and welfare sharing of member to member problems and solutions as well as demonstrations of emerging educational technologies.

## EVALUATION OF GOALS AND OBJECTIVES

A planned program to evaluate technology use and its impact in the district has been established and continues to be modified to keep pace with new and evolving technologies. The areas addressed include:

- The district will participate in pilot programs to test the effectiveness of educational technology.
- The district will establish a process to deal with technological obsolescence.
- The district will create a process to deal with maintenance and repair of equipment.
- The district will provide in service for selected staff on diagnosing equipment repair needs.
- There will be equitable distribution of appropriate resources for all students.
- An equitable purchase plan for acquiring new equipment and replacing malfunctioning equipment will be established.
- The district will develop needs assessment based on the five-year curricular revision cycle.
- The district will develop a procedure for previewing and evaluating software and hardware.
- The district will create a collection of guides/manuals for software and hardware and provide a procedure for circulation. A formal on-going program to evaluate technological tools (hardware and software) will be developed.

Primarily the ongoing evaluation process seeks to answer the following questions:

- How is technology integrated into the curriculum?
- How are electronic resources synthesized and adapted by our users?
- How can we match technology with our students' learning needs?
- How is our professional development technology infused?
- How can technology serve as a catalyst for school improvement and student achievement?
- How can technology be used as effective communication within our school district and community?
- How can our school/student information resources best be utilized for school management and student achievement?

## FUNDING PLAN

Goal	Activity	Funding Source	Amount
Goal One	Purchase of router, network switches and wireless access points	E-Rate State funding	\$56,140
Goal One	Increase Internet bandwidth to 500Mbps	State funding	\$12,000
Goal One	Completion of the teacher 1 to 1 laptop program	State funding Federal funding	\$48,000
Goal One	Web filtering and security software and hardware	State funding	\$78,308
Goal One	NJECC silver level membership	State funding	\$1,125
Goal One	William Paterson University Professor-In-Residence annual membership	State funding	\$5,000
Goal Two	Google Apps for Education subscription	N/A	\$0
Goal Two	Realtime SIS annual subscription	State funding	\$15,530
Goal Three	Newsela annual subscription	State funding	\$8,100
Goal Three	EBSCO database annual subscription	State funding	\$1,010
Goal Four	Microsoft Office 365 Education annual subscription	N/A	\$0
Goal Four	Microsoft Office/Windows/System Center software annual licenses	State funding	\$7,874
Goal Four	E-textbook annual subscription	Federal funding State funding	\$8,480
Goal Four	MSU Network for Education Renewal annual membership	State funding	\$2,975

# APPENDIX

## Board Resolution

### **EXTRACT FROM THE MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF THE PASSAIC VALLEY REGIONAL HIGH SCHOOL, PASSAIC COUNTY, NEW JERSEY AS RECORDED IN THE OFFICIAL MINUTE BOOK.**

The Board of Education of Passaic Valley Regional High School, Passaic County, New Jersey convened in Public Session on November 10, 2016 at 7:30 P.M. at Passaic Valley Regional High School, 100 E. Main Street, Little Falls, N.J. 07424.

The following members of the Passaic Valley Regional High School Board of Education were present: Mrs. Brigati, Mr. D'Ambrosio, Mr. Damiano, Mr. Greco, Mr. Spinella, Dr. Varcadipane, Mrs. Van Winkle and Mr. Yodice.

The following members of the Passaic Valley Regional High School of Education were absent: Mr. Sgobba

The following motion was offered by Mrs. Van Winkle seconded by Mr. D'Ambrosio and adopted by the Board of Education by the following roll call vote.

AYES: Brigati, D'Ambrosio, Damiano, Greco, Spinella, Varcadipane, Van Winkle, Yodice

NAYS: None

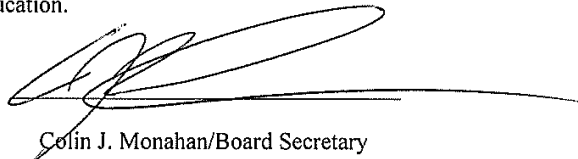
ABSTAIN: None

TITLE AND TEXT RESOLUTION:

#### **Approval / 3 Year District Technology Plan – 2016/2018**

The Superintendent recommended approval of the 3-year District Technology Plan 2016-2019.

I, Colin J. Monahan, Business Administrator/Board Secretary of the Passaic Valley Regional High School Board of Education in the County of Passaic, State of New Jersey, hereby certify that the foregoing extract from the minutes of the meeting of the Passaic Valley Regional High School Board of Education duly called and held on **November 10, 2016** has been compared by me with the original minutes as officially recorded in my office in the minute book of said Passaic Valley Regional High School Board of Education is a true, complete copy thereof and of the whole of said original minutes in so far as the same related to the subject matter referred to in said extract. In Witness I have hereunto set my hand and affixed the corporate seal of the Passaic Valley Regional High School Board of Education.



Colin J. Monahan/Board Secretary

## Student Internet & Computer Acceptable Use Policy

Objectionable material will be deemed as any Internet activity which would otherwise violate board approved PVHS student conduct policies, including but not necessarily limited to dress code violations, drug and alcohol policy, abusive, obscene or profane language, and sexually oriented, threatening, or racially offensive conduct. Further, the Passaic Valley School District is obligated to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any Internet activity transmitted on or misuses of the PVHS network and computing system.

### **NETWORK**

1. The use of Passaic Valley School District Network (PVHSNET) is to promote the exchange of information to further education and research and is consistent with the mission of the Passaic Valley School District.
2. The PVHSNET is not for private or commercial business use, political or religious purposes.
3. Any use of PVHSNET for illegal activity is prohibited.
4. Use of PVHSNET to access obscene, pornographic, offensive, or objectionable material is prohibited.
5. Sending or downloading material likely to be obscene, pornographic, offensive or objectionable to recipients is prohibited.
6. Using programs that harass PVHSNET users or infiltrate a computing system and/or damage the software components is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of PVHSNET that accesses outside resources must conform to their "Acceptable Use Policy".
9. Subscriptions to Listservs, bulletin boards and to any and all on-line services must be directly approved by the district.

### **SECURITY**

10. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
11. Distribution of personal information over the Internet is strictly prohibited.
12. Accessing of personal student E-Mail accounts and random "Chat Room" venues is strictly prohibited.
13. Users are responsible for making back-up copies of critical documents.

### **SOFTWARE**

14. Users are responsible to take precautions to prevent viruses on their own equipment and on the Passaic Valley Regional High School's equipment.
15. The illegal installation of copyrighted software or files for use on district computers is prohibited.
16. Users must obtain permission of the school's Director of Technology personnel to install and/or download any software and CD-ROM's on district computers.

## **E-MAIL**

17. Users are expected to remove old E-Mail messages in a timely fashion and the system administrators may remove messages if not attended to regularly by the user.
18. E-Mail is provided for the purpose to exchange information consistent with the mission of the Passaic Valley Regional High School.
19. E-Mail and all computer usage is always conducted without the "expectation of privacy". As such, please note the following:
  - a. PVHSNET's E-Mail will not be used for private or commercial offerings of products or services for sale or to solicit products or services.
  - b. E-Mail will not be used for political or religious purposes.
  - c. E-Mail messages and computer screen contents are subject to district review at any time.
  - d. E-Mail will not be used to broadcast messages outside of the building.

## **ACCESS**

As a condition of using Passaic Valley Regional High School Network, I understand

20. that the use of PVHSNET and access to public networks (i.e. The Internet) is a privilege and agree to the following:
21. I will abide by such rules adopted by Passaic Valley School District including the PVHSNET Acceptable Use Policy.
22. The Passaic Valley School District has the right to review any material stored on any system provided by the District. Such material may be edited or removed by the district.
23. All information and services available on the Internet and PVHSNET are placed there for informational purposes. I use PVHSNET at my own risk.
24. Passaic Valley School District does not warrant the function of PVHSNET or any of it accessible through PVHSNET to meet any specific requirements I may have, or that PVHSNET will be error free or uninterrupted. Passaic Valley School District staff are not liable for any damages incurred in connection with the use, operation, or inability to use PVHSNET.
25. In consideration for using PVHSNET and having access to public networks, I hereby release Passaic Valley School District and its officers, employees and agents from any claims and damages arising from use or inability to use PVHSNET.

## Faculty Internet & Computer Acceptable Use Policy

As a condition of using Passaic Valley Regional High School computer equipment, all faculty must abide by such rules adopted by the district including the Internet and Computer Acceptable Use Policy.

Interpretation, application, and modification of this Internet and Computer Acceptable Use Policy are within the sole discretion of the Passaic Valley School District. Any questions or issues regarding this policy should be directed to the Passaic Valley Regional High School Administration.

### **INTERNET**

1. The purpose of the Internet is to promote the exchange of information. It should further education and research and be consistent with the mission of the Passaic Valley School District.
2. The Internet is not for private or commercial business use, political or religious purposes.
3. Any use of the Internet for illegal activity is prohibited.
4. Using the Internet to access obscene, pornographic or objectionable material is prohibited. Objectionable material will be deemed as any Internet activity which would otherwise violate board approved PVHS student conduct policies, including but not necessarily limited to dress code violations, drug and alcohol policy, abusive, obscene or profane language, and sexually oriented, threatening or racially offensive conduct.
5. Sending or downloading material likely to be obscene, pornographic, offensive or objectionable to recipients is prohibited. The Passaic Valley School District has taken precautions to eliminate controversial material. However, it is impossible for the district to restrict access to all controversial materials. Teachers who suspect that controversial material has been sent to them should do the following:
  - Contact their immediate supervisor to provide verification.
  - Print out the notation and source of such material. (Not necessarily the material)
  - After performing (a) and (b) delete the material from your hard drive and email account.
6. Using software programs that harass computer network users (SPAM) or infiltrate a computing system and/or damage the software components is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of our computer network that accesses outside resources must conform to their "Acceptable Use Policy".
9. The district must approve subscriptions to and use of virtual communication environments. This includes, but is not limited to listservs, bulletin boards, blogs, wiki's, and online journals.



## **SECURITY**

10. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
11. Users may not share their accounts with anyone or leave their accounts open or unattended.
12. Users will keep all accounts and passwords confidential and not accessible to others.
13. Users are responsible for making back-up copies of critical documents.

## **SOFTWARE**

14. Users are responsible to take precautions to prevent viruses on their own equipment and Passaic Valley Regional High School's equipment.
15. The illegal installation of copyrighted software or files for use on district computers is prohibited.
16. Users must obtain permission of the school's District Technology Supervisor/personnel to install any software and/or CD-ROM's on district computers.

## **EMAIL**

17. Electronic mail (email) is an electronic message sent by or to a user in correspondence with another person having email access. Messages received by the system are retained on the system until deleted by the recipient. A canceled account will not retain its mail. Users are expected to remove old messages in a timely fashion. System administrators may remove messages if not attended to regularly by the user. Staff members should check their email account a minimum of once a day.
18. Email is provided for the purpose to exchange information consistent with the mission of the Passaic Valley Regional High School:
  - Email will not be used for private or commercial offerings of products or services for sale or to solicit products or services.
  - Email will not be used for political or religious purposes.
  - Email messages are subject to District review at any time. Staff members should have no expectation of privacy. Further, the Passaic Valley School District is obligated to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any Internet activity transmitted on or misuses of the school's network and computing system.
  - Email will not be used to broadcast messages outside of the building.

## **ACCESS**

19. The Passaic Valley School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

20. All information and services available on the Internet are placed there for informational purposes. I use the Internet at my own risk.
21. The Passaic Valley School District does not warrant the function of the Internet liable for any damages incurred in connection with the use, operation, or inability to use the Internet.
22. I hereby release the Passaic Valley School District and its officers, employees and agents from any claims and damages arising from use or inability to use the Internet.
23. I have read and agree to comply with the Internet and Computer Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

# Policy

## PASSAIC VALLEY REGIONAL

### HIGH SCHOOL

POLICY 5512.01

## Harassment, Intimidation, and Bullying

### Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).]

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or

wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

#### Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community

representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Principal will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying:

#### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Remedial Measures

##### Personal

1. Life skill deficiencies;
2. Social relationships;

3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

#### Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;



5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;

4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension;
9. Legal action; and
10. Expulsion.

#### Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;

6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures - Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;

2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;

14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

15. Parent conferences;

16. Family counseling;

17. Involvement of parent-teacher organizations;

18. Involvement of community-based organizations;

19. Development of a general bullying response plan;

20. Recommendations of a pupil behavior or ethics council;

21. Peer support groups; and

22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices. Oral, written, or electronic reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

#### Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

#### Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to

the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including but not limited to school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any pupil, employee, or volunteer who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a pupil, employee, or volunteer who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The remediation and/or consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences and/or remediation for employees will range from an admonishment to termination of employment. The consequences and/or remediation for a volunteer or visitor will range from an admonishment to reports to appropriate law enforcement agencies.

#### Consequences and Remedial Action for False Accusation

The district board of education prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

Students - The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A: 16-7., Long-term Suspensions and N.J.A.C. 6A:16-7.5 Expulsions.

School Employees - consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment , intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements.



Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

#### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions or on a school bus. A range of options may be implemented by the school district for publicizing this Policy. This policy shall be posted on the school district's website and distributed annually to parent(s) or legal guardian(s) who have children enrolled in a school in the school district.

#### Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the

district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's harassment, intimidation, and bullying policy with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

N.J.A.C. 6A:16-7.9 et seq.

Adopted: 9/23/08

Revised: 1/11/11

## Parental/Guardian Consent Form

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or schools web site.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Check one of the following choices:

- I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or districts public Internet site.
- I/We GRANT permission for this student's photo/image and name to be published on the school and/or districts public Internet site.
- I/We GRANT permission for this student's photo/image and all other personal identifiers listed above to be published on the school and/or districts public Internet site.
- I/We DO NOT GRANT permission for photo/image that includes this student to be published on the school and/or districts public Internet site.

Students Name: (please print) \_\_\_\_\_ Students Grade: \_\_\_\_\_

Print name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Date: \_\_\_\_\_

# Technology Equipment Loan Request Form

Please complete the following form and return to:

Passaic Valley Regional High School  
100 East Main Street  
Little Falls, NJ 07424



Today's Date: \_\_\_\_\_

## Student Information

Your Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Course Name and Teacher: \_\_\_\_\_

## Equipment Requested

Manufacturer: \_\_\_\_\_ - Model # \_\_\_\_\_

Serial#: \_\_\_\_\_ Tag# \_\_\_\_\_

Description: \_\_\_\_\_

Value: \_\_\_\_\_

Term of Loan From: \_\_\_\_\_ To: \_\_\_\_\_

## Parent Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**By submitting this request, I acknowledge that I am fully responsible for any loss or damage to these materials/equipment.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

Returned: \_\_\_\_\_

## Technology Plan Resources

### Professional Development

The following web sites provide resources and information on professional development opportunities pertinent to educational technology. Please note that the links below are only a sampling of available professional development resources.

ETTCs: Educational Technology Training Centers  
<http://www.nj.gov/njded/techno/ettc/>

NJAET: New Jersey Association for Educational Technology  
[www.njaet.org](http://www.njaet.org)

NJECC: New Jersey Educational Computing Consortia  
[www.njecc.org](http://www.njecc.org)

NECC: National Educational Computing Conference  
<http://www.neccsite.org/>

CIESE: Center for Improved Engineering and Science Education  
<http://k12science.ati.stevens-tech.edu/currichome.html>

NJSSI: New Jersey Statewide Systemic Initiative  
[Http://njssi.rutgers.edu/](http://njssi.rutgers.edu/)

NJPEP: New Jersey Professional Education Portal  
[www.njpep.org](http://www.njpep.org)

EMA: Educational Media Association of New Jersey  
<http://www.emanj.org/>

CMSCE: Center for Math, Science and Computer Education  
<http://cmsce.rutgers.edu/>

Providers from the New Jersey approved provider list  
<http://www.nj.gov/njded/profdev/providers/search.htm>

FEA/NJPSA: Foundation for Educational Administration and New Jersey Principals and Supervisors Association  
<http://www.njpsa.org/pd/>