

Arthur J. Gallagher is providing its client districts with 20% off the registration price for these **LEGAL ONE** workshops

To access your discounts simply complete the special request form provided at this link - <https://tinyurl.com/FEA-AJG-LO-2020>.

February

Addressing Student Mental Health Issues: An Overview of Key Legal Requirements

Feb. 4, 2020; 9 am - 3 pm at FEA

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**; Susan Coyle, MA Traumatic Loss Coalitions for Youth Coordinator for Middlesex County, Rutgers University Behavioral Health Care

Fee: \$150

This workshop will review key legal requirements under state and federal law for addressing students who are dealing with mental health issues. This will include a review of how mental health issues are addressed under the New Jersey Law Against Discrimination, NJ's Anti-Bullying Bill of Rights, IDEA, Section 504, and other anti-discrimination statutes. Participants will consider issues related to anxiety, depression, addiction, and suicidal ideation. Participants will understand how to provide reasonable accommodations for students, how to respond to disciplinary issues and key steps to take when necessary to ensure the safety of the student dealing with mental health issues as well as the safety and well-being of others. Through the use of scenarios, participants will consider how to apply various state and federal legal requirements in responding to real-world situations.

Addressing Student Mental Health Issues: Beyond Identification and Referral

Feb. 5, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director**; Susan Coyle, MA Traumatic Loss Coalitions for Youth Coordinator for Middlesex County, Rutgers University Behavioral Health Care

Fee: \$150

Participants will gain knowledge of how to develop and improve practices for supporting

students with mental health disorders. Topics will include: developing sound policies and procedures for identifying and responding to students of concern; enhancing collaboration with school staff, administrators, and parents to improve identification and interventions; implementing critical supports for students in treatment and returning from hospitalizations; and maximizing use of existing structures such as I&RS and Section 504.

Legal Requirements and Emerging Issues Related to the Code of Student Conduct

Feb. 7, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director**; Geta Vogel, FEA Consultant and Retired Principal

Fee: \$150

Day one of the Code of Conduct series will provide an overview of legal requirements related to student conduct, including legal requirements for addressing student discipline, HIB, discrimination, drug and alcohol issues, student searches, threats, violence, vandalism, improper language, and other forms of misconduct.

Section 504 Explained

Feb. 10, 2020; 9 am - 3 pm at FEA

Presenter: John Worthington, Esq., **LEGAL ONE Consultant**

Fee: \$150

This session will provide a detailed explanation of Section 504 of the Rehabilitation Act of 1973 as it relates to school districts. Topics will include district responsibilities, due process requirements and procedural safeguards, preventing and preparing for litigation, parent/student rights, as well as exploring the differences between 504 eligibility and classification and eligibility and classification under the IDEA.

Investigating Discrimination Claims

Feb. 11, 2020; 9 am - 3 pm at FEA

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**; Adam Drew, CEO, **Three Corners Law Enforcement (whole day)**; Rebecca Gold, Retired Director of Human Resources

Fee: \$150

When allegations of discrimination are made involving school employees or students, it's essential that the matter is investigated promptly, effectively and legally. This workshop will provide you with the tools you need to develop and carry out investigation plans, including strategies for gathering and reviewing documents, questioning techniques to help you get to the truth, and a review of procedural steps that must be taken. Participants will receive model templates and sample investigation reports, learn how to develop and carry out an investigation action plan, learn from prior case law, and review real world scenarios.

Understanding State and Federal Guidance on Student Discipline

Feb. 12, 2020; 9 am - 3 pm at FEA

Presenter: David Nash, Esq., **LEGAL ONE Director**

Fee: \$150

Day two of the Code of Conduct Certificate series will provide participants with a deep understanding of the most recent guidance on student discipline from the NJ and US Departments of Education, including legal requirements related to identifying and addressing disparities in discipline, restraining students, sharing information with law enforcement, dealing with conduct away from school grounds, addressing bias-related acts, and responding to discipline for students with disabilities.

Code of Conduct Investigations: Getting to the Truth

Feb. 18, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director;** Adam Drew, CEO, Three Corners Law Enforcement

Fee: \$150

Day three of the Code of Conduct series will lead participants through hands-on strategies for conducting investigations of various forms of student misconduct. Participants will leave with a clear game plan for how to conduct a wide array of student investigations and ultimately get to the underlying truth. Participants will also learn key principles related to writing investigation reports, and how to prepare for any potential legal challenges to code of conduct investigations.

Legally Compliant IEPs

Feb. 19, 2020; 9 am - 3 pm at FEA

Presenter: John Worthington, Esq., **LEGAL ONE Consultant**

Fee: \$150

This workshop will provide an in-depth explanation of what courts expect to see in IEPs. Key components in IEPs that can render them both legally and technically sound, most notably the Present Level of Academic Achievement and Functional Performance (PLAAPP) and the goals and objectives sections, will be identified. This session will focus on combining best practices with educational strategies that are reasonable and practical for child study teams to utilize every day.

Understanding the Law on Special Needs Students, Equity, and Disproportionality

**Feb. 21, 2020; 9 am - 3 pm
at William W. Allen Middle School**

Presenter: John Worthington, Esq., **LEGAL ONE Consultant**

Fee: \$150

Students with IEPs are entitled under state and federal law to fully participate in all aspects of a school district's educational program, with appropriate modifications and accommodations. Where barriers exist to full participation, school districts are legally obligated to identify and work to alleviate those barriers. In addition, significant legal issues arise when students in a particular racial or ethnic group are disproportionately identified as needing special education or are placed in certain disability categories, or where students with disabilities in certain racial or ethnic groups are more likely to be disciplined than their peers. In this workshop, participants will learn about new federal regulations that are now being implemented related to disproportionately, and will also learn about a series of related legal requirements concerning educational equity and students with disabilities. Finally, participants will learn about the specific actions that are required to be taken when these discrepancies are identified, and the legal consequences for failure to take effective action.

Laying the Foundation for a Sound HR System

Feb. 25, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director;** Rebecca Gold, Retired Director of Human Resources; Paula Clark, Esq., Director of Human Resources, Compliance, and Labor Relations, Wayne Township Public Schools; Robert Murphy, Assistant Executive Director, NJPSA

Fee: \$150

This day will provide an overview of the scope of responsibilities that fall under the HR umbrella, along with essential policies and procedures that need to be in place. It will provide a framework for identifying any current gaps that need to be addressed and strategies and tools for formulating plans and building the necessary supports to take your HR management system to the next level.

Social Media and Cyberbullying Issues in Schools

Feb. 26, 2020; 9 am - 3 pm at MUJC

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development;** Joseph Ventre, CISSP, CIO and Founder, www.TheCyberSecurityGuard.com

Fee: \$150

This session will address the legal issues that arise when students, staff, and parents use social media. Issues to be discussed will include cyberbullying, student and staff First Amendment rights, using social media to screen job applicants, and legally permissible uses of social media. It will include the latest national research on the use of social media and best practices for promoting responsible use. Participants will gain an understanding of the latest trends in cyberbullying and the most effective strategies available for school leaders, educators, parents, and students.

There will be a review of the latest case law involving cyberbullying and social media use by students and staff members. This session will provide tips for promoting responsible social media use by students, parents, and staff. Participants will learn how social media sites provide built-in security settings and explain how they work.

Student Records and Public Records

Feb. 27, 2020; 9 am - 3 pm at FEA

Presenter: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**

Fee: \$150

This workshop will address the parameters of student confidentiality, focusing on complex issues such as HIB, drug and alcohol use, teen pregnancy, health information, family history, sexual orientation, child abuse, etc. It will also address parent/guardian rights regarding access to student records, including situations involving divorced parents and adult students. Finally, this workshop will review New Jersey public records law, including the right for public access to employee emails and the parameters for confidentiality of employee to employee communications.

March

Attendance, Residency, and Homelessness Issues

Mar. 3, 2020; 9 am - 3 pm at FEA

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development;** Diahann DeRuggiero, MSW, M.Ed., **Regional Director, McKinney-Vento Education of Homeless and Youth Program**

Fee: \$150

This workshop will provide information about the legal requirements pertaining to student attendance, residency and homelessness issues — including what constitutes excused absences, legally required steps for developing attendance improvement plans and when to involve the court system. Participants will also gain an understanding of how to properly determine residency, including forms of documentation to be considered, the rights of students not residing with their parents or legal guardians, and the due process involved when there is a dispute over student residency. Legal issues including eligibility, resources and services available to homeless students will also be addressed. Participants will be provided with resources and best practices for addressing chronic absenteeism. Participants will also be provided with strategies for conducting residency investigations.

Preparing for Special Education Mediation and Due Process Hearings

Mar. 4, 2020; 9 am - 3 pm at FEA

Presenter: Isabel Machado, Esq., **Machado Law Group**

Fee: \$150

This session will provide a detailed explanation of the particular procedures which must be followed when preparing for a special education/due process hearing. Topics to be discussed include: differences between filing for mediation and due process; stay-put issues; what is required during the 30-day resolution period; new procedures with respect to initial hearing date/settlement conferences; pre-trial orders; expert witnesses/expert reports; discovery and preparing for due process; preparing to testify; post-trial briefs; appeals; and prevailing party and attorneys' fees. Target Audience - directors/supervisors of special education, school law attorneys

School Security: Evolving Challenges and Opportunities

Mar. 5, 2020; 9 am - 3 pm at FEA

Presenters: Michael Kaelber, Esq., **LEGAL ONE Coordinator for Online Course Development;** Joseph R. Sciandra, **President, GUARDIAN Operational Risk Management;** Jeff Gale, **School Security Specialist, NJDOE Office of School Preparedness and Emergency Planning;** Thomas Gambino, Ed.D., **Education Program Development Specialist, NJDOE Office of School Preparedness and Emergency Planning**

Fee: \$150

This program is designed to provide training on how to deal with one of the biggest challenges facing building administrators today — keep-

ing your students and staff safe. Join school security staff from the Department of Education, private security experts, and LEGAL ONE staff attorneys as they speak to the latest in school security issues facing schools today. Topics will include, but not be limited to, a review of recent legislative and regulatory enactments affecting school security, school safety and security plans, the school security drill law, the school safety specialist position, the 2019 revisions to the Uniform State Memorandum of Agreement Between Law Enforcement and the Schools and the Final Report on the Federal Commission on School Safety. Expert advice, checklists, strategies, and response measures will be presented from the perspective of law enforcement and school administration. Additional topics to be considered will include preparing for a safe school environment, threat assessment, sharing of information, physical security assessments of schools, current NJ school security task force recommendations, working with school administrative teams, administrative response, fostering a positive school climate and much more.

Hot Issues in School Law

**Mar. 6, 2020; 9 am - 3 pm
at Cherry Hill High School East**

Presenter: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content Development

Fee: \$150

This workshop will address current developments in a variety of legal issues, including HIB case law and legislative issues, TEACHNJ regulations and arbitration decisions, student safety, recent legislative enactments, social media, First Amendment rights and responsibilities, and other current and ongoing school law topics.

Advanced Staff and Student Investigation Techniques

Mar. 10, 2020; 9 am - 3 pm at FEA

Presenters: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content Development; Adam Drew, CEO, Three Corners Law Enforcement

Fee: \$150

This course will provide a variety of tools that can be employed to assist you in getting to the truth in staff and student investigations. The investigation tools that we will review fall into the following categories:

- Protecting Due Process Rights;
- Initial Response;
- Search and Seizure;
- Investigation Planning;
- Statement Collection and Analysis;
- Conducting the Interview;
- Evidence Collection, Management, and Analysis;
- Involving Other Key Players; and
- Writing the Report.

This workshop will include a review of lessons learned from a number of high profile criminal and civil cases. It will also include a review of the due process rights available to students and staff, and strategies for addressing unique circumstances related to students or staff with disabilities, dealing with allegations of criminal conduct, responding in cases involving potential claims of discrimination, addressing english language learners, and other situations that may pose investigatory challenges.

The Principal/AP/VP's Survival Guide!

Mar. 11, 2020; 9 am - 3 pm at MUJC

Presenters: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content; James J. Sarto, Ed.S., Coordinator - Leaders to Leaders Program

Fee: \$150

Novice, experienced, and veteran principals and assistant principals! How can we possibly remember everything? Time goes by, students, staff, community, process, procedures, and most importantly... educational law changes. This may be the refresher PD you have been waiting for. Join us as we focus on basic "I should already know that" information, as well as:

- Daily school operations, duties, and responsibilities;
- Case studies on student accountability;
- Smoking v. Vaping v. Drug Policies;
- Contracts and Job Descriptions;
- Tenure and Bumping Rights;
- Tips, Suggestions and Time Saving Exercises;
- Search and Seizure;
- Due Process – Releasing Staff Members from Their Positions;
- Student Safety;
- Common Sense!
- Document, Document, Document!
- It's Always Been Done That Way, How Did I Know It Was Illegal!

HIB and Discipline for Students With Disabilities

Mar. 12, 2020; 9 am - 3 pm at FEA

Presenter: John Worthington, Esq., LEGAL ONE Consultant

Fee: \$150

This session will provide a detailed explanation of the particular procedures that must be followed when a special education student is disciplined, and will include a review of recent USDOE guidance that significantly changes how districts need to address this issue. Participants will gain a deeper understanding of the relationship between NJ's Anti-bullying law, the NJ Law Against Discrimination, IDEIA, and Section 504. Participants will learn about recent changes to New Jersey Administrative Code regarding students with disabilities and HIB, including how to address issues involving students attending approved private schools for students with disabilities.

HIB Law Update

**Mar. 13, 2020; 9 am - 3 pm
at Brick Township PD Center**

Presenter: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content Development

Fee: \$150

This session will provide an overview of the latest developments in state and federal law, including case law, emerging trends, cyberbullying, and the most recent guidance from the NJ and US Departments of Education. Participants will gain an understanding of key steps on complex issues such as addressing incidents involving students with disabilities, when and how to involve the affirmative action officer, and how to address allegations that staff members have bullied students.

Responding to Kids in Crisis:

The Role of the School Counselor

Mar. 17, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., LEGAL ONE Director; George Scott, Ed.S., LMFT, LEGAL ONE Consultant

Fee: \$150

Sponsored by LEGAL ONE and NJSCA

Many students come to school struggling with crises situations and unsure where to turn. This workshop will assist school counselors in understanding their legal requirements and best practices in helping students respond to crisis situations, including student mental health challenges, suicidal ideation, drug and alcohol abuse, bullying and cyberbullying, dating violence, pregnancy, homelessness, and more.

Transgender and Nonbinary

Students: A Framework for School District Policies, Protocols, and Supports

Mar. 18, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., LEGAL ONE Director; Robyn Gigl, Esq., Gluck Walrath LLP

Fee: \$150

In this workshop, participants will review essential legal requirements related to addressing the needs of transgender and nonbinary students. The workshop will include the latest NJDOE guidance, as well as recent case law. It will include a review of the key elements of district policies and protocols, and will include a review of a framework for developing support plans and communication plans for transgender students. Specific issues to be addressed include:

- Protecting student confidentiality while working with students, staff, and families;
- Addressing student records, including IEPs, transcripts, and diplomas;
- Supporting students at heightened risk for HIB, substance abuse, family rejection, suicidal ideation, and other risk factors;
- Developing effective support plans and communication plans that are individualized for each student;
- Ensuring that new curricular requirements are effectively addressed;
- Establishing policies, procedures, and protocols that are designed to ensure the safety and wellbeing of transgender and nonbinary students.

Building Trust and Protecting Employee Rights

Mar. 19, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., LEGAL ONE Director; Rebecca Gold, Retired Director of Human Resources; Paula Clark, Esq., Director of Human Resources, Compliance, and Labor Relations, Wayne Township Public Schools

Fee: \$150

This day will provide a deeper dive into the process of building trust with district employees and ensuring that employee rights are clearly understood and protected. Best practices for communicating with employees, bargaining units and their representatives will be reviewed. The often misunderstood details of complex law related to family leave, workers compensation, employment discrimination, employer duties

in responding to staff members with real or suspected disabilities, employee certification requirements, and more will also be reviewed.

Social Media and Cyberbullying Issues in Schools

Mar. 20, 2020; 9 am - 3 pm
at Alder Avenue Middle School

Presenters: Sandra L. Jacques, Esq.,
LEGAL ONE Supervisor of Legal Research
and Content Development; Joseph
Ventre, CISSP, CIO and Founder, [www.TheCyberSecurityGuard.com](http://TheCyberSecurityGuard.com)

Fee: \$150

This session will address the legal issues that arise when students, staff, and parents use social media. Issues to be discussed will include cyberbullying, student and staff First Amendment rights, using social media to screen job applicants, and legally permissible uses of social media. It will include the latest national research on the use of social media and best practices for promoting responsible use. Participants will gain an understanding of the latest trends in cyberbullying and the most effective strategies available for school leaders, educators, parents, and students. There will be a review of the latest case law involving cyberbullying and social media use by students and staff members. This session will provide tips for promoting responsible social media use, by students, parents, and staff. Participants will learn how social media sites provide built-in security settings and explain how they work.

Addressing Staff and Student Mental Health Issues

Mar. 24, 2020; 9 am - 3 pm
at Walnut Ridge Primary School

Presenters: David Nash, Esq., LEGAL ONE Director; George Scott, Ed.S., LMFT, LEGAL ONE Consultant

Fee: \$150

When student or staff members are struggling with mental health and/or addiction issues, school districts face a series of complex legal, medical and educational issues. This workshop will provide clear guidance on the signs to look for when a student or staff member is dealing with mental health and/or addiction issues, strategies for assisting students and staff members, key steps to take in documenting any changes in behavior and their impact on student and staff performance and safety, when and how to require students and staff members to be sent for mental health and/or addiction evaluations and procedures to use when this occurs, and understanding what reasonable accommodations may be required to address students.

Hot Issues in Special Education Law

Mar. 25, 2020; 9 am - 3 pm at MUJC

Presenter: John Worthington, Esq., LEGAL ONE Consultant

Fee: \$150

State and federal law is rapidly evolving for students with disabilities. In this workshop, participants will also learn about the latest case law, statutory/regulatory changes, and federal/state guidance regarding:

- The use of physical restraint and seclusion for students with disabilities;
- The overlapping rights of students under IDEA, Section 504, New Jersey's Law Against Discrimination and the Anti-

Bullying Bill of Rights;

- Major changes related to the use of technology to deliver services for students with disabilities;
- New procedures for addressing legal disputes and due process;
- Major case law decided in the aftermath of the Supreme Court decisions in Endrew and Fry; and
- Other important changes in case law, statute, and regulation at the state and federal levels.

Participants will also learn advanced investigation techniques that promote fair, equitable, effective, and legally defensible outcomes. Participants will also learn about best practices related to enhancing cultural competency and celebrating student diversity.

April

Hot Issues in School Law

Apr. 1, 2020; 9 am - 3 pm at FEA

Presenter: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content Development

Fee: \$150

This workshop will address current developments in a variety of legal issues, including HIB case law and legislative issues, TEACHNJ regulations and Arbitration Decisions, student safety, recent legislative enactments, social media, First Amendment rights and responsibilities, and other current and ongoing school law topics.

Mentoring, Ongoing Support, and Progressive Supervision for CTE Staff

Apr. 3, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., LEGAL ONE Director; Lisa English, Superintendent, Burlington County Institute of Technology; Nancy Richmond, LEGAL ONE Consultant; Geta Vogel, FEA Consultant and Retired Principal

Fee: \$150

Sponsored by LEGAL ONE and the New Jersey Council of County Vocational-Technical Schools

This workshop will provide an opportunity for career and technical school administrators to come together as a great way to tackle the unique challenges related to mentoring, supervising, and evaluating CTE staff. In this workshop, participants will be provided with a roadmap for effective staff supervision that increases teacher effectiveness, especially in the CTE classroom and reduces the potential for legal liability.

As a result of this workshop, participants will:

- Be able to address the needs of new CTE staff, particularly those coming from private industry, for effective mentoring and professional learning;
- Be prepared for the unique challenges of evaluating CTE teachers;
- Ensure that ongoing professional learning addresses legal requirements and best practices that are relevant to the CTE setting;
- Be able to gather meaningful evidence and provide constructive feedback for CTE staff;
- Understand their legal obligations related to CTE staff supervision and accountability; and
- Be empowered to adapt and use a comprehensive framework for staff support, progressive supervision, and progressive discipline as necessary for all CTE staff, both academic and career.

Implicit Bias, Equity, Investigations, and the Law

Mar. 31, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., LEGAL ONE Director; Rebecca Gold, Retired Director of Human Resources; Joanne Sung, Assistant Superintendent, North Plainfield School District; Cynthia Assini, K-12 Supervisor of Social Studies/Gifted and Talented, Hillsborough Township Public Schools

Fee: \$150

Whether we realize it or not, each of us has our own implicit biases. As affirmative action officer, it is essential that you understand the implicit biases that you and your colleagues may have, that you lead your district's work to overcome those biases and that you work to ensure that those biases do not interfere with student, staff, or parental rights. In this session, participants will learn to identify implicit biases and recognize the impact they may have on all aspects of a school district's operations. Participants will apply this knowledge to implementing the Comprehensive Equity Plan and conducting fair and just investigations.

Corrective Action Plans and Progressive Supervision

**Apr. 20, 2020; 9 am - 3 pm
at Brick Township PD Center**

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development;** Nancy Richmond, Ed.D., **FEA Consultant**

Fee: \$150

TEACHNJ has rewritten the rules on tenure and evaluation, and there is an emerging body of case law on what constitutes a legally defensible corrective action plan, as well as the other aspects of progressive supervision that are now expected. This hands-on workshop will provide participants with concrete strategies and templates to use in addressing staff members proactively through progressive supervision, in order to reduce the need to impose corrective action plans. Participants will learn how to have necessary, but uncomfortable discussions with staff members about areas in need of improvement. Participants will also learn about the essential elements of corrective action plans and the necessary steps to take to follow through on their implementation.

School Law for Administrative Assistants

**Apr. 22, 2020; 9 am - 1 pm
at Forsgate Country Club**

Presenter: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**

Fee: \$100

What better way to show how much you value your administrative assistant than to support his/her professional growth? This workshop will address key legal issues that all administrative assistants need to know, including student residency, use of email and social media, and the essentials of HIB and discrimination law.

Ensuring a Safe and Healthy Environment for CTE Students

Apr. 23, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director;** Lisa English, **Superintendent, Burlington County Institute of Technology;** Nancy Richmond, **LEGAL ONE Consultant;** Geta Vogel, **FEA Consultant and Retired Principal;** John Worthington, Esq., **LEGAL ONE Consultant**

Fee: \$150

Sponsored by **LEGAL ONE and the New Jersey Council of County Vocational-Technical Schools**

School administrators at career and technical schools face a series of unique challenges related to ensuring student safety. Administrators need to ensure compliance with hundreds of pages of regulations related to various aspects of school safety, including equipment and classroom safety protocols, OSHA regulations, emergency plans, indoor air quality standards, and standards for students in workplace settings. These requirements are summarized in the manual - *Safe Schools: A Health and Safety Check*. The manual includes numerous checklists designed to summarize health and safety requirements relevant to specific courses and programs. But how do we make sense of the manual and ensure that it is translated into reality? This workshop will provide participants with

a framework to address student health and safety in a proactive and systematic manner. As a result of this workshop, participants will:

- Understand the role of the designated safety and health program coordinator, as detailed in N.J.A.C. 6A:19-6;
- Develop a game plan for creating a culture of safety and respect that is infused throughout all aspects of the CTE program;
- Understand how to address the unique challenges relative to addressing HIB and other code of conduct issues in the CTE setting; and
- Be empowered to use tools such as the *Safe Schools Manual* to proactively address foreseeable dangers unique to CTE in order to ensure student health and safety.

Student Records and Public Records

**Apr. 24, 2020; 9 am - 3 pm
at Rohrer Center (CCC)**

Presenter: David Nash, Esq., **LEGAL ONE Director**

Fee: \$150

This workshop will address the parameters of student confidentiality, focusing on complex issues such as HIB, drug and alcohol use, teen pregnancy, health information, family history, sexual orientation, child abuse, etc. It will also address parent/guardian rights regarding access to student records, including situations involving divorced parents and adult students. Finally, this workshop will review New Jersey public records law, including the right for public access to employee emails and the parameters for confidentiality of employee to employee communications.

Corrective Action Plans and Progressive Supervision

Apr. 24, 2020; 9 am - 3 pm at MUJC

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development;** Nancy Richmond, Ed.D., **FEA Consultant**

Fee: \$150

TEACHNJ has rewritten the rules on tenure and evaluation, and there is an emerging body of case law on what constitutes a legally defensible corrective action plan, as well as the other aspects of progressive supervision that are now expected. This hands-on workshop will provide participants with concrete strategies and templates to use in addressing staff members proactively through progressive supervision, in order to reduce the need to impose corrective action plans. Participants will learn how to have necessary, but uncomfortable discussions with staff members about areas in need of improvement. Participants will also learn about the essential elements of corrective action plans and the necessary steps to take to follow through on their implementation.

HIB Law Update

**Apr. 27, 2020; 9 am - 3 pm
at Alder Avenue Middle School**

Presenter: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**

Fee: \$150

This session will provide an overview of the latest developments in state and federal law, including case law, emerging trends, cyberbullying, and the most recent guidance from

the NJ and US Departments of Education. Participants will gain an understanding of key steps on complex issues such as addressing incidents involving students with disabilities, when and how to involve the affirmative action officer and how to address allegations that staff members have bullied students.

Learning and Growing From Real World Challenges

Apr. 30, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director;** Rebecca Gold, **Retired Director of Human Resources;** Paula Clark, Esq., **Director of Human Resources, Compliance, and Labor Relations, Wayne Township Public Schools;** Denise Hecht-Berger, MBA, **Assistant Executive Director, NJPSA and CFO, FEA;** Charity Fues, **Director of Human Resources, West-Windsor Plainsboro School District;** Jennifer Sharp, Ed.D., **Director of Personnel, Freehold Regional High School District;** Maurice Tyndell, M.B.A, **Director of Human Resources, Bridgeton Public Schools**

Fee: \$150

This day will provide strategies for dealing with the many unique and unexpected situations that may arise despite having in place strong policies and procedures. It will include a detailed review of case law and the lessons that can be learned related to employee rights and employee discipline. Participants will also be provided with a series of real world scenarios that require application of knowledge gained throughout the institute to real world challenges. Finally, participants will be provided with tools that allow a deeper understanding of various personality types and workplace dynamics.

May

Social Media and Cyberbullying Issues in Schools

**May 1, 2020; 9 am - 3 pm
at William W. Allen Middle School**

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development;** Joseph Ventre, CISSP, CIO and Founder, [www.TheCyberSecurityGuard.com](http://TheCyberSecurityGuard.com)

Fee: \$150

This session will address the legal issues that arise when students, staff, and parents use social media. Issues to be discussed will include cyberbullying, student and staff First Amendment rights, using social media to screen job applicants, and legally permissible uses of social media. It will include the latest national research on the use of social media and best practices for promoting responsible use. Participants will gain an understanding of the latest trends in cyberbullying and the most effective strategies available for school leaders, educators, parents, and students. There will be a review of the latest case law involving cyberbullying and social media use by students and staff members. This session will provide tips for promoting responsible social media use by students, parents, and staff. Participants will learn how social media sites provide built-in security settings and explain how they work.

Understanding Boundaries: Appropriate Communication in the Workplace

May 5, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director;** Rebecca Gold, Retired Director of Human Resources

Fee: \$150

Staff members need to understand the impact of their words and actions on their colleagues, and recognize the boundaries that should never be crossed in the workplace and beyond. This workshop will review statutory requirements and recent case law regarding sexual harassment and other forms of employment discrimination. Participants will also review recent cases where virtual boundaries were crossed through the use of social media and electronic communications. The impact of Healthy Workplace Environment policies will also be discussed. Finally, participants will consider various scenarios and determine the appropriate course of action to take, in light of state and federal law.

Hot Issues in Human Resources

May 7, 2020; 9 am - 3 pm at FEA

Presenters: Paula Clark, Esq., **Director of Human Resources, Compliance, and Labor Relations, Wayne Township Public Schools;** Rebecca Gold, Retired Director of Human Resources

Fee: \$150

This workshop will review the latest developments in HR during the 2019-20 school year. It will include a review of the latest statutes, regulations and case law, and will include a "ripped from the headlines" review of the latest trends in HR from across the country. Topics to be addressed include:

- Addressing disability and addiction issues for staff members
- Responding to staff social media posts
- Implementing the latest revisions to sick leave and family leave law
- Handling sensitive staff investigations effectively

School Security: Evolving Challenges and Opportunities

**May 8, 2020; 9 am - 3 pm
at Brick Township PD Center**

Presenters: Michael Kaelber, Esq., **LEGAL ONE Coordinator for Online Course Development;** Joseph R. Sciandra, **President - GUARDIAN Operational Risk Management;** Jeff Gale, **School Security Specialist, NJDOE Office of School Preparedness and Emergency Planning;** Thomas Gambino, Ed.D., **Education Program Development Specialist, NJDOE Office of School Preparedness and Emergency Planning**

Fee: \$150

This workshop is designed to provide training on how to deal with one of the biggest challenges facing building administrators today — keeping your students and staff safe. Join school security staff from the Department of Education, private security experts, and **LEGAL ONE** staff attorneys as they speak about the latest in school security issues facing schools today. Topics will include, but are not be limited to, a review of recent legislative and regulatory enactments affecting school security, school safety and security plans, the school security drill law, the school safety specialist position, the 2019 revisions to the Uniform

State Memorandum of Agreement Between Law Enforcement and the Schools and the Final Report on the Federal Commission on School Safety. Expert advice, checklists, strategies and response measures will be presented from the perspective of law enforcement and school administration. Additional topics to be considered will include preparing for a safe school environment, threat assessment, sharing of information, physical security assessments of schools, current NJ school security task force recommendations, working with school administrative teams, administrative response, fostering a positive school climate, and much more.

HIB Law Update

May 13, 2020; 9 am - 3 pm at MUJC

Presenter: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**

Fee: \$150

This session will provide an overview of the latest developments in state and federal law, including case law, emerging trends, cyberbullying, and the most recent guidance from the NJ and US Departments of Education. Participants will gain an understanding of key steps on complex issues such as addressing incidents involving students with disabilities, when and how to involve the affirmative action officer, and how to address allegations that staff members have bullied students.

Hot Issues in School Law

**May 22, 2020; 9 am - 3 pm
at Alder Avenue Middle School**

Presenter: Michael Kaelber, Esq., **LEGAL ONE Coordinator for Online Course Development**

Fee: \$150

This workshop will address current developments in a variety of legal issues, including HIB case law and legislative issues, TEACHNJ regulations and arbitration decisions, student safety, recent legislative enactments, social media, First Amendment rights and responsibilities, and other current and ongoing school law topics.

Inefficiency and Conduct Unbecoming: Case Review

May 27, 2020; 9 am - 3 at FEA

Presenter: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development**

Fee: \$150

Whether you are preparing to file tenure charges against a staff member, or need to defend against tenure charges brought against you, this course will provide valuable insight into the arbitration process and applicable legal standards involving TEACHNJ. Participants will learn about the types of tenure charges that have reached the arbitration level and receive a thorough review of arbitration decisions since the implementation of TEACHNJ in 2012. Conduct unbecoming, incapacity and "other just cause" charges: a discussion of the legal standards arbitrators have applied to cases involving:

- Excessive Absenteeism;
- Harassment;
- Inappropriate Interactions with Students;
- Improper Staff Conduct Outside of School;

- Insubordination;
- Progressive Discipline Issues; and
- Social Media Policy Violations.

Inefficiency Charges: An in-depth analysis of the applicable legal standards for evaluating both administrators and staff under the tenure law.

Social Media and Cyberbullying Issues in Schools

**May 28, 2020; 9 am - 3 pm
at Walnut Ridge Primary School**

Presenters: Sandra L. Jacques, Esq., **LEGAL ONE Supervisor of Legal Research and Content Development;** Joseph Ventre, CISSP, CIO and Founder, [www.TheCyberSecurityGuard.com](http://TheCyberSecurityGuard.com)

Fee: \$150

This session will address the legal issues that arise when students, staff, and parents use social media. Issues to be discussed will include cyberbullying, student and staff First Amendment rights, using social media to screen job applicants, and legally permissible uses of social media. It will include the latest national research on the use of social media and best practices for promoting responsible use. Participants will gain an understanding of the latest trends in cyberbullying and the most effective strategies available for school leaders, educators, parents, and students. There will be a review of the latest case law involving cyberbullying and social media use by students and staff members. This session will provide tips for promoting responsible social media use by students, parents, and staff. Participants will learn how social media sites provide built-in security settings and explain how they work.

June

Corrective Action Plans and Progressive Supervision

Jun. 2, 2020; 9 am - 3 pm at FEA

Presenters: David Nash, Esq., **LEGAL ONE Director;** Nancy Richmond, Ed.D., **FEA Consultant**

Fee: \$150

TEACHNJ has rewritten the rules on tenure and evaluation, and there is an emerging body of case law on what constitutes a legally defensible corrective action plan, as well as the other aspects of progressive supervision that are now expected. This hands-on workshop will provide participants with concrete strategies and templates to use in addressing staff members proactively through progressive supervision, in order to reduce the need to impose corrective action plans. Participants will learn how to have necessary, but uncomfortable discussions with staff members about areas in need of improvement. Participants will also learn about the essential elements of corrective action plans and the necessary steps to take to follow through on their implementation.

Attendance, Residency, and Homelessness Issues

Jun. 3, 2020; 9 am - 3 pm at Rohrer Center (CCC)

Presenter: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content Development

Fee: \$150

This workshop will provide information about the legal requirements pertaining to student attendance, residency, and homelessness issues — including what constitutes excused absences, legally required steps for developing attendance improvement plans and when to involve the court system. Participants will also gain an understanding of how to properly determine residency, including forms of documentation to be considered, the rights of students not residing with their parents or legal guardians, and the due process involved when there is a dispute over student residency. Legal issues including eligibility, resources and services available to homeless students will also be addressed.

Participants will be provided with resources and best practices for addressing chronic absenteeism. Participants will also be provided with strategies for conducting residency investigations.

The Principal/AP/VP's Survival Guide!

Jun. 4, 2020; 9 am - 3 pm at FEA

Presenters: Sandra L. Jacques, Esq., LEGAL ONE Supervisor of Legal Research and Content Development; James J. Sarto Ed.S., NJ Leaders to Leaders Program Coordinator

Fee: \$150

Novice, experienced, and veteran principals and assistant principals! How can we possibly remember everything? Time goes by, students, staff, community, process, procedures, and most importantly... educational law changes. This may be the refresher PD you have been waiting for. Join us as we focus on basic "I should already know that" information, as well as:

- Daily school operations, duties, and responsibilities;
- Case studies on student accountability;
- Smoking v. Vaping v. Drug Policies;
- Contracts and Job Descriptions;
- Tenure and Bumping Rights;
- Tips, Suggestions and Time Saving Exercises;
- Search and Seizure;
- Due Process – Releasing Staff Members from Their Positions;
- Student Safety;
- Common Sense!
- Document, Document, Document!
- It's Always Been Done That Way, How Did I Know It Was Illegal!

HIB Law: Year in Review

Jun. 9, 2020; 9 am - 3 pm at FEA

Presenter: David Nash, Esq., LEGAL ONE Director

Fee: \$150

Participants will learn about major changes in state and federal statutes, regulations, guidance, and case law that have a major impact on implementing New Jersey's Anti-Bullying Bill of Rights. This will include a review of new case law expanding parental rights to access HIB investigation reports, investigation documents, and video. Participants will also learn about new case law regarding the intersection of bullying and special education, and new statutory requirements related to physical restraint of students. Participants will also consider how to respond to growing trends regarding anti-semitism, sexual harassment and other forms of discrimination. Participants will review lessons learned from the first year of implementation of sweeping changes in state regulations related to HIB. Finally, participants will gain an understanding of the ever-evolving use of social media to engage in cyberbullying, and the need for students AND staff members to understand social media boundaries.

School Law: Year in Review

Jun. 23, 2020; 9 am - 3 pm at FEA

Presenter: David Nash, Esq., LEGAL ONE Director

Fee: \$150

What were the most important changes in state and federal law that occurred during the 2019-20 school year? What must you do to address these changes moving forward? This seminar will address key topics, including:

- Changing legal requirements related to vaping, opioid use, and student health — including mental health;
- Understanding and addressing the needs of transgender students;
- Recent legislation and guidance related to school safety;
- Changing federal law requirements and guidance from the US Department of Education;
- The latest state and federal case law regarding HIB, IDEA, tenure, discrimination law, First Amendment rights, and more; and
- Recent developments regarding employee rights, including collective bargaining rights, pensions, and employee benefits.

Hot Issues in Special Education Law

Jun. 16, 2020; 9 am - 3 pm at FEA

Presenter: John Worthington, Esq., LEGAL ONE Consultant

Fee: \$150

State and federal law is rapidly evolving for students with disabilities. In this workshop, participants will also learn about the latest case law, statutory/regulatory changes, and federal/state guidance regarding:

- The use of physical restraint and seclusion for students with disabilities;
- The overlapping rights of students under IDEA, Section 504, New Jersey's Law Against Discrimination and the Anti-Bullying Bill of Rights;
- Major changes related to the use of technology to deliver services for students with disabilities;
- New procedures for addressing legal disputes and due process;
- Major case law decided in the aftermath of the Supreme Court decisions in Endrew and Fry; and
- Other important changes in case law, statute and regulation at the state and federal levels.