

SUPPORT STAFF TRANSFERS 2023-2024

Name	Current Location	Current Assignment	Current UPC	New Location	New Assignment	New UPC
Atkins, L.	Atco	Parapro – Grade 1	20-40-L1 / AFD	Atco	Parapro – K-2 MD	20-40-EX / AXW
Bani, R.	WES	Parapro – Split	20-50-L1 / AOG	WES	Parapro – Grade 3	20-50-EX / AXV
Carulli, M.	TR	Parapro – PreK	20-45-P2 / AOY	TR	Parapro – PreK	20-45-EX / AZO
DeAntonellis, J.	Dist.	Perm. Para Sub	80-10-L1 / AIJ	Dist.	Perm. Tchr. Sub	80-10-SP / ALW
DeMato, B.	TR	Parapro – PreK	20-45-P2 / AOX	TR	Parapro – PreK	20-45-EX / AQM
Kelly, S.	WES	Perm. Cafeteria Sub	80-10-NA / APE	WES	Non-Inst (café) Aide	20-50-NA / APD
Lucas, H.	Atco	Parapro – Grade 1	20-40-L1 / AFC	Atco	Parapro – Grade 2	20-40-EX / AXX
Luvert, W.	TR	Parapro – Kdg.	20-45-L1 / ARA	TR	Parapro -- PreK	20-45-P2 / AEW
Nielubowicz, E.	TR	Parapro - PreK	20-45-P2 / AES	Dist.	Perm. Para Sub	80-10-L1 / AIJ
Peterson, S.	WES	Parapro – Split	20-50-L1 / AHQ	TR	Parapro – Kdg	20-45-EX / ARF
Simpson, R.	WES	Parapro – Split	20-50-L1 / AFR	WES	Parapro – Grade 5	20-50-EX / AKU
Smith, C.	Atco	Parapro – K-2 MD	20-45-EX / ARF	Atco	Parapro – K-2 MD	20-40-EX / AZS
Stites, S.	Atco	Parapro – Grade 1	20-40-EX / ARH	Dist.	Perm. Para Sub	80-10-L1 / All

Create / Abolish Certified Position(s) 2023-2024

Position		Loc.	Create/ Abolish	UPC	FTE	Account Number
Teacher – POR – Kindergarten	Campanella	TR	Abolish	30-45-BS / ARN	(.50)	11-230-100-101-00-00-060
Teacher – Kindergarten	Oleson	TR	Abolish	30-45-K1 / AQX	(1.00)	20-487-100-101-00-00-000
Teacher – ICR – Kindergarten	Fieger	TR	Abolish	30-45-S2 / ASR	(1.00)	11-213-100-101-00-00-060
Counselor	Ciavaglia	TR	Abolish	30-45-G7 / ARU	(.20)	11-000-218-104-00-00-060
Teacher – Grade 1	Crone	Atco	Abolish	30-40-G1 / ARJ	(1.00)	11-120-100-101-00-00-040
Teacher – Grade 2	Peterson	Atco	Abolish	30-40-G2 / AAR	(1.00)	11-120-100-101-00-00-040
Teacher – ICR – Grade 2	Scanzano	Atco	Abolish	30-40-S2 / ASO	(1.00)	11-213-100-101-00-00-040
Teacher – LLD – K-2	Barrett	Atco	Abolish	30-45-S3 / AST	(1.00)	11-204-100-101-00-00-060
Teacher – Music – Grades 1 & 2	Gibbins	Atco	Abolish	30-40-E1 / ACZ	(.67)	11-110-100-101-00-99-060
Teacher – POR	Campanella	Atco	Abolish	30-40-BS / ARM	(.50)	11-230-100-101-00-00-040
Teacher – Music – Grades 3,4,5,6	Brutus	WES	Abolish	30-50-T1 / ARR	(.33)	11-120-100-101-00-99-100
Teacher –Rtl – Grade 5		WES	Abolish	30-50-BS / AMY	(.40)	20-235-100-101-00-04-100
					(.10)	11-230-100-101-00-00-100
	DeNafo	WES	Abolish	30-50-G5 / AAV	(.50)	11-120-100-101-00-00-100
Teacher – Grade 5	Borman	WES	Abolish	30-50-G5 / AAT	(.50)	11-120-100-101-00-00-100
Teacher – LLD – Grade 6	Glatz	WES	Abolish	30-50-S3 / ASJ	(1.00)	11-204-100-101-00-00-100
Dean of Students	Michelini	WES	Abolish	30-50-88 / AQB	(.50)	11-000-240-104-00-00-100
TOTAL					(11.20)	
Teacher -- Preschool	Oleson	TR	Create	30-45-P2 / AXI	1.00	20-218-100-101-00-00-060
Teacher -- Preschool	Peterson	TR	Create	30-45-P2 / AXL	1.00	20-218-100-101-00-00-060
Teacher -- Preschool	Massaro	TR	Create	30-45-P2 / AXP	1.00	20-218-100-101-00-00-060
Teacher – Basic Skills	Fanz	TR	Create	30-45-BS / AZB	1.00	11-230-100-101-00-00-060
Teacher – POR – Grade 2	Scanzano	Atco	Create	30-40-PO / AZE	1.00	11-213-100-101-00-00-040
Teacher – MD – Grades 1 & 2	Fieger	Atco	Create	30-40-S3 / AZD	1.00	11-212-100-101-00-00-040
Teacher –Rtl-- Grade 5	Borman	WES	Create	30-50-BS / AZF	.50	11-230-100-101-00-00-100
Teacher Coach	Michelini	WES	Create	30-50-C4 / APR	.50	20-488-200-176-00-04-000
Counselor	Ciavaglia	WES	Create	30-50-G7 / ADY	0.20	11-000-218-104-00-00-100
Teacher -- BD	Glatz	WES	Create	30-50-S3 / AZN	1.00	11-209-100-101-00-00-100
					8.20	
TOTAL					(3.00)	

Create / Abolish Support Staff Position(s) for the 2023-2024 School Year

Position		Loc.	Create/ Abolish	UPC	FTE	Account Number
Permanent Paraprofessional Substitute	6 th Perm Para Sub	Distr	Abolish	80-10-L1 / AIG	1.00	11-190-100-10-00-00-000
Permanent Non-Instr / Cafe Substitute	Kelly	Dist	Abolish	80-10-NA / APE	.67	11-000-262-107-00-00-000
Paraprofessional	Pedersen	Atco	Abolish	20-40-EX / ASW	1.00	11-000-217-106-00-00-040
Paraprofessional	Stites	Atco	Abolish	20-40-EX / ARH	1.00	11-000-217-106-00-00-040
Paraprofessional	Wyld	Atco	Abolish	20-40-EX / ATC	1.00	11-000-217-106-00-00-040
Paraprofessional	Atkins	Atco	Abolish	20-40-L1 / AFD	1.00	11-190-100-106-00-00-040
Paraprofessional	Lucas	Atco	Abolish	20-40-L1 / AFC	1.00	11-190-100-106-00-00-040
Media Clerk	Laute	Atco TR	Abolish	20-40-L2 / AIO	.50 .50	11-000-222-105-00-00-040 11-000-222-105-00-00-060
Paraprofessional	Smith	TR	Abolish	20-45-EX / ARF	1.00	11-000-217-106-00-00-060
Paraprofessional	Luvert	TR	Abolish	20-45-K1 / ARA	1.00	20-487-100-106-00-00-000
Paraprofessional	Nielubowicz	TR	Abolish	20-45-P2 / AES	1.00	20-218-100-106-00-00-060
Paraprofessional	DeMato	TR	Abolish	20-45-P2 / AOX	1.00	20-218-100-106-00-00-060
Paraprofessional	Carulli	TR	Abolish	20-45-P2 / AOY	1.00	20-218-100-106-00-00-060
Split Paraprofessional	Peterson	WES	Abolish	20-45-L1 / AHQ	1.00	11-190-100-106-00-00-100
Split Paraprofessional	Bani	WES	Abolish	20-45-L1 / AOG	1.00	11-190-100-106-00-00-100
Split Paraprofessional	Barilotti	WES	Abolish	20-50-L1 / ANL	1.00	11-190-100-106-00-00-100
Split Paraprofessional	Simpson	WES	Abolish	20-50-L1 / AFK	1.00	11-190-100-106-00-00-100
TOTAL - Abolished					(16.67)	
Non-Instructional (Cafeteria) Aide	Abbott	Atco	Create	20-40-NA / AXY	.42	11-000-262-107-00-00-040
Non-Instructional (Cafeteria) Aide	Morales	Atco	Create	20-40-NA / AZK	.42	11-000-262-107-00-00-040
Non-Instructional (Cafeteria) Aide	Ramirez	Atco	Create	20-40-Na / AZL	.42	11-000-262-107-00-00-040
Paraprofessional – K-2 – MD	Smith	Atco	Create	20-40-EX / AZS	1.00	11-000-217-106-00-00-040
Paraprofessional – Grade 2	Lucas	Atco	Create	20-40-EX / AXX	1.00	11-000-217-106-00-00-040
Paraprofessional – Grades K-2 – MD	Atkins	Atco	Create	20-40-EX / AXW	1.00	11-000-217-106-00-00-040
Paraprofessional -- Preschool	Carulli	TR	Create	20-45-EX / AZO	1.00	11-000-217-106-00-00-060
Non-Instructional (Cafeteria) Aide	Quirk	WES	Create	20-50-NA / AZP	.67	11-000-262-107-00-00-100
Non-Instructional (Cafeteria) Aide	Celli	WES	Create	20-50-NA / AZR	.67	11-000-262-107-00-00-100
Non-Instructional (Cafeteria) Aide	Lippincott	WES	Create	20-50-NA / AZQ	.67	11-000-262-107-00-00-100
Paraprofessional – Grade 3	Bani	WES	Create	20-50-EX / AXV	1.00	11-000-217-106-00-00-100
TOTAL - Created					8.27	
TOTAL					(8.40)	

Waterford Township School District

Lighting a path to success, one child at a time.



Staff Handbook

2023-2024

PREFACE

Welcome to the 2023-24 school year! As a member of the Waterford Township School District staff, it is important that you are thoroughly familiar with the school district policies and regulations, state law, educational philosophy, and general information related to the day-to-day procedures. The information contained in this manual must be read and understood by everyone in contact with students to ensure consistent implementation of all policies and procedures. Changes or additions to the information in the manual will be issued throughout the school year.

This manual is not a finished product, but rather, it is a continual work in progress. Future revisions to this manual will depend on changes to state laws and regulations and changes to Board policies and administrative regulations as well as your thoughtful consideration of positive suggestions to improve the operation of our school district. Please contact your school principal if you have any questions or concerns or if you have any suggestions for improving the contents of this manual.

MISSION STATEMENT:

Waterford Township School District, through our progressive, student-centered curriculum and comprehensive system of supports, provides all students with a safe, equitable learning environment that cultivates academic, social, and emotional growth.

We encourage the development of personal strengths, a positive self-image, and an appreciation for the uniqueness of each individual. Through community partnerships and engagement, the district provides a strong foundation for students to reach their full potential as they continue their educational journey.

District Motto: Lighting a path to success, one child at a time.

DISTRICT GOALS:

- **Goal #1:** The superintendent, in cooperation with the administrative team and staff, will implement EnVisions Math with fidelity, to support deep mathematical understanding and increase student achievement.
- **Goal #2:** The superintendent, in cooperation with the administrative team and teaching staff, will evaluate our current curriculum, instruction, and assessment, to recommend and implement evidence-based strategies and make adjustments that address gaps in our ELA curriculum, instruction, and assessments.
- **Goal #3:** The superintendent, in cooperation with the administrative team and teaching staff, will research and develop a plan to address school culture through school-wide systems for positive behavior and/or trauma-informed and healing-centered practices.
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PHILOSOPHY OF EDUCATION

The primary goal of the Board of Education and district staff shall be to offer each child opportunities that will enable him or her to effectively engage and interact in a democratic society, while reaching his / her full potential. As the agent responsible for the education of the children of our District, the Board will support a comprehensive, equitable program that helps the district achieve its goals. The Board appreciates the need for continual improvement of the instructional program to reflect mastery of the New Jersey Student Learning Standards, as well as meet the needs of the whole child.

In an effort to support students with this understanding, members of the Waterford Township School District will model the importance of:

- Treating others fairly and equitably, with compassion and respect;
- Demonstrating empathy;
- Working to one's full potential;
- Becoming a critical thinker and problem-solver;
- Developing the tools to acquire relevant knowledge and skills;
- Fostering curiosity and a love of learning.

NJ PROFESSIONAL STANDARDS FOR TEACHERS (see attached)

The Waterford Township School District's professional staff is required to comply with the New Jersey Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.2 – 3.3. The standards provide a clear vision of the knowledge, performance, and dispositions that teachers need in order to support student learning and achievement of New Jersey Student Learning Standards. These standards will be used to guide the development of the teacher evaluation system as well.

Additional Information from the NJ DOE:

Effective May 5, 2014, the New Jersey Professional Standards for Teachers have been updated to incorporate current research on teaching practice, new understandings of learners and the learning process, and to align to the 2011 the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. These standards:

- Describe the performances, knowledge, and dispositions that teachers need to be effective in supporting college and career readiness for all students;
- Outline the principles of teaching practice that cut across all subject areas and grade levels and are necessary to improve student achievement; and
- Serve as the common foundation for pre-service teacher education, certification, induction and mentoring, educator evaluation, and professional development.

According to InTASC, these updated standards:

Articulate what effective teaching and learning looks like in a transformed public education system – one that empowers every learner to take ownership of their learning, that emphasizes the learning content and application of knowledge and skill to real world problems, that values the differences each learner brings to the learning experience, and that leverages rapidly changing learning environments by recognizing the possibilities they bring to maximize learning and engage learners. A transformed public education system requires a new vision of teaching (Council of Chief State School Officers, April 2011).

The standards are now organized under four domains:

The Learner and Learning

- o Standard 1: Learner Development
- o Standard 2: Learning Differences
- o Standard 3: Learning Environments

Content

- o Standard 4: Content Knowledge
- o Standard 5: Application of Content

Instructional Practice

- o Standard 6: Assessment
- o Standard 7: Planning for Instruction
- o Standard 8: Instructional Strategies

Professional Responsibility

- o Standard 9: Professional Learning
- o Standard 10: Leadership and

Collaboration

- o Standard 11: Ethical Practice

Within each standard, the elements continue to be organized under the following criteria:

- Performances: the aspect that can be observed and assessed in teaching practice;
- Essential knowledge: the understandings that one needs to support effective practice; and
- Critical dispositions: the habits of professional practice that underlie performances and knowledge and play a key role in how teachers practice.

(Source: New Jersey Department of Education)

STATEMENT OF NON-DISCRIMINATION / AFFIRMATIVE ACTION

The Waterford Township School District complies with Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990 and the Discrimination on the basis of race, color, national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment, as well as enrollment in all of its programs and activities, regardless of race, color, national origin, sex, disability, or age. Through the designated responsible personnel, the District will guarantee that no persons shall on the basis of sex, race, religion, creed, ancestry, national origin, affectional or sexual orientation, social or economic status and/or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

Anyone who feels that his or her rights have been violated may file a grievance or complaint with the Waterford Township School District through the Affirmative Action / Title IX Officer pursuant to Board Policies and Administrative Regulations (copies of which are available in the school offices and library / media centers).

School District Affirmative Action and Compliance Officers

Affirmative Action Officer for Employment Contracts and Practices:

Mr. Daniel Fox

Affirmative Action Officer for School and Classroom Practices:

Mr. Daniel Fox

Affirmative Action Officer for Public Contracts and Vendor Compliance:

Mr. Daniel Fox

Compliance Officer for Equal Protection for the Handicapped:

Mr. Daniel Fox

ACCEPTABLE USE OF COMPUTER NETWORKS (Policy 2360 & 3321)

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated, and transferred that those changes will alter the nature of teaching and learning. The Board expressly limits the use of its computer network. Users may NOT use the District systems for business other than an educational purpose as defined in Policy No. 2360 & 3321.

ACCEPTABLE USE OF CELLULAR TELEPHONES (Policy 3322)

Staff members may NOT use personal cellular telephone to make personal telephone calls, send or receive text messages, or use any other feature of a cellular telephone while a staff member is performing assigned duties and responsibilities. Personal use of a cellular telephone must be reserved for the time period when a staff member is on duty free lunch. Personal calls should be made outside of the presence of students. Refer to Policy No. 3322

AFFIRMATIVE ACTION (Policy 2260)

As indicated in Board of Education Policy No. 2260, the board shall comply with the law in its effort to monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations. All matters of alleged discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sexual, social or economic status or disability should be reported to the Affirmative Action Officer.

ANIMALS IN THE SCHOOLS (Policy 2560)

The principal must approve, in writing, the use of any animal in a course of instruction or the establishment of an animal habitat in a classroom. The use of live animals in the schools must be in accordance with Policy No. 2560.

ATTENDANCE-STAFF (Policy 3212/4212)

Absence from Duty

Any employee who wishes to leave the building during duty-free lunch period must inform the secretary of such.

Principals may approve requests to leave the building during teacher preparation periods.

Lateness

Staff members who determine that they will be late must contact the main office and notify the Principal of the circumstances and projected time of arrival. Notification should occur prior to the beginning of "homeroom."

Personal Leave

Unless an emergency results in the need for an unanticipated absence, personal leave must be arranged for three (3) days in advance per WTEA contract.

Sick Leave

No teaching staff member shall be discouraged from the prudent and necessary use of sick leave. Sick days may be used to care for sick members of your family. A physician's note will be required to document any absence in excess of three (3) consecutive days (see Policy No. 3212). Sick Leave must be posted to Aesop at least 2 hours before the absence starts. Should an emergency occur after that time, the principal/immediate supervisor must be contacted directly.

Substitute Lesson Plans

It is expected that all teachers will prepare emergency / contingency lesson plans that will provide for three (3) days of instruction in the event of an unforeseen emergency. These plans must be updated regularly and kept in a file folder labeled substitute folder by the Red Security Drill Flip Chart.

PLEASE LEAVE THE FOLLOWING IN A FILE FOLDER THAT IS MARKED:

Substitute Information

- ❖ Welcome Letter
- ❖ Floor Plan and Phone Extensions
- ❖ Discipline Form
- ❖ Schedules: Daily (Specific)
 - Master (Full Day and Reduced Day)
 - Enrichment
 - Duty
 - Dismissal (after-school care)
- ❖ Class/Student List - Seating Chart if applicable
- ❖ Lesson Plans can be found _____

BATHROOM USE

Students should NEVER be denied the opportunity to use the bathroom. Please contact the School Nurse, School Counselor, or Main Office if a problem arises.

CARE OF SCHOOL PROPERTY (Policy 5513)

CHILD ABUSE AND NEGLECT (Policy 8462)

Allegations of child abuse and neglect are matters of serious concern. N.J.A.C. 6A:16-11.1 establishes uniform statewide policies and procedures for public school personnel to report allegations of child abuse and neglect to the Department of Child Protection & Permanency (DCP&P), New Jersey Department of Human Services, and to cooperate with the investigation of such allegations. Any allegation of child abuse and/or neglect MUST be reported to the principal and DCP&P (possibly police officials).

CLASSROOM RESPONSIBILITIES

Staff members are responsible and accountable for the areas and/or classes to which they are assigned. **At no time may a student be left unsupervised by a certified staff member.** In the event of an emergency, request and wait for another staff member to arrive.

When leaving a classroom, at the end of the day, teachers must secure their assigned area by turning off lights, placing chairs on top of desks, and shutting and locking doors.

CLASS TRIPS (Policy 5850)

Class trips are not the same as field trips. Class trips are not related or are only indirectly related to the curriculum. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating pupils. Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any student without the due process of notice and an opportunity to be heard. A student who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Co-Curricular Activities (Policy 2430)

Any student in Grades PK-6 who is staying after school for any reason MUST have a note giving permission which is signed by a parent or guardian. Any student who is kept after school for any activity MUST be at the designated activity and at no other location (unless previously arranged by a teacher or parent/guardian).

CODE OF CONDUCT (Policy 5600)

Code of Conduct

CODE OF ETHICS (Policy 3211)

The Board of Education endorses the code of ethics for professional educators published by the National Education Association.

COPYRIGHTED MATERIALS (Policy 2531)

The Board of Education expressly forbids the use of any school equipment, supplies and/or materials for the illegal reproduction of copyrighted materials.

CORPORAL PUNISHMENT (Policy 3217)

Corporal punishment, as defined in 18A:6-1, is not an acceptable form of discipline at any time. Any staff member using corporal punishment as a form of discipline will be subject to possible criminal charges and other action, as prescribed by law, up to and including termination of employment.

CORRECTIVE ACTION FOR PROFESSIONAL RESPONSIBILITIES (Policy 3150 & 4150)

The Superintendent shall deal with disciplinary matters on a case by case basis. Discipline measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding one or more increments, and dismissal.

Staff members that do not adhere to the policy and procedures of the Board of Education will be addressed in the following manner.

1. Notification/Verbal Warning
 - a. Followed by written email to document conversation
2. Written Warning
 - a. Documented in Personnel File
3. Letter of Reprimand
 - a. Documented in Personnel File
4. Increment withholding/suspension
5. Dismissal

CUMULATIVE RECORDS (IEPs/504 PLANS)

Cumulative records, for each student, are maintained in the main office. It is the responsibility of each teacher to review all of the information for each student assigned.

CUSTODIAL SERVICES (Policy 7410)

Requests for custodial and/or maintenance service must be submitted through the maintenance request section on the staff web page.

DETENTION (Policy 5600)

Families must be notified of an after school detention when one is assigned. Detentions are held twice a week after school. When a detention is assigned to a student, the principal will notify the parent(s) of the detention and the date that it is scheduled.

DISCIPLINE OF STUDENTS (Policy 5600)

It is expected that staff members will manage student behavior in accordance with board policy. The management of student discipline begins with the teacher. Parent contact should occur as necessary.

If a student displays inappropriate behaviors that disrupt the educational process, poses a threat to the health and safety of others, or is insubordinate the main office should be contacted to allow the Administrator, Head Teacher, or CPI team to address the matter.

DISMISSAL (Policy 8601)

Dismissal from class and/or school is the responsibility of the teacher and must be accomplished in an orderly manner.

Procedure: Students should be seated and quiet; students should walk to the doorway; students should enter the hallway in a quiet and orderly manner; and, most importantly, students should not be dismissed without direction from the teacher.

DISTRICT ORGANIZATION- CHAIN OF COMMAND (Policy 1100)

If a concern arises a staff member should follow the Chain of Command to resolve the issue. To begin, one should speak with his/her building Principal. Should the matter not be resolved, then the staff member may continue up the Chain of Command. In addition, matters can be brought to the Superintendent through the Faculty Council.

DRESS AND GROOMING (Policy 3216/4216)

The Board of Education has established specific guidelines regarding dress and grooming. It is the position of the Board that dress and grooming guidelines are necessary in order to ensure respect for staff and establish a safe and secure environment that is conducive to maximize student learning. The Board has established these guidelines in Policy No. 3216.

EMERGENCY PROCEDURES (Policy 8420)

Staff members must review the procedures outlined in the Safety and Security Plan (attached). Drills will be held periodically throughout the school year.

FIELD TRIPS (Policy 2340)

Field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

FIRST AID (Policy 8441)

In all cases, the primary responsibility for the care and treatment of students and staff should be shifted to the School Nurse (and/or police, fire or EMS personnel).

Procedure: Contact the main office; send someone to the School Nurse to report the event; keep the student or staff member immobile, quiet; attempt to determine the nature and extent of the incident; remain calm; remain in place until the school Nurse or other personnel arrives. Escort students to another area at an appropriate time.

GIFTS, GRANTS & DONATIONS (Policy 7230)

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$2,500 in value. Any gift accepted by the Board shall become the property of the Board.

GRADING (Policy 2624)

As indicated in Policy No. 2624, grading should acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards. Grading should be appropriate to the course of study and maturity of the students.

The marking period schedule reflects three (3) marking periods and is included in the teacher packet.

Please follow the grading criteria below:

Grades K-4

E (Exceeds)	The student exceeds the grade-level standard for the trimester.
M (Meets)	The student meets the grade-level standard for the trimester.
P (Progressing)	The student is progressing toward the grade-level standard for the trimester.
NI(Needs Improvement)	The student is demonstrating minimal or no progress and is at risk for not meeting the grade level standard for the trimester

Grades 5 & 6

A	92-100
B	83-91
C	75-82
D	70-74
F	Below 7

GRANTS FROM PRIVATE SOURCES (Policy 6160)

Any proposal for private funding must be submitted to the Superintendent by an administrator before it is formally submitted to the Board of Education for approval. The rationale for the proposal must set forth the objectives for the funding, the proposed program statement, and the means by which the objectives will be evaluated.

HARASSMENT, INTIMIDATION, AND BULLYING (Policy 5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Since students 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.

All School employees and volunteers are required to verbally report alleged violations of the Harassment, Intimidation, or Bullying Policy to the Principal or the Principal's designee on the same day that the individual witnessed the incident to receive reliable information regarding any such incident. All school employees and volunteers must submit a report in writing to the Principal within two (2) school days of the verbal report.

HEALTHY WORKPLACE ENVIRONMENT (Policy 3351/4351)

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools.

HOMEROOM- Opening Exercises (Policy 8820)

Homeroom procedures are described below:

- o Attendance: Student attendance must be recorded without exception each day.
- o Flag Salute: Students are expected to stand and should be encouraged to recite the flag salute in a respectful manner.
- o Materials: Homeroom teachers must maintain a written log to track the collection of monies, forms, letters, survey materials, etc.
- o Dismissal: As outlined previously.

HOMEWORK (Policy 2330)

Homework shall be assigned according to the following guidelines Policy No. 2330. As a rule of thumb, homework should be assigned to engage a student for 10 minutes per grade level (e.g. Grade 4-40 minutes). Homework may not be used as a punishment.

INAPPROPRIATE STAFF CONDUCT (Policy 3281 & 4281)

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all students within this school district. Furthermore, the Board recognizes staff members have a professional responsibility to protect a student's health, safety, and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the wellbeing of all students attending the school district.

In support of the Board's commitment to maintain the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of

professional responsibility in their conduct with all students. Inappropriate conduct and conduct unbecoming of a school staff member will not be tolerated in this school district.

School staff conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to students or about students and shall not engage in inappropriate conduct toward or with students. School staff shall not engage or seek to be in the presence of a student beyond the staff member's professional responsibilities. School staff shall not provide transportation to a student in their private vehicle or permit a student into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

The Commissioner of Education has determined inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming of a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to students or for public display.

IN-SERVICE TRAINING (Policy 3240)

The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. As such, staff members must attend all scheduled in-service programs unless specifically excused by the Principal.

INTERVENTION AND REFERRAL SERVICES (I&RS) (Policy 2417)

The Student Intervention and Referral Services has been established to assist students who are experiencing learning, behavior, and/or health difficulties. In addition, I&RS is intended to assist staff who have difficulties in addressing students' learning, behavior or health needs. The intervention and referral services are available to aid students in general education, but may also provide assistance to students who have been determined to be in need of special education programs and/or services. Staff members should refer to Policy No. 2417 and the informational pamphlet.

JURY DUTY (Policy 3439)

The Board of Education will assure any teaching staff member(s) against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for which the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

LESSON PLANS (Policy 3270)

Lesson plans must be maintained by all teachers. Lesson plans must be submitted each Friday by 3:00 the week before the plans are to be taught.

At a minimum the daily plan must include:

- o Instruction goal(s) and/or objective(s) stated in terms of observable behaviors;
- o Method/Process of Delivery of Instruction;
- o Evaluation/assessment; and,
- o Standards

MANAGEMENT OF LIFE THREATENING ALLERGIES (Policy 5331)

During the course of the school day, the school staff has the responsibility for protecting students from allergens that could trigger life-threatening allergic reactions. Staff members should be aware of the allergens that could impact their students and provide for their safety (including the provision of substitutes for the items that contain the allergens). This includes allergens that may be present in food, educational and/or instructional materials, and resources and/or incentives. Policy No.5331 provides guidance in managing life-threatening allergies and outlines procedures to be used in the event that holiday, birthday, and/or other school celebrations occur.

MEETINGS

Attendance at any school meeting is mandatory. Conflicts must be resolved with the Principal prior to the meeting.

ORGANIZATIONAL CHART (see attached)

PARENT CONTACTS (Policy 9200)

It is expected that staff members will communicate with parents/guardians frequently. Teachers should maintain phone logs for future reference.

PARTIES/SPECIAL EVENTS/CELEBRATIONS (Policy 8505)

Parties/special events must be approved by the Principal. Staff members should refer to Policy No. 5331 regarding the management of life-threatening allergic reactions.

PROFESSIONAL DEVELOPMENT HOURS (Policy 3240)

Individual Professional Development Requirements

- Each teacher must develop an individualized professional development plan (PDP) in consultation with his/her supervisor; this is typically done at the end of each school year, and must be done within the first 30 days of employment for those new to a district.
- Each teacher shall be guided by an individualized professional development plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least 20 hours per year of qualifying experiences. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.
- The content of each individual PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the standards for professional learning in N.J.A.C. 6A:9C-3.3.
- Each teacher's individual PDP shall be updated annually no later than October 31, except:
 - If the teacher is hired after October 1, the PDP shall be developed within 25 working days of his or her hire.
- The individual PDP shall be modified during the year, as necessary, and shall specify at least:
 - One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
 - One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.
- Progress on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.
- Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her designated supervisor, and shall be reviewed as part of each annual summary conference.

Source: NJ Department of Education

PROFESSIONAL RESPONSIBILITIES

Parent communication activities such as Back-to-School Night and Parent Conferences are a professional responsibility that provides teachers with an opportunity to establish a home and school connection.

PROPERTY INVENTORY (Policy 7450)

Staff Members may not move any equipment values over \$250 from its building or room without written permission from the School Business Administrator.

PURCHASING (Policy 6421)

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the board of education. The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education. All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services being ordered.

REPORTING RESPONSIBILITIES–ARREST/INDICTMENT (Policy 3159 & 4159)

All certificate holders must report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days in accordance with the provisions of N.J.A.C. 6A:9-17.1. The report must include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders must also report to the superintendent the disposition of any charges within seven (7) calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9-17.5.

SEXUAL HARASSMENT (POLICY 3362 & 4352)

The Board of Education recognizes that every employee has the right to freedom from employment discrimination including the opportunity to work in an environment free of sexual harassment. Sexually offensive speech and conduct are inappropriate and unacceptable. The sexual harassment of any employee of this district is strictly forbidden. Board of Education Policy No. 3362 & 4352 provides a clear definition of sexual harassment and outlines the complaint procedure.

SUBSTANCE ABUSE (POLICY 3218 & 4218)

The Board of Education prohibits the unlawful possession, use or distribution of illicit substances, drugs, alcohol and/or anabolic steroids on school premises or as a part of any school-related activity. The Board also strictly prohibits an employee from reporting to work under the influence of any illicit substance, drug, alcohol and/or anabolic steroids. Compliance with this standard of behavior is mandatory. It is expected that staff members will review Policy No. 3218 & 4218 for purposes of information and clarification.

Note: Smoking in school buildings and on school grounds is prohibited.

SUICIDE PREVENTION (Policy 5350)

Suicide is the leading cause of death for young people in New Jersey. The Board of education recognizes that suicide can devastate a community. Moreover, many attempts at suicide which do not result in death nonetheless end in serious injury to the victims and lifelong trauma to their families and those who know them. A person who is considering suicide may exhibit behavioral warning signs. If someone notices the warning signs of suicide, it may be possible to avert a tragedy. With the possible exception of a parent, no one is better situated than a teacher to detect these signs and to initiate appropriate steps to prevent a suicide attempt. As such staff members must report any behavioral warning signs to the School Nurse, School Counselor and/or Principal immediately in order to maintain their certification, staff members *must* participate in suicide prevention training as part of their continuing education requirement. (N.J.S.A. 18A:6-112)

SUPPLIES / MATERIALS (POLICY 2520)

Requests for teaching supplies/materials should be forwarded to the Principal.

TECHNOLOGY DEVICES PROVIDED TO STAFF MEMBERS (Policy 7522)

Staff Member shall not remove technology devices off of school property without written authorization. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business.

TUITION ASSISTANCE (Policy 6472)

Staff members are required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought.

WEAPON SUSPECTED ON STUDENT (Regulation 8420.24)

Possession of a weapon on school property is a crime and is best handled by law enforcement personnel. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second. All actions should be planned with this in mind. Treat all weapon related information (rumor) to be accurate and plan appropriately. Do not put anyone in harm's way.

When faced with a suspected weapon on a person, school personnel should consider the following circumstances:

- Type of weapon
- Age of suspect
- Mental state of suspect
- Factor of becoming a victim
- Past history of suspect, if known
- Suspected location of weapon (on person or elsewhere)

ACTION:

1. Notify Principal/designee/Security.
2. Principal/designee will call police.
3. Don't attempt to stop suspect if flight from building is attempted. Attempt, in a non confrontational way, to get the suspect to a private office near an exit.
4. Allow the student to flee from the building.
5. Do not allow the student to access bookbags, backpacks without first checking contents.
6. Avoid confrontation.

ATTACHMENTS

- A. School Calendar 2023-2024**