Byram Township School District

Faculty & Staff Handbook

2026-2027

BOE Approved: 8/19/2026

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HANDBOOK PURPOSE & DISCLAIMER

This handbook is intended to provide practical guidance, common expectations, and a convenient reference for faculty and staff. It consolidates district procedures, instructional expectations, workplace standards, safety practices, and employee responsibilities into one resource.

Board of Education policies and regulations, applicable law, individual employment contracts, collective bargaining agreements, Board-approved job descriptions, and formal administrative directives govern when they address a matter more specifically or conflict with this handbook.

The District may revise procedures or expectations during the year as required by law, Board action, operational needs, or administrative direction. Staff members are responsible for reviewing updates communicated electronically, through district or building HUBS, staff meetings, professional development, or other official district communications.

Employee responsibility: Each staff member is expected to know and follow the Board policies and regulations applicable to the employee's assignment, the employee's Board-approved job description, applicable negotiated agreement provisions, and all district/building procedures communicated during the school year.

SUPERINTENDENT WELCOME

Every employee contributes to the success, safety, and well-being of our students. This handbook is designed to make expectations clear, strengthen consistency across the District, and provide staff with one reference point for the procedures that guide our daily work. Our collective focus remains on high-quality teaching and learning, professional collaboration, responsible stewardship of district resources, student safety, and strong communication with families and the community.

Thank you for the professionalism, care, flexibility, and commitment you bring to our schools each day. When a question arises, staff should use this handbook as a starting point and then consult the appropriate Board policy, job description, collective bargaining agreement, building administrator, or district office for additional guidance.

MISSION STATEMENT

"T*he Byram Township Board of Education is dedicated to prepare students to be life-long learners with high self-esteem, strong interpersonal skills, and social values in an environment that encourages them to reach their full potential."*

DISTRICT GOALS

1 - Design and implement streamlined district operational procedures to enhance organizational efficiency, consistency, alignment, and effectiveness.

2 - Develop and implement a formal districtwide communications plan that enhances clarity, builds trust, and ensures consistent and transparent communication in order to promote meaningful connections with all stakeholders.

3 - Create a comprehensive, dynamic, inclusive learning environment that fosters high-quality teaching by enhancing and strengthening instructional practices while inspiring students and educators to achieve excellence through innovation, collaboration, and continuous growth.

ADMINISTRATIVE EXPECTATIONS FOR STAFF

Your classroom work and your students should be your primary consideration.

To create the best possible learning environment

- Plan rigorous instruction from your building's start of day until the end of the school day
- Clerical work should not be done during class
- Use a variety of "Best Practice" instructional strategies
- Have high expectations and challenge students every school day to perform to the best of their ability
- Each assignment given must be rigorous
- In language arts, writing should be graded via the use of a rubric
- Throughout the year, student work must contain meaningful teacher feedback
- Give students plenty of opportunities to succeed
- Evidence of a friendly, cooperative relationship between the teacher and the class
- Evidence that the teacher is prepared, has a plan aligned with activities that support the NJSLS and that the pupils are engaged
- Appropriate use of technology
- Completeness, thoroughness, and interest with which assignments are developed
- The presence of up-to-date lesson plans
- Evidence of an alert teacher who is enthusiastic about his/her work
- Use a variety of evaluative approaches
- Recognize and reward hard work and achievement
- Assign homework according to the Board of Education policy
- Enforce the school-wide/classroom behavior plan
- Maintain a Parent/Teacher Communication Log. Communicate with parents frequently (Document speaking to and or meeting with parents.) Return parents' telephone calls/ e-mails within twenty-four hours, follow through when parents desire an appointment and offer information to parents concerning their questions and requests

To demonstrate professionalism

- Pursue knowledge about current thinking, trends, and practices in education and in your field
- Cooperate and work with others to bring about the success of school programs
- Seek out professional development opportunities
- Create a community of learners
- Offer positive suggestions for change
- Help to communicate the purposes of the school program to the community
- Respect the needs and feelings of others, respect confidentiality
- Dress in a way that communicates you are a professional and proud of what you do (See Dress Code Policy)

To maintain a safe and orderly school

- Report immediately all potential confrontations to an administrator
- Teachers shall see to it that no student leaves the school without proper permission
- Actively monitor students as they walk through the halls.
- Be on time to school, to class and to duty assignments. Each teacher is to be in his/her classroom at the start of the day before the pupils arrive and after they leave at the end of the day
- Do not put anything on top of the heating vents. Please keep desks and furniture away from the heaters
- Evidence of good housekeeping and management
- Teacher should not leave the building during school hours without notifying main office personnel

ACADEMIC DOCUMENTATION AND PROCEDURES

Lesson Plans

1) Lesson plans are required and must be available for administrative review during walkthroughs and formal observations.
2) Plans are due to administration as per the assigned schedule. When planning, please remember to consider the individual needs of your students.
3) Lesson plans and record keeping (i.e., creation of folders, completing report card comments, etc.) may not be worked on during the day when the students are in the room. MTSS notes or conferencing notes are different and are permitted.

Grading

Each teacher will maintain a grade book on Genesis that is subject to administrative review at any time. ***At the beginning of the school year students and parents must be informed about grading criteria/requirements***.

Test scores, quizzes, and homework grades are to be recorded and maintained in the grade book. Grades must be updated in Genesis and all utilized grading portals weekly (grades 5-8) and kept in a manner reflective of the report card. For example, at the middle school level, grades should be numerical in nature. At the lower grade levels, the grading system should be consistent with the reporting system. A rubric used to determine marking period and final averages must also be available.

Teachers are expected to maintain on-going communication with parents regarding student grades.

Progress Reports

Progress reports should be sent home on time and meet expectations set by the building principal.

Warning Notices

It is imperative that parents are informed when their child is not working up to their ability. Early notification is crucial. A Warning Notice should not be the first attempt to notify the parent of academic problems. If a child is 'failing' in a subject, communication should be sent home to notify parents. No student shall fail unless the parent has been given adequate and timely notice in writing that the student's work is unsatisfactory. If a student has more than one teacher, each teacher should contact the parent.

Report Cards

Report cards will be issued at the conclusion of each trimester via the Genesis platform. The grade should reflect the true ability and academic progress of each child. Behavior should be noted on the Social/ Behavioral and Work/Study skills section of the report card and should not be reflected in the grades.

1. Classroom teachers must enter a comment for every student each trimester. The comment must match the grade. Elementary special area teachers must put comments if there are significant academic, behavioral, or other concerns.
2. Attendance/tardiness should be addressed in the comment section
3. Above/Below Grade Levels – If a student is working below and/or being given work below level you must indicate below level on the report card. The same would apply if the student is given work above level
4. Report Cards will be prepared electronically.

Please note: All Special Education students are to have individualized, personalized report cards and warning notices based on their IEP goals and objectives.

Retention Letters - Possible / Final Notices

1. Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
2. *Refer to BOE Policy/Regulation 5410*

Special Education Goals and Objectives

1. Special Education teachers must complete a progress report for all students with IEPs. Please adhere to the schedule sent by the Child Study Team.

ACCEPTABLE USE GUIDELINES

Board Policy #7522

7522 - SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

The Board of Education may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre-loaded software. 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 staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event the Board of Education provides a technology device to a staff member, the staff member shall be required to sign an agreement with the Board of Education requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

1. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business;

2. Use of all such devices is subject to the school district's acceptable use of technology policies and any other Board policies regarding appropriate and acceptable conduct by a staff member;

3. All technology devices are considered the personal property of the Board of Education and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee;

4. Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;

5. Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:

    a. Keep the technology device in a locked and secured environment when not being used;

    b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;

c. Keep food and drinks away from all technology devices and work areas;

d. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee;

e. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and

f. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.

6. Should the staff member have reason to believe the technology device may have been stolen, the staff member must:

a. Immediately report the incident to his/her immediate supervisor;

b. File an official police report documenting the theft; and

c. Provide a copy of the police report to his/her immediate supervisor.

If a staff member fails to adhere to these procedures, the staff member will be held legally and financially responsible for the replacement of such technology device. A staff member may be financially responsible for the loss or damage of a technology device;

7. A staff member must contact the district designated staff member in the event the technology device is not functioning properly or for repairs and/or required maintenance;

8. The Board of Education is under no legal, financial, or other obligation to provide a replacement technology device to any employee whose device is lost, stolen, or damaged;

9. Any technology device provided to a staff member is the property of the Board of Education. As such, the staff member shall have no expectation of privacy in the use of such device. The technology device may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the technology device;

10. The staff member(s) designated to administer and implement the issuance of technology devices to staff members shall:

a. Maintain direct oversight of the inventory of devices, service contracts, agreements, and internal controls for all school district provided technology devices provided to staff members; and

b. Ensure compliance with regulatory policies and procedures as applicable.

11. Any violation of Board of Education policies or procedures including, but not limited to, school district provided technology devices to staff members; acceptable use of computer networks, computers, and resources; and/or inappropriate staff conduct may result in appropriate disciplinary action.

A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of this Policy.

In addition to the above verbiage contained in BOE Policy # 7522:

- Technology resources have been established for educational purposes.
- Staff members **will not** engage in personal attacks, including prejudicial or discriminatory attacks.
- Staff members **will not** harass another person.
    - Harassment is persistently acting in a manner that distresses or annoys another person. If a person tells a staff member to stop sending messages, they must stop.
- Staff members **will not** knowingly or recklessly post false or defamatory information about a person or organization.
- Staff members **will not** use criminal speech or speech while committing a crime, such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Staff members **will not** use inappropriate speech in an educational setting or speech that violates district rules.
- School email is for business use only. It is not to be used for sending personal emails, such as personal announcements, solicitation for research projects, items for sale, etc.
- Staff members **will not** abuse network resources like chain emails or spamming.
- Staff members **will not** knowingly display, access, or send offensive messages or pictures.
- Staff members **will not** use Byram Public Schools' technology resources for commercial purposes or offer, provide, or purchase products or services through this network.
- Staff members **will not** use Byram Public Schools' technology resources for political lobbying.

Software and Files

- Software is available to staff members as an educational resource. No staff member may install, upload, or download software from the World Wide Web (internet), CD, DVD, or any external device unless written approval from the district executive director of curriculum, instruction, and technology (EDCIT) is on file.
- Files stored in district systems are treated like other school storage areas, such as file cabinets. Routine maintenance and monitoring of the digital systems may lead to the discovery that a staff member has violated this policy or the law. Staff should not

expect that files stored on district servers are private. Therefore, district officials reserve the right to inspect and/or delete any documents or software that violates district policy.

Technology Hardware

- Laptops, CDs, DVDs, or other external drives, scanners, digital cameras, monitors, desktop computers, keyboards, mice, etc., are property of Byram Public Schools and should not be considered or treated as personal property.
- Hardware and peripherals are provided as tools for staff use for educational purposes.
- Staff members are not permitted to relocate hardware (except for portable devices), install peripherals, or modify equipment settings without the written consent of the district technology department or EDCIT.

Vandalism

- Any malicious attempt to harm or destroy data, the network, or other network components connected to the network backbone, hardware, or software will result in the suspension of network privileges.
- Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Staff members will not plagiarize articles, books, or any document of any kind found on the Internet.
    - Plagiarism is taking the ideas or writings of others and presenting them as if they were the staff members.
- Copyrighted material will not be placed on any system without the author's written permission. Permission may be specified in the document on the system or must be obtained directly from the author.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the staff member in gaining the self-discipline necessary to behave appropriately when using district resources.
- Violating the acceptable use policy and any stipulations in this handbook may lead to restricted access and may also result in disciplinary or legal actions.
- If the violation also involves a breach of other provisions of other schools' rules, it will be handled in a manner described in the school rules.

Social Media Guidelines

Guidelines for the use of social networking sites by school employees:

- **Avoid Student Friendships:** Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests, and do not initiate friendships with students.
- **Manage Friend Permissions:** Understand that individuals classified as "friends" can download and share your information with others.
- **Consider Your Audience:** Post only what you're comfortable sharing with students, parents, and administrators. Unlike a blog or website, content on social media may remain accessible even after being removed.
- **Maintain Professional Boundaries:** Avoid publicly discussing students and colleagues or criticizing school policies or personnel.
- **Use Privacy Settings Wisely:** Set your profile's privacy to "only friends." Settings like "friends of friends" or "networks and friends" expose your content to a broader, potentially unknown audience, risking your privacy and that of your family.
- **Align with Classroom Conduct:** Do not say or do anything online that you wouldn't do as a teacher in the classroom. Online communications are stored and may be monitored. Establish a clear statement of purpose and outcomes for using any networking tool.
- **Set Participant Standards:** Define a code of conduct for all participants in your network.
- **Avoid Unauthorized Student Images:** Do not post images of students unless you have parental release forms on file.
- **Control Site Access:** Monitor the site's security settings closely and limit access to approved participants.
- **Avoid Inappropriate Content:** Refrain from posting defamatory, obscene, proprietary, or libelous commentary.
- **Use Caution in Tone and Content:** Be mindful of exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal assumptions, and derogatory remarks.
- **Protect Your Professional Role:** Consider whether a particular post might impact your teacher or school employee role.
- **Understand Reporting Obligations:** If content posted on social media meets mandatory reporting guidelines, you must report it in compliance with the law.

Limitations of Liability

- The district makes no guarantee that the functions or the services provided by or through district resources will be error-free or without defect.
- The district will not be responsible for any damage suffered, including but not limited to:
    - The loss of data or interruption of service.
    - Staff members who utilize storage of ANY electronic data are expected to keep appropriately scheduled backups of their work so that such data can be retrieved in the event of a technology malfunction.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network.

- The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- If there is reasonable suspicion that a staff member has violated this policy or the law, an individual search may be conducted. This investigation may include reviewing Cloud Storage, Hard Drives, Solid State Drives, or Flash Drives. Searches will be conducted without prior permission but will remain reasonable in scope and directly related to the suspected violation.
- It is presumed that staff members will honor the technology provisions contained in this handbook as well as in Policy # 7522. Beyond clarifying the standards outlined in this policy and handbook, the district is not responsible for the actions of staff members who violate them.
- The district reserves the right to monitor all activity on this electronic network. Staff members will indemnify the district against any damage caused by the staff members' inappropriate use of the network.

Unacceptable Uses

Behaviors include but are not limited to the following and are prohibited:

- Staff members **will not** use technology resources to post or email information that, if acted upon, could cause damage or a danger of disruption.

Personal Information Safety

- Staff members **will be** cautious about revealing personal information about themselves, others, or the family of others. Personal information (PII) includes but is not limited to addresses (including home, school, or work), telephone numbers, social security numbers, & financial account numbers.

- The user should recognize also that the work of all users is valuable, therefore:
    - Users **will** protect the privacy of each other's profile or storage location by not trying to learn their passwords.
    - Users **will not** copy, change, read, or use files in another user's profile or storage location without that user's prior written consent.
    - Users **will not** attempt to gain unauthorized access to system programs or computer equipment.
    - Users **will not** use computer systems to disturb or harass other computer users by sending unwanted mail or other means.
    - Users **will not** download information onto the storage of any Byram Public School computer or system for permanent storage.

Cyber Bullying

Cyber Bullying - As per 2002 New Jersey Law, AB 1874, "the state legislature finds and declares that: a safe and civil environment in the school is necessary for staff/pupils to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a staff/pupil's ability to learn and a school's ability to educate its staff/pupils in a safe environment." In compliance with

that law, usage and employment of network systems (data, video, or voice) to harass, intimidate, or bully, which can be described as cyberbullying, is unacceptable. If a staff/pupil feels they are the subject of cyberbullying, the staff/pupil should notify a teacher or other school staff member immediately.

System Security

- Staff members **will not** attempt to gain unauthorized access to any portion of the Byram Public Schools electronic network. This includes trying to log in through another person's account or accessing another person's folders, work, or files. These actions are illegal, even if only for "browsing."
- Staff members **will not** deliberately attempt to disrupt the computer system or destroy data by spreading viruses or other means. These actions are illegal.
- Staff members **will immediately** notify the system administrator if they have identified a possible security problem or vulnerability. However, staff members should not look for security problems because this may be considered an illegal attempt to gain access.

Videoconferencing

- With video-conferencing equipment, staff can see, hear, and speak with others (speakers, museum personnel, etc.) in real-time.
- Videoconferencing sessions may be videotaped by district personnel or a participating school involved in the exchange to share the experience with others in or outside our district.

Staff Rights

- Staff members' right to free speech applies to communication on the Internet. However, the Byram Public Schools electronic network is considered a limited forum under the law, similar to a school newspaper. **Therefore, the district may restrict a staff member's speech for valid educational reasons.** The district will not restrict a staff member's speech based on a disagreement with the opinions being expressed.
- If there is reasonable suspicion that a staff member has violated this policy or the law, an individual search will be conducted. The investigation will be sensible and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation of illegal activities conducted through the district network.

- If there is an allegation that a staff member has violated the district's acceptable use policy, the staff member will be provided with written notice of the alleged violation. The staff member will then be allowed to present an explanation (or to be heard in the manner outlined in the disciplinary code).
    - Written notice may be in the form of an automated email from a digital system intended to assist in monitoring district systems.

Violations

Violations may result in loss of access and other disciplinary or legal actions. A staff member's violation of Policy # 7522 or any of the guidelines or expectations stated in this handbook shall be subject to the consequences as indicated within Board of Education policy as well as other appropriate discipline, which includes, but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Suspension of computer privileges
- Suspension from work
- Termination and/or legal action and prosecution by the authorities

The school administrators shall determine the consequences for violations of this policy. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Accessing the Byram Public Schools network without authorization and/or attempting to access, circumvent access controls, alter, or damage any part of the network, computers, data, etc., violates Statute 2C:20-25 and is subject to criminal punishment.

AFFIRMATIVE ACTION

See Board Policy #1140. The School Business Administrator is the District's Affirmative Action Officer. All complaints and/or concerns related to any infractions of statute, regulation, or code must be submitted to the Business Administrator in writing via the district form.

It is incumbent upon all staff to report any allegations of discrimination and/or sexual harassment to the Affirmative Action Officer at the time of the alleged incident. It is also incumbent upon staff to report student-to-student incidents of discrimination and/or harassment (utilizing the state 338 form as required and necessary).

ANNOUNCEMENTS

All district and/or school announcements must be approved by the building principal. **Every effort will be made to refrain from making announcements during the academic schedule.**

ASSEMBLY PROCEDURES

Assemblies are an integral part of the educational experience of our students. **Teachers are to supervise their students during the assembly.** Teachers are to remain in the assembly for the entire length of the assembly – except for their prep and/or lunch period.

ATTENDANCE (STAFF)

Punctuality It is the responsibility of the professional employee to ensure the punctual arrival to all contractual duties. It is also the responsibility of all employees to be committed to their roles until the contractual time frame has concluded. If unforeseen emergency situations arise that

require time away from professional duties it is the responsibility of the employee to contact his/her appropriate administrator and/or supervisor immediately. All necessary procedures must be completed as a result.

Lakes Elementary School

Sign-In

All staff are required to sign-in no later than 8:35am daily.

Sign-Out

Staff can sign out any time 10 minutes after student dismissal (when not required to attend after school faculty/PD sessions)

Half-Day= 12:00

Intermediate School

Sign-In

All staff are required to sign-in no later than 7:53am daily.

Sign-Out

Staff can sign out 10 minutes after student dismissal (when not required to attend after school faculty/PD sessions)

Half-Day= 11:33

Absences – Substitute Needed

There are times when a staff member will be absent during the school day. **Staff should submit all absence requests via Frontline.**

For long term leave requests (i.e., maternity leave), staff should make an appointment with the Superintendent and complete necessary paperwork.

For Illness:

1. Staff must submit a request via Frontline.
2. **If submitting a request "the morning of," staff must input absences in frontline no later than 7:15am (Intermediate) and 7:30am (Lakes).**

Notification: If the need to use sick leave is foreseeable, at least seven (7) calendar days advance notice is required. If it's not foreseeable, notice should be given as soon as practicable. The employer may prohibit foreseeable sick leave on certain dates; reasonable documentation can be required if unforeseen sick leave occurs on those dates.

Documentation: If sick leave is used for three (3) or more consecutive days, the employer may require reasonable documentation to verify that the days are being used for a permissible

purpose. For those taking care of a sick family member, signed documentation from the health care provider will meet this requirement. For the closure of a child's school or daycare, a copy of the order of the public official or health authority is sufficient documentation. For victims of domestic or sexual violence, reasonable documentation will depend upon the reason for leave, but could be from the court, agency, social worker, law enforcement, counselor, attorney, or other professional who is assisting the individual.

For Absence due to Personal Request:

Per the BEA collective bargaining agreement, a temporary leave request:

1. Shall be made at least four (4) days in advance, except in cases of emergency.
2. No personal leave will be granted before or after a holiday except at the discretion of administrative review and approval.
3. No personal days will be allowed on the days immediately preceding or following a scheduled school vacation.
4. All requests must be submitted via Frontline.

For Absence due to Professional Development Request:

1. Professional development paperwork must be completed, approved by building and district administration, and Board approved prior to attending. When expenses will be incurred, be sure to allow additional time as it must be presented to the Board of Education.
2. All professional day forms must be submitted with a justification attached i.e. program, agenda, flyer, email, etc. Professional day forms cannot be processed without this documentation. All staff should be prepared to summarize or present the information at a grade level, PLC, or faculty meeting.
3. All expenses related to the professional day must be included on the Professional Day Form i.e. travel, mileage, tolls, etc. (Only expenses listed on the Professional Day form and approved will be reimbursed).
4. Once BOE approved, submit the absence request (if needed) via Frontline.

APPLIANCES

Due to mandated code guidelines, personal refrigerators, hot pads, coffeepots, hot pots, electrical equipment, and/or microwave ovens are strictly prohibited in classrooms.

AUDIO VISUAL PROCEDURES

Movies

Videos/DVD to be shown must relate directly to the curriculum unless permission is received by the building principal (i.e., holiday party). Only videos/DVD with a "G" rating may be shown. "PG" rated videos/DVD may be shown if administrator and parental written permission is obtained. The title and length of time must be written in your lesson plans. **All videos/movies should be previewed and cleared by an administrator**.

BADGES/KEY FOBS

District Policy Mandates: *All employees are required to wear a district issued ID badge daily*. If you do not already have a badge or it is lost, call Trina Thompson at Extension 2306 immediately. (Substitutes and consultants are required to have and to wear a Visitor Pass when in a district building in a professional capacity and do not have a district issued ID badge. Any substitute or consultant who is not on duty is to report to the main office for permission and a visitor pass in order to be in the building.)

Key Fobs: Staff are not to provide their key fob to any students. If you lose your key fob, please call Trina Thompson at Extension 2306 immediately. You will have to pay for a replacement.

BOARD OF EDUCATION AGENDA ITEMS

Items requiring BOE approval should be submitted two weeks prior to the Board of Education date. Refer to the Board of Education dates posted on our school district website.

BREAKFAST PROGRAM

The State approved breakfast program is available to students Monday through Friday mornings. Menus will be included on the school website. Additional information can be found here.

BUILDING SECURITY & STUDENTS

It is the responsibility of every staff member to play a part in the building/student security and to determine the identity of any stranger in the building. (Stranger is defined as anyone who is not a staff member wearing a district ID badge or visitor who does not have a visitor pass.) When walking in the halls (to/from specials, to lunch, from recess, etc.), please make it a habit to check any outside door you may walk past.

1. All doors must remain locked and may not be propped open for any reason
2. All students must be instructed not to open locked exterior doors for anyone regardless if the person is known to them or a stranger
3. All visitors must enter through the main door
4. All visitors must report directly to the main office to sign into the building
5. All visitors that are approved to move through the building must be issued a visitor pass. The pass must be displayed at ALL times while in any area other the main lobby and/or main office
6. All windows should be closed and locked at the end of each school day
7. Any student being picked-up by a parent or designee must be signed out through the main office
8. If a parent shows up at your classroom, DO NOT release the child. The parent MUST be directed back to the main office and follow protocol

BATHROOM/LAVATORY PROCEDURES

Log Books must be maintained daily for each room (i.e. classroom, resource, speech, etc.)

CELL PHONES/TELEPHONE CALLS

Refer to Board Policy # 4322 (Staff member's use of personal cellular telephones/other communication devices)

Staff members are not to use cells phone during classroom instruction or when students are present. Parents/Guardians that are volunteering to be on school grounds MUST keep their cell phones on vibrate/silent, as not to disturb the learning environment. The administration sees telephone calls as part of the daily routine to be handled by the office staff. Non-urgent messages will be taken and placed in your mailbox or sent via email.

The telephones in each building are for school purposes.

Cell phones are only to be used during your preparation period, lunch time, and before or after school unless given written permission by your building principal.

CERTIFICATION

Certified or licensed employees are responsible for maintaining their own certifications and licenses as well as fulfilling all requirements necessary to keep certifications/licenses valid. Failure to do so may affect employment. Teachers that are required to complete the provisional program in order to obtain standard certification are required to be mentored. Mentoring fees are the responsibility of the employee. Fees will be deducted from their paycheck and paid to their mentor upon the completion and verification of mentoring services.

CHANGE OF STATUS (I.E., CONTACT INFORMATION)

1. Change of address, email, and/or telephone number should be immediately reported (in writing) to Superintendent's office via the district form which is located in the back of this handbook and on our district website.
2. It is the responsibility of each teacher to report (in writing) a change in name due to marriage so that the Insurance and Retirement Fund can remain in effect.
3. Change in number of dependents (spouse or child) must be reported (in writing) to the Business Office for income tax deductions and for insurance coverage.

CHILD ABUSE/NEGLECT (HOW AND WHEN TO REPORT)

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where**: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

Is it against the laws of New Jersey to fail to report suspected abuse/neglect?

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to $1000 or up to six months imprisonment, or both.

New Jersey Title 9

9:6-1. ABUSE, ABANDONMENT, CRUELTY AND NEGLECT OF CHILD; WHAT CONSTITUTES

Abuse of a child shall consist in any of the following acts: (a) disposing of the custody of a child contrary to law; (b) employing or permitting a child to be employed in any vocation or employment injurious to its health or dangerous to its life or limb, or contrary to the laws of this State; (c) employing or permitting a child to be employed in any occupation, employment or vocation dangerous to the morals of such child; (d) the habitual use by the parent or by a person having the custody and control of a child, in the hearing of such child, of profane, indecent or obscene language; (e) the performing of any indecent, immoral or unlawful act or deed, in the presence of a child, that may tend to debauch or endanger or degrade the morals of the child; (f) permitting or allowing any other person to perform any indecent, immoral or unlawful act in the presence of the child that may tend to debauch or endanger the morals of such child; (g) using excessive physical restraint on the child under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or (h) in an institution as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), willfully isolating the child from ordinary social contact under circumstances which indicate emotional or social deprivation.

Abandonment of a child shall consist in any of the following acts by anyone having the custody or control of the child: (a) willfully forsaking a child; (b) failing to care for and keep the control and custody of a child so that the child shall be exposed to physical or moral risk without proper and sufficient protection; (c) failing to care for and keep the control and custody of a child so that the child shall be liable to be supported and maintained at the expense of the public, or by

child caring societies or private persons not legally chargeable with its or their care, custody and control.
Cruelty to a child shall consist in any of the following acts: (a) inflicting unnecessarily severe corporal punishment upon a child; (b) inflicting upon a child unnecessary suffering or pain, either mental or physical; (c) habitually tormenting, vexing or afflicting a child; (d) any willful act of omission or commission whereby unnecessary pain and suffering, whether mental or physical, is caused or permitted to be inflicted on a child; (e) or exposing a child to unnecessary hardship, fatigue or mental or physical strains that may tend to injure the health or physical or moral well-being of such child.
Neglect of a child shall consist in any of the following acts, by anyone having the custody or control of the child:(a) willfully failing to provide proper and sufficient food, clothing, maintenance, regular school education as required by law, medical attendance or surgical treatment, and a clean and proper home, or (b) failure to do or permit to be done any act necessary for the child's physical or moral well-being. Neglect also means the continued inappropriate placement of a child in an institution, as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21), with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being.

9:6-8.9. ABUSED CHILD; CHILD ABUSE DEFINED

For purposes of this act:

- "Abused child" means a child under the age of 18 years whose parent, guardian, or other person having his custody and control:
  Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
- Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; or
- Commits or allows to be committed an act of sexual abuse against the child; or
- A child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent or guardian, or such other person having his custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself, others or property; or by any act of a similarly serious nature requiring the aid of the court;
- Or a child who has been willfully abandoned by his parent or guardian, or such other person having his custody and control; or
- A child who is in an institution as defined in section 1 of P.L. 1974, c. 119 (C. 9:6-8.21) and (1) has been so placed inappropriately for a continued period of time with the

knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well being or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused pursuant to subsection f. of this section if the acts or omissions described therein occur in a day school as defined in section 1 of P.L.1974, c. 119 (C. 9:6-8.21).

9:6-8.10. REPORTS OF CHILD ABUSE

Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the DCPP (Division of Child Protection and Permanency) by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

9:6-8.13. PERSON MAKING REPORT; IMMUNITY FROM LIABILITY; ACTION FOR RELIEF FROM DISCHARGE OR DISCRIMINATION

Anyone acting pursuant to this act in the making of a report under this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such person shall have the same immunity with respect to testimony given in any judicial proceeding resulting from such report.

A person who reports or causes to report in good faith an allegation of child abuse or neglect pursuant to section 3 of P.L.1971, c. 437 (C. 9:6-8.10) and as a result thereof is discharged from employment or in any manner discriminated against with respect to compensation, hire, tenure or terms, conditions or privileges of employment, may file a cause of action for appropriate relief in the family part of the Chancery Division of the Superior Court in the county in which the discharge or alleged discrimination occurred or in the county of the person's primary residence.

If the court finds that the person was discharged or discriminated against as a result of the person's reporting an allegation of child abuse or neglect, the court may grant reinstatement of employment with back pay or other legal or equitable relief.

9:6-8.14. VIOLATIONS INCLUDING FAILURE TO MAKE REPORT; DISORDERLY PERSON

Any person knowingly violating the provisions of this act including the failure to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed, is a disorderly person.

Indicators of Child Abuse / Neglect

Different types of abuse and neglect have different physical and behavioral indicators. Some include:

PHYSICAL ABUSE

Physical Indicators	Behavioral Indicators
Unexplained bruises and welts: On face, lips, mouth On torso, back, buttocks, thighs In various stages of healing Cluster, forming regular patterns Reflecting shape of article used to inflict (electric cord, belt buckle) On several different surface areas Regularly appear after absence, weekend or vacation Unexplained burns: Cigar, cigarette burns, especially on soles, palms, back or buttocks Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) Patterned like electric burner, iron, etc. Rope burns on arms, legs, neck or torso Unexplained fractures: To skull, nose, facial structure In various stages of healing Multiple or spiral fractures Unexplained laceration or abrasions: To mouth, lips, gums, eyes To external genitalia	Wary of adult contacts Apprehensive when other children cry Behavioral extremes: Aggressiveness Withdrawal Frightened of parents Afraid to go home Reports injury by parents

PHYSICAL NEGLECT

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

SEXUAL ABUSE

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

EMOTIONAL MALTREATMENT

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructible, etc.) Neurotic traits (sleep disorders, speech disorders,	Behavior extremes: Compliant, passive Aggressive, demanding

inhibition of play)	Overly adoptive behavior: Inappropriately adult or infant

***** Any staff member who calls DCPP (Division of Child Protection and Permanency) should notify the school principal and complete the mandated form located towards the back of this manual detailing the agent # and purpose of the call.**

CHILD STUDY TEAM

The Child Study Team acts as our liaison to classified students and their families. The Supervisor of Special Education, along with the building principal, oversees staff child study team members. Parents who suspect that their child may have an educational disability should contact their child's teacher to discuss their concerns. Parents/teachers may also contact the Child Study Team at any time. The CST handles children aged three to twenty-one.

Project Child Find is a free referral service, public awareness campaign, to assist in identification of unserved/underserved youth with a developmental delay or disability from birth to twenty-one years of age. For more information, call Project Child Find at 1-800-322-8174.

CHROMEBOOK/LABTOP INFORMATION

In addition to the information contained under "acceptable use guidelines" above, staff should abide by and enforce the following policies:

- **Policy 7523** - School district provided technology devices to students
- **Policy 7522** - School district provided technology devices to staff members
- **Policy 2360** – Use of Technology
- **Policy 2361** - Acceptable use of computer networks/computers and resources
- **Policy 2365** - Acceptable use of generative artificial intelligence (AI)

CLASS ACTIVITIES

An Administrator MUST approve all class activities before the start of the activity. DO NOT assume automatic approval. All activities must conform to the guidelines set forth in the Board's Policy Manual. Due to Business Office guidelines, funds can only be removed from the "Student Activities Fund" through proper financial procedures, adherence to Board Policies, and Board approval.

CLASS/FIELD TRIPS

Field Trip requests with appropriate paperwork must be submitted to the Superintendent's office at least two weeks prior to the Board meeting. Field trips are to be scheduled to coincide with school hours. This includes the time before the activity, the activity, and the time necessary to return to school. If extra time is needed, confer with your building principal before scheduling and submitting appropriate paperwork.

It is imperative that all chaperones, including parents, understand and follow all rules that govern field trips. It is important that each chaperone receive in writing said rules as well as a list of those students for whom they are responsible. *Please do not guarantee parents that they will be a chaperone. Only parents/ guardians authorized as chaperones are permitted on the bus.* Additionally, it is your responsibility to inform parents that for safety and security reasons of all involved on the trip, they are not to follow the buses.

Philosophy – The field trip is an instructional medium with the potential to enrich and extend the educational experiences of pupils. A field trip offers opportunities for pupils to directly observe or experience that which they visit. It offers an excellent link connecting the school with the community and helps a school staff and its co-workers to relate the theory of the classroom to the practice of life itself.

In learning experiences, it is important that activities that occur vicariously in the classroom find fruition in the real and the actual. Pupils are able to discover what something means by responding actively to it. Field trips should have a relationship with the instructional activities of the classroom.

It is the chaperones' responsibility to ensure that the buses are left clean and that all garbage is disposed of properly.

When you collect* money for a field trip*. Please note that:

1. All money collected must be submitted to the office daily. Please provide adequate time for money to be counted and deposited (1 week) before a check can be written. Before handing money in to the office, please count it and keep a record of the amount you are submitting. Submit a list of the names of the students who handed in money each day.
2. When a check is required, please submit a voucher to the office.

Bus Trip Procedures

1. Before reservations are made, coordinate with appropriate business officials and school administrators for approval/available dates for trip buses.
2. Make tentative arrangements with the place you are intending to visit. If approved, obtain current directions for locating the place.
3. Fill out Field Trip Request Form and confirm arrangements. All request forms must be approved by the building administrator.
    a. Only the classroom teacher attends class trips unless otherwise approved by the building administrator. Other teachers working with the class should see the building administrator for permission to accompany the class.
    b. The teacher arranging the trip must confirm with the site/location of the trip, 48 hours prior to the trip day, to ascertain that the trip is still accepted and not overbooked, etc.
    c. Procedures for a child injured or sick while on a trip:
        i. Don't move the student
        ii. Call the school

iii. Don't release the student to the parents without prior consent of the administration
iv. Parents cannot transport other children or their own
v. Parents cannot take their younger children on a class trip. Please note: District insurance will not cover them
vi. Find out the emergency procedures for the destination when you are making reservations or plans

d. The cafeteria must be given **three-days notice** if bag lunches will be needed. Please include the day, time of trip and a class roster denoting the number of students attending and whether they are free or reduced.
e. Permission Slips – A child will not be allowed on a trip without a permission slip (Calling home is no longer acceptable.) Permission slips must be handed in to the building principal by the day of the trip. Check for permission slips early to ensure each student has returned one. Do not wait until the day of the trip for permission slips.
f. Self-contained Special Education students must be included on all trips. Please contact the Principal to determine grade level appropriate students.
g. It is the classroom teacher's responsibility to secure the services of the nurse two weeks in advance if necessary.
h. Teachers need to print the class list from Genesis or request a class list from the main office for each trip – a notation on each class list as to which trip bus the class/student is on and a teacher's cell phone number for each bus must be submitted to the main office before departing/leaving the school grounds.
i. ***A Substitute teacher may not take a class on a class trip.***

CLASSROOM/BUILDING KEYS

If your keys are missing you must report it to the main office and Superintendent's Office immediately.

CLASSROOM MANAGEMENT

Many students are *not* automatically motivated. When teachers start the year off right and stick to a plan, even the most immature students learn self-discipline. Effective teachers communicate their expectations to students know exactly how they want students to behave, and what they hope to accomplish during every activity.

Effective teachers plan their discipline, follow the plan from the first minutes of the first day of class, and stick to the plan at all times.

To plan effectively

- Strictly enforce the rules from day one.
- Call home, call home, call home – keep documentation of misbehaviors and parental contacts.
- Make parents aware of the rules, consequences, and procedures.
- The way teachers conduct the first day of class leaves a lasting impression and sets the tone for the remainder of the year. Pupils must realize that you have high expectations, tempered by an understanding of their making mistakes and having limitations.

- Be firm, but fair.
- Call an administrator if the student becomes a threat to him/herself or others.
- Effective teachers have order in their classrooms and hallways at all times.

You are responsible for:

1. Hot drinks must be contained in a closed container (no open containers).
2. Each child having a suitable size chair and desk.
3. Opening/closing the windows and adjusting shades.
4. Keeping desks and room neat and orderly. Your room is a direct reflection of you and the entire school. Please ensure that your students work in a clean and safe classroom.
5. Cleaning whiteboards.
6. Encouraging children to keep desks neat and tidy.
7. Turning off lights when class is out of the room.
8. Students having their lockers closed.
9. Insuring lock combinations are confidential.
10. Students visiting their lockers only at designated times unless they have a pass from the teacher.
11. Leaving a seating plan and the emergency substitute packet in an easily accessible place as directed by the building principal. Please keep it up-to-date. It is essential for substitutes or the nurse.
12. Any attendance or lunch forms, which have to be sent to the office daily, should be located with the lesson plans.
14. When a teacher returns from his/her absence, s/he should emphasize the importance of work done during his/her absence even though it may have varied from what s/he had planned. The teacher should create in the mind of pupils the impression that the substitute is a vital factor in the school program. Regular teachers should never criticize nor make light of the substitute teacher's work. If a substitute's work is unsatisfactory, report this to an administrator.
16. All teachers should have a lesson plan located on his/her desk in an easily accessible and well-known place.
17. Special information regarding fire drills and security drills should be located with the lesson plans.
19. Discarding faded, worn, or torn display items.
20. Putting up fresh, bright, current displays each September and monthly thereafter.

CLASSROOM SUPERVISION

Teachers are to remain with and actively supervise their students at all times. Students cannot be placed outside of your classroom without a paraprofessional or teacher. This responsibility has its foundation in two basic principles: one a legal responsibility and the other instructional. From a legal standpoint, unless adequate and reasonable supervision is provided for students, the teacher or principal may be found negligent in his duty and become involved in a legal action instituted by the child's parents. From an instructional standpoint, the student-to-student or student-to-adult relationship may break down if adequate supervision is not provided by the staff. Since it is the responsibility of the school to provide adequate

supervision, supervision should be well organized and based on realistic standards of behavior so that effective teaching-learning situations in the various classrooms will not be threatened.

COLLECTING OF MONEY

Teachers are discouraged from collecting money from students for any project. For those few exceptions when money must be collected, staff must obtain ***prior*** permission from the Administration. Monies collected need to be tracked and funds must be given to the School Secretary daily when collected.

COMMON COURTESIES

The administration requests that staff members adhere to the following courtesies:

1. While you may leave the building during unassigned periods and lunch, all staff must notify the office of their plans and how to contact them in case of emergency.
2. When addressing specific complaints/concerns, the chain of command must be followed.
3. Refrain from cell phone use in the presence of students.
4. Refrain from personal internet use in the presence of students.

CONDUCT UNBECOMING

New Jersey Administrative Code N.J.A.C. 6A:9-17(1) requires that "(c) All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within fourteen (14) calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. The certificate holder shall also report to their 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' pursuant to N.J.A.C. 6A:9-17.5. School districts shall make these requirements known to all new employees on an annual basis."

CONLFICTS OF INTEREST

Employees must avoid any activity that might impair, or appear to impair, their ability to make objective and fair decisions when performing their jobs. District property and information may not be used for personal gain. Policy # 3211, the District's Code of Ethics, Policy No. 3211.3, Consulting Outside the District, and Policy # 3214, Conflict of Interest, detail the District's position in this area.

COPYRIGHT POLICY

Staff should adhere to the provisions of copyright laws, including in the areas of microcomputer programs and video tape recording. All staff should comply with the license agreements and/or policy statements on all software and video materials. Any employee violating the copyright law does so at his/her own risk and assumes any liability with such action.

CRISIS MANAGEMENT TEAM/SCHOOL THREAT ASSESSMENT TEAM

The administration and Board of Education realize the importance of a crisis management team. The Chief School Administrator will serve as District spokesperson to outside agencies and media. The purpose of the team is to coordinate and assist students, staff, parents, and community in the event of an emergency, urgent, or critical situation. Staff are required to follow all NJ State threat assessment protocols and regulations. Many of the crisis and threat assessment procedures staff must follow were reviewed on the first in-service day. See your building principal with any questions pertaining to referral procedures. All staff are required to understand and identify the statutes outlined in New Jersey statute and code.

CURRICULUM

All curriculum can be found online via Rubicon Atlas. It is every teacher's responsibility to make sure they have the appropriate and necessary curriculum guides, teacher manuals, content standards, pacing guides, materials, etc. Please see the Executive Director of Curriculum, Instruction, and Technology for any needed materials or questions related to the curriculum. Teachers must adhere to the Board approved curriculum and should not deviate.

CUSTODIAL SERVICE

All requests for custodial and/or maintenance assistance must be completed online via the Work Order Request portal. Please do not stop or address custodians in the hallways. If you have concerns regarding a custodial issue, please see an administrator as soon as possible.

DISCIPLINE REPORT

Teachers are expected to handle <u>most</u> discipline problems. Teachers must remember their first line of defense is the child's parent. Students quickly recognize those who rely on the administration to handle discipline for them. The teacher is responsible for contacting the parents/guardians and sending home a discipline report. You must exhaust every alternative including asking the office and administration for help in getting parents to respond.

ADMINISTRATIVE DISCIPLINE REPORT

Administrative discipline reports are for serious offenses.

1. No student(s) should be sent to the office alone. Call an administrator if the student is a danger to him/herself or others.
2. Parents should be contacted immediately, and on a daily basis to "nip" misbehaviors early on.
3. The school counselor and Child Study Team are additional resources for behavioral support.
4. Staff should input disciplinary offenses via the disciplinary referral form as directed by the building principal and notify administration if administration intervention is warranted.

DISMISSAL

Policy #5230 Late Arrival and Early Dismissal

DISPLAYS AND DECORATIONS

Please do not use tape of any kind on the walls as it pulls the paint off.

DISTRICT POLICY

Staff members should familiarize themselves with the District's Board Policy Manual. All staff are responsible for knowing and following the information contained in the Policy Manual. The Board of Education policies can be found online via the school's website under the Board of Education tab. If you have questions concerning a policy, please see an administrator.

DRESS CODE (STAFF)

Dress and Grooming Policies

Policy # 3216 (Teaching)

Policy # 4216 (Support Staff)

Policy # 5511 (Students)

School district employees serve as role models for the students and the district. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately. Staff should also be knowledgeable regarding student dress expectations.
The Board of Education believes the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

1. Acceptable attire for teaching staff members shall include, but not be limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie;

2. Inappropriate attire within the regular school day includes, but is not limited to, the following:

a. Jeans (unless approved by the Principal or designee for a special activity or event);

b. T-shirts or apparel with slogans that may be considered by the school obscene, profane, ethnically offensive, insulting or derogatory in nature; or promotes tobacco, drugs or alcohol are prohibited. No statement shirts/pieces with inappropriate, offensive, divisive, or political images, words, or symbols;

c. Strapless shirts and dresses;

d. Sweatshirts, shorts, sweatpants, workout attire unless approved by the Principal or designee;

e. Beachwear; and

f. Hats and/or head coverings unless approved by the Principal or designee for medical or religious reasons;

g. Footwear that is considered unsafe (i.e. loose sandals, high wedges, untied sneakers, flip-flops, slides or slippers) is not permitted.

3. The clothing and appearance of all teaching staff members shall be clean and neat;

4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program;

5. A teaching staff member may request a waiver of this dress code for the performance of particular duties. Such waivers may be granted by the Principal or designee;

6. The Building Principal or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend other appropriate disciplinary measures.

DRUG POLICY

The Board of Education has adopted the following policies which staff should know:

Policy # 3218 – Use, Possession, or Distribution of Substances (teaching staff members)

Policy # 4218 – Use, Possession, or Distribution of Substances (support staff members)

Policy # 5530 – Substance Abuse (Students)

As noted in Policy # 3218 and # 4218, the Board of Education recognizes staff members who report "to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members." The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

A staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a staff member is under the influence of a substance during work hours or at a school-sponsored function where the staff member has been assigned job responsibilities. Refusal by a staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

EMAIL/INTERNET ACCESS

Any and all use of internet/email by faculty, students, or staff must adhere to approved Board of Education policy. School email should not be used to promote individual family fundraisers unless prior authorization from the Administration has been granted. Be advised that e-mail accounts have monitoring capability. Any questions should be directed to our Executive Director of Curriculum, Instruction, and Technology.

Teachers and staff should refrain from checking personal email when students are present; Byram School email, on the other hand, should be checked throughout the day, but not to the extent that you sacrifice teaching and student supervision.

THE INSTALLATION OF ANY SOFTWARE BY FACULTY IS STRICTLY PROHIBITED WITHOUT PERMISSION.

EVALUATIONS

Formal Evaluations

Formal observations will take place in accordance with state and district mandates.

Walkthroughs

Focused administrative walkthroughs may be conducted regularly by administrators and district supervisors.

It is each individual teacher's responsibility to read AND understand the observation handbook that is distributed at the beginning of each school year, usually during the month of September.

EXTENDED LEAVE REQUESTS

Appropriate "Leave of Absence Request" forms must be completed by an employee requesting a leave and approved by the Superintendent and Board of Education. The "leave request packet" is located on our district website.

Medical

A medical leave requires a properly completed and signed doctor's note and projected date of return to work or prognosis. A medical clearance note must be submitted to the Superintendent's Office before an employee is able to return to work. All leaves of absences with or without pay will not be approved for an indefinite period of time, therefore, a return to work or re-evaluation date must be provided. If the medical diagnosis is not clear, the leave of absence may not be approved or may be delayed.

Health Benefits

Employees on approved, unpaid leaves which qualify for continuation of health benefits under the Family Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA) must continue to pay their employee share of the health benefits cost for benefits coverage while on approved FMLA/NJFLA leaves. An employee's health benefits will be subject to termination while on leave if the employee does not make a timely arrangement with the business office for payment of his/her share of the benefits cost for the leave period.

A medical leave requires a properly completed and signed doctor's note and projected date of return to work or prognosis. A medical clearance note must be submitted to the Superintendent's office and approved before an employee is able to return to work. All leaves of absences with or without pay will not be approved for an indefinite period of time, therefore, a return to work date must be provided. If the medical diagnosis is not clear, the leave of absence may not be approved or may be delayed.

ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all buildings and school grounds within this school district may be monitored using such devices and in accordance with Board Policy.

FACULTY AND WORK ROOMS

Smoking, drug use, and or vaping (see above) is not permitted in any section of the school building or school property.

a) Staff is requested to keep the faculty refrigerator clean and free of unnecessary items on a regular basis and especially before extended vacations.

b) The faculty microwave is to be cleaned after every use. It is the user's responsibility to clean any spill as it occurs.

FACULTY/GRADE LEVEL MEETINGS

Faculty meetings will occur as indicated in the teacher contract. Staff must attend all faculty meetings, department meetings, or PLC's unless absent or written approval is granted by an administrator. If absent during any meeting, staff are responsible for meeting with an administrator and obtaining all information and arranging a time to ensure necessary training that was missed is completed. Some training that occurs during meetings is mandated training that all staff members must complete within a certain time period (refer to the district Professional Development Plan and professional development requirements document).

FINES

Fines for any lost or damaged property are to immediately be given to the office. Faculty should attempt to accept only cash. In all cases, the name of the student who has been fined, the reason for the fine, and the amount of the fine must be noted.

Textbook fines for loss and/or damage will be assessed based on depreciated or real value. Books should be depreciated on a five-year basis. Teachers are responsible for assigning and collecting fines. See your building principal with any questions relating to fines, including at the end of the year when collecting materials from students that are the property of the District.

FIRE AND SECURITY DRILLS

Fire Drill Procedures

1. When the fire alarm sounds all activity is to cease and all students, staff, and visitors must immediately exit the building according to the posted exit procedures. A bell will sound when it is safe to return to the building.
2. Teachers should set up procedures to ensure that windows and doors are closed and that all students are accounted for. All teachers must carry their record books with them during the fire drill.
3. All students must walk and remain silent while exiting the building, waiting outside, and while entering the building. Teachers are responsible for monitoring student behavior.
4. *Any student in a hallway at the time of a Fire Alarm is to go with the closest class.* Students should not be sent back to their classroom to join their class as this could cause a delay. In an actual emergency it could be the difference between survival or not. Once outside the building his/her teacher can be located.

Security Drill Procedures

Refer to the District Emergency Management / Crisis Intervention Plan

FORMS AND PROCEDURES

The following information and/or forms will be on Genesis for parents/guardians to complete:

- Updated contact/emergency information form
- Acceptable use policy/agreement form

- Chromebook insurance information
- Media release form
- NJ Family Care form

It is staff's responsibility to ensure that pictures of students whose parents elect not to be published are not on any social media website, the school website, etc.

FUNDRAISING

All fundraisers must be approved by the principal, superintendent, and Board of Education. Staff must complete a fundraising form to seek permission to conduct a fundraiser and ensure Board approval prior to the fundraising activity takes place.

GANGS AND GANG-RELATED ACTIVITY

Refer to Board of Education Policy # 5615

GRADUATE COURSE APPROVAL

The Board of Education shall reimburse employees for graduate course tuition and fees approved by the Superintendent in accordance with the conditions outlined in the Byram Education Association's (BEA) contract with the Byram Board of Education.

Teachers are reminded that application for tuition reimbursement shall be made to the Superintendent utilizing the appropriate district forms prior to registration. Notification of approval or disapproval with reasons noted shall be given to the teacher prior to registration.

HALL PASSES

All students must have a hall pass properly signed by a staff member when leaving the classroom to go to another area of the building (including the restroom, classroom, nurse, locker, etc.).

HOMEWORK

Refer to Policy and Regulation # 2330.

JOB DESCRIPTION MANUAL

All employees are responsible for reading and adhering to job descriptions pertaining to their position(s). The job description manual is located on the district website under the "Office of Human Resources" tab.

LAMINATING MACHINES

Prior to utilizing the laminator, please ensure you receive training from one of the main office staff members.

Leaving Employment

Prior to your departure, the following must be returned:

- District ID
- Key FOB
- All keys
- Any district provided technology/supplies/tools
- All relevant/wanted information needs to be removed from network accounts (including email).
- Any payroll/benefits/employment related final paperwork that must be completed.

* If any of the above items that need to be returned are not, the employee's final paycheck will be held until items are turned in.

MAILBOXES

It is the responsibility of all staff to check their individual mailbox at least once per day during the school day. Please do not send students to the office for this task.

MEDICAL/NURSE/HEALTH ROOM PROCEDURES

Students to be sent to the nurse:

- All students reporting to school with crutches, casts, glasses for the first time, etc., so that arrangements can be made for modification of program – if necessary – and proper notations entered on health records.
- Students who appear to be too ill to function in the classroom.
- Students who teachers wish to have evaluated for possible communicable disease.
- All students returning to school after having a communicable disease.
- Students you suspect may be victims of child abuse.

The nurse is the only staff member authorized to administer medication to students. Students who are ill should be sent to the nurse; she will refer the child to a doctor or dispense medication if needed.

Physical Education Staff - Please check your report from the nurse to make sure everyone in your class is able to take part in physical education. A doctor's note is required for a pupil to be excused from gym due to illness or injury – and the doctor's permission is required to resume participation.

Students need health office passes from their teacher to go to the Nurse's office unless they come in from the playground at lunchtime.

ACCIDENT/MEDICAL EMERGENCY

Please adhere to the following procedures should an accident or medical emergency occur on school property during school hours:

- If in the best interest of the child, s/he should not be moved; the nurse should be summoned to the scene to tend to the child
- Otherwise, the child should be escorted to the nurse's office either by another child or school personnel
- The nurse will be responsible for determining the condition of the child and will recommend to the Administration what action needs to be taken
- The nurse will notify the parent/guardian of the injury or medical emergency and inform the parent of what action has been taken. The nurse will also suggest to the parent what follow-up action should be taken
- The nurse will notify the Administration of all injuries or medical emergencies and complete all the necessary forms to be submitted
- The Administration will review the report of the injury or medical emergency and confer with the nurse if needed.
- The Administration will monitor all injuries and medical emergencies
- All students sent home with an injury or medical emergency must report to the school nurse before returning to class.

INJURY/ILLNESSES

Please send ALL students involved in an accident or complaining of an illness/injury to the nurse for evaluation. Students should not be denied access to the nurse. If the nurse requests that you fill out an injury report or medical emergency report, please return this report to her within 24 hours.

Be sure that all accidents which come to your attention are referred to the nurse even if the accidents seem minor in your opinion. Often these "minor-to-us" problems do not seem minor to the students' PARENTS and they often wish to discuss them with the nurse. She is at a distinct disadvantage if she knows nothing of the problem.

MEDICATION

Students may be permitted to have medication administered at school when such medication is essential to their well-being. Medication will be administered under the following regulations:

1. A written order from the physician to the school, indicating the necessity of medication, time (or circumstances) to be given, starting and finishing dates, amount and time to be given, and the physician's name
2. A written permission from the parent, giving specific information
3. Medication furnished by the parent in the original pharmacy bottle, with recent

date and labeled with student's name, medication name, dosage, time to be given, and physician's name

4. Medication must not be carried to school by students and will be accepted from a parent or legal guardian only. This includes cough drops, aspirin, etc. For more detailed information, please see the school nurse.

SCHOOL NURSE AND THE TEACHER

Whenever possible pupils should be referred to the nurse during regular school hours. In emergencies if the nurse is not present, an administrator will arrange to care for the ill or injured pupil.

Team work between the teacher and nurse is particularly important. The nurse has specialized information, which can be used by all teachers. The nurse and the teacher should confer about the health needs of children.

A teacher can help the nurse by making observations about the health habits of children in their classroom. These daily observations make it possible to discover difficulties at the earliest moment. A frequent cause of spreading illness is allowing or encouraging children to attend school when they are sick or coming down with a sickness. Children should stay home when symptoms appear.

OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below. Activities and conduct away from the job must not conflict with or compromise the District's interests or adversely affect job performance and the ability to fulfill all job responsibilities. In addition, employees are not to solicit or conduct any outside work during paid working time. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action.

SUICIDE THREATS

SUICIDE THREATS are serious and will be handled on an individual basis. Any student threatening suicide or making suicidal statements is to be taken seriously and must be reported immediately. Do not attempt to make a judgment as to the seriousness of the threat. Never leave a student alone threatening suicide.

MORNING AND DISMISSAL DUTY

Teachers assigned morning and dismissal duties are required to be present at the times and stations indicated in the schedule distributed by the building principal.

Please be prompt. In case of an emergency, if you will be late, please notify the main office.

NEW PUPILS

1. New pupils shall report to the school office to be enrolled.

2. The office will obtain all records that are obtainable from the previous school. You will be notified when the records are received so you may look at them in the main office.
3. The School Secretary will send an email to all staff notifying them that a new student has registered.
4. Each new pupil should have all of the necessary books and supplies given to him/her. The School Secretary will place a work order request if additional desks and other materials are needed.
5. The student should be given as much help as possible to make him/her feel a part of our school.

NOTICES HOME

All notices to be sent home regarding trips, class activities, parent invitations to the school, etc. must be approved by the administration first.

OPENING EXERCISE

The flag salute takes place at the beginning of the day. New Jersey Law (18A:3603) requires students to show respect for the flag of the United States of America by reciting the pledge of allegiance each day. Students who are conscientiously opposed to the pledge or salute may abstain from these ceremonies; however, they are required to sit quietly and not disrupt the ceremonies. There should be silence and have no movement during the pledge.

PARAPROFESSIONAL RESPONSIBILITIES

- Assist and support the instructional program of the class they assist.
- Accept direction and guidance from teachers.
- Understand that the schedule is subject to change depending on the program review.
- Adhere to security door regulations for entrance and exit from the building
- All other duties as stated in the district job description.

Paraprofessionals' are not secretaries. They must not perform clerical duties in class during instructional time.

PARENT/STUDENT HANDBOOK

Staff members are responsible for knowing and following the information contained in the Student Handbook which is on the web site. Staff must enforce the Student Code of Conduct, which can also be found on the website as well as in the Board of Education Policy Manual.

PARENT - TEACHER CONFERENCES

Parent-Teacher Conferences may be held at the request of either a staff member or parent. There will be a minimum of two parent conferences held each year, as noted on the district calendar.

PERMANENT OFFICE RECORDS

1. All teachers shall carefully study the permanent student folder and any IEP/504 of all students with whom you come in contact.
2. Permanent student records should never be taken from the school office.
3. Teachers must sign off in Genesis indicating that they read the IEPs/504 Plans that pertain to their students.

PLAYGROUND, ANOTHER ROOM, ETC. (OUT OF CLASSROOM)

Main office staff must be made aware that you will be taking your class outside or to another room or another part of the building. Permission must be obtained by the building principal prior to changing your location. In case of an emergency, a radio must be taken outside.

PLAYGROUND AREA AND EQUIPMENT

It is extremely important that teachers actively watch and supervise the use of the playground equipment. Teachers should be alert and aware of students on or near the equipment, as it can be hazardous if not used properly. Please note: You could be held accountable legally for students being injured on the playground. Classes are not allowed outside on the playground without the permission of the Principal.

PROFESSIONAL DAY REQUEST PROCEDURES

Staff must complete the appropriate professional day forms and procedures prior to attending any professional development session. Professional development must be Board approved PRIOR to attending any professional development and:

- All reimbursement requests (i.e. registration fee, travel, mileage, tolls, etc) must be included on the district paperwork. Only expenses list on the Professional Day Forms and approved will be reimbursed.
- Submit requests at least two weeks prior to the Board Meeting. PD sessions cannot be approved after a PD session takes place.
- To receive any reimbursement, you must submit your PD Synopsis form after the workshop is over. Please submit this form to Trina Thompson in the main office and she will transfer it to the Business Office for payment.

All staff should be prepared to summarize or present the information at a grade level, PLC, or faculty meeting.

PROFESSIONAL DEVELOPMENT PLAN

All staff must complete a PDP plan no later than October 15th of each school year. Staff should adhere to directions and protocols set by their building principal.

PROMOTION AND RETENTION POLICY

It is the hope of all staff members that each student achieves maximum academic growth and success. However, some students choose not to live up to their potential. Therefore, the following are the guidelines for possible retention:

Policy # 5410

Regulation # 5410

PROPER CHANNELS

It shall be the responsibility of the Superintendent of Schools to serve as the teacher's representative to the Board of Education and also the Board's representative to the teachers. All relationships on all school matters by all staff members will be expected to be routed through the Principal and then to the Superintendent. Service to you can best be performed by following the chain of command.

PUBLIC RELATIONS AND THE TEACHER'S ROLE

A successful public relations program lies largely in the hands of the individual teacher. Fortunately, or unfortunately, depending on the impression given, a school system is often judged according to the attitude exhibited by one teacher to a layman. Despite many efforts to give the public an accurate picture of the school, ignorance of true facts results in much misinformation. Parents depend on teachers as interpreters of the school program. It is the responsibility of all teachers to be well informed as to the educational practices of the school system. What teachers do and say is the topic of conversation in many communities. Knowing this, it behooves us to be worthy representatives of the profession. Essentially every teacher must love children, love to teach them and see them grow, and perfect their personalities to the best of their abilities. Let us not forget that many parents gather their information about the school and their teacher from their children. Pupil growth, success, happiness, and adjustment to school are important factors that influence the attitudes of students in our schools.

PURCHASE REQUISITIONS

The Superintendent of Schools must approve requisitions for general supplies and textbooks. For purchases made during the school year, only money that has been previously allocated may be spent. The district WILL NOT pay for goods purchased without the prior consent of the Superintendent.

Teachers are to follow the procedures outlined by the Superintendent and Business Administrator when developing requests for the following year.

The district will not reimburse for tax. For information on our tax-exempt status, please see the business administrator.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) & INTERVENTION & REFERRAL SERVICES COMMITTEE (I&RS)

To ensure fairness for all students, the following guidelines will be strictly adhered to when recommending a disaffected student for review:

1. The Principal and/or his designee(s) will conduct an in-service program annually on these topics.
2. Referral for disaffected students should be submitted using the appropriate procedures and paperwork.

SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk, and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an after-school snack program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient;
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products has been required since January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in a reimbursable After school snack program, shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts' labels:

a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
b. No more than two grams of saturated fat per serving.

2. All beverages shall not exceed 12 ounces, with the following exceptions:
   a. Water
   b. Milk containing 2% or less fat.
3. Whole milk shall not exceed 8 ounces.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.
N.J.A.C. 2:36-1.7(a);2:36-l.7(b)

Please do not give out candy as a reward for any activity.

SEATING CHARTS

Seating charts are important for both you and any substitute covering your class. Seating charts are to be kept with your lesson plans as well as in the office with your substitute folder. Please make sure that if you change the seating chart in your room, to also change the one located in the office. Date the seating charts so substitutes know when the seating chart was developed.

SMOKING

Smoking is prohibited in any area of any building of, or on the grounds of, any public or non-public elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors.

SNACK TIME

The main purpose of snack time is to allow students in PK through 4th grade some additional energy to get through the school day AND to teach them to eat healthy. The 3rd and 4th grades should be doing school work during snack. The administration encourages staff to communicate with parents regarding the importance of providing healthy snacks.

SPECIAL EDUCATION AND RELATED SERVICES

REFERRALS

What is a referral?
A referral is a written request for an evaluation that is given to the school district when a child is suspected of have a disability and might need special education services. Please see the Supervisor of Special Education prior to submitting a referral.

INTERVENTION AND REFERRAL SERVICE PROCEDURE (I&RS) AND RESPONSE TO INTERVENTION (RTI)

The School building's Intervention and Referral Services/MTSS team assists regular and special education teachers to offer support and works with students with learning and/or behavior problems.

The I&RS/MTSS process helps classroom teachers by:

- Providing an efficient and effective means of assistance
- Providing peer support
- Providing a vehicle to share their expertise in working with a variety of learning and behavioral problems with all students – Regular and Special Education.
- Offering structured support and assistance by suggesting instructional strategies to promote pupil competence
- Enabling the school's instructional program to meet a broader range of pupil needs.

SPECIAL HELP SESSION

If a student will be staying after school with you for extra help, ensure the student's parent/guardian is notified in advance that you are requesting a student to attend extra help so they are aware their child is staying. In no instance should a child be detained without prior parental notification.

STATE RESIDENCY REQUIREMENT

NJ First Act, N.J.S.A. 52:14-7 (Act) effective September 1, 2011. It provides that "every person holding office, employment, or position with … a school district… shall have his / her principal address within the State." New employees are entitled to a grace period of one (1) year from the date of hire to comply with the residency requirement.

There is a "grandfather clause" foe existing staff members employed in the District as of September 1, 2011 and who, as of that date, resided outside of New Jersey.

STIPEND POSITIONS

Stipend positions are advertised, usually in May, for the following school year. Anyone interested in being considered for a stipend position must apply for it annually.

STUDENT SEARCHES

In accordance with Policy 5770, Pupil Right to Privacy, students are advised that lockers are the property of the school district and as such are subject to inspection by the administration any time. Staff personnel MAY NOT conduct searches unless so directed by the administration and in the presence of an administrator.

SUBSTITUTE FOLDERS

Submit your emergency substitute lesson plans by the end of the first week of school. All staff members are required to have emergency plans on file. This includes your schedule (including students who go to music lessons, etc.). To maintain continuity to the educational program, it is important to have this information available to substitutes. Other important school information that should be contained in your substitute folder and available might include general classroom rules and regulations.

For non-teaching staff, (i.e., the school nurse), written directions describing the everyday activities that occur, are to be submitted. For instance, the nurse must have a listing of students who take medication and the times they take the medication. For the nurse, important documents and their location should be noted in their substitute folder.

SUICIDE IDEATION & HARMING SELF OR OTHERS

Students who verbalize or document suicidal ideations or harming themselves or others must be dealt with by the School Counselor and/or Psychologist as well as Administration. If you are aware of any of these situations, please report them immediately.

School staff members are now required to report non-identifying demographic information when the staff member has reasonable cause to suspect or believe that a student has attempted or completed suicide, in accordance with N.J.S.A. 30:9A-24.

The Protocol for Reporting Youth Suicide Attempt or Completion outlines a list of professionals who, by law, are required to report attempted or completed suicide by youth.

Included among the local educational agency members required to report this information are:

- Any teaching staff member;
- Any licensed psychologist, social worker, professional counselor, physician, registered nurse, licensed practical nurse, alcohol and drug counselor; and
- A member of any professional group that may be identified by the New Jersey Youth Suicide Prevention Advisory Council.
- Reports must be entered online in the Youth Suicide Reporting Form, which is directly submitted to the New Jersey Department of Children and Families (DCF). In an effort to avoid duplicative reporting, school staff members are encouraged to follow the school district's reporting policies and procedures.

In our district, if a student is referred, the school counselor in consultation with a school administrator will complete the report.

The link to file reports is:
http://www.nj.gov/dcf/adolescent/prevention/suicidereportingform.html

TRESPASSERS

Procedures

1. Treat all visitors as trespassers who have failed to register in the office.
2. Upon encountering such an individual(s), make the following statement (in your most friendly voice):

"*Oh, there you are. We knew you were in the building because you failed to stop by the office and sign in. Let me show you where the office is and we can get you signed in and can cancel the call to the police at the same time.*"

3. If they accompany you, that's great. If they run, get a description and advise the office immediately.
4. Remember that the majority of "visitors" are former students or parents who have not followed procedures.

Administrator Responsibilities:

1. If you know where the trespasser is, seek him/her out, and follow Step 2 above.
2. If that fails, get a description of clothing, size, weight, age, etc., and call the police.
3. If the trespasser is outside of the building but on school grounds, have staff secure external doors/call the police.

Teacher/Staff Responsibilities:

1. Do not get into an argument or attempt to challenge the trespasser.
2. If appropriate, try Step 2, Procedures, above.
3. Call the main office.

SCHOOL POLICIES, PROCEDURES, RULES, AND REGULATIONS (FOR STUDENTS)

STUDENT - ATTENDANCE

STUDENT RESPONSIBILITIES:

a. To arrive on time to school
b. To attend school regularly.
c. To make up any assignments that will be missed during his/her absences.

TEACHER RESPONSIBILITIES:

a. Teachers should record attendance in Genesis

The compulsory education law (*N.J.S.A.* 18A:38-25) requires that every parent, guardian or other person having custody and control of a child between six and 16 to ensure that such child regularly attends school.

BATHROOM / LAVATORY PRIVILEGES - STUDENTS

Please do not allow lavatory privileges to be abused by students. It is the responsibility of each student to see that the lavatories are kept neat and clean. It is important to review the rules and procedures regularly.

BULLYING REPORTING AND PROCEDURAL REQUIREMENTS

The Anti-Bullying Bill of Rights provides detailed procedures and timelines for reporting incidents of bullying. **All school employees and contracted service providers are required to report such incidents.**

- All acts of harassment, intimidation, or bullying must be reported verbally to the school principal on the same day when the school employee or contracted service provider witnesses or receives reliable information regarding any such incident. Refer to the BOE policies # 5512, 8461, 5600. After verbally reporting, the incident must be reported in writing utilizing the 338 form.

The law defines harassment, intimidation or bullying as "any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds … that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage his property."

What do we mean by bullying?

Bullying is an unacceptable form of behavior through which an individual or group of individuals are or feel threatened, abused or undermined by another individual or group of individuals. Bullying can be expressed through physical, verbal or intimidating behavior. Bullying can be subtle or it can be overt. It can cause short-term suffering for the victim or it can have long-term effects. It can be for clearly identified reasons, e.g. racism, actual or perceived sexual orientation issues, differing abilities, physique, etc. or for no clearly defined reason. It is always damaging and it must always be taken seriously and addressed.

People can be bullied on the grounds of:

- Race
- Gender

- Sexual orientation
- Disability
- Socio-economic status
- Nationality
- Language
- Religion
- Other differences

Type/Nature of Incident:

Written: Graffiti, notes, letters, written threats, ridicule through drawings, etc.…
Verbal: Name calling, threatening, sarcasm, discriminatory comments, etc.…
Physical: Pushing, shoving, fighting, tripping, etc.…
Damage to Property: theft of belongings, clothes, money; tearing of personal item, ripping books, etc.…
Isolation: Shunned, rejected, left out of activities/groups, etc.…
Incitement: Encouraging others to bully, behave in a discriminatory manner, wearing discriminatory insignia such as racist badges, distributing racist or other discriminatory literature etc.…
Extortion: Using threats in order to obtain money, property, etc.…
Cyberbullying: Cyberbullying, instead of happening face-to-face, happens through the use of Technology such as computers, cell phones and other electronic devices. Examples include: sending hurtful, rude or mean text messages to others, spreading rumor or lies about others by e-mail or social networks (Facebook, etc.…) Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others.

CELL PHONE/SMARTWATCH PROCEDURE

The Byram Township School District acknowledges the fact that, in today's day and age, many children have cell phones and/or smartwatches. Whereas the use of cell phones and smartwatches have become vital in many situations, during the school day children who bring a cell phone and/or smartwatch to school must adhere to the following guidelines:

Policy 5516 – Student Use of Internet-Enabled Devices

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

For the purpose of this Policy and Regulation 5516:

1. "Bell-to-bell" means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.

2. "Digital citizenship" means the development of thoughtful, empathetic citizens who can wrestle with important ethical questions at the intersection of technology and humanity. Model digital citizens focus on using technology to make communities better, engage respectfully online with others, and leverage technology to amplify voices and perspectives. They are careful to determine the validity of online sources of information and are always respectful of ideas different than their own.

3. "District-managed tools" means school-issued technology or platforms used for educational purposes (e.g., laptops, tablets, learning management systems, etc.).

4. "Internet-enabled device" means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, etc.), including social media applications. An internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.

5. "Non-internet-enabled device" means a basic communication device that is not capable of connecting to the internet or enabling the user to access content on the internet (e.g., basic flip-style cell phones, two-way radio/walkie-talkie, etc.).

6. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, not to include school buses, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

A student's use of an internet-enabled device on a school bus or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board will be in accordance with the age-appropriate and grade-level differentiated requirements outlined in Regulation 5516.

District-issued technology and sponsored platforms are permitted to be used in classrooms for educational purposes. The district may use existing information technology systems to proactively establish and monitor restrictions to the district's network. The district may utilize device management software to restrict or monitor student browsing on school-

issued devices or from devices connecting to the district's Wi-Fi. If the district chooses to use software or other technology to block students' use of their internet-enabled devices, the district may collaborate with the local municipality to determine that there are no safety or security concerns. The Board shall notify students and parents about the monitoring practices in Policy and Regulation 2361.

The Board shall assume no responsibility for the security of or damage to a student's internet-enabled device brought onto school grounds. If a student brings an internet-enabled device to school, the internet-enabled device must remain off and may be required to be stored in a storage system as indicated in Regulation 5516. An internet-enabled device required to be stored in a district storage system shall be password protected by the student so only the student owner of the internet-enabled device can use the internet-enabled device.

The district shall provide instruction aligned to the New Jersey Student Learning Standards (NJSLS) on Digital Citizenship and shall ensure classroom instructional time is entirely free of internet-enabled devices. Teachers shall not incorporate students' personal technology into lesson plans. All digital engagement shall occur through district-managed tools and devices.

The district shall communicate behavioral expectations for student use of internet-enabled devices to students and their parent(s) and reinforce these behavioral expectations throughout the school year. Communication of this Policy and Regulation 5516 may include, but not be limited to, school-wide notifications, signage, and reinforcement as part of classroom routines.

The district shall comply with all applicable State and Federal laws that protect the rights of students with disabilities or health related needs, including, but not limited to, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Students shall be permitted to use their internet-enabled device on school grounds during the school day, on the school bus, and at school-sponsored events in the following circumstances in accordance with N.J.S.A. 18A:36-40b.:

1. To fulfill accommodations provided in a student's individualized education program (IEP);

2. To support the implementation of a 504 Plan;

3. To implement a student health plan established to monitor or address a student's health condition (upon submission by a parent of documentation from a healthcare professional indicating that the use of an internet-enabled device is necessary for the health or well-being of the student);

4. For translation services;

5. For a student caregiver who is routinely responsible for the care or well-being of a family member;

6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists (upon authorization by the Superintendent, Principal, or designee);

7. When required by law; and

8. In the event of an emergency.

The Superintendent or designee will inform students and parents of their right to request an internet-enabled device accommodation. The parent(s) shall submit a written request to the Superintendent or designee. The written request shall include, but not be limited to, supporting documentation from the student's physician, child study team, and/or any other documentation as required by the Superintendent or designee as to why the student requires an internet-enabled device accommodation. The Superintendent or designee shall inform the parent(s) of the approval or denial of the written request for an internet-enabled device accommodation within five school days of receiving the written request. The Superintendent or designee shall base such an accommodation determination on documented educational, medical, developmental, accessibility, or other needs or specific purposes and review them on a regular basis.

The Superintendent or designee may involve school nurses, case managers, and IEP/504 coordinators in planning for and implementing internet-enabled device accommodations. Staff responsible for implementation shall have ready access to documentation of the accommodation and shall ensure their enforcement strategies minimize disruption. The district shall develop and disseminate clear procedures to ensure staff implement internet-enabled device accommodations confidentially. Staff training may be necessary to recognize and honor valid internet-enabled device accommodations without drawing unnecessary attention to the student. Staff shall treat students with an internet-enabled device accommodation with sensitivity and dignity. As appropriate, the district may develop one-page "internet-enabled device use summaries" for staff to ensure awareness while maintaining student confidentiality.

Pursuant to N.J.A.C. 6A:16-5.1, the district has developed and implemented comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's schools. School safety plans include thoughtful integration of internet-enabled device procedures during emergencies or perceived threats. The district has incorporated clear expectations into school safety plans, emergency drill protocols, and staff professional development.

In the event of an unplanned emergency closure that prevents students from retrieving stored internet-enabled devices, the district shall develop and communicate a clear, centralized protocol for retrieving stored internet-enabled devices safely and efficiently once the school building is accessible.

In the event of a family emergency or for non-emergency communication, families shall contact the school's main office directly rather than reaching out to students during the school day. District staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

When a student leaves school grounds, whether for an open lunch period, internship, or other purpose, the student may be permitted to use their internet-enabled device. However, upon returning to school grounds, the student's internet-enabled device must be stored for the remainder of the school day in accordance with Regulation 5516.

The district shall ensure students, parents, and school staff members are aware of this Policy and Regulation 5516 and understand how this Policy and Regulation 5516 apply to them. The Board shall include information about this Policy and Regulation 5516 in student handbooks.

District staff shall apply clear, age-appropriate consequences and use strategies to redirect students who attempt to use internet-enabled devices. Discipline and consequences shall be addressed in Regulation 5516.

No student enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the Board, its delegated authority, or any Principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or others are present pursuant to N.J.S.A. 2C:33-19.

Regulation 5516 – Student Use of Internet-Enabled Devices

The following age-appropriate and grade level differentiated provisions shall govern student use of internet-enabled devices on school grounds during the school day.

A. Kindergarten through Grade eight

1. Students in Kindergarten through grade eight are prohibited from using an internet-enabled device on school grounds during the school day.

2. Students in Kindergarten through grade eight shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their locker throughout the entire school day.

School Buses

Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.

Before and After the Regular School Day on School Grounds

Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device on school grounds on school grounds after the regular school day.

School-Sponsored Events Off School Grounds During the School Day

Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists only with the authorization of the Superintendent or designee.

School-Sponsored Events Outside of the School Day

Students in Kindergarten through grade eight are prohibited from using non-internet enabled devices.

8. Discipline

a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who use internet-enabled devices in violation of this Regulation and Policy 5516.

(1) First Offense in a School Year

(a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The student will be permitted to pick up the internet-enabled device in the Principal or designee's office at the end of the school day.

(d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

(e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Warning

(2) Second Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Lunch/Recess Detention

(3) Third Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.

(f) The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516:

After School Detention

(4) Fourth Offense in a School Year

(a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.

(b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.

(c) The internet-enabled device must be picked up at the Principal or designee's office by a parent.

(d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.

(e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.

(f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this Regulation and Policy 5516:

Two After School Detentions

(5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.

(a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds:

1 Day Suspension

DETENTION

To maintain a safe environment that is conducive to educational growth, the District has established a student conduct code. The code provides for a detention or suspension process designed to modify inappropriate behavior as well as penalize students who violate school rules.

Parents of children who will be detained will receive notification of the discipline infraction and the date(s) and time of the issued detention. Students who receive a discipline form/slip must have their parent/guardian sign them. The signed forms must be returned to the assigning or issuing teacher the next school day.

Detention must be served on the assigned day(s). If a child is absent on any assigned day, the missed day(s) will be made up upon the student's return to school.

Students will not be excused from detention to participate in co-curricular, extra-curricular, or interscholastic school activities.

Students excused from detention for a valid reason will be required to make up the day(s) missed.

Students who receive more than one detention on a given day must talk with both staff members and re-arrange their detention schedule. **It is not the responsibility of the office to work out the conflicts.**

Students who do not return a signed detention form on the next school day may receive another detention. Furthermore, students who do not attend a scheduled detention (without a valid reason/excuse) will receive an additional detention. Continued infractions will result in more serious consequences.

DISCIPLINE

PHILOSOPHY

The Board of Education and Administration believe that every student deserves to be safe while in school. The safety and security of all children, including their emotional and physical well-being, is paramount. Every student deserves to learn without interference from or fear of others.

Each day as part of the school's overall philosophy, the staff subscribes to the premise that each person has the ability to choose his/her own behavior. Each student is taught that s/he must act responsibly and be responsible for this behavior. There are times when inappropriate behavior does occur. In those circumstances, the student is held responsible for both the behavior and its consequence(s).

Discipline is designed to reinforce the positive behaviors we expect of all students. Discipline alone is not intended to change behaviors. Behaviors change when the student, parent/guardian, and schoolwork cooperatively to reinforce and encourage proper/acceptable behavior.

Students make mistakes. Hopefully, outlining our rules and regulations will guide them in the appropriate direction. Our hope is that students learn to behave more positively and live more productively when given appropriate guidance, direction, and consistency.

Expectations for Student Behavior:

We all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior is often an issue in our school. We believe that it is important to help students realize that their own attitude and actions are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, we expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.
- Meet the unique requirements of each class.
- Monitor their own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

CONSEQUENCES - VIOLATIONS OF GENERAL, HALL, CAFETERIA, AND PLAYGROUND RULES

GROUP PUNISHMENT

Group punishment is strictly forbidden. If you have a question on whether or not it would be acceptable, discuss with an administrator before assigning the punishment.

USE OF FORCE/CORPORAL PUNISHMENT

Corporal punishment is illegal in the State of New Jersey. Anyone using corporal punishment potentially faces consequences that could lead to the loss of that person's teaching certificate.

DRESS CODE - STUDENTS

Policy # 5511 – Dress and Grooming

The guidelines for student dress code were developed after careful consideration and consultation involving students.

The philosophy behind the dress code has always been that a strong relationship exists between student attire and his/her general attitude and behavior. Inappropriate attire could distract from the real purposes of being in school by disrupting the school's climate and interfering with the attainment of the school district's educational goals.

The school asks for the continued cooperation of parents/guardians in helping obtain the objective of fostering pride and good taste in clothes and grooming by exercising positive parental guidance and authority. At all times the school will continue to exercise its responsibility to inform parents/guardians of concerns or questions regarding the appropriateness or permissibility of certain attire. The school hopes that by working with parents/guardians a positive attitude toward dress and grooming can be engendered in the students.

The Board recognizes that each student's mode of dress and grooming may be the result of personal style and individual preferences; and the Board will not generally interfere with the parent's/guardian's or student's right to make decisions regarding appearance, except when the choices negatively affect the educational program, decorum, the rights of other students, and goals of the school district.

The dress code is as follows:

1. Appearance should be neat and clean; and reflect age appropriateness.

2. Coats, gloves, sunglasses and any headwear (i.e. hats, bandanas, kerchiefs, hood on head, etc.) are prohibited in school. Essential religious garb will be acceptable;

3. Dresses, skirts, shorts, etc. must be of fingertip length - no shorter;

4. No halter or strapless tops. Midriff and crop-tops may only be worn if accompanied with hi-rise pants/shorts/skirts. No bare abdomens. No sleeveless undershirts worn as outerwear. Spaghetti straps may be worn only as a layering piece. Sheer see through material will not be allowed.

5. T-shirts or apparel with slogans that may be considered by the school obscene, profane, ethnically offensive, insulting or derogatory in nature; or promotes tobacco, drugs or alcohol are prohibited;

6. No underwear or boxer shorts showing - ever;

7. No flip-flops, slides or slippers - they are a hazard. Footwear must be worn at all times. Footwear that is considered unsafe (i.e. loose sandals, high wedges, untied sneakers) is not permitted;

8. No pajamas, pajama bottoms or boxer shorts worn as outerwear;

9. No chains or spike jewelry - they are a hazard;

10. Any attire that interferes with school work, creates disorder or interrupts the educational program is prohibited, as is any attire that presents a safety hazard to the safety or health of the wearer or to others in the school.

Any student who is in violation of the dress code will be required to make arrangements (i.e. phone call home for a change of clothes, use of gym clothes, etc.) to correct the violation immediately, or that student will be excluded from attending classes or school until his/her attire conforms to the dress code.

The Superintendent, or his/her designee, has the authority to enforce this policy.

Questions regarding the appropriateness of how a student is dressed should be brought to an administrator's attention as soon as possible.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey Law (18A:3603) requires students to show respect for the flag of the United States of America by reciting the pledge of allegiance each day. Students who are conscientiously opposed to the pledge or salute may abstain from these ceremonies; however, they are required to not disrupt the ceremonies.

HEALTH OFFICE

A full-time nurse will be on duty during the school day. By State law only a nurse can administer first aid. In case of a serious accident, the nurse should be notified immediately and appropriate emergency steps should be followed.

Medications may only be dispensed by the school nurse, physician, parent, or legal guardian. If the school nurse is not present, parents must decide to dispense the medication. All medication must be in original prescription bottles.

As a rule, all medications must be brought to the School Nurse at the start of the school day; students should not have medications in their possession.

HEAD LICE

Per Board Policy 8454, Management of Pediculosis, the Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

SCHOOL NUTRITION POLICY

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk, and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After-School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;

2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

- Based on manufacturers' nutritional data or nutrient facts' labels:
- No more than eight grams of total fat per serving, with the exception of nuts and seeds.
- No more than two grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces with the following exceptions:
- Water
- Milk containing 2% or less fat.
- Whole milk shall not exceed 8 ounces.

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

Please note that due to their caffeine and sugar content, students should not bring "energy drinks" (Monster, Red Bull, etc.) or soda to school.

RESPECT FOR OTHERS

All students and adults will be treated equally and respectfully and refrain from the use of slurs against any person on the basis of race, language, color, sex, religion, handicap, national origin, immigration status, age, sexual orientation, or political belief.

APPENDICES

Change of Information/Contact Form

DCPP Report (see below)

Example Sign In/Out Sheet (see below)

Field trip request form (Website – Human Resources Department)

Fundraising Request Form (Website – Human Resources Department)

Leave Request Manual and Forms

Physical Restraint Form (see below)

Professional Development Request Forms (Website – Human Resources Department)

Staff Handbook Signature Form (see below)

DCPP CONFIDENTIAL REPORT

Report to/from DCPP: date:_____ time:_____

Referred by: _____ time:_____

Student Name:_____ ID #: _____

Description of Incident: (How, when, where, why, if known)

_____
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_____
_____

Reported to Nurse (check) yes __ no __ date:_____ time:_____

Reported to P.D. yes __ no __ date:_____ time:_____

DCPP worker Notified: date:_____ time:_____

Name of DCPP Worker/Supervisor:_____

ID # of DCPP Worker:_____

Outcome – (check) Active _____ Inactive _____ Unknown _____

Signature of Dean of Students: _____ date:_____

Signature of Principal:_____ date:_____

Student Sign IN/OUT Sheet

Teacher's Name _____

	DATE	STUDENT NAME	TIME IN	TIME OUT	DESTINATION
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Communication Log

Teacher: _____ School Year: _____

Date	Person	Purpose	Mode	Notes
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	
			☐ Conference ☐ Email ☐ Note/Letter ☐ Telephone	

Utilization of Handle With Care Technique Notification

Date_____ Start Time_____ End Time_____

Dear Parent or Guardian,

This is to inform you that Handle With Care Techniques were implemented today with your son/daughter _____.

Description of event

_____
_____
_____
_____
_____
_____
_____
_____

Techniques implemented after verbal de-escalation and redirection was unsuccessful

_____
_____
_____
_____
_____
_____
_____
_____
_____

Staff Member Implementing Technique_____

Observers_____

Nurse's Signature Confirming Student was seen afterward_____

Nurse's Notes if any:

Contact home MUST be provided via email or phone after the event, as soon as possible, that day .

This notification MUST be sent home within 48 hours of the event.

Faculty and Staff Handbook Acknowledgment Form
School District Technology Acknowledgment Form
2026-2027

Page 1 0f 2

This handbook is intended to provide practical guidance, common expectations, and a convenient reference for faculty and staff.

This handbook is not an employment contract and does not create a guarantee of employment or alter any statutory, contractual, or negotiated rights. Board of Education policies and regulations, applicable law, individual employment contracts, collective bargaining agreements, Board-approved job descriptions, and formal administrative directives govern when they address a matter more specifically or conflict with this handbook.

The District may revise procedures or expectations during the year as required by law, Board action, operational needs, or administrative direction. Staff members are responsible for reviewing updates communicated electronically, through district or building HUBS, staff meetings, professional development, email, or other official district communications.

By signing below (on page 2), I attest to the following:

- I have read the faculty/staff handbook and understand all provisions contained within. I know that if I am confused or do not understand any district policies or procedures, it is my responsibility to speak to my building principal to get clarification as I am responsible for adhering and following the policies and/or procedures contained within.

- I have read District Policy # 7522 (School District Provided Technology Devices to Staff Members) and understand all provisions contained in the policy as well as those contained in this handbook on pages 9-16 relating to technology. I also agree to the following rules and provisions:

1. I will only use the computer account provided to me and will take responsibility for protecting it from unauthorized access. I will not give anyone my password and will take steps to prevent others from learning it. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to my supervisor.
2. I will respect the privacy of information stored on Byram Public School District's electronic network. I will not modify, in any way, information that belongs to another person, nor will I attempt to access restricted portions of the network or operating system.
3. I will only use the software the school administration has permitted me to use.
4. I will not install or copy unauthorized software onto the computer or network drive.

5. I agree to abide by any patent, copyright, or license restrictions relating to using the electronic network, products, programs, or documentation.
6. I agree not to copy, disclose, change, or transfer any materials I did not create without the original owner's or copyright holder's express written consent.
7. I agree not to use Byram Public School District's electronic network to violate the terms of any software license agreement or applicable local, state, or federal laws.
8. I agree not to use Byram Public Schools' electronic network for any purpose other than its intended purpose.
9. Using the district's Internet connection is a privilege, not a right. Good judgment should be used to access only information having sound educational value. I understand that accessing inappropriate materials will result in the cancellation of my network account. Staff are required to abide by the generally accepted rule of network etiquette:
    a. Any use of the network for commercial or for-profit purposes is prohibited.
    b. Use of the network for personal and private business is prohibited.
    c. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
    d. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
    e. The illegal installation of copyrighted software for district computers is prohibited.
    f. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
    g. An administrator, faculty member, or staff member will directly supervise any staff/pupil's Internet "live chat" capabilities.
    h. Use of network systems (data, video, voice) for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber Bullying.

- Employee Responsibility: As an employee of Byram, I understand I am expected to have read, know, and follow Board policies and regulations applicable to my assignment(s), my Board approved job description(s), applicable negotiated agreement provisions, and all district and building procedures communicated during the school year.

Staff Full Name (Print): _____

Staff Signature: _____

Building (circle): BLES or BIS