FACULTY HANDBOOK
2026-2027

MANSFIELD ELEMENTARY SCHOOL

ACCIDENTS/ILLNESS/MEDICAL SERVICES:

School personnel are protected under the provisions of the Workers' Compensation Act. Any accident must be reported to the School Nurse, so that the appropriate report can be completed. The school nurse is on hand for medical emergencies for staff. In the event of such an emergency, contact the nurse or office immediately. Be prepared to give the individual's name and type of injury, illness, etc. The nurse or administrative staff will provide you with further instructions. An incident report will be completed and the Superintendent should be notified. Should such an emergency take place in the presence of students, staff members are to keep students calm and remove them from the area. Administrative staff will make every effort to relieve instructional staff to return to their duties.

ADDRESS

Mansfield Township Elementary School
50 Port Murray Road
Port Murray, NJ 07865

AFFIRMATIVE ACTION:

Mansfield Township School District is committed to environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Mansfield Township School District does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs: race; creed; color; sex; gender; pregnancy; gender identity or expression; national origin; nationality; age; ancestry; marital status, domestic partnership, or civil union status; religion; affectional or sexual orientation; atypical hereditary cellular or blood trait; genetic information; liability for military service; protected veteran status; mental or physical disability (including perceived disability, AIDS and HIV-related illnesses); harassment (related to any of the foregoing categories); retaliation for filing a complaint of, or participating in an investigation of discrimination; and any other category protected by law.

The following employee has been designated to handle inquiries as indicated:

AFFIRMATIVE ACTION COORDINATOR

Gail Libby
libbyg@mansfieldtsd.org

All complaints of discrimination or questions should be directed to Gail Libby.

APPLIANCES:

Any appliances in classrooms must be approved by the building principal each year. A specified medical reason is necessary in order to make accommodations

for specific items in the classroom. **NFPA101 - Life Safety Code** includes the following nonacceptable items: candles, warmers, refrigerators, microwaves, air fryers, coffee makers, and electric heaters. These items are NOT allowed in student occupied areas. If any of these items are in the classroom they will be removed.This is not a comprehensive list.

ARRIVAL

All teachers are required to arrive at school by 8:20 A.M. and use the keypad sign in system to enter the building. Teachers will be at their respective classroom doors no later than 8:20 am to welcome students. Students go into classrooms at 8:25 am. Doors open for students at 8:25 am. Students attending before care are admitted to the all-purpose room, as they arrive.

Any staff member who will be late must notify the main office. Staff arrivals will be tracked by administration. After four (4) late arrivals, staff members will receive an email warning regarding late arrivals. If staff members continue to arrive late after the email warning, chronic late arrival will be addressed with appropriate progressive disciplinary action (formal written reprimand(s), loss of increment, etc.).

ARTIFICIAL INTELLIGENCE:

All Mansfield Township School District employees are responsible for using Artificial Intelligence (AI) in a manner that is ethical, professional, legally compliant, and consistent with the District's educational mission, Board policies, and established procedures. Staff members shall exercise professional judgment when using AI and remain fully responsible for the accuracy, appropriateness, confidentiality, and quality of any work product created or assisted by AI. Employees shall protect student, family, employee, and District information and shall not enter confidential, personally identifiable, or otherwise protected information into AI platforms except as expressly authorized by District policy and applicable law. Staff members shall use only District-approved AI platforms for District business and shall review, verify, and appropriately modify AI-generated content before relying upon or distributing it. AI shall supplement, not replace, the professional expertise, judgment, relationships, and decision-making responsibilities of District employees.

All staff members are required to read, understand, and comply with the Mansfield Township School District AI Implementation Plan, which establishes the District's expectations and framework for the responsible use of AI by employees and students. The AI Implementation Plan shall be considered an

integral component of the District's expectations regarding AI use and shall be reviewed by staff as directed by the Superintendent or designee. Questions regarding the appropriate use of AI shall be directed to the employee's supervisor or the Superintendent or designee before the technology is used for a District purpose. Failure to comply with the AI Implementation Plan, Board policy, or applicable law may result in appropriate administrative action.

ATTENDANCE:

The workday for teachers and staff at MTSD will begin at 8:20 a.m. and end at 3:30 p.m. If an emergency occurs that causes you to be late, please contact the main office secretary. Student supervision is the paramount concern of the administration during the morning routine. No one may sign in for you.

The standard procedure for requesting an absence before 6:00am is listed below. Any absences not in Frontline by 6:00am must be reported to the building principal and the main office secretary as stated above. If possible, please also email Jen Teets at teetsj@mansfieldtsd.org.

Log on to Frontline at http://www.frontlinek12.com/aesop. Enter your user name, I.D. # and pin #. Enter the date or dates of absence.

You can also call Frontline toll free at 1-800-942-3767 to report your absence. Simply follow the voice menu to enter absences.*

* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

Attendance Expectations

The Mansfield Township School District recognizes that regular attendance is essential to maintaining continuity of instruction and the efficient operation of the school district. Employees are expected to report to work each scheduled workday unless authorized leave has been approved or an absence is permitted under applicable law, Board policy, or the applicable collective negotiations agreement. Employees shall notify their supervisor and report absences in accordance with District procedures as soon as practicable.

The Superintendent or designee may review attendance patterns to identify concerns regarding excessive absenteeism, repeated tardiness, unauthorized absences, or suspected misuse of leave. When appropriate, the District may

counsel employees regarding attendance expectations and may take corrective or disciplinary action consistent with Board policy, the collective negotiations agreement, and applicable law.

Sick Leave

Mrs. Teets maintains a record of sick leave, personal days, and family illness days used. These days can be viewed by logging into your Frontline (AESOP) account. If you have used all of your days you should reach out to Noreen Matias and Jennifer Teets to be sure you understand how to proceed if you have an emergency and are unable to come in and can not enter the absence in Frontline because you have no remaining days.

- Sick days carry over from year to year.
- Personal days need to be pre-approved and can not be taken the day before or after a school break. Personal days will be logged into Frontline.
- Personal days that are unused in a given school year will be rolled over into sick days in the following school year.
- Family Illness days do NOT carry over to the following school year.

Sick leave shall be administered in accordance with **N.J.S.A. 18A:30-1 et seq.**, Board Policy 3212, and the applicable collective negotiations agreement.

Employees requesting sick leave shall identify the applicable reason for the leave consistent with the categories established in **N.J.S.A. 18A:30-1(a)**.

Documentation for Employee Illness or Injury

When sick leave is used for the employee's own personal illness or injury pursuant to **N.J.S.A. 18A:30-1(a)(1)**, the Superintendent or Board of Education may require a physician's certificate in accordance with **N.J.S.A. 18A:30-4(a)**.

Documentation for Other Statutory Sick Leave

When sick leave is used for another permissible purpose under **N.J.S.A. 18A:30-1(a)**, including qualifying family illness or medical care, the District may require reasonable documentation when such leave is used for **three (3) or more consecutive workdays** to verify that the leave is being used for a permissible statutory purpose.

Personal Leave

Personal leave shall be administered in accordance with the applicable collective negotiations agreement.

Employees covered by the collective negotiations agreement are entitled to the contractual allotment of personal leave.

- Between **October 1 and May 31**, personal leave shall be granted upon at least twenty-four (24) hours' notice to the administration and shall not require the employee to provide a reason.
- During **September and June**, personal leave requires the employee to provide a reason in advance and receive prior administrative approval, consistent with the collective negotiations agreement.

Personal leave requests shall be submitted through the District's absence management system whenever practicable.

Family Illness Leave

Eligible employees may utilize Family Illness Leave as provided in the applicable collective negotiations agreement.

Family Illness Leave is intended for emergency situations involving the illness of an eligible immediate family member as defined in the collective negotiations agreement.

The District reserves the right to require reasonable documentation, including medical verification of the family member's illness or other documentation sufficient to verify that the employee meets the contractual eligibility requirements for Family Illness Leave.

Verification of Leave

The District reserves the right to request reasonable documentation to verify an employee's eligibility for contractual or statutory leave benefits whenever permitted by applicable law, Board policy, or the collective negotiations agreement.

Requests for documentation shall be administered consistently and shall not discourage the prudent and appropriate use of authorized leave. Documentation requirements will be applied in accordance with New Jersey law, Board policy, and the applicable collective negotiations agreement.

Nothing in this handbook limits the District's authority to investigate suspected abuse, misuse, fraud, or misrepresentation relating to employee leave or to take appropriate corrective or disciplinary action when warranted.

ATTENDANCE REPORTING:

Classroom teachers must have attendance completed in Genesis by 9:00 am each day. Accurate reporting of student absences is very important. It is the

expectation of school administration that attendance be completed on time each day. Failure to report attendance in a timely manner will be addressed by administration. Please notify the principal, or designee, if an absence is questionable or if a student is accumulating a number of absences or tardies.

CELL PHONES:

Personal Cell Phone and Electronic Device Use

Consistent with New Jersey law, Board policy governing student personal electronic communication devices, and the District's commitment to providing a safe and focused learning environment, employees are expected to model appropriate and responsible use of personal electronic devices.

Teaching staff members are responsible for maintaining continuous supervision of students and must exercise the highest degree of care and professional judgment at all times. Personal cell phones and other personal electronic devices shall not interfere with an employee's ability to supervise students or perform assigned duties. During instructional time and any period of student supervision, including arrival, dismissal, recess, lunch, hall duty, field trips, and emergency drills, personal cell phones should only be used for work-related purposes or in the event of an emergency.

Employees are expected to serve as positive role models by demonstrating the same responsible technology use expected of students.

Staff members MAY NOT TEXT parents/guardians of students in their class or under their supervisory assignment without explicit permission from administration. Any violation of this administrative rule may result in disciplinary action.

CHILD ABUSE AND NEGLECT:

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused or neglected children shall be reported to the New Jersey Division of Child Protection and Permanency (DCP&P) at 1-877 NJ ABUSE. If the child is in immediate danger, a call shall be placed to local police in addition to DCP&P.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities and MUST inform the Principal or other designated school official(s) of the notification, if such had

not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

CHILD STUDY TEAM

Parents, agencies concerned with the welfare of students, or staff members (instructional, administrative and other professional staff) may refer a pupil to the Child Study Team (CST) for a comprehensive evaluation due to significant academic and/or behavioral concerns, which impact upon a child's ability to achieve his/her potential. Referrals may be more appropriately handled by MTSS services prior to submission to CST. **Teacher referrals are required to initiate the MTSS process for support prior to being submitted to CST. All teacher initiated referrals must go through the MTSS process**. No teacher initiated referrals will proceed directly to CST without administrative approval. Please contact Jake Wilson with any questions related to MTSS.

Once the referral form is completed and reviewed to determine whether MTSS is appropriate as a preliminary step, it is forwarded to the Child Study Team Office. The CST secretary will then schedule a meeting within 20 days for the Team to review the referral with the teacher and parent. Written documentation of that meeting is given to the parent and maintained in the child's confidential CST file. In the event of a parent referral, MTSS will be considered as a preliminary step, but the CST timeline will remain in accordance with applicable laws and statutes.

CLOSINGS

Final Site/Blackboard Alert System (using whatever alerts you have set up for yourself).
School closings are also posted on the website and social media sites.

CONFIDENTIALITY

All faculty members will act professionally at all times. Confidential information about students **will not be** shared casually with others. This includes any discussion of student IEP needs or services. It is critical that confidential information is not shared in front of other students as well.

COUNSELING

Parents or staff members may refer a pupil for counseling services due to significant concerns regarding behavioral or social/emotional issues, which impact upon the student's performance in school. Students should be referred to school counselors and they will review and assess the need for support.

CURRICULUM

Each teacher must have access to all curriculum adopted by the Board of Education. The Kindergarten - 6th curricula for Science, English Language Arts, and Math are to be accessed through the EduPlanet platform where you would use your Google login credentials. Social Studies, Art, Music, GATE, Library Media, Guidance, ASL, and Personal Finance are located in the Curriculum Google Folder and district website. Staff is expected to use the board approved curriculum in the classroom. Any variation from board approved curriculum or materials needs permission from the Principal.

a. All courses are expected to follow the content, pacing, and requirements of the most current version of the Board approved curriculum for their subject.
b. Any deviation from the curriculum should be approved by the Principal prior to the lesson's delivery.
c. Teachers are encouraged to cooperate, share resources and ideas, develop common assessment items, and communicate pace with teachers teaching similar courses.

DISMISSAL

Kindergarten and 1st grade students will report to the APR at 3:10 PM. Sixth grade safeties are to report to their stations at 3:12 PM and will assist Kindergarten and 1st grade students to buses and monitor the hallways. Office announcements for buses will begin at 3:15 PM. Aftercare students and those being picked up by parents will report to their designated areas once the announcement is made. Staff assigned to bus and car line duty are to report to their posts by 3:12 PM. **No child is permitted to return to the classroom without teacher supervision**. **Students will WALK to the bus**.Teachers may leave after the last bus departs unless requested to stay for an unexpected situation.

Please make sure students are settled and focused at dismissal time so they hear their bus when called.

Pick-Up Patrol emails a final list of students for pick up by 1:45 pm each day. Make sure to check your email and make any necessary changes to your pick up list.

DRESS CODE

All faculty members will dress professionally according to their job requirements, even on dress down days. Clothing should be clean and free of rips and tears. Footwear should be appropriate for a staff member's job description.

FIRE DRILL/HAZARDOUS WEATHER DRILL PROCEDURES

Leave the room quickly and quietly. Fire drills will be taken seriously; rules and regulations MUST be strictly enforced during all fire drills. Any infractions are to be dealt with immediately by the classroom teacher. All windows and doors shall be closed and lights turned out. The teacher is the last one out of the room. Once outside, be sure all students are with you, and take attendance. Hold a green paper up if you have all your students present or hold the red paper up if you are missing a student that was in class that day. If a student is unaccounted for, contact the designated Safety Committee member checking for red and green cards immediately. Return to the classroom only when you hear the announcement.

Drills are held twice a month. They are not announced. Procedures are to be reviewed with all students.

GENERAL SUPPLIES

Limited supplies are available for students in the supply closet which are: *crayons*, *paint, glue sticks, pencils, erasers, small dry erase markers.*
To request supplies from the supply closet, complete the supply order form (blue) available in the office, and turn it into the office for approval by Noreen Matias. Teachers are expected to request items when needed; stocking up on items is not permitted. When the supplies from the closet are gone, they will not be replenished.

GENESIS

Genesis is our Student Information System that you can access using this link.
We use Genesis for various student related tasks such as:

- Daily student attendance
- Student Report Cards
- Lesson planner
- Scheduling Parent Conferences
- Student Schedules
- Bus Assignments
- Parent Contact information
- Evaluations
- Keeping track of Professional Development Certificates

Parents are able to view student schedules, bus assignments and report cards in the parent portal. Additionally, parents of our 6th grade students are able to view gradebooks for their 6th grader through the parent portal.

At the beginning of the school year parents complete forms in the portal and are then able to view the student's teacher assignments.

Reach out to Jennifer Teets (teetsj@mansfieldtsd.org) with any issues accessing Genesis or if you are missing a student or section of students that you should be assigned.

HOUSEKEEPING

Please close windows and outside classroom doors and place chairs on top of desks at the end of each day. All chairs shall be taken down each morning (including chairs of absent children). This is a safety precaution.

A key for the inside classroom door will be provided. BE SURE that you close your outside door anytime you are leaving the building via that door after school hours. (Be sure you turn your lights out and computer off).

Students should have age-appropriate housekeeping responsibilities in the classroom. This will assist in teaching responsibility and school pride.

All rooms should be left tidy at the end of the day to facilitate custodial measures in the evenings.

ILLNESS

Make sure that your Substitute Emergency Folder is always up-to-date. All teachers are required to have **two days** of emergency lesson plans to the main office in your folder *no later than September 4, 2026.*

- Emergency lesson plans must include activities and current student rosters.
- Emergency lesson plans should be updated once per marking period. If emergency lesson plans are used, the teacher should update them within three days of returning to school.
- Google Classroom - teachers are responsible for adding substitute@mansfieldtsd.org as a co-teacher if they have a Google Classroom. Password Mansfield2024

Teacher substitute – the AESOP system is now in place. If you need a sub AFTER 6:00 am, call/text **Principal Noreen Matias – (973) 452-4659**. You are responsible to request a substitute for **ANY REASON (PERSONAL DAY, PROFESSIONAL DAY, ILLNESS, FAMILY ILLNESS, ETC.)** Make your arrangements as far in advance as possible. Subs will complete a daily form detailing the day's events that will be left on your desk.

INTERVENTION/MTSS

Parents or staff members may request an MTSS meeting when a significant concern arises about a student. The certificated staff making the referral must complete a

request form on Linkit. If classes are shared then all teachers, related services, special area teachers, must also complete the tier one checklist.
Go to Linkit website https://mansfield.linkit.com/
Login with google.
Click on IM Dashboard
Look Up Student's Name

- ☐ The student's name gets a checkmark in the box

The green plus sign above the student's name should appear.

Click on plus sign> Add document type> Drop down Tier One Checklist

- Fill In the end date with the 2 weeks from now forward date
- Click SAVE

Once in tier one checklist:
left side of page lists:

- student demographics
- strengths
- areas of concern
- classroom strategies
- behavioral concerns
- file gallery

Areas you need to focus on documenting:

- **AREAS OF CONCERN**
  - Checklist if applies
  - At the bottom of the page write your comments specific to the student (it will automatically record your name and date.)
- **FILE GALLERY**
  - For uploading any documents as support material
- **STRENGTHS**
  - Fill out checklist
  - At the bottom of the page write your comments specific to the student (it will automatically record your name and date.)
- **CLASSROOM STRATEGIES**
  - If already started making modifications with students, fill in the checklist
  - At the bottom of the page write your comments specific to the student (it will automatically record your name and date.)

****When complete Save and Close! Email the MTSS Coordinator (Jake) with the student name and indicate the MTSS process has started. He will start the process and invite others to the team.**

LESSON PLANS

Each teacher is required to maintain unit plans in Genesis for all subjects. These plans should align with the district's adopted curriculum and must be available for administrative review. All Kindergarten - 6th Grade English Language Arts, Math, and Science unit plans are to be taken from EduPlanet. Social Studies, ASL, Music, Art, Personal Finance, Guidance, Library media, GATE are posted on the district Curriculum Google Folder. All teachers must submit their unit plans by 8:00 a.m. on the first day of the unit and to cover the appropriate number of weeks.

To ensure proper preparation for instruction, it is the expectation of administration that teachers **have written unit plans completed before delivering instruction and they are not to be written retroactively.**

- These plans will reflect your plans for the four to eight weeks of school.
- Unit plans should be typed on an approved Genesis template.
- Teachers' unit plans should outline essential question(s), objectives, lesson activities, formative/summative assessments that will be conducted on each day of instruction.
- Objectives and instructional activities must follow the Board approved curriculum for the course. Additional objectives can be covered with administrative approval.
- Teachers should follow the pacing guide set forth in the curriculum to ensure coverage of material.
- Invite co-teachers to view your lesson plans on the designated unit plan platform (Gensis) for collaboration and differentiation purposes.
- Daily/weekly plans will be considered by the Principal on a case by case basis.
- **Lesson plans will be checked bi-weekly starting on September 4th, 2026.**

Flex PD

All certificated staff and paraprofessionals must seek approval for Flex PD sessions, ensuring alignment with district PDP Goals 1, 2, or 3. Modifications to existing goals or the addition of new ones require notification to administration via the Flex PD Google form. If you lead a training session, you will be credited with 2 hours for preparation and 1 hour for presenting. To suggest hosting a Flex PD session, please contact Noreen.

HOMEWORK

To support a healthy balance between technology use and offline learning, teachers are **prohibited from assigning homework that requires students to use a computer or Chromebook**, unless the assignment specifically involves **academic research**. Instructional platforms, such as **iReady**, are intended for in-school use under professional supervision and **should not be assigned as homework**. This policy aligns with the District's commitment to minimizing unnecessary screen time, similar to the existing rule that students are not permitted to use Chromebooks or computers during indoor recess. Teachers are encouraged to design home-based assignments that foster independent practice, creativity, and critical thinking without the need for additional digital devices.

LUNCHROOM

For supervisory purposes, **all** classroom teachers are required to escort their homeroom classes to and from the lunchroom, according to the lunchroom time schedule. Please be punctual in adhering to the lunchtime schedule.

Children should know -

Ice cream & snacks are available after the hot lunch is served.
Students must finish all lunch and snacks prior to lunch dismissal.
Return trays when finished – with cafeteria aide's permission.
Students should be encouraged to recycle cans, bottles, and aluminum.
Quiet time will be prior to dismissal.
Dismissal is by table when calm.
Papers MUST be picked up from the floor and put in trash containers.

Staff Lunch Duty Responsibilities:

- Assist children in opening and closing lunch bags and packages.
- Circulate throughout the lunchroom to make sure students are behaving appropriately.
- Remind students of rules and expectations for behavior during lunch.

For Faculty Lunches

- Order a salad by 9:30 A.M. in person or by note
- **Children will not be sent for teacher lunches**
- Microwave oven in teacher's lounge kitchen for faculty use only
- Employees are not permitted in the kitchen area during school hours with the exception of custodial and administrative personnel.

The Golden Spatula program will continue for each full week of school.

MONDAY MEMO

For the effective dissemination of district information, all instructional staff are required to read and utilize the Monday Memo each week. The Monday Memo serves as the District's primary communication for instructional updates, operational information, professional expectations, and critical safety and compliance notices.

Reviewing the Monday Memo is a professional responsibility. Staff are expected to remain informed of its contents and implement any actions, procedures, or expectations communicated therein. Information contained in the Monday Memo is considered official district communication, and employees are responsible for complying with all expectations, deadlines, and directives included in each edition.

If staff members have questions, require clarification, or need additional information regarding any item contained in the Monday Memo, they should contact a member of the administration team for assistance.

MORNING ACTIVITIES

The Pledge of Allegiance and W.M.T.E. morning announcements will be at approximately 8:35am over the PA.
Attendance- Class attendance should be entered into Genesis ***NO LATER, than 9:00 am*.**
Transportation and miscellaneous notes, lunch/milk counts, nurse notes, etc., are to be sent to the office first thing every morning the envelope provided.

PARKING

Administrative personnel have numbered parking spots. All other spots are unassigned. Faculty can park in any spot in the parking lot. There will be no parking in the loading dock area or on the grass in the back parking lot. Only parents and visitors should park in the visitors' spots in front of the building.

PARTIES

Parties are approved for holidays and the last day of school. Special Education students listed on your class list will participate in class parties if in accordance with the student's IEP.

PERSONNEL FILES

Staff personnel files are located in the Board Office and may be seen by any teacher via an appointment with the Superintendent.

PHONE USE

Outgoing calls may be made, **ONLY ON 689-3212.** To make an outgoing call you must dial "9" prior to the phone number.

To reach other classrooms you dial "11" and then the room number. i.e. to reach room 10 you dial 1110 and you will be put through to that classroom.

PERMANENT RECORDS

All permanent records are kept in the Office during the school year. These records will always be available for teacher use. It is required that each time the folder is reviewed a signature and reason is recorded on the appropriate form (in the front of the student folder). Any student file removed from the office must be recorded in the "File Record Book" which is located on top of the file cabinets. It is to be understood that, as in the past, it will be the teacher's responsibility to see that current test records are recorded and included in each student's permanent record.

RECESS

New Jersey law requires all public school districts to provide a daily recess period of at least 20 minutes for students in grades kindergarten through five. Outside play and fresh air are critically important to young children. Students are expected to go outside to recess every day, unless notified otherwise by the Principal. The Principal will make the determination whether or not inclement weather prevents outdoor recess. In general, students will go outdoors for recess unless the temperature is considered too cold, there is precipitation, high winds, icy or messy conditions, or other situations deemed unsafe by the Principal. The Principal will also consider the heat index and student safety in warmer months to determine outdoor recess. This information will be posted in the daily bulletin.

Indoor Recess- students should **not** be on chromebooks or computers during indoor recess. Games, puzzles, blocks, books, arts and crafts, etc. are all appropriate indoor recess activities. If you need indoor recess materials, please contact the Main Office.

Recess may only be taken away by school administration for violations of the student code of conduct in accordance with the law. (*N.J.S.A. 18A:35-4.31*)

Staff Recess Duty Responsibilities:

- Circulate throughout the outdoor area to make sure students are safe and using equipment appropriately. Standing in one location and clustering with colleagues should be avoided.
- Remind students of rules and expectations for behavior at recess.

- Teachers are responsible for carrying a walkie-talkie.
- Staff are expected to be observant of any conditions that could present a hazard or danger and to report them immediately to administration via walkie talkie.
- Proactive monitoring is expected to prevent behavioral incidents or injuries.
- Students should never be in any area for recess without direct staff supervision (fields, big toys, etc.)

Teachers may **not** take recess away from students for any reason. Recess may only be used as a punitive measure by administration in accordance with state law.

REPORT CARDS

Report Cards will be available through Genesis for parents and guardians to review at the end of each trimester.

Marking period end dates		Grades to be finalized:	Report Cards Issued:
Trimester 1	November 25, 2026	December 2, 2026	December 4, 2026
Trimester 2	March 5, 2027	March 10, 2027	March 12, 2027
Trimester 3	June 04, 2027	June 8, 2027	June 11, 2027

SCHEDULING OF ACTIVITIES

To reserve a room for plays, assemblies, meetings, or special events please see Ms. Sliker. All evening events and use of the building will be arranged with Ms. Sliker and will need administrative approval. Requests must be made at least 30 days ahead of the event. An administrator will be present for an evening event if students are in attendance. The schedule will be managed by Ms. Sliker. Please contact Ms. Sliker with any questions about who is scheduled for building use in the evenings.

SECURITY

For security purposes, all outside doors are kept closed. Please keep classroom doors locked when the class leaves the room, and do not leave personal valuables unattended, in or about your classroom.

OUTSIDE DOORS SHOULD NEVER BE PROPPED OPEN. Violation of this rule will result in a formal written warning.

Exterior doors at the end of the halls must be kept closed at all times.

SOCIAL MEDIA

Staff Use of Personal Social Media

Employees are expected to maintain professional boundaries with students and to use personal social media responsibly and in a manner consistent with New Jersey law, Board policy, and District expectations for professional conduct.

Employees should be mindful that, as public school employees, personal social media activity may affect public confidence in the employee and the District. Employees are expected to avoid posts or communications that violate law or Board policy, disclose confidential student or District information, constitute harassment or discrimination, or otherwise interfere with the employee's ability to effectively perform professional responsibilities.

To maintain appropriate professional boundaries, employees shall not initiate or accept personal social media connections with currently enrolled students unless the communication is part of a District-approved educational platform or activity authorized by the administration.

Employees are encouraged to use sound professional judgment when engaging in social media and electronic communications and to serve as positive role models for students both in and outside of the school setting.

SPECIALS

Please accompany students to and from special area classes promptly. Please ensure students are never left unattended in a classroom, even for a short period. Maintaining direct supervision is essential.

SPEECH

Parents or staff members may refer a pupil for therapy due to significant concern regarding the impact of a speech/language delay upon the student's ability to meet the core curriculum content standards. Pre-referral intervention strategies must be documented as part of the written request.

Once the referral form is completed, it is forwarded to the Child Study Team Office. The CST secretary will then schedule a meeting within 20 days for the speech correctionist to review the referral with the teacher and parent. Written documentation of that meeting is given to the parent, and maintained in the child's confidential file.

STUDENT DISCIPLINE

The Code of Conduct form is available on the bookmarks tab on faculty laptop browsers. Teachers are asked to fill out the form in an objective and matter-of-fact manner.

When managing challenging behaviors, teachers are encouraged to utilize the Nurtured Heart Approach theory integrated with Mansfield's own PBIS Framework. When behaviors are recurring, teachers should communicate with Mr. Wilson and Mrs. Samuels to discuss strategies. When unwanted behaviors persist, the MTSS team will evaluate, confer, and discuss possible interventions.

Grade levels may not institute separate forms of disciplinary measures outside of what is imposed by administration in accordance with the CoC as defined in the Student and Family Handbook and approved by the BOE.

SUPERVISION

All staff members will be supervised and evaluated periodically by administration according to the New Jersey Administrative Code and the Board of Education Policy. Two or more observations are conducted for tenured teachers. Three or more observations are conducted for non-tenured teachers.

The pause on the collection of new Student Growth Objective (SGO) goal data for **tenured** teachers remains in effect for the 2026-2027 school year. SGOs are still required for **non-tenured** teachers. Evaluation rates will remain unchanged for the 2026-2027 school year.

TEXTBOOKS

A lost textbook must be paid for by the student before another book can be issued. (Check with the office for cost). Book fines will be considered at the end of the school year. Students are fined for inappropriate damage to textbooks excluding normal use. Students in grades 3-6 are required to pay $5.00 per agenda replacement. Students whose families are experiencing hardships and are unable to pay the above fees should reach out to the Main Office.

VISITORS

All visitors must report to the Main Office by order of the Board of Education. They must sign in and wear a Visitor's lanyard. Main Office hours are from **8:00 A.M. to 3:45 P.M.**

All visitors invited by staff must be approved by the Principal, or designee, with 24 hours notice.

Visitors are required to utilize the designated parking area.

DO NOT dismiss any children from the classroom to leave the building without notification from the office.