

STAFF HANDBOOK

2018-2019

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Ms. Lindsay Reed - Director of Special Services & Curriculum
Mr. Joseph N. Giardina – Principal, H. Ashton Marsh Elementary School
Mr. Kevin Burns – Principal, Emma C. Attales Middle School

Mission Statement

The Absecon Public School District is committed to providing educational excellence by challenging our children with state-of-the-art programs which empower students to make responsible choices, achieve personal success, and contribute to a 21st century global society and economy.

The district staff provides a welcoming and caring environment that respects individuality and diversity while nurturing everyone’s self-esteem.

We resolve to ensure that all students achieve the New Jersey Student Learning Standards (NJSL) at all grade levels. High expectations are valued, community partnerships appreciated, and parental involvement encouraged. Opportunities for continued professional development are recognized and supported.

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Affirmative Action

Notice of Nondiscrimination

The Absecon City School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicapped. The District's policy of equal educational opportunity is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Individuals with concerns, interest or inquiries into possible complaints are encouraged to contact:

Mr. Joseph N. Giardina
Affirmative Action Officer
Absecon City Schools
800 Irelan Avenue
Absecon, NJ 08201

For additional information, please see Board Policy 2224.

Sexual Harassment Statement

Sexual harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. This behavior will not be tolerated in the Absecon School District. For additional information, please see Board Policy 2224.

Harassment, Intimidation and Bullying (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying (HIB). Harassment, intimidation or bullying means any gesture, written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus. The Board of Education expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and the school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Pupils are encouraged to support other pupils who walk away from acts of HIB when they see them, constructively attempt to stop them, and report these acts

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to the principal or another staff member. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and the rights of others; obey constituted authority; and respond to all school staff. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

All members of the school community, including pupils, parents or legal guardians, volunteers and visitors are encouraged to report any act that may be a violation of this policy. The school district prohibits reprisal or retaliation against any person who reports an act of HIB. The principal or designee shall determine the consequence and appropriate remedial action for a pupil found to have falsely accused another as a means of HIB ranging from positive behavioral interventions up to and including suspensions or expulsion.

The best discipline is self-imposed. Pupils must learn to assume and accept responsibility for their behavior and consequences of their behavior.

For additional information, please see Board Policy 5131.1. Or contact:

Ms. Lindsay Reed - District Anti-Bullying Coordinator
Mrs. Mary Alvarado- Marsh School Anti-Bullying Specialist
Ms. Jessica Torricollo - Attales School Anti-Bullying Specialist

Emergency Procedures

Fire Drills:

Follow procedures as posted in rooms or nearest exit. Silence is to be observed throughout the drill. Teachers are to insure that all windows are closed, lights turned out, and classroom door is shut after the last student exits the room. The teacher will take the yellow emergency folder or class record book with him or her. Attendance is to be taken outside by the teacher in charge. Please be sure to carry a current class list with you during the drill as well as the red, yellow and green cards.

Regulations and formal procedure are essential to satisfactory performances of fire drills. The following regulations, therefore, must be strictly observed. Violations of these regulations must be treated as a serious matter and teachers

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are expected to take immediate appropriate action. Repeat offenders are to be reported to the office.

The principal is responsible for conducting all fire drills. One fire drill and one emergency drill will be conducted per month (as per State Law). Every member of the staff will familiarize himself/herself with the following fire drill regulations:

1. There is to be NO TALKING on the part of students from the time of the sounding of the alarm until the return within the classroom.
2. Students are to be reminded to walk; not run.

REMEMBER

1. First groups to leave the building are to move rapidly to your assigned place sufficiently far away from the building without delay. Each group, on reaching its position, will turn about and wait quietly in line for the bell to ring. They are to hold up a green, yellow, or red indicator. The principal will then take the proper actions.
2. All students and personnel are to leave the building during a fire drill.
3. The signal to return the building will be a notification from the principals, in the form of "All Clear."
4. Re-enter the building quietly, in a timely manner.
5. Fire drill instructions/maps are to be posted in your classroom.
6. Instruct children using the lavatories to exit and leave the building immediately. Emphasize they do not return to their classroom.

FOR ALL OTHER EMERGENCY PROCEDURES, PLEASE REVIEW THE ABSECON PUBLIC SCHOOL SAFETY AND SECURITY HANDBOOK.

General Information

Absecon Education Foundation

The Absecon Education Foundation is an independent non-profit community-based organization. Its mission is to "identify and implement strategies and activities designed to support, enhance, expand, and develop educational opportunities for students and residents of Absecon." Teachers may submit grant proposals biannually for innovative programs.

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Absences

Students

Student attendance is taken each morning in homeroom. It must be reported to the Main Office immediately. In addition, attendance should be taken at the start of every class (Attales).

Staff

Staff members may be absent for a number of reasons including, but not limited to:

Illness

Family Illness

Death in the Family

Professional Day *

Field Trip *

Jury Duty *

Personal Day *

Vacation Day (12 month employees) *

*Must be approved by the Superintendent

In the event of an absence, staff should utilize the Aesop automated service, by entering their absence no later than 6:00 AM the day of. Anything after this time, you must contact your building Principal and Main Office to report your absence prior to the start of school. Please refer to the [Employee Quick Start Guide for Aesop](#).

American Education Week

American Education Week is in November. This is an important time in public schools. Parents are invited in to visit building facilities and classrooms. A schedule will be distributed by your building principal prior to the visits.

It is important to remember that having parents in the classroom is an excellent way for your reputation as a teacher with respect and integrity to reach the community. Teach with pride, utilizing all current strategies. Remember to

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introduce yourself, assist with directions, and provide assistance to parents who may need it.

2018/2019 Dates: November 14th and 15th.

Assemblies

Assemblies occur periodically throughout the school year. They may be scheduled in the cafetorium, gym(s), media center(s), classrooms, or other locations as directed by the building principal. All staff will be given advance notification of assemblies for proper planning.

When traveling to and from the assembly location, students should do so in an orderly, quiet manner. They are to be seated where directed by their teacher. All school rules, policies, and practices are in effect before, during, and after assemblies. Students should be reminded that their reputation as students in Absecon and reflects community values thus their best behavior is always expected.

Teachers should follow the directives of the building principal for seating students, arrival, and dismissal of students for assembly programs.

Bathroom Procedures

Marsh

All classroom teachers are responsible for their students at all times. The younger grades may elect to have their class go as a group if there is no bathroom within their classroom. For grades three and four, you may have them leave on an individual basis. A sign out sheet must be utilized. This will supply student accountability and location.

Attales

Students are required to use the pass found in the back of the student planner. It must be signed by a teacher or staff member. Your teacher will use his/her own discretion as to the necessity of excusing a student from class.

Breakfast Program

Breakfast is offered for all students from 7:50 a.m. to 8:10 a.m. Certain students may qualify for free or reduced breakfasts. Students should enter through the

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main entrance of the Marsh School. Attendance is taken in breakfast for Marsh which is then shared with the classroom teacher before sending down the absentee list to the office.

Closeout Procedures

Attales

At the conclusion of the school year there are numerous tasks that occur to close the school building. Your building principal will distribute any paperwork regarding timelines, due dates, and requirements to vacate the building in an expeditious manner in the spring. The following is a list that includes, but is not limited to close out responsibilities:

1. Inventory all books, calculators, and school issued materials.
2. Store items neatly in a classroom, team or designated closet.
3. Turn in lost/damaged book forms.
4. Complete your PDP and Professional Development hours log. Turn them in to your building principal.
5. Meet with the building principal to review your evaluation, PDP, and PD hours.
6. Turn in your room keys.
7. Turn in the "Yearly Updates" packet from your Staff Handbook.
8. Pass/fail, retention information to building principal.
9. Final grades due to the main office.
10. Submit all maintenance requests or summer repair requests.
11. Complete cumulative folder requirements as per building principal.
12. Turn in any recommendations for student placement to the building principal.
13. Complete locker clean-out (grades 6,7, 8 only).
14. Notify district office of change in degree.
15. Notify district office of address/name/phone changes.
16. Develop work packets for summer school students.
17. Turn in School Safety and Security Handbook to the main office.

Marsh

1. All materials properly stored, off floor and covered.

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2. All materials put in boxes and labeled when a classroom move is anticipated, or teaching assignment has been changed.
3. Keys must be labeled and returned to the office. Do not take keys home.
4. All ordering sheets must be in with all vendor information included.
5. All paperwork must be signed and returned.
6. Red Safety and Security binder turned into office.
7. Degree status change must be given to Superintendent.
8. Closeout checklist must be signed.
9. Cumulative folders- Homeroom teachers must file a copy of the final report card and affix a current school year picture to the inside of the folder. In addition, teachers must complete attendance, school record, and teacher name and grade on reverse side of folder.

Communication

Home

Regular ongoing communication is an essential component of any teacher's job responsibility. One of our philosophical goals is to educate students through progressive programs which develop productive and responsible citizens. With this in mind, every effort should be made to have two-way communication between school and home taking place on a regular basis. This should take place in the forms of:

Phone calls	Feedback on tests/quizzes/homework
Email and Realtime	Journals
Agenda Books	Report Cards
Progress Reports	I&RS Action Plans
Behavior Plans	Conferences/Meetings
ClassDojo	
IEP's	

You are reminded to call home for outstanding achievement as well as recommendations for academic or behavioral improvement. A positive phone call or email may help establish a valuable working relationship between school and home.

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Parent/Teacher Conferences

Each year, conferences are held during November to foster communication between home and school. All parents are encouraged to visit with their child's teacher(s) to receive feedback, information, and progress reports on the child's academic successes or shortcomings. Conferences are a required part of the negotiated agreement between the Absecon Board of Education and the Absecon Education Association. All teachers must attend according to their contract. This includes any/all support staff as inclusion teachers, BSI teachers, or other part-time employees.

Marsh

Teachers will be able to reserve spots for their parents on a large chart that can be found in the principal's conference room. Should a teacher have a need to change the conference time, it must be approved by the building principal.

Attales

All teachers must be available for the designated conference times. A schedule is utilized where both teachers and parents can select a time for conferences based on need. Teachers meet as a grade level team when appropriate, with parents at a scheduled time; for individual matters that are only relevant or specific to one subject area or instructor it is the preference of the district to meet with parents one to one.

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Within District

In the Absecon School District many forms of communication are utilized on a daily basis. These include, but are not limited to:

E-mail	Memos
Mailboxes	Morning Announcements
Realtime	Faculty Meetings
Voicemail	Team/Grade Level/Department Meetings
Personal Visits	

Email and Mailboxes

Staff are reminded to check their Email frequently. Although this is not the primary source of communication, it is efficient; all emails should be responded to within 24 hours of receiving. Staff are encouraged to check multiple times throughout the day. In addition, staff should visit their mailboxes in the office at least twice daily.

Meetings

All staff are required to attend meetings. Advance notice will always be given for Faculty or Team meetings except in case of emergency.

Realtime

Realtime is the primary communication between staff and parents for Progress Reports and Report cards, and for student data and information.

Morning Announcements

Each morning both buildings produce morning announcements. These are done both via the intercom and in writing to each respective staff. (Attales School has an electronically sent updated morning announcement each day.) Should you need anything announced, the information must be approved by the building principal and given to the main office.

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Counseling

Counseling is an short-term process that involves a cooperative effort between the school counselor and other school personnel. In order for counseling services to be effective, the counselor and the referring personnel must establish goals for each child and develop a plan to accomplish these goals. While counseling services are taking place, it is imperative that ongoing communication exists between the counselor and the referring personnel so that necessary program modifications and evaluations are done on a timely basis.

The following are Guidance Guidelines and Procedures:

1. Counseling referrals are submitted through I&RS, Administration, Parent Request. Student Concern Slips should be completed by any teacher seeking immediate assistance for a student, otherwise, the student is to be referred to I&RS.
2. Parents are notified by the school counselor that a referral for multiple counseling sessions has taken place. All scheduled counseling sessions are to have parental consent completed prior to implementation.
3. School counselor informally observes the child in the classroom setting, and in other less structures settings, if deemed necessary.
4. Counselor schedules the child for an initial counseling session.
5. Once information is compiled, the counselor will meet with the referring personnel to develop specific goals for the child and a plan to accomplish the goals.
6. Counselor will confer with the applicable individual on a regular basis for follow-up, modifications, and evaluation, until goals are met.

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Mediation

Mediation and other supports and interventions are available to all students to resolve conflicts and prevent escalation of problems. These services are provided through the guidance office or the principal and can be requested by students, parents, teachers, or community members.

Cumulative Records

Often answers to questions about students lie within the folder's contents. Teachers are encouraged to review test data, read comments on previous grade level report cards, and search for previous interventions when dealing with student questions. Reviewing a student's cumulative folder provides a snapshot into that student's history. Should you have further questions about interpreting student data, please see your building principal.

Students' cumulative records are housed in the inner offices of each main office. These cumulative folders contain personal and academic information for the child's entire academic career and are **confidential**. Staff members are encouraged to seek information and educational data in the cumulative folders, but under **no** circumstance are cumulative folders to be removed from either the HAM or ECA main offices.

Cumulative folders may be accessed by seeking permission from the building principal/Director of Special Services & Curriculum. Please review cumulative folders in the conference rooms adjacent to either main office and return folders when you are finished. Notes may be taken and copies made from cumulative folders, but under **no** circumstance may anything be removed from these cumulative folders.

Please be advised that no additional data may be placed into a student's cumulative folder without building Director or principal's prior approval.

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Delayed Opening and Early Dismissal

Emma C. Attales Middle School *Home of the Crusaders*

Bell Schedule

The following is the daily and dismissal schedule for the Emma C. Attales School for a regular day and early dismissal day:

Regular Day Schedule

Early Dismissal Schedule

Enter	8:00 am	Enter	8:00 am
Homeroom	8:05 am – 8:10 am	Homeroom	8:05 am – 8:10 am
Period1	8:13 am – 9:00 am	Period 1	8:13 am – 8:44 am
Period2	9:03 am – 9:50 am	Period 2	8:48 am – 9:18 am
Period 3	9:53 am – 10:40 am	Period 3	9:21 am – 9:52 am
Period4	10:43 am – 11:30 am	Period 4	9:55 am – 10:26 am
Period5	11:33 am – 12:20 pm	Period 5	10:29 am – 11:00 am
Period6 <i>5th/6th Lunch</i>	12:23 pm – 1:10 pm	Period 6 <i>5th/6th Lunch</i>	11:03 am – 11:34 am
7th Period <i>7th/8th Lunch</i>	1:13 pm – 2:00 pm	Period 7 <i>7th/8th Lunch</i>	11:37 am – 12:08 pm
CAP	2:03 pm – 2:30 pm	CAP	12:11 pm – 12:30 pm
Dismissal	2:30 pm	Dismissal	12:30 pm

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Emma C. Attales Middle School *Home of the Crusaders*

Delayed Opening Bell Schedule Options

The following are available options for delayed opening schedules for the Emma C. Attales School for inclement weather days, etc.:

	60-Minute Delayed Opening	90-Minute Delayed Opening	2hr Delayed Opening
Homeroom	9:05 am – 9:14 am	9:35 am - 9:44 am	10:05 am - 10:14 am
Period1	9:16 am –9:52am	9:46 am - 10:18 am	10:16 am - 10:46 am
Period2	9:55 am –10:31 am	10:21 am - 10:53 am	10:48 am - 11:18 am
Period 3	10:34 am - 11:10 am	10:56 am - 11:28 am	11:20 am -11:50 am
Period4	11:13 am - 11:49 am	11:31 am - 12:03 am	11:52 am - 12:22 pm
Period5	11:52 am - 12:30 pm	12:06 pm - 12:38 pm	12:24 pm - 12:54 pm
Period6 <i>5th/6th Lunch</i>	12:23 pm – 1:10 pm	12:41 pm - 1:13 pm	12:56 pm - 1:26 pm
7th Period <i>7th/8th Lunch</i>	1:12 pm – 1:48 pm	1:16 pm - 1:48 pm	1:28 pm - 1:58 pm
CAP	1:51 pm - 2:25 pm	1:51 pm - 2:30 pm	2:00 pm - 2:25 pm
Dismissal	2:30 pm	2:30 pm	2:30 pm

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Discipline and Classroom Management

The following law as mandated by the New Jersey State Legislature. This law must be adhered to **WITHOUT EXCEPTION:**

“No person employed in a school district may use corporal punishment on pupils; but any employee may, within the scope of his/her duties used such force as is reasonable and necessary (1) to quell a disturbance (2) to obtain possession of weapons or other dangerous objects (3) for the purpose of self-defense, and (4) for the protection of persons and property. Such acts are not considered corporal punishment.” 18A:6-1. We recognize the importance of maintaining consistent expectations regarding behaviors in classrooms, hallways, cafeteria, gymnasium, before/after school events and all school related venues. Please refer to the Student Code of Conduct for details concerning Level 1, Level 2 and Level 3 infractions and consequences.

Marsh Discipline Procedures

Discipline is the process of encountering or confronting children about their behavior. Either situation requires that the teacher become actively involved with the child and his/her behavior.

Teachers who establish their rules, then firmly and fairly insist on them, will have a climate conducive to learning. **The principal should be the last resort as a means of solving disciplinary problems.** Teachers who must depend upon the principal to maintain classroom discipline soon lose their effectiveness as teachers.

Minor incidents (excessive talking, missed homework, lack of required material, etc.) should not initially be referred to the office. The act of solving problems of this nature and guiding students into patterns of desirable conduct is the meaning of pupil discipline for the educator.

1. Be consistent- same offenses receive the same punishment.
2. Call parents as soon as **FIRST** offense occurs. Communicate with parents regarding the discipline involved.

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3. Make rules clear and enforceable. Announce these rules to the students and their parents. Make it clear that violation will result in disciplinary action. Emphasize unacceptable acts not unacceptable students.
4. A student must be told what he/she is accused of doing and what the basis of the accusation is.
5. Document each incident. Keep accurate discipline records. Include: date, offense, action. Call and send letter to parents. Letter must be signed by parent and returned.
6. If offences keep occurring, arrange to meet with the school counselor and or the building principal. A parent conference may also be needed.
7. Teachers are expected to deal with classroom discipline problems by communication with the student first. If the problem continues, please refer to the Student Code of Conduct for recommendations.
8. Fighting will not be tolerated. Send students involved in fights to the office at once with a note. **Activity must be witnessed by the teacher and not hearsay.**
9. Please remember... the classroom teacher does not assign a class or individual to remain inside at lunchtime with a cafeteria duty aide. If a classroom teacher is assigning any student to lunch detention, the classroom teacher must supervise the detention or send them to the detention room.

Office Referral:

1. Send with the student to the office with a referral and have it filled out as much as possible. The principal cannot deal with a discipline problem if the principal does not know what occurred.
2. Teachers **MUST** maintain disciplinary records on all specific and serious discipline cases, such as telephone calls to parents, referral dates, detention notices, communication form parents, communication to parents, etc.

The use of detention should not become an overused practice as it tends to become an ineffectual disciplinary tool, if used constantly. However, if detention is given to a student, parents must be notified. Remember, a student can not be assigned a “recess detention” more than twice a week. Please seek out the principal or counselor if behaviors continue. Please refer to the Student Code of Conduct.

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Realtime – **No levels of discipline should be entered by the teacher.** If a teacher finds behavior to be worthy of sending it to the principal, the principal will apply the discipline, document it in Realtime and place a call to the parent or guardian personally.

Attals Discipline Procedures

Refer to the Student [Code of Conduct](#)

Division of Child Protection and Permanency (Formerly Division of Youth and Family Services)

Please note that whenever a representative from the Division of Child Protection and Permanency visits our school and requests to speak with a child, the following is to take place:

1. Notify the principal immediately.
2. The representative must present proper identification.
3. The School Counselor/Building Administrator is to be present during the interview.

Dress Code

Student Dress Code

The Absecon Public Schools expect their students to look neat and clean and dress in a manner which indicates their seriousness of purpose and pride in themselves and their school. Administrators reserve the right to determine if a pupil is jeopardizing the academic environment or creating a health or safety hazard by their mode of dress.

The following examples are guidelines for students, parents, and school personnel to determine what would be considered inappropriate attire.

1. Garments with inappropriate messages or designs.
2. Clothing which is too tight as to inhibit movement or cause distraction.
3. Shirts or blouses which are see-through, expose the midriff, or do not cover the waist.
4. Off the shoulder tops, strapless tops, spaghetti straps or tank tops.

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5. Skirts or dresses short enough to cause distraction or long enough to cause tripping.
6. Shorts or any attire that is not fingertip length.
7. Flip flops or sandals-shoes or sneakers must be worn at all times.

In grades 6-8, children change for physical education. Students should wear sweat socks and sneakers for gym classes and are encouraged to change to shorts and other appropriate clothes for physical education class.

Hats, sweatbands, do-rags, bandanas, and outer wear are not permitted in school. Hooded sweatshirts are permitted but hoods must remain off the student's head.

Staff Dress Code

Grooming and attire shall meet the following criteria:

1. Acceptable attire for female personnel shall include the following:
 - a. Dresses
 - b. Skirts with blouses or sweaters
 - c. Slacks with blouses or sweaters
 - d. Capri pants with blouses or sweaters
 - e. Appropriate dress shoes
 - f. Appropriate hemlines and necklines
2. Acceptable attire for male personnel shall include the following:
 - a. Suit
 - b. Slacks with shirt and tie
 - c. Appropriate dress shoes
3. The following attire is not permitted:
 - a. Jeans, with the exception of Professional Casual Day or Denim Day Fundraisers (Please refer to #5)
 - b. Slippers, beach-type sandals, flip-flops, or work boots, except with written medical prescription
 - c. Sneakers (except physical education teachers)
 - d. Sweat tops/pants/suits (except physical education teachers)
 - e. Warm up suits (except physical education teachers)
 - f. Athletic t-shirts (except physical education teachers)

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- g. Shorts (except physical education teachers)
- h. See-through (transparent) garments
- i. Tight-fitting clothing
- j. Revealing clothing
- k. Tank tops
- l. Cargo pants, cargo capris, and parachute pants and skorts

4. Dress Code Variations

Occasionally, specified organized learning activities (field trips, field days) may reasonably dictate variations from the dress code of the normal setting. Employees shall discuss this with their Principal at least one (1) day prior to the activity. The Principal shall have the authority to approve such variations from normal dress.

5. Professional Casual Days

Professional casual days will be designated by the building Principal. These designated days will generally occur on a Friday, but may occur on other days as designated by the building Principal. These days will have themes (i.e.- school shirt day, spirit day, holiday color day, etc.) as recommended by the building Principal. Jeans are permitted on these days. Jeans are to be appropriate. Footwear for these days will be based on the announced theme.

Duplicating Material/Laminating

Duplicating Materials

Both the Marsh and Attales School staffs have access to photocopy machines.

Each building has limited paper and ink and is on a fixed budget for building needs. Due to copyright laws, you may not photocopy textbooks, workbooks, music, or other materials without permission from the corporation who holds the copyright license.

Laminating

Both the Marsh and Attales Schools have laminators. They are located in each teacher's room. Please remember to turn off the laminator when you are

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through. Laminators left on will trip the fire alarm. Please laminate sparingly. Only a certain amount of laminating film is allocated to each building per school year based on their budgets.

Emergency Closings

Weather conditions or other emergencies may necessitate the closing of school for the day, late opening or early closing. If school is to be closed or the opening delayed, an announcement will be made by 5:00 AM (approx.) via radio, television, and through Realtime notification.

Field Trips

The Absecon Public Schools strive to provide an educational learning environment both in and out of the classroom. Occasionally, students and staff will attend out of district or off site field trips. Planning a successful trip is imperative. Attention to details are important and trips should be fun, educational, and with little stress. These trips are the responsibility of the grade level to arrange. Responsibilities include, but are not limited to providing the following:

Day and date of the trip	Location
Total cost of admission	Cost per pupil
Estimated time of departure	Estimated return time
Cost of lunch or if students are packing lunch	Educational reason for the trip
Any fundraising that may be necessary	Teacher chaperones attending

Before planning a field trip, please check with the secretary in the main office who handles the Independent Student Fund for a balance. Please utilize the forms located in the **Forms** section. Please remember that field trips are approved once for all staff and students just before the October Board of Education meeting. All field trip forms are due to your building principal no later than September 30 of each school year.

Please use the following procedures as a guide:

1. Consult the secretary in your building for available funds.
2. Discuss with your team where you would like to go and how it relates to curriculum, grade level goals, or building level objectives. Keep in mind trips should not be planned three weeks prior to standardized testing.

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3. Call the venue to check for availability and cost.
4. Keep fundraising to a minimum and discuss any fundraising needs and ideas with the building principal for preapproval by superintendent.
5. Ask the secretary to contact our bus company for availability of transportation.
6. Begin filling out your field trip form. Be sure to include a reason for the trip, month of the trip and any other pertinent information.
7. Submit your field trip form to your building principal for approval.

After Board of Education approval at the October meeting, you need to finalize trip plans. Depending on when your trip takes place, you may have some time to complete the second form. All field trips must be finalized one month prior to their departure. Be sure to complete the following:

- Notify the school nurse of the date of the trip and who will be attending.
- Notify the cafeteria staff if students will not be eating lunch at school.
- Exact date of the trip
- Exact time of the trip
- Chaperones (parents and teachers) who will be attending
- Exact cost per pupil of the trip
- Be sure to complete a request for leave form whether or not a sub is required.
- Be sure to consult with the secretary regarding requests and confirmation of busses.
- Create a permission slip.

Once the Field Trip Form (part 2) is completed and approved by your building principal, it is your responsibility to communicate with all parent and teacher chaperones. It is also your responsibility to photocopy and distribute all field trip permission slips for students at least two weeks prior to the scheduled trip.

Grading, Report Cards, Interims

In order to indicate the progress of each student, a report card is issued four (4) times a year to the parent or guardian. (Kindergarten students receive two report cards per year.) Parent/Teacher Conferences are held right after the first report card is issued in November. A serious attempt is made at all times to evaluate in

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the best possible manner the progress of the students. The following grading system has been devised for that purpose. Parent/guardians must review and approve the grading policy by going on the Realtime parent portal under the document link.

- A- (93-100) The student is more than meeting the demands of the teacher. His/her work is on time. The work is of superior quality and shows mastery of the subject matter.
- B- (85-92) The work is of good quality, and the required work is well done. The student is meeting the demands of the teacher and subject matter.
- C- (77-84) The work is of a satisfactory nature/average quality.
- D- (70-76) The student is not doing all the assigned work, is dependent on others, and inconsistent. Work is below average, but shows some evidence of growth.
- F- (Below 70) Unsatisfactory, with little growth taking place; many times there is a lack of interest and irregular attendance.
- I - (Incomplete) Work must be made up within three weeks after the marking period closes.

Marsh School

On papers being graded, use the same symbols (A-B-C-D-F) as used on our report cards. This will minimize any confusion that might occur. In addition, at no time should a + or – indicate differentiation in the grade. All grading must be consistent.

All special area teachers must turn their grades in to the building principal.

Attales School

The Attales and Marsh Schools use Realtime to report grades. Please work with team members in learning to use the Realtime system. Any other technology questions may be directed to our Technology Coordinator.

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High Honor/Honor Roll

High Honor Roll Criteria: An A in ALL subjects with only positive notations in habits and attitude.

Honor Roll Criteria: A and B in ALL subjects with only positive notations in habits and attitude.

Interims (Grades 5-8)

Throughout the school year, you will be responsible not only for reporting grades in a report card format, but also for interim progress reports. These reports occur approximately four weeks into each marking period and should include both the current average and comments about student performance. These should be completed in Realtime. All deadlines and due dates can be found under **Yearly Updates**. Please remember that the interim progress report is only one method of communicating progress to parents. As a teacher, it is your responsibility to communicate regularly with parents regarding their child's progress. Keep in mind that what you may think is "acceptable" performance for a student, may not be so for their family expectations. Please be certain to call home especially when students perform in an exemplary manner, not just for notification of potential failure.

Health Services

The school nurse's office is located next to the cafeteria. In cases outside of emergencies, students must obtain passes from the teacher. The nurse is not permitted to give medications or treat injuries that occur at home. The nurse may only administer first aid and advice. If a student becomes ill during the school day, they will be sent home at the discretion of the nurse. Prescription (Aderol, etc.) and non-prescription (aspirin, Advil, etc.) medications are never permitted to be carried by a student. Any student carrying medications will be treated as if in possession of a narcotic/controlled substance.

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All students who have medical issues will have information posted in Realtime.

Health Services include, but are not limited to the following:

- Health Screenings
- Scoliosis screening
- Eye/ear check
- Immunization Updates
- Accident reports

General rules for the care of students who become ill or injured

Emergency treatment should be given in order of availability as follows:

- School nurse
- Main office
- Classroom teacher

Emergency procedures in case of illness or injuries in the classroom:

Sudden Illness

- A. Fainting
 1. Leave person lying down.
 2. Call for the nurse.
 3. Keep other students away from the immediate area.
 4. If a person vomits, turn head to side in order to open airway.
- B. Convulsion/Epilepsy- "Clock and Call"
 1. Prevent the person from hurting him/herself –place on the floor and remove surrounding objects.
 2. Remove other students from immediate area.
 3. Do not restrict movement.
 4. Do not place anything in the mouth.
 5. If vomiting occurs, turn head to side in order to open airway.
- C. Diabetic Insulin Reaction

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1. Sudden symptoms are: pallor, perspiration, hunger, headache, dizziness, blurred vision, irritability, inappropriate responses, crying, confusion, inability to concentrate, inattentiveness, drowsiness, lack of coordination, trembling, abdominal pain and nausea. **If this reaction is not recognized and treated, convulsions or unconsciousness will ensue.**
2. If any of the above signs or symptoms are noted, send student to the nurse immediately, **however, do not send the student alone.**

D. Hypoglycemia

1. These students often require a snack sometime during the day due to low blood sugar.
2. Signs and symptoms of hypoglycemia vary with the individual and may include weakness, fainting, headache, hunger, sweating, personality changes, convulsions, and coma.
3. Send student to the nurse accompanied by another student if you see signs of any of the above signs and symptoms.

Injuries

A. Wounds

1. Cuts involving moderate to severe bleeding should have direct pressure applied immediately.
2. If there is moderate bleeding and student is able to ambulate to the health office with pressure over the area, please send someone to assist the student.
3. In case of severe bleeding, call for the nurse, elevate the part, apply direct pressure, and do not attempt to move the person.

B. Burns (Chemical or Heat)

1. Flush with cold water immediately, if possible.
2. Depending on severity, call for nurse or have someone assist the student to the health office.

C. Fracture or Sprain

1. If fracture or sprain is suspected, do not move the person.
2. Call at once for the nurse and notify the main office of the part of the body that is injured.

D. Head Injury

1. Do not move the student who has sustained or complained of a head injury.

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2. Call for the nurse.
 3. Report all head injuries to the nurse no matter how minor they appear.
- E. Eye Injury
1. In the event of a penetrated eye injury, do not attempt to remove the object from the eye.
 2. Keep the person quiet, preferably on their back.
 3. Call for the nurse.
 4. Send all students who sustain eye injury, especially blows to the eye, to the nurse accompanied by another person.
- F. Choking
1. If the person is coughing, do not interfere with their effort to dislodge the object.
 2. Call for the nurse immediately.
 3. If the situation occurs critical, deliver four blows to the back while bending the person forward.
 4. Always send a person who has experienced a choking episode to the nurse for observation as a delayed swelling of the trachea may occur.

In addition, the school nurse will communicate incidents with the building principal as they occur.

If you are suspect of substance abuse, child abuse or neglect, notify the school nurse, counselor, and building principal.

Homework

The Absecon Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the student's knowledge. Teachers must use discretion in deciding the number and length of assignments. The board encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects.

In addition, the Board of Education declares that the purpose of homework is to help students become more responsible, self-directing, and independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce curriculum and enhance school experiences. Emphasis shall be placed on the value of the assignment and not as "busy work" for children.

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I&RS

The Intervention and Referral Services is a general education, school-based committee which serves as a resource for teachers and parents in our effort to assist our students. You are requested to seek the assistance of I&RS for students who may be experiencing academic, social, emotional, or behavioral problems. Please utilize the referral form in the forms section.

Job Description

TITLE: TEACHER

QUALIFICATIONS:

1. Valid New Jersey Instructional certificate and subject area endorsement or eligibility
2. Demonstrated knowledge of effective methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communications skills
5. Required criminal history background check and review, pre-employment sexual misconduct/child abuse disclosure, and check proof of United States citizenship or legal resident alien status.

REPORTS TO:

- ✓ Principal

SUPERVISES:

- ✓ Students, and when assigned, student teachers and classroom aides

JOB GOAL:

- ✓ To provide an approved elementary education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve safe New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning in the classroom. Teaches students through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.

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2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Monitors student academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Participates in the creation and revision of curriculum.
11. Works and maintains records on mandatory trainings established by the district.
12. Other duties as determined by administration.
13. Devises written and oral assignment and tests that require analytical and critical thinking as well as the reproduction of facts.
14. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all students.
15. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
16. Participates in school-level planning, faculty meetings/committees and other school system groups.
17. Makes effective use of community resources to enhance the instructional program.
18. Upholds and enforces school rules, administrative regulations and board policy.
19. Performs other duties within the scope of employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

- ✓ Ten (10) month work year.
- ✓ Salary as negotiated through the Absecon Education Association contract.

EVALUATION:

- ✓ Performance of this job will be evaluated annually in accordance with the state law and the provisions of the Board's policy on evaluation of certified personnel.

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EVALUATION OF TEACHING STAFF: For a complete comprehension of the Absecon School District and Board of Education Evaluation process, please refer to Board Policy 4116.

Keys

All staff members will receive key cards and room keys at the beginning of the school year. Throughout the year it is your responsibility to keep them in a safe location, on your person, or in your mailbox. Once keys are issued, please be sure to check that your door locks and functions properly. Notify the building principal if any difficulties are noted with the locking mechanism.

Lesson Plans

Please use the Realtime framework for the development of your lesson plans and submit on a weekly basis (every Monday by 9:30).

Emergency Plans for Substitutes

Emergency plans for substitutes are required for a three-day period. Leave your plans in a folder in the main office. Please indicate in your plan book where the emergency plans may be found.

Please include the following information in your emergency plans:

1. Attendance and lunch ordering procedures.
2. Lunch and playground (recess) duty schedule.
3. Daily class schedule-indicate specials.
4. Classroom rules.
5. Location of books, art supplies, etc.
6. Procedures for recess, lunch, and rainy days.
7. Procedures for special events such as films, opening exercises, etc.
8. Location of materials and teachers' guides and manuals.
9. Location of faculty handbook, which may answer questions that arise during the school day.
10. Instructions on grading papers.
11. Procedures to follow if the services of the school nurse are required.
12. Fire drill procedures.

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Please refer substitutes to the Substitute Handbook for information concerning staff contact numbers/extensions, map of complex, substitute staff responsibilities, Code of Conduct, emergency procedures and HIB information.

Training for all substitute teachers will be offered at 1:00 PM on Monday, November 19, 2018.

THE SUBSTITUTE WILL FILE A REPORT WITH THE PRINCIPAL.

Lockers

Attales (Grades 6,7 & 8 only)

Students have been issued a locker to use for books and materials for school. For security reasons, under no circumstances should students share their locker combination with anyone else. Lockers should be kept clean and locked at all times. Individual padlocks may not be used on lockers as the school provides built in locks. With proper daily planning, students should not have to go to their locker more often than the following times during the school day: before morning homeroom, at the beginning, and conclusion of specials; at the beginning and conclusion of lunch; and after the last class. All other times are only permitted with a pass from the teacher. These student lockers are subject to regular inspection. The office has master keys to all the lockers as well as a master list of all combinations in order to facilitate entry into the student(s) locker(s). The administration reserves the right to inspect student(s) locker(s), according to Board Policy 5145.12.

Lunchroom

Rules, Policies, and Procedures (Attales)

1. No more than 8 students per table.
2. Only two students may sit at each seat.

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3. Students must remain at their table until called to get lunch or to be dismissed.
4. Once their table is called, those students who are purchasing lunch will return to their table and remain there.
5. Students should converse appropriately amongst those at their table, not throughout the cafeteria.
6. Students should proceed to both sides of the lunch line for food, if possible.
7. Students may not leave their table for any reason, without permission.
8. Students are to wait to dispose of trash until their table is called.
9. Tables, as well as the area around the tables, must be free of trash before students leave the cafeteria.
10. If recess is held indoors due to inclement weather, students shall proceed to and from cafeteria in a quiet and orderly manner.
11. When outdoors, students should proceed to and from the cafeteria in an orderly fashion, as classrooms are in session.

Maintenance

In the Absecon Public Schools, we have a full time maintenance staff. Any maintenance requests are located on the Absecon Schools home page. From the home page under links, you will click on Maintenance Requests and follow the step by step instructions. You will see that your request has been logged and the status of the request. If for some reason the work has not been completed within one week please follow up with your building principal.

Mileage

Any teacher attending an out-of-district workshop, conference or meeting who has been directed by the superintendent to attend will be eligible for mileage reimbursement. To receive reimbursement, the teacher must complete that section in their specific leave slip. This will be signed by the building principal and the superintendent. All requests for reimbursement must be submitted one month in advance for approval. All late requests will not be honored.

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Money for School Pictures

Marsh

School picture money will be collected by the photographer for students directly according to the schedule for individual and group pictures.

Attales

School picture money will be collected by the photographer form students directly according to the schedule for individual and group pictures.

Money for Field Trips

Any monies collected by staff members for student field trips need to be turned in to the secretary in the main office upon receipt.

PALS (Planned Afternoon of Leisure and Study)

Supervised after-school care for children enrolled in grades K-6 is provided from 2:15p.m., dismissal time until, 5:45p.m. The program operates on all school days, some school vacation days, and in the summer. Teachers are reminded to check their mailboxes daily for PALS' attendance list. At dismissal, students attending PALS will be picked up in the hallway by a PALS employee.

Parties

School:

Parties for students will be scheduled at the discretion of the principal and the Parent Teacher Organization. For the Marsh School, the three prearranged parties are: Halloween, Winter Holiday and Spring Ice Cream Party. For Attales School, the only prearranged party is Winter Holiday. Any additional

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parties are at the discretion of the principal. Times will be arranged between the principal and the PTO.

Birthday:

Parents are permitted to bring in cupcakes/treats to be served during the school day. Any additional arrangements are to be discussed with the principal for approval.

Passes

Students are required to use their pass found in their student planner. It must be signed by a teacher or staff member. Teachers are requested to use their own discretion as to the necessity of excusing students from class.

Professional Development Plans, Student Growth Objectives, Professional Development Hours, and Final Evaluations

At the conclusion of each year, teachers are required to complete Professional Development Plans, Student Growth Objectives, a current log of Professional Development Hours, and Final Evaluations in conjunction with the building principal.

PDP

Your principal will establish one goal for improvement that is building wide. Teachers should work as a team or department to incorporate a team, department, or grade level goal. The third goal is a personal /professional goal. This is optional for the Marsh School and required for the Attales School. All goals are upon approval of the building principal. Goals may be developed in conjunction with building principal or revised for maximum impact on professional improvement.

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Student Growth Objectives

A Student Growth Objective, or SGO, is a long-term academic goal for groups of students set by teachers in consultation with their supervisors. An effective SGO must be: Specific and measurable and aligned to New Jersey's student learning standards.

Timeline for the SGO Process:

September – October: Determine students' starting points using multiple measures. By October 31: With supervisor input and approval, set ambitious yet achievable student learning goals. October - End of School Year: Track progress and refine instruction accordingly. By February 15: Make adjustments to SGOs with administrator's approval. By End of School Year: Review results and SGO scores and discuss them with your supervisor.

Professional Development Hours

Both the Marsh and Attales Schools utilize the same form - [Professional Development Log](#). It can be found in the **FORMS** section of this handbook. All staff is required to keep their own logs. At the end of the school year, the principal will publish a list of in-house professional development activities with their accompanying hours. Any certificates received are the responsibility of the teacher to keep. During a five-year cycle, all staff must accumulate 100 hours.

Annual Performance Evaluations

Both the Marsh and Attales School principals conduct Annual Performance Evaluations of each staff member under his/her supervision. These observations include, but are not limited to:

- Teacher Performance
- Areas of Strength

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- Areas in Need of Improvement
- Professional Responsibilities
- Implementation of Mandated Programs
- Professional Rapport
- Performance Responsibilities
- Pupil Progress
- Professional Growth and Activities
- Attendance

Public Relations for Events

Any staff members, who are interested in reaching out to the community through public relations, please fill out the Request for Press Publication form in the **FORMS** section of this handbook. Please include contact information, purpose of event and/or brief description of the project and hand it in to Janice Clarke to cover both schools.

Recess/Playground

Marsh

Playground activities should be organized; whenever possible. This does not mean that everyone must play the same game. It does mean, however, that each child will participate in a properly supervised activity.

Aides assigned supervision are to be considered additional supervision. They do not replace the teacher assigned for that period.

Playground Safety/Supervision

During the winter and early spring when the field is wet, students may play on the blacktop area, provided the following safeguards and procedures are in place:

1. The students should participate in teacher-directed activity, since they require constant adult supervision on the blacktop to prevent serious injury.

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2. A teacher should report any student injured that is in need of the nurse's attention.
3. Make sure a walkie-talkie is taken out to the playground at all duties.
4. All incidents of bee stings should be reported immediately so that proper care can be given.
5. If classes are outside at other times during the day other than immediately following lunch, please notify the office in case a child must be located.
6. On days of extreme cold, the principal or nurse will make the call to remain inside. Temperatures reaching 32 degrees or lower will always be considered "inside days".
7. Children should not go into wooded areas.
8. Children should be kept off bike racks and away for the school complex and windows.

Recess Times- Marsh

Kindergarten- 1:45-2:15

First Grade- 12:23-12:43

Second Grade- 12:01-12:21

Third Grade- 11:41-12:01

Fourth Grade- 10:59-11:19

Attales

All staff supervising recess duty should circulate on the recess field, visiting and observing as many groups of children as possible. Staff is not required to run games or referee activities. Students are expected to play on their own. The following guidelines should be followed:

1. Wall ball is acceptable. Suicide ball is prohibited.
2. Equipment brought from home is prohibited.
3. A teacher should report any student injured that is in need of the nurse's attention.
4. Make sure a walkie-talkie is taken out to playground at all duties.

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5. All incidents of bee stings should be reported immediately so that proper care can be given.
6. If classes are outside at other times during the day other than immediately following lunch, please notify the office and also bring a radio with you in case a child must be located.
7. On days of extreme cold, the principal or nurse will make the call to remain inside. Temperatures of 32 degrees or lower will usually be considered “inside days”.
8. Children should not go into wooded areas.
9. Children should be kept off bike racks and away from the school complex and windows.
10. Use of cell phones or other communication devices are strictly prohibited during this time.

Recycling

It is our philosophy not to waste any paper. Please reuse paper when possible or discard it in specially marked containers.

All papers may be recycled except the following: shiny brochures & laminated papers

Please note that students are expected to recycle in our school cafeteria as well. Items such as cans, water bottles, and other specific materials will be placed in separate recycling receptacles.

Sign in/Sign out

You are required to sign the log sheet located in the main office whenever you enter or leave the building. This includes the time as well as your signature/initials. You must sign out if you leave for lunch or any other reason.

If you have a planning period and lunch period back to back, please remember that you may leave the building during the lunchtime only.

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Regular Daily Schedule: 7:50a.m.- 2:45 p.m.

Technology Support

Technology Support may be obtained by going to www.abseconschools.org. From the homepage under Links, you will click on IT Request. Follow the step by step instructions. You will see that your request has been logged and the status of the request. Additional training is also provided through team meetings and professional development days.

Textbooks and Other School Provided Supplies

The school district provides all regular textbooks on a loan basis. Books are the responsibility of each student. If students have lost a school owned book they will be responsible to pay for a replacement. Fines will also be issued for damage to books, such as scribbling, excessive dirt, damage to binding etc. These books are inclusive of Media Center materials, classroom textbooks, soft cover novels, and any other school issued material.

At the conclusion of the school year, students will be accountable for books issued. Prior to the school closing, lost/damaged book forms must be filled out for said materials as per your building principal. Students will not receive report cards or diplomas if fines have not been paid of books have not been returned. Please look in the **FORMS** section for a **LOST/DAMAGED BOOK FORM**.

*Any student owing for a lost or damaged book will not participate in annual Field Day events (Attales School only).

Use of School Phone and Personal Cell Phones

Procedures for Teachers

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Staff members are encouraged to communicate with each other regularly. School phones are provided in each classroom for convenience and communication. Phone usage should occur during the teacher's own time (prep and lunch). While students are present in the classroom, the phone should be utilized minimally for emergency use only. It is understood that teachers may need to communicate with one another regarding the whereabouts of students. Teachers are discouraged from stepping out into the hallway while on the phone. This leaves students unsupervised, which is not an appropriate practice.

The use of cell phones and texting is prohibited during instructional time. If there is an emergency that warrants the instructor to have their phone on and present it is the expectation that the employee lets the building administrator know of the the potential emergency. Use of cell phones without any prior communication with an administrator is prohibited and continues infractions could lead to potential disciplinary consequences.

Procedures for Students (Attales)

Activation and possession of a cell phone, ipod, or other similar electronic device between 8:10a.m. and 2:30p.m. is prohibited, unless authorized by a teacher according to the BYOD policy. Please refer to the Code of Conduct for consequences.

Procedure for Students (Marsh)

On occasion, students may need to call home; however, student phone use should be kept to a minimum. Before calling home, all students need to report to the main office. It is at the principal's discretion that such phone call be granted.

Use of Facilities

Any teacher wanting to reserve a room in the building **MUST** prepare a **USE OF FACILITIES** form. This form can be obtained in the main office and is located in the **FORMS** section of this handbook. It must include the set up for that area of the building and the times the room is needed. These requests are approved on a first

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come, first served basis. Hard copies must be sent to the board office as well as any staff that this request may directly affect.

Should you need any Audio-Visual equipment, (i.e. microphones, projector, screen, laptop, etc.) please be sure to copy Dave Seals, Instrumental Music and AV Coordinator.

VIPS

VIPS are parent volunteers who help out teachers in many areas. VIPS perform many services; such as helping out with lamination, book preparations, cutting, material duplication etc. VIPS are not assigned to any one teacher. No teacher shall have a VIP come in specifically for them. A box in either workroom will hold all work that needs to be done. VIP hours will not start before 10:00a.m. and not exceed 1:00p.m.

Visitors

On a daily basis we may receive visitors for any number of reasons. All visitors MUST report to the main office IMMEDIATELY upon entering the building to sign in and receive a visitor's pass. Should you see anyone without a visitor's pass, it is your responsibility to escort to or notify the main office. All parents known or not should follow the same procedure.

- (HAM) This applies as well to birthday parties and other such events.

Guest Speakers/Presenters

Occasionally, you may wish to have guest speakers present to your students. All guests need to follow the same procedures as visitors; however, when presenting to students in a classroom, the building principal must be given at least one day advance notice via email, phone, or personal visit. Please be advised that it is the principal's discretion whether or not the guest's visit is appropriate to curriculum and instruction.

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ENERGY USE

Mission Statement

Our district is committed to energy-conscious efficient building operations and behavioral strategies. A comfortable learning environment will be maintained and health, safety and security will not be compromised.

We believe that public education should provide leadership in developing an energy-efficient culture and support awareness about positive environmental impact and utility cost avoidance opportunities.

We believe that all staff and students should learn and practice ways to reduce energy consumption on a daily basis by instilling lifelong habits for energy conservation; therefore, everyone is required to abide by the following energy standards:

Operational Standards

Computers & Other Electrical Equipment

- Computers and monitors should be shut off or in sleep mode when not in use during the day.
- Computers and monitors will be shut down at the end of the day.
- Electronics will be shut off at night.
- Power management features will be activated on all office equipment (printers, copiers, for example) for those with the capability.

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- Office equipment will be shut down nightly.
- Electronics and office equipment, with the exception of necessary computers, should be unplugged during the summer.
- All personal appliances, beverage makers, warmers, microwaves, refrigerators, and space heaters are restricted from school district facilities, unless approved by district administrators or building principals. Approved personal appliances will be shut off/unplugged when not in use. Approved personal refrigerators will be emptied and unplugged during breaks and summer vacation.
- Refrigerators in the staff lounge and science areas will be emptied and unplugged during the summer, unless in use for summer programs.

Temperature Control

On regular school days, temperatures will be maintained for the entire building dependent on the daily occupant schedule for each building. Staff and students are encouraged to dress appropriately for the season.

- Temperature guidelines are as follows:

Areas	Heating Season	Cooling Season
Classrooms	68° - 70° F	76° - 78° F
Gymnasiums and Locker Rooms	65° - 70° F	76° - 78° F
Offices	68° - 70° F	76° - 78° F
Shop Rooms	65° - 70° F	76° - 78° F
Halls	65° - 70° F	76° - 78° F
Kitchens & Cafeterias	65° - 70° F	76° - 78° F
Performing Arts Center	65° - 70° F	76° - 78° F

- Temperatures are measured four feet above floor level in the center of the room.

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- Network and server equipment rooms should be kept at a maximum temperature of 72° F 24 hours a day.
- Night setback temperatures should be 10° lower during the heating season and 10° F higher during the cooling season, than occupied times for all areas without scheduled events.
- Main boilers will remain off after the heating season.
- Windows should be kept closed during the heating season and when air-conditioning units are in operation. Notify the Facilities Department if a classroom temperature needs adjustment before opening windows.
- Doors should be closed in unoccupied areas and classrooms to maintain room temperatures at all times.

Lighting

- Lighting will be turned off in any area that is unoccupied, except for gymnasiums, corridors, stairwells and exits as required by code, or where necessary to maintain an appropriate level of safety.
- Lighting in all school buildings will remain off until 90 minutes before school starts and lights will be shut off 90 minutes after school ends, except in areas occupied with early morning events, after school programs, evening events or other scheduled activities.
- Use of natural light and partial lighting are encouraged.
- Gym lights will be turned off if the area will be unoccupied for a period in excess of 30 minutes for gymnasiums with high intensity discharge (HID) lights and five minutes for incandescent or fluorescent lights. When physical education classes are held outside, gym lighting will be limited to minimal walk- through lighting.
- Night custodians should turn lights on only in the area in which they are currently working.

Building Scheduling

- Early morning events, evening events or other scheduled activities will be concentrated to the minimal number of rooms or wings within a building.

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- Large areas such as auditoriums and gymnasiums should not be used for small groups unless necessary. Use of these areas will be coordinated with the maintenance staff to reduce energy use during unoccupied times.

Kitchens

- Appliance and equipment “on” times will be as close as possible to the actual use.
- Ventilation fans should be used in conjunction with equipment use.
- Refrigerator and freezer doors should remain closed as often as possible.
- Unused kitchen equipment will be unplugged during the summer.
- Freezers will be consolidated during the summer. Refrigerators and freezers not in use will be turned off for the summer months where possible.
- Every effort will be made to utilize vending machines (soda, water, juice, snacks) that are energy efficient: timers, delamping or shutting off during the summer months are strategies to consider for vending machines whenever possible.

Purchasing

- ENERGY STAR® products will be considered when purchasing any new equipment or appliances.

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ABSECON SCHOOL DISTRICT'S ACCEPTABLE USE of DISTRICT TECHNOLOGY:

Staff of the Public Schools can select from a variety of information sources including the Internet to support and extend the teaching experiences. Access and use of the district's Internet will allow them to access local, state, national, and international electronic information sources, and to collaborate with their peers as well as experts.

General Guidelines

- The district's local and wide area networks are intended only for educational purposes and for the business and administrative functions directly in support of the school district's operation.
- Personal use of network resources, including the Internet and email, is prohibited.
- Network services and access to these services shall only be used by authorized persons. Where password-protected accounts are used, network users are personally responsible for all activity that occurs within their account.
- All users are expected to maintain privacy and confidentiality of district network accounts and passwords. Users are prohibited from sharing network accounts and passwords.
- Users are advised that computer systems are district property and may be inspected or monitored at any time consistent with district policies and federal laws.
- As required by the Children's Internet Protection Act (CIPA), the district will monitor all online activities. Such monitoring may lead to discovery that the user has violated or may be violating the district's Internet Acceptable Use Policy (6142.10), other adopted district policies and/or applicable laws.

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The district also reserves the right to monitor the online activities of all users.

BYOD (Bring Your Own Device):

- Staff are prohibited from connecting to the district network with any personally owned electronic property unless a waiver for personal electronic property has been signed and approved by the administration.
- Users of the district network and computers and other hardware are expected to use the equipment with diligence and care.

Expectation of users:

- Not post personal contact information about themselves or other people (Personal contact information includes home address, telephone, personal email, etc.)
- Not transmit material that is threatening to the safety of another person and/or could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, disability, religion or political beliefs
- Not vandalize district technology including hardware and software. Vandalism is defined as any malicious or intentional attempt to harm or destroy data of another user, the destruction of computer equipment or other property, or the theft or defacing of computer equipment. This also includes the intentional uploading or creation of computer viruses when using the Internet.
- Not override or attempt to override any firewalls or filtering established on the network
- Not post information that, if acted upon, could cause damage or disruption in the normal operation of the school
- Not knowingly or recklessly post false or defamatory information about a person or organization
- Not download, install, or burn copies of copyrighted software. The district will adhere strictly to all software copyright and licensing laws

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Security

- Not Attempts to log into any network system as any other user
- Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- E-mail is subject to the New Jersey records law to the same extent as it would be on paper communication.
- Users may be held liable for deleting computer data that is subject to legal prosecution.

Posting Information and/or Photos of Students

Consent with the School District policy posting of student photographs on social media sites such as, but not limited to Twitter®, Facebook®, LinkedIn®, Youtube®, Instagram® or other similar such social media sites as well as newspapers or magazines, parent release signature must be on file.

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FORMS:

The following forms are included in this handbook:

Request for Class Trip Form

Request for Press Publication Involving School Activities Form

Request for Use of Facilities Form

Lost/Damaged Book Form

[Professional Development Log](#)

The following forms can be obtained by request:

Absecon Education Foundation Grant Proposal – Contact A.E.F. President, Heather Santa Barbara

Change of Address/Telephone Form– See Alaina McCormick-Baner, Secretary to Superintendent in the Board Office

Graduate Course Approval Form- See Alaina McCormick-Baner

I & RS (Intervention and Referral Services) Initial Request for Assistance Form- See I&RS Coordinator (Mary Alvarado - Marsh, Jessica Torricollo - Attales)

Mileage Reimbursement Request Form - See Alaina McCormick-Baner