

Orange Early Childhood Center

STAFF HANDBOOK

2017-2018



Home of the Mighty Owls.....Wise Beyond Our Years!!!

“I never teach my pupils, I only attempt to provide the conditions in which they can learn” Albert Einstein



A Word from the Principal

“Education is not preparation for life: Education is life itself” John Dewey

A teacher’s moment-by-moment actions and interactions with children are the most powerful determinant of learning outcomes and development. Curriculum is very important, but what the teacher does is paramount.

Copple and Bredekamp explains that “Nurturing relationships are vital in fostering high self-esteem and a strong sense of self-efficacy, capacity in resolving interpersonal conflicts cooperatively, and the sociability to connect with others and form friendships. Further, by providing positive models and the security and confidence to try new experiences and attempt new skills, such relationships support children’s learning and the acquisition of numerous capabilities.” (Developmentally Appropriate Practice 3rd Edition)

Teaching is not a right it is a privilege. Gratitude, appreciation and sensitivity for the role as an educator will truly help to make a difference in the lives of our students and families. Creating an environment that is safe for all students to learn, explore, create, inquire, and practice will give them the tools they need to soar and to flourish beyond what anyone can imagine!

Charged with the awesome task of educating the youngest learners in the district, this handbook is a collection of expectations for staff and should be reviewed periodically throughout the year because we are all responsible for the growth and development of all our students.

There is an old Chinese saying.....”Your future at 80 was decided when you were three.”

Here’s to building a great future together!

Respectfully,
Mrs. Blanton
Principal

OECC STAFF

Administrative Staff

Mrs. Jacquelyn Blanton.....Principal
Mr. Chavous Hatchell.....Fiscal Specialist
Mrs. Gloria Guzzo..... School Secretary

Teachers

Abisola Oshuntolu
Rebecca Unger
Addilee Sumter-Maynor
Mariana Tamasan
Wilvana Mesidor-Vincent
Tara Fernandez
Leslie Letnom
Carol Gough DaSilva

Paraprofessionals

Paola Romero
Rosalie Lopez
Maryellen Berberich
Vanessa Elias
Semoni Jackson
Danita Puryear
Jermaine Battle
Maria Cortes

Prep Time Teachers

Jesenia Lopez
Stephanie Smith

Shawan Ambrose

Support Staff

Marissa Balzano.....Inclusion Teacher
Simone Peterson.....Inclusion Teacher
Lucy Rivera.....Inclusion Teacher
Maria Adame.....Inclusion Teacher
Iris Ramos.....Community & Parent Involvement Specialist
Carol Daly.....School Counselor
Susan Monfet.....Preschool Intervention & Referral Specialist
Barbara Berger.....Preschool Intervention & Referral Specialist
Janice Torres.....Preschool Intervention & Referral Specialist
Jaclyn Klarmann.....Preschool Intervention & Referral Specialist
Julia Jasper.....Teacher Coach
Denise Davis.....Teacher Coach
Virginia Flanigan.....Teacher Coach
Maria DeFalco.....School Nurse
Cecilia Hutchins.....Security
Shirley Brannon.....Custodian
Ruth Fields.....Lunch Aide
Lorraine Finn.....Lunch Aide

Orange Board of Education
District Goals
2017-2018
Developed August 10, 2017

1. By June 2019, the Orange Board of Education will enhance and improve student achievement for all students, as measured by a minimum increase of 20 percentage points on the PARCC assessments in Mathematics and English Language Arts per grade over the 2017 baseline. (10 percentage points in 2018 and 10 percentage points in 2019)
2. By June 2018, 80% of students in all subject areas will meet grade level major standards, as measured by a score of 75% or higher on benchmark assessments. Additionally, students who have not met the standards must show growth, as measured by benchmark assessments.
3. By June 2018, 100% of all principals will, at a minimum, meet proficiency, as measured by the major QSR indicators.
4. During 2017-2018, each Orange Public School and department will develop and incorporate a brand and branding campaign with a lens on students and learning that is transparent and communicated and understood in partnership with all stakeholders.

Consistent with the District's Goals the Preschool Goals for 2017-2018 are as follows:

Goal #1

By May 2018 85% of the 4 year olds will have mastered 85% of 64 skills required in 3 ELA areas: letter recognition, initial consonant sounds and writing.

Goal #2

By May 2018 85% of the 4 year olds will have mastered 85% of 50 skills required in Math (Number Sense: Count Sequence, Number Identification, Number Writing and One to One Correspondence).

In addition, the OECC Team will create a school brand that will focus on students and learning and will be communicated in partnership with all stakeholders

NOTE: *This Staff handbook is a reference guide for all staff to know what the expectations are for a successful school year. All staff members are obligated to know and follow all district policies and the material presented in this handbook. The material covered within this staff handbook is intended as a method of communicating to staff regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law. Therefore, any information contained in this faculty handbook is subject to unilateral revision or elimination, from time to time. Faculty will be notified of these changes in a timely manner.*



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ASSESSMENT PORTFOLIO/FOLDERS (Policy 2624 - Domains 2E, 3D, 4A, & 4B)



Individual student assessment folders must be maintained. These folders must include student work collected during the year. They must be available during parent/teacher conferences and for scheduled PIRS meetings if a request for assistance is needed for students who may be experiencing academic or behavioral challenges. A sample of these folders will be requested for administrative review periodically throughout the school year and must be made available upon request.

Portfolios are created from the students' assessment folders. Every student moving on to kindergarten the following school year must have a Portfolio. Teachers must take required work samples from the students' assessment folder to compile the portfolio. Required portfolio items can be found in the Teacher's Manual under the portfolio section. Portfolios will be given to the students' next teacher.



ATTENDANCE (Domain 4B)

Staff Attendance: All staff need to sign-in by 8:15 a.m. and sign out at the end of the day. Be on time to prepare yourself and the learning environment for our students.

All staff must call Source4Teachers or go online at www.source4teachers.com/SAMS to document an absence and provide the reason for your absence before 6:00 a.m. of the day of your absence.

Personal days must be requested in writing (hard copy or email) at least 48 hours prior to the absence.

Student Attendance:

Teachers are required to take attendance using Attendance cards and entering attendance into Genesis by 9AM daily. Electronic attendance and attendance cards are legal documents, therefore, teachers should maintain cards in a secure place and record attendance daily. The attendance cards must accompany you during all fire drills and evacuations.



BOOKS (Domain 4B)

Each staff member is responsible for the books and resources in his/her class/office that were purchased by the district. Staff must maintain accurate records of books/resources and must notify the office of lost, damaged or stolen books/resources as well as keeping an accurate record of items given to students, families or colleagues. This will allow for accurate inventory to be taken at the close of the year.

BULLETIN BOARDS (HALLWAYS/CLASSROOMS) (Domain 2E)



Give proper attention to maintaining attractive bulletin boards that are content appropriate and demonstrates the rigor of the learning and teaching in the classroom. Students may assist with bulletin boards. The work of students should be displayed neatly.

It is expected that bulletin boards will be changed on a regular basis. Make sure materials are hung in a neat manner and that they are properly secured (not falling down). This is a direct reflection of the professionalism of our school and the quality of service we provide to students, families, and the community. Bulletin Boards **SPEAK VOLUMES** about who **YOU are, WE are as a school, and who the STUDENTS are.**

The expectation for Support staff is that all bulletin boards will be neat, informative and changed or refreshed periodically throughout the school year. The boards must reflect the mission, vision and philosophy of the district and the school.

CLASSROOM/OFFICE ENVIRONMENT (Domains 2A - 2E)

Your classroom/office must always reflect an organized, safe, clean and stimulating learning environment.

Each classroom will reveal:

- Clearly defined and organized space for student materials (i.e. coats, backpacks, books). **Floor space must be clear of objects that could cause injury.**
- Learning centers and materials clearly labeled and resourced appropriately.
- Updated bulletin boards that are attractively displaying student work with the following information (***Title*** for the display, ***Standards and KDIs*** and a brief ***Blurb*** of the work being displayed). *Only authentic student work should be placed on bulletin boards.* Ditto worksheets are **not** acceptable.
- Charts that are neatly created, attractively displayed, and most importantly, reflect the learning taking place in the classroom as a means to support student learning.
- A safe learning environment free of any hazards. Anything that is unsafe must be reported to the principal immediately.



CLASSROOM MANAGEMENT (Domain 2C & 2D)

Classroom management is an essential element in every classroom. Students must know the expectations for the classroom as well as the daily routine. Procedures must be practiced over and over again until the students do them automatically which will establish a routine.

Procedures/rules/agreement charts must be visible in the classroom and they must be referred to by students and teachers throughout the day. The step-by-step instructional charts provide a visual reminder so that the students will learn exactly what is expected of them.

The key to maintaining classroom control is respect: respect given to the students and respect from the students.

The expectation is that all teachers, paraprofessionals and support staff will follow the High/Scope Conflict Resolution Steps to assist with problem solving. A more detailed explanation of the steps can be found in the Teacher's Manual.

Minor discipline cases are best handled by the teacher. If minor issues are referred to the principal or school counselor, then the teacher's effectiveness for problems of a more serious nature will be lessened and students soon become aware of the ineffectiveness of the classroom teacher. If there is a situation where a child needs to be removed from the classroom, call the school counselor first for assistance. If the situation warrants, the school counselor will discuss the issue with the principal and appropriate staff members so that a course of action can be established.

If a teacher gets to a point where he/she and/or the student need a break, the teacher may make arrangements to take the student to a buddy room. A buddy room is another teacher's classroom (the teacher must agree to be a buddy). In that classroom, there should be a place for the child to cool off. If, upon returning to the classroom, the misbehavior continues, the staff member must contact the school counselor.

Discipline is not a group matter. An entire classroom should not be punished for the misdeeds of a few. Please remember to talk with a student individually, as an audience may be humiliating for the student and escalate the situation.

All staff should show respect to all students. Fairness should be practiced. Students should be taught and shown how to take responsibility for the choices that they make. Staff members should not engage in power struggles with a student. Simply state what it is you want the student to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. Give students choices whenever possible to maintain shared control.

Please remember that parent communication is a must. Teachers/School Counselor must communicate their concerns with the parents/guardians and the communication must be documented. When speaking with parents about student concerns/issues, it is highly recommended to begin the conversation with something positive about the student, followed by clear and specific concerns/issues and examples. It is also recommended that teachers do not give parents/guardians negative reports every day as this may cause them to shut down and become non-responsive.

CLEANING OF ROOMS (Domain 2C & 2E)

Custodians have the immediate and direct responsibility for the care and maintenance of the building and grounds. However, it is expected that all staff and students cooperate in keeping our school clean. Everyone is expected to establish good classroom/office cleaning habits from the beginning of the school day. Before leaving for the day all classrooms and offices should be in good order. Also, it is the expectation to extend classroom cleanliness to halls, stairways, bathrooms and school grounds.

Remember, students are not allowed to go to the bathroom by themselves; they must be supervised by an adult at all times.

CODE OF CONDUCT (Domain 2C & 2D)

The development of student self-discipline is, of course, the ultimate aim. Building student character is a continuous process. We want all students to behave appropriately in whatever situation that they may find themselves in. This includes, but is not limited to, the respect for personal, private and public

property as well as respect for self and the rights of others. It is the responsibility of every staff member and parent/guardian to develop these goals for good attitude and appropriate conduct in our students.

The teacher must act as a model, both precept and by example. Discipline should be firm, fair and consistent. Further, it is every teacher's responsibility to take necessary steps in order to maintain a safe, pleasant, and positive school environment, at all times with all students. This is further delineated in Board Policy #3280 and should be referred to by all staff. Students are expected to behave and conduct themselves within the parameters of safe and acceptable social behavior, including the use of proper language during the entire school day.

There is no place in the classroom for ridicule or sarcasm by students or adults. Similarly, there is no place for loud, threatening or harsh voices, and no excuse for threats of unreasonable punishment.

Good judgment on the part of the teacher and placing minor infractions in perspective can add to the effectiveness of classroom organization and will minimize *major* interruptions in the educational program. It should be understood, however, that no teacher will tolerate serious incidents of misconduct. Administration highly supports staff in the maintenance of a classroom atmosphere, which is conducive to learning. Please contact Administration if involvement is needed in areas of *major* misconduct.

Corporal punishment is not allowed under any circumstances.

STUDENT BEHAVIOR (Policy 5560 & 5600 & Domain 4B)

A Student Behavior Form must be completed on students who must be removed from the classroom for disciplinary reasons. Reminder – this should occur only *after* the staff member has made an adequate attempt to resolve the situation under his/her supervision. A copy of the form should be given to the school counselor as well as the principal; the original should be maintained by the teacher. Should the student need to be removed, the form must be completed with the following information **and** within 24 hours:

- Date and time of incident
- Description of incident to include what steps were taken by the staff member to resolve the situation and what actions the student engaged in with the steps taken
- Person(s) involved
- Name of adult(s) witness to the incident



"Discipline is the bridge between goals and accomplishment."
—Jim Rohn

Acts of physical aggression towards a staff member by a student: (Policy 5612)

1. The principal will be called immediately.
2. The principal will interview the teacher and student to gather facts of the incident to include:
 - Date and time of incident
 - Description of incident
 - Person(s) involved
 - Name of adult(s) or student(s) witness to the incident

3. The principal will meet with the teacher and student separately or as deemed appropriate. The staff member will be seen by the school nurse to assess injury, if any. The principal will also advise the staff member to provide a written statement regarding the incident.
4. The superintendent's office will be called if appropriate.
5. The parent/guardian will be called by the school counselor or principal.
6. A conference with the parent or guardian will include the following:
 - Review of written statement
 - Recommendation(s) for action by the principal to the parent/guardian and teacher.
7. Written report to the Superintendent.
8. Enforcement and follow-up.



NO STUDENT CAN BE SUSPENDED OR EXPELLED FROM PRESCHOOL!

If there is an allegation of student abuse by a staff member, the following will take place:

- The principal will interview the student to gather all information concerning the alleged abuse. The student will be sent to the nurse to assess for injury (if any).
 - The staff member will be made aware of the allegation, advised to contact the building representative, and interviewed by the principal with union representation if desired.
 - Based on the findings, the principal will make a report to DCPP (Department of Child Protection and Permanency)
 - The superintendent's office will be notified and a written incident report will be completed and submitted inclusive of the principal's actions based on the findings presented.



If a staff member has reasonable concerns that a student is being abused, the following will take place:

- Under NJ Law, that person is required to report the incident to DCPP (Department of Child Protection and Permanency at 1-877-652-2873)
- The principal must be notified immediately
- The student will be seen by the nurse to assess for injury (if any)
- School counselor may be notified by the principal

COMMON PLANNING TIME (CPT) MEETINGS (Domains 1A – 1F, 4D, 4E)

Within the schedules there is an allotted time to have Common Planning Time meetings. The expectation is that all members of that team are required to meet. Staff members are not only expected to be present at the meetings but to be active participants by being prepared for the meetings with requested items, data information, and other forms of documentation needed to facilitate the meetings. The following areas should be discussed and minutes of each meeting must be documented and submitted to Administration within 2 working days of the meetings.

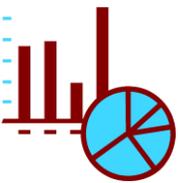
1. Meetings will start on time. Please ensure to sign in when you arrive.
2. Cell phones and electronic devices should be silenced during meetings. This is not the time for social networking or personal phone calls.
3. Everyone will be the note taker for at least one month (4 weeks) of CPT meetings.
4. Minutes need to be sent via email to all members of the meetings including

Student initials
should be used in
the meeting
minutes, not full
names of
students.

administration within 2 working days of the meeting being held. GoogleDocs or OneDrive can be the electronic platform for recording minutes and content area information.

In the event a meeting is not held due to a special event or schedule change, it must be noted in the minutes for record keeping purposes.

DATA ANALYSIS (Domains1A – 1E, Domains4B, & 4D)



All of us must make greater use of the data available to us on our students. Data will help us to develop relationships with our students as well as help us to understand their individual needs. Data also informs our instructional practices by presenting information that demonstrates the performance of our students and hence our performance in instructing them well. Data walls should be present in the classroom or outside to show academic growth and progress with students and to support the instructional practices that are occurring within the classroom.

OUTCOME DATA

Describes how a student or group of students is doing at a particular point in time. Communicates the degree to which a student or group of students has acquired specified knowledge, skills, and attitudes and are measurable.

Example: COR Data



DEMOGRAPHIC DATA



Helps the staff to understand the students and their unique needs; provides vital information regarding the students, their families, and their community and identifies factors that must be considered in instructional decision-making.

Examples: Attendance, age, pre-school experience, family configuration, socio-economic status, gender, ethnicity/race.

PROCESS DATA

Includes information related to the school and/or district's efforts to promote a high level of student achievement; helps the staff make effective instructional decisions; and refers to variable of which the staff has some degree of control.

Examples: Instructional time, books, resources, curriculum organization, schedules, expectations, staff attendance, expertise, classroom organization, classroom management, support services, safety nets, etc.

ANALYZING DATA

Continuing in September, data will be analyzed and documented to assist the drive of instruction. It is expected that data submission dates will be adhered to in a timely fashion. Data must be discussed during Common Planning Times (CPT) and documented in the CPT minutes. Evidence of data analysis being

used to improve student achievement will also be discussed during staff meetings. It is everyone's responsibility to collect and analyze data.

DISMISSAL OF STUDENTS (Policy 3280 & 3281/2C, 2D, & 4F)

All students must be signed in each day in the classroom and a working telephone number of a parent/guardian must be written on the sign in sheet. Students must not be sent to their classrooms unsupervised. Children who arrived by a transport service must be signed in as well by the driver or the aide. Teachers must be present in their classrooms at all times when children are present.



DISTRIBUTION OF FLYERS AND ALL OTHER CORRESPONDENCE (Domain 4C)

No printed material may be distributed to students in the classroom or on school grounds unless it has been submitted to the principal and permission has been given to do so. If there are any questions regarding the nature of the material to be distributed, particularly if it is teacher-made and not in direct relation to the classroom curriculum, check with the principal before distributing.

From time to time, teachers will be distributing flyers to students to be taken home. Flyers and notices are to be distributed on the day they are given unless otherwise stated. Be sure to check your mailbox each morning and prior to dismissal to allow for timely distribution of materials.



All outside agencies' flyers must be approved by the Superintendent's office.

DOCTOR'S EXCUSES AND NOTES (Domain 4B)



The school, along with the parent/guardian, has a major responsibility in ensuring the health and welfare of all students.

If a student has a note from a doctor concerning an illness or requesting no physical exercise, send the doctor's memo and the child to the nurses' office immediately. The Nurse will notify all teachers of students with health concerns, particularly: asthma, heart condition, epilepsy, bladder issues, food allergies, etc.

Advise the parent/guardian to contact the school if his/her child is going to be absent or late.

DRESS CODE (Policy 3216/ Domain 4F)

All staff are expected to follow the district's dress code, which is Board Policy #3216 which includes:

- A. Females may wear skirts, slacks, blouses or sweaters, dresses, or slack suits. No designer jeans.
- B. Males shall wear dress or similarly tailored sport shirts. Dress or sport jackets with ties are strongly encouraged, but not required. Turtleneck shirts and sweaters are permitted.

All shirts worn by male teachers must have a collar, and they should wear trousers.
C. All staff members shall maintain clean and well-groomed hairstyles.

Please note that the following grooming exceptions **are not acceptable** during school hours:

1. Torn or dirty clothing.
2. See-through blouses.
3. Excessively tight fitting clothing.
4. Dungarees or jeans made of denim (corduroy is permitted).
5. Jogging suits (for Dance or Physical Education only).
6. Any dress or grooming which would attract undue attention, create disruption or would be potentially unsanitary or dangerous.
7. Beach wear (plastic thongs, beach jackets, swimwear, etc.)
8. Shorts. "Shorts" shall mean Bermudas, cut-offs, hot pants, culottes that look like shorts, athletic shorts, or swimsuits. Dresses and skirts shall be knee length or longer.
9. Hats in the classroom. "Hats" shall not include headwear of religious significance such as yarmulkes or hijab.
10. No flip flops or sneakers without a medical reason.
11. No leggings, pants made of spandex material, or low-rider pants.

DRESS DOWN DAYS (Policy 3216/ Domain 4F)

Throughout the year, there will be occasions where staff will have the opportunity to participate in Dress Down Days. The expectation is that the staff continues to dress in a professional manner and adhere to the guidelines in the district policy #3216. (See above.) The only exception is number 4 in which Staff will be permitted to wear jeans on Dress Down Days. If you have to think twice about the appropriateness of wearing it to work, then it would be best not to do so.



During Field trips, staff are permitted to wear jeans and sneakers depending on the location and type of trip. Staff are representing the teaching profession, the District of Orange, and OECC, staff are expected to dress in a professional yet safe manner for all Field Trips.

EVENING EVENTS

All certificated staff must actively participate at a minimum of **five-night** functions/meetings-Back to School Night and Parent Conferences are required. Sign in sheets will be available for all staff.

EXTENSION ACTIVITIES (HOMEWORK) (Policy 2330)

Although Policy 2330 refers to the district Homework policy, it can be used as a guide to provide appropriate homework for preschool students. Teachers should assign homework or extension activities appropriate to the age and ability level of the students in their class to support the learning that goes on in the classroom and to increase student achievement. Homework activities must be posted on SchoolWires website for parent and student access and updated on a consistent basis. (NOTE: homework must be indicated on the teacher's lesson plans as well)

FIELD TRIPS (Policy 2340/Domain 1A-E, 4B, 4C & 4D)

Field trips are budgeted 1 year in advance. Nonetheless, board approval must be given for each field trip taken. Teachers must complete all required forms as soon as possible and enter all documents in MLP for board approval *at least* 1 month prior to the scheduled field trip. All trips must be **submitted via MyLearningPlan.com.** Local field trips are encouraged and all teachers are asked to take them in the Fall or Spring. Appropriate planning and follow up is expected and should be reflected on the lesson plans. Be sure to adhere to all board of education policies/procedures. NOTE: Teachers are to secure signed walking field trip permission slips for each of their students by September 30th. Verbal permission is **NOT** acceptable. Only a signed permission slip is appropriate. All field trips must have a list of students who are attending and that list must be attached in MyLearningPlan.com. The field trip approval process will be delayed when the appropriate protocol is not followed.



If you are in charge of a field trip, contact the bus company and the field trip venue several days prior to confirm your arrangements. If the date of the trip changes, you must notify the bus company as well to change that date! Additionally, secure any needed checks at least 1 month in advance.

Supervision: The adult/student ration for preschool is 1 adult to 3 students.



Teachers must make arrangements with food service personnel for lunches one week in advance and must reach out to the school nurse regarding medications.

Again, confirm your arrangements several days in advance **KEEP COPIES OF ALL CORRESPONDENCE** including your field trip request form from the Board of Education.

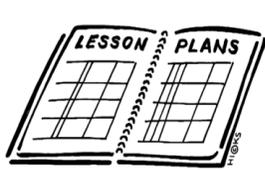
Day of Trip:

- Leave a list of students going on the trip including emergency #'s with the main office
- Trip coordinator needs a head count of each adult and all students on each bus. They also need an overall count. This information must also be left with the main office.
- If it's a large trip (3 or more buses), it is encouraged to number the buses and let each class know what bus they are on.
- Trip Coordinator should repeat the head count by bus and overall count prior to leaving the trip destination.
- Students should not eat on the buses.
- Trip Coordinator should **notify the nurse at least 1 month** in advance, if medical personnel are needed to accompany a student.
- All classrooms must have a **First-Aid Kit** with them.



HARASSMENT, INTIMIDATION, & BULLYING (Policy 5512.01)

Staff are expected to follow all state and district guidelines regarding the HIB procedures and process when reporting suspected HIB incidents. District policies are located at the district website. www.orange.k12.nj.us



Lesson Plans (Policy 3270/Domains 1A – 1E)

Effective instructional planning is essential to student learning. Lesson plans must incorporate the required curriculum and standards that must be taught and the plans allow you to maintain your focus and organization of the teaching and learning taking place in the classroom. The established lesson plan template must be followed. **Lesson plans are due on Thursdays by 9:00 pm.**

- ✓ Learning center activities must be clearly defined.
- ✓ Technology must be integrated throughout the curriculum and clearly documented in daily lessons.
- ✓ Homework must be indicated on your plans and posted on your website.
- ✓ State Standards and KDIs must be indicated on lesson.

Lesson plans must be available upon request from any administrative member in the Orange district. The following items must be present in the classroom and readily available.

- Current week lesson plans
- Class list
- Daily routine
- Fire and safety drills instructions which should be posted in the classroom.

LUNCH

Instructional and Support Staff have a **30-minute** lunch every day. Eating lunch during instructional time is not permitted. Water in closed, plastic containers is permitted as needed during instructional time. Glass is not permitted due to safety issues. Eating food or snacks during instructional time is not permitted.

MAIL, MEMOS, and E-MAIL (Domain 4d & 4F)

Please be sure to check your email and mailbox at least two times a day. Messages, which require immediate action, are often placed in your mailbox. School mailboxes must be cleared out every day. **All memos and handouts must be distributed to students in a timely fashion.**



The Orange Public Schools email system may serve as a convenient and powerful tool when communicating with the families of our students. Please be advised that the school email system is subject to the State of New Jersey Open Public Records Act. Government records must be readily accessible for inspection, copying, or examination by its citizens, with certain exceptions, for the protection of the public interest. With this in mind it is advised that the following guidelines be adhered to when communicating with parents via email:

- Refrain from communicating sensitive or confidential information via email. This type of information should only be shared in a parent conference. Examples include but are not limited to student COR/ESI-R scores, disciplinary information, medical records, etc.
- Email is not an acceptable substitute for instances that require written permission (Ex: Field Trips, Early Dismissal Requests, etc.)
- All communication via district e-mail shall be for school related purposes only. Please refrain from using District emails for any and all personal use. (Ex: Morning message, morning laughs, chain notes, party invites, except that of the Sunshine Committee)
- The use of the district E-mail system to engage in any communications that violate federal, state, local, or district code, policy or regulation is strictly prohibited.

*Please note that this section of the staff handbook does not supersede any district policies as they pertain to acceptable use.

PARENT-TEACHER CONFERENCES (Domains 4C & 4F)

Parent-teacher conferences are one means by which teachers report student progress to parents. There is one scheduled conference (February) each year. This should be supplemented by other conferences as needed for individual students. Teachers are expected to make contact with parents prior to February, if students are experiencing difficulty. **Teachers are required to maintain a communication log of their conferences and contacts or attempted contacts with parents. Documentation is vital!**



All parents are to be informed of the student's on-going progress or lack of. Again, this should be recorded in your communication log.



PHONE USAGE (policy 3321/Domain 4F)

Instructional staff will not be called from class to answer telephone calls unless there is an emergency.

Cellular Phones—Staff are prohibited from accepting or making calls from their cellular phones during instructional time. **Bluetooth devices or anything similar cannot be worn in the classroom.** Further guidance on this area can be found in the Board Policy #3321. Visiting Social media sites during instructional time is also prohibited.

POSITIVE BEHAVIOR SUPPORT (PBS) (Domain 2)

In conjunction with the HIB state policy, it is also a policy to ensure that a Positive Behavior System be implemented within the school and classrooms to promote positive behaviors. Positive Behavior Support (PBS) is used in all preschool classrooms. Positive Behavior Support (PBS) is an approach for changing a child's behavior that is based on humanistic values and research. PBS provides a process for identifying the problem behaviors of the child, developing and understanding of their purpose or function, and developing a behavior support plan that will result in reducing problems and developing new skills.

PUBLIC RELATIONS (Domain 4)

Notes/telephone calls to parents should reflect good common sense and information conveyed in a highly professional manner. Teachers should send positive notes/telephone calls and not only those that convey negative messages. **This should be kept in your parent communication log.** Presenting a positive image and attitude about the school atmosphere is a priority and should be demonstrated as part of a professional responsibility to the community and children.

PURCHASE ORDERS (Domain 4)



For materials and supplies received, please be sure to provide all packing slips to Mrs. Guzzo in the Main Office within 1 week and clearly identify if all items have been received so accounts can be paid accordingly. If the packing slips are not submitted so the accounts can be paid according to the Business Office policies and procedures, the staff member may have to absorb the amount of the Purchase Order.

REFERRALS to the NURSE (Domain 4)

All accidents and illnesses must be reported to the nurse if she/he is in the building. If the nurse is not in the building, such cases should be reported to the office. In addition, all accidents and illnesses must be reported on forms to be provided by the nurse.

REQUEST FOR SUPPLIES (Domain 4)

Email requests should be given to administration or the teacher coach for additional supplies throughout the school year. Office supplies and materials must be school related and classroom supplies and materials must be used by students or purchased for students to enhance their academic program. Be mindful that **buying supplies on your own will not be reimbursed by the district.**



SAFETY DRILLS (J.S.18A:41-1 Fire, school security drills pursuant to C.App.A:9-86)

Fire Drills

- ✓ Fire alarm will sound.
- ✓ Children must be escorted quickly out of the building in a quiet and orderly manner.
- ✓ Teachers must have their classroom attendance cards, and sign in/out books with them during fire drills.
- ✓ Close classroom doors after the class leave the room.
- ✓ All classes are to proceed outside of the building with the teacher to the designated area. The teacher must remain with the class at all times and check class attendance.
- ✓ Children are to bend over and walk quickly in all smoky areas and walk upright in all non-smoky areas. Teachers are to instruct children that are not in their class (bathroom, office, etc.) to go to the nearest class and proceed with them until the safety drill is over.
- ✓ Fire drill instructions/procedures must be posted in every classroom.

Lockdowns

- ✓ During a Lockdown, classroom doors are to be closed and locked.
- ✓ Lights are to be turned off.
- ✓ Students and staff are to move to an inside wall area away from windows/doors and not visible to anyone.
- ✓ The Lockdown will continue until an announcement is made indicating that it is complete or with further safety instructions.



Active Shooter

An active shooter situation involves one or more individuals' intent on causing physical harm who are believed to be armed, has used, or has threatened to use a weapon to inflict serious bodily injury or death on other person(s) and/or continues to do so while having unrestricted access to additional victims.

In response to an active shooter, the building may be placed under lockdown or an evacuation may be ordered but not usually.

Once a building is in lockdown the law enforcement incident commander will determine whether to order a law enforcement-supervised evacuation or leave it in lockdown mode.

Evacuation

Evacuations could address Bomb Threat scenarios as well as others, which would require the following procedures to be instituted:

- The need for all occupants of a school building to orderly and safely evacuate.
- The need to evacuate to different assembly locations depending on the situation.
- Emergency responders should be notified so that they are aware of the situation and may take appropriate action.



**Be Prepared
Be Aware
Be Ready**

STAFF OBSERVATIONS & EVALUATION (Domain 4)

In a collaborative effort with staff, the school and district administration will evaluate school personnel in the performance of their assigned duties. The evaluation of personnel will be throughout the year. Formal/informal conferences will follow observations/evaluations. Classroom observations are conducted to assist in the improvement of instruction and are performed in accordance with district guidelines, board policies, and Achieve NJ Law. Staff are expected to complete the necessary components of pre-observation, reflection, post-observations, artifacts, etc. within the timeframes given.



STAFF MEETINGS & PROFESSIONAL DEVELOPMENT (Domain 4D)

Staff meetings and district in-service days will occur throughout the school year each month. Teachers are expected to attend all school/district meetings to which they are assigned. The district in-service calendar should be consulted. Please be reminded that your professional day is over when all professional responsibilities are met. Staff are expected to accumulate professional development hours in accordance with AchieveNJ Law. Professional Development Plans (PDPs) are to be developed, entered into MyLearningPlan, and followed accordingly.

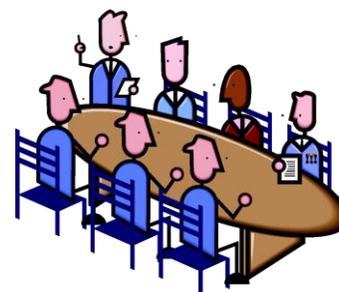
STIPEND TIME SHEETS (Domain 4F)

Stipend time sheets are to be submitted as requested by the Principal based upon the dates given. Staff members do not deliver their own time sheets to the Board Office. Time sheets not submitted on may result in delayed payments or non-payment due to budgetary guidelines. Time sheets must include the following or **they will be returned to the staff member**, which may result in a delay from payroll.

- Date
- Name
- Position being held for stipend
- Budget code number
- Board approval date
- Total number of hours worked
- Summary of duties performed
- Signatures as indicated on timesheet
- A copy of the Board Agenda page that indicates stipend approval

COMMITTEES (Domain 4D & 4E)

OECC believes that staff input and assistance is vital. Therefore, all staff have the opportunity to serve on at least one approved committee. Investing time to support the students and the community is an important part of professional responsibility. Staff may volunteer for a committee that is of interest to them. The Principal reserves the right to request the expertise of certain staff on specific committees. Sign in sheets and minutes from the committee meetings must be submitted to the principal 48 hours after a meeting.





SUBSTITUTE TEACHERS

Substitute lesson plans are the professional responsibility of all teachers. Lesson plans must be visible for the substitute to easily locate upon entering the classroom. Lessons must have materials available for the Substitute to use for the day.

The following information should always be available for substitutes:

- Student attendance cards
- Name tags with student names
- Name and location of a nearby staff member who could answer questions or concerns
- Daily schedule
- Fire Drill and Lock Down procedures
- Emergency cards and dismissal procedures to include who picks up students

Any concerns regarding the substitute should be directed to Administration who will follow up with Source4Teachers. Positive comments should be shared as well.

SUSPECTED CHILD ABUSE

If you suspect Child Abuse towards one of your students, you have an obligation to report it to DYFS at 877-NJ-ABUSE. (877-652-2873). Inform the principal that a call has been made. When in doubt, make the call!

SUPERVISION OF CHILDREN (Domain 4)

A teacher must act as a reasonable, prudent person at all times, otherwise she/he may be judged guilty of negligence. The following can serve as a guide to ensure that you protect yourself:

- ❖ Do not leave your class at any time, always have someone cover for you
- ❖ Do not leave your class unsupervised anywhere, particularly in potentially dangerous areas such as the outside play area
- ❖ Do not allow any student to be separated from your sight, such as in the classroom or hall for discipline reasons or outside for special projects, etc.
- ❖ Do not permit a child to leave school without office clearance, except at regular dismissal time. Students should be released to the approved parent/guardian.
- ❖ Be on time and take seriously your supervision of the playground or sidewalks and halls, etc.
- ❖ Students should never be left unattended



The Principal's office should be not viewed as the discipline center of the school but rather as a supportive service to teachers in a continuation of their effort to provide guidance to students. Once a child is involved with the Principal, the work begun by the teacher can be expanded with further guidance sessions, conferences, involvement of other support services, schedule changes and stringent strategies designed to develop positive character traits.

Teachers must keep anecdotal records in a notebook for children who continually exhibit disruptive behaviors. Documentation must be provided for referrals to the PIRS team to assist with the creation of an action plan. **NO CHILD is to be sent home by the teacher.**

It is expected that the teacher will take the time to listen, to arbitrate and to help the child mature socially. Be consistent in holding firm to your stated expectations. If a student, in spite of your utmost efforts, continuously disrupts the learning atmosphere of your room, do not hesitate to contact the school counselor and/or the principal for assistance. Remember ~ good planning and teaching techniques are the best deterrents to potential discipline problems. See Lesson Plans.

VISITS BY ADMINISTRATORS

Administrative walk-throughs of the building will occur on a daily basis. Instructional foci will be determined by staff discussions, SGO's, and other data sources based upon Quarterly Reports. **All students should be progressing, no matter what their performance level is in September.**

VISITS BY COLLEAGUES (Domains 4D & 4E)

Any observation of colleague's teaching practice is welcomed and Administration will facilitate any coverage needed for staff members to do so. Social visits with colleagues are not permitted during student instructional time.



VISITS BY PARENTS/GUARDIANS

Limit parent visits to non-instructional times unless it is an emergency. All visitors must sign in and are issued passes from Security. The main office will contact the staff member directly to determine your availability to meet with a parent. Staff members should not meet any parent that was not brought to their attention by the main office. If this situation does occur, the staff member can schedule an appointment or call the main office for administration or security for assistance. Afterwards, the staff member needs to report this information to the school Safety Team or Administration for it to be addressed.

WEBPAGES

All teaching staff are expected to maintain their staff webpage with the following requirements:

- ✓ Opening page of introduction with contact information
- ✓ Homework activities
- ✓ Parent resources
- ✓ Happenings within the classroom or content area
- ✓ Monthly newsletter

This is your communication to the parents and the community. Use it to your advantage to share webpages, information, and educational activities for the students. Technology support is provided for any staff that needs support with maintaining their webpage. Posting any student information must follow the district's Acceptable Use Policy (AUP). See Administration before posting student photos, work, and names.

LAW ENFORCEMENT UNIT

OECC has a law Enforcement Unit which indicates that there are surveillance cameras throughout the school. Surveillance tapes may be utilized as evidence for incidences that may occur which may cause disruption or disorder to the school. The unit will be responsible for the storage of the tapes and ensuring confidentiality.