

*Galloway Township Public Schools*

2022-2023

# STAFF HANDBOOK



*"Where Children and Learning Come First"*



## **Board of Education**

President – Suzette Carmen  
Vice President – Richard Dase  
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Ebenezer O-A Bilewu, D.C.  
Belinda Chester  
Susan Coll-Guedes  
James Gentile  
Sherri Parmenter, Ed.D.

## **Administration**

Annette C. Giaquinto, Ed. D., Superintendent of Schools x. 1016  
through December 21, 2022  
Stephen Santilli, Superintendent of Schools x. 1016  
effective January 1, 2023  
Joy N. Nixon, CPA, School Business Administrator x. 1014  
Jennifer R. Baldwin, Ed.D. Director of Student Services/Special Education x. 1612  
Christine Burgess, Director of Student Services/General Education - x. 1012  
Michael Hinman, Ed. D., Director of Curriculum/Affirmative Action Officer x. 1009  
Betty Napoli, Director of Curriculum/District Test Coordinator x. 1047  
James Bruffy, Human Resources Manager x. 1011 or 1008  
Gil Chapman, Manager of Technology Services x. 1020  
Lauren Murray, Food Services Supervisor x. 5046  
Rocco Rosetti, CEFM, Facilities and Operations Manager x. 5122  
Ray Marable, Assistant Facilities and Operations Manager x. 5122  
Debbie Kaufmann, Transportation Coordinator x. 1004  
Todd Loveland, Child Care & Community Ed. Coordinator x. 1029

## **School Administrators**

### **Arthur Rann Elementary School**

Kevin McGloin, Principal  
Terrence O'Connor, Assistant Principal

### **Galloway Township Middle School**

Paula Junker, Principal  
Ryan Dalon & Hollisha Bridgers, Assistant Principals

### **Pomona Preschool**

Donald Gross, Ed.D., Principal

### **Reeds Road Elementary School**

Kevin Lightcap, Principal  
Richard Garbutt, Jr., Assistant Principal

### **Roland Rogers Elementary School**

Robin Moore, Ed.D., Principal  
Anthony Lupo, Assistant Principal

### **Smithville Elementary School**

David Ragazzi, Principal  
Kenneth Berardis, Assistant Principal

# PART I - ALL STAFF

## Lines of Communication

Our district strives for respectful, open, and direct communication. Should a question or concern arise, we ask that staff follow the same procedure that we ask parents/guardians to use – start at the immediate level of concern.

Additionally, our district has several formal avenues for questions/concerns to be addressed. These include GTEA Officers and Building Representatives / Liaison and Team Leaders. Administrators maintain an open-door policy to promote communication with staff.

## Policies and Important Notifications

- Arrest Reporting Requirement

This will serve as your notice of the following requirement, effective January 6, 2009, pursuant to N.J.A.C. 6A:9-17.2(c):

**“(c). All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within fourteen (14) calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder shall also report to their Superintendent the disposition of any charges within seven (7) calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “Just cause” pursuant to N.J.A.C. 6A:9-17.5. School districts shall make these requirements known to all new employees and to all employees on an annual basis.”**

- Electronic Communication - [Policy # 4119.26](#)
- Breastfeeding Mothers - [Policy # 4111.3, 4211.3](#)
- Conduct and Discipline - [Policy #5131](#)

Copies of policies can be found on the District Policy Website:

<https://go.boarddocs.com/nj/gtps/Board.nsf/Public>

In an ongoing effort to diversify our staff, all vacancies include the following language:

*Galloway Township Public Schools, a PreK-8 district proudly serving a diverse student population and community, seeks dynamic candidates for the following positions. The district is committed to building a culturally diverse and pluralistic staff dedicated to teaching and working in a multicultural environment.*

## Staff Dress

Because our appearance coupled with behavior creates the first and lasting impression, faculty, administration, and staff members have to assume the responsibility for portraying the image that warrants respect. Clothing should be professionally appropriate for the particular position and should keep cleanliness, neatness, and safety in mind. Remember that we are the role models for

our students. More informal clothing is acceptable for “dress down days,” after-school activities, and recreational programs.

For the 2022-2023 School Year, all Fridays will be dress down days. School administrators may designate that some of these days are for school spirit wear or other themes. At the school level, the administration may also designate one Friday a month for a philanthropic dress down day (school, family, or community cause). Additionally, there will be five philanthropic dress down days that require a \$5 minimum donation:

October	Shirley Mae Breast Cancer Foundation
November	Jill Tapper Memorial Scholarship Fund
February	Let Us Eat, Please Program
March	Michael Denice Memorial Scholarship Fund
April	Autism Acceptance Month

*Dates and reminders will be provided closer to each date.*

### **Staff Attendance**

Your attendance matters! No matter what position you hold, it is important to the education and well-being of our children and the operation of our schools and district. Our Board of Education provides monetary incentives for perfect attendance as one way of showing their appreciation.

At the same time, when staff members are absent, there is a cost in terms of the regular staff member not providing the service as well as a monetary cost.

The district uses the automated Frontline Absence Management (Formerly Aesop) System. Employees are able to report absences via telephone (using your phone number and pin) or online (username and password). If you have questions about the system, please seek assistance from an office staff member and, as needed, contact the Human Resources Department. Note: If your department includes any alternate procedures, your supervising administrator will notify you.

The Negotiated Agreement between the GTEA and the Board of Education defines the various reasons and specifics regarding the granting of leave time as well as incentives for Perfect Attendance. Note that these conditions apply to non-GTEA members unless otherwise negotiated. See below for information about types of time.

Our district still uses several forms for staff absences. The main one is the **Application for Leave** which is used for personal days, illness, bereavement, family illness, vacation, in-district workshops, and jury duty.

A separate form exists for **Out-of-District Professional Development**. Because payment is often involved (e.g. registration fees, travel reimbursement), these requests must be submitted *at least*

*thirty days in advance of the next Board of Education meeting.* Note that this type of leave and expenditure is governed by State regulations.

## **Incentives**

The following incentives are available to all staff members based on individual attendance for a given school year:

Tier 1 Perfect Attendance is defined as no use of personal time, sick time or family illness. \$400 (less applicable taxes)

Tier 2 Perfect Attendance is defined as no use of sick time or family illness. \$300 (less applicable taxes)

## **Types of Time**

**Sick:** Applies to all staff members with the number of days based on a 10- or 12-month position (prorated for staff not working a full year). In either case, this time is for your own illness. It is not for personal business, to take a vacation, go shopping, etc. For annual check-ups, personal or vacation time needs to be used. As a reminder, family illness days are available if you need this type of time (see information below).

All staff members will be required to submit a doctor's note if you take 3 or more consecutive sick days. In instances where an employee has an identified attendance concern, a note may be required for a single day's absence using sick time. Please be advised that if you call out sick and are not ill, you are liable to disciplinary action for falsification of a document and theft of time.

**Personal:** All staff members receive three personal days (prorated for staff not working a full year). These days are intended for you to conduct personal business that needs to be completed during your regular work day. When possible, please submit the request for personal time in advance. Administrators do realize that emergencies happen that do not allow for advance notice.

**Family Illness:** All staff members receive three family illness days (prorated for staff hired after the school year begins). These days are intended for you to care for an ill member of your family. In instances where an employee has an identified attendance concern, a note may be required to show that a member of your family was ill.

**Bereavement:** All staff members receive 1 day for the death of a relative and 5 days for the death of an immediate family member. Immediate family shall be considered as father, mother, spouse, child, brother, sister, mother-in-law, father-in-law, and grandparents, or any member of the immediate household.

**Vacation:** Applies to 12 month employees only, and the number of days are included in the various contracts. Vacation time needs to be applied for in advance because it requires administrative

approval. As a professional courtesy to your supervising administrator, you should check about vacation time when taking more than a day. Based on district need's the dates for vacation time can be denied.

**Jury Duty:** When you receive a jury notice, please provide a copy to your supervising administrator. Depending upon your position, the time of year, and other factors, the Superintendent may provide a request to postpone or totally excuse you from jury duty. Staff members will be paid by the district when they are on jury duty (must endorse and submit the check received from the court).

**No Pay Day:** There is no obligation for the district to provide you with a "no pay day." Should extenuating circumstances arise that you need to take a no pay day, you need to complete the Request for No Pay Day form. Explain the circumstances to your supervising administrator who will sign and forward the form to the Superintendent for review. Documentation to support the request may be required. Approval/Denial and follow-up (e.g. memo to file) will occur based on the circumstances. Note that no pay days are not guaranteed and, if granted, are non-precedent setting.

**Family Leave:** If you believe you have a situation that requires a leave, you need to contact the Human Resources Manager. An appointment will be made to discuss the particular circumstances and the available leave time as per Federal and/or State Law.

## **Oversight**

All supervising administrators are required to monitor staff attendance on a regular basis, to speak with staff members about their attendance, and to involve the HR Manager as needed.

Administrators realize that there are extenuating circumstances that occur and will continue to strive to understand and support staff members during difficult times.

From the district perspective, absences will automatically be monitored as connected to holidays and staff development days, Additionally, an absence report will be generated for every employee at least three times per year. If a concern arises (e.g. pattern of day absent - all Fridays, information that reason given is not accurate - took sick time and was on vacation, use of all days every year - worked here for 10 years and no days remain and no major life event occurred), the concern will be addressed in a consistent manner. This begins with an informal conversation between the staff member and administrator, and then progresses if needed to formal meetings, memo to staff member, memo to file, formal reprimand, withholding of increment, and/or documentation in the annual evaluation. Due process rights are guaranteed and the staff member will be reminded of the right to representation.

## **Recordkeeping**

A designated secretary for each school/department keeps records of staff absences and the Human Resources department oversees staff attendance. If you have questions about your attendance, please contact Human Resources.

## **Tuition Reimbursement**

Details about tuition reimbursement are included in the GTEA, GTPSA, and other contracts as applicable. The staff is reminded that reimbursement is only for those courses **approved in advance** by the Superintendent. Please forward a completed TUITION REIMBURSEMENT FORM to the Superintendent prior to taking any college course. These forms are available at each school office and/or the District Office. Forms NOT pre-approved by the Superintendent will not qualify for reimbursement from remaining pooled funds when available.

Compliance with this requirement will prevent disappointment later. Upon completion of course, submit a prepared purchase order, attaching grade achieved and receipt of payment. *Paperwork should be submitted prior to April 30th of the applicable school year.*

## **Travel and Expense Reimbursement**

Please forward a completed Expense Report Form along with applicable receipts for all requests for travel reimbursement to your building Principal /supervisor (forms are available at each school office and the district office). These vouchers are to be submitted and paid quarterly during the school year. **Travel and expense reimbursement must be included on your Request for Out-of-District Professional Development form—requests are limited to the amounts submitted and approved by the Superintendent on the original form.** Requests under \$25 will be paid from individual school petty cash accounts upon submission of form to the building Principal . Requests for reimbursement will not be accepted after June 30th of the applicable school year.

## **Drug Free Workplace**

The Galloway Township Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of the district must, as a condition of employment, agree to be bound by [Policy #4119.23](#). An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching their position will be deemed to have forfeited their public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will report the conviction within ten days of the date on which notice of conviction is received to any federal agency for which the district has received funds through a grant.



## **Tobacco Free Workplace**

P.L. 2001, c.226 **prohibits the smoking of tobacco of any type (including vaping) anywhere on school grounds, including sidewalks, athletic fields, parking lots and automobiles on the parking lots.** The law establishes fines and penalties for violations of the act. Any person smoking on school premises in violation of this act is subject to a fine not to exceed \$100.

## **Pre-Employment Drug Testing**

Pursuant to [Regulation 4212.40](#), all prospective new employees or rehires with a break in service exceeding ninety (90) days who have been conditionally offered employment shall submit to drug screening. Applicants who decline to participate shall be denied employment. Applicants who test positive shall be similarly denied employment and may reapply after one year, and after rehabilitation is proven.

## **Payroll**

Payroll is directly deposited in equal installments on the 15th and 30th of the month. If a payday falls on a school holiday or weekend, direct deposits will be issued to personnel on the last school day before that holiday or weekend. December pay will be made available to personnel on the 15th of the month and the last workday prior to winter break. The final pay in June for ten (10) month employees will be directly deposited on the last workday for teachers. Electronic pay stubs are posted to the employee portal on the morning of the pay date. Please remember to check your payroll stubs on a regular basis.

Timesheets must be submitted for any pay that is in addition to regular contracted salary. Forms are available at each school office and the district office and must be received in the Business Office by the close of business on pay day in order for compensation to be included in the following paycheck. Timesheets must be submitted no later than the end of the month in which services were performed.

Requests for changes in payroll deduction must be in writing and must be received in the Business Office by the close of business on pay day in order for it to be implemented in the following paycheck.

## **Public Relations**

Public relations is a very important area that needs constant attention. After all, the only thing the public knows about the schools is what we tell them! Regardless of how large or small your story, please draft a brief article and present it to your Principal for review and forward it to **Joanna Westcott, Communications Officer** (x. 1001). She is also available to take pictures and make any necessary contacts in the media. Please be sure to give her **at least one week notice** to arrange for coverage. Photos/videos can also be posted on our district Facebook page & Twitter feed. This is a vital area which needs our constant attention.

This year every school has a “communications” stipend staff member to assist with public relations. These individuals are key contacts in working with the Communications Officer for bringing school news to the district as well as doing this for the school itself. Our new website has a component for each school to have a website - training will be provided regarding this.

For assistance, please contact Ms. Westcott at the above listed extension, or email her: [westcottj@gtps.k12.nj.us](mailto:westcottj@gtps.k12.nj.us).

### **Staff Physicals and Annual Health History**

Pursuant to [Policy #4212.40](#), the Board of Education requires that when a candidate has been given a conditional offer of employment, they shall be required to submit to a medical evaluation and a physical examination as outlined in the administrative code for all newly employed staff before employment is finalized.

### **Affirmative Action**

The Galloway Township Public School System is an equal opportunity employer. The district has an affirmative action program and does not discriminate against applicants for employment, applicants for admission or students because of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy related disabilities, actual or potential parenthood, or family status.

### **Affirmative Action Grievance Procedure**

In keeping with federal/state anti-discrimination legislation, the Galloway Township Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of student, employee, and parent complaints. Currently, the district Affirmative Action Officer is [Michael Hinman, Ed. D.](#) (x. 1009).

#### PROCEDURE:

- Step #1 The grievant must present in written form the complaint to the responsible person designated as Grievance Officer. ([Use Grievance Report – Form A](#))
- Step #2 The Grievance Officer has five working days in which to investigate and respond to the grievant. (Grievance Officer is to use the space provided on Grievance Report – Form A)
- Step #3 If not satisfied, the grievant may appeal within ten working days to the Superintendent or designee (not Grievance Officer). (Use Appeal – Form B)
- Step #4 Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal – Form B)
- Step #5 If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Galloway Township Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days (Use Appeal – Form C). A local Board hearing shall be conducted so as to afford due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross examine and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

- Step #6 The Galloway Township Board of Education shall respond to the grievant within thirty (30) calendar days. (Use space provided on Appeal – Form C)
- Step #7 If the grievant is not satisfied with the Board’s decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

Grievance forms A, B, and C are available through the [staff homepage](#) and from the Affirmative Action/Grievance Officer (ext. 1009).

### **Food Services Department**

For the 2022-2023 School Year, Galloway Schools will again participate in the National School Lunch Program. Lunch will be provided at a fee of \$3.50 for Elementary students and \$3.75 for Middle School students. However, families are able to apply for eligibility to receive free or reduced status under the National School Lunch Program. New this school year, reduced status will be charged as free to families that qualify. Breakfast will be provided to all students at no cost regardless of free/reduced status.

We provide breakfast and lunch to both students and staff following the “Dietary Guidelines for Americans and School Meals Initiative for Healthy Children”.

- A monthly menu is posted on both our [district website](#) and [Facebook page](#).
- In addition to the menu items, soup, salad bar, and sandwiches are available to staff daily.
- Catering services are available for meetings, etc. on request. Please contact your school food services manager for more information.

Adult meal/a la carte price list is posted in each kitchen. Pricing is board approved and established following the “School Nutrition Programs Sponsor Agreement” between Galloway Township Board of Education and the State of New Jersey, Department of Agriculture Bureau of Child Nutrition Programs. N.J.A.C. 6:20-9.9b “requires that adult meal prices shall be established to cover all costs associated with production and service of the adult meal.” Please contact your food service manager or Lauren Murray, Director of Food Services, at 748-1250 ext. 5047 with any questions. We hope you will join us!

### **Use of Telephone—District & Personal**

Use of the **district telephone** for personal calls should be limited and is only permitted for calls within the same dialing zone or outside that zone in the event of an emergency. Otherwise, the district telephones are for district business only. **NEW:** Note that as of August 1, 2022, an “8” should be dialed first to place a call outside the district, but is not necessary for dialing 4-digit extensions within the district.

To call 911: You do not need to enter an “8”. Just dial 911.

All schools have **voicemail capabilities**. Every staff member should be responsible for regularly checking messages, returning phone calls, and basic maintenance of voicemail services. Any problems should be reported via the technology [Help Desk System](#).

**Personal cell phones** or other electronic devices may only be used for personal reasons during the staff members' lunch or planning time. Electronic devices other than those being used as part of a staff member's role must be shut off during working hours / instructional time.

### **Report of Vandalism and Violence**

It is a state law that any incidents of violence; vandalism; harassment, intimidation, or bullying (HIB); weapons offenses; substance offenses; and any other incident leading to student removal from school is reported to the State Department of Education through the NJ Student Safety Data System (SSDS). If you are aware of an instance of vandalism and/or violence, contact your school administrator to report the details. (See section on HIB for more details.)

Administrators are required to complete a district vandalism form and submit it to Mr. Rocco Rosetti, Operations Manager. This form is needed to ensure that any necessary insurance claims and/or repairs are documented and completed.

### **Responsible Use Policy (RUP)**

The Galloway Township Public School District is very proud of our continued innovations in terms of technological advancement. In order to ensure that technology is being used in an acceptable manner and for educational purposes, a Responsible Use Policy (RUP) has been adopted by the Board of Education. All staff are required to sign an AUP upon being hired by the district.

Starting this year, Galloway Township Public Schools will be deploying Multi-Factor Authentication for all staff members. Administrators and Office Staff began using MFA in August and in the fall, all staff members will be required to do so. The implementation of MFA is required by our liability insurance carrier to maintain the required level of cybersecurity insurance. Details will be provided at the time of implementation.

The main benefit of MFA is it will enhance our organization's security by requiring users to identify themselves by more than a username and password. While important, usernames and passwords are vulnerable to brute force attacks and can be stolen by third parties. MFA means increased confidence that our organization will stay safe from cyber criminals.

Staff members are reminded to be vigilant when using email to help protect the district against cybersecurity threats. This includes paying attention to the sender and not clicking on links or attachments that are unfamiliar or seem suspicious as well as reporting cybersecurity concerns to the Technical Services Department and/or your supervising administrator.

**Reminder:** As per Board of Education policy, staff members may not interact ("friend/follow") with current students or any GTPS student on any social networking site.

**For your information:** Through the annual registration process that begins August 22nd, parents/guardians will acknowledge this via OnCourse. Tech teachers will review the RUP with students the first time they visit the class. Any violations of the RUP will result in actions as per the Student Code of Conduct.

## **Missing, Abused, & Neglected Children**

Whenever an employee has suspicion that a student of this District has been subjected to child abuse, neglect, or may be missing, regardless of the identity of the suspected abuser, the employee shall immediately report that information by telephone call to the Division of Child Protection and Permanency (DCP&P) at 1-800-652-2873. The Principal or his/her designee must also be notified to determine if any additional steps need to be taken. Obtain a “Confidential Child/Abuse/Neglect Report” from the GT Common Drive in a folder entitled, “DCP&P”. This form will need to be completed to document your call. Submit the original form to your school Principal, and scan a copy of the full form to Christine Burgess the same day the call is made.

## **School Safety/Security**

The Galloway Township Public School District is committed to keeping our children safe in their schools. Safety measures already in place in the district’s schools include the following:

- All schools have safety and security plans that are reviewed and updated regularly.
- Security cameras and a “buzz-in” system are in place in all schools.
- Galloway Township Public Schools have strict disciplinary actions for incidents involving weapons.
- All visitors and staff members must wear the designated lanyard with the ID badge when in schools. If you lose your ID, contact your Principal or supervisor for a replacement. All IDs are to be handed in upon separation from the district.
- All visitors must check in at the school office.
- The district offices have trained crisis teams to work with school staff members.
- The school system has programs for students in grades PK-8 to resolve conflicts, prevent violence, prevent harassment, and promote tolerance and social skills.
- Counselors and administrators are trained to identify and assist students as needed.
- Trained mediators are available to help students in need of mediation services and conflict resolution.
- A number of school-community organizations provide ongoing support on preventing violence and substance abuse.
- School staff members work with parents, guardians and students to help them understand and recognize student depression, addiction, and other serious mental health problems.

During the first day of classes each teacher must be sure that their class knows the proper evacuation procedure for the room and the building. Evacuation procedures and/or maps must be displayed in each room.

A fire drill and a safety drill will each be held once per month, and all staff must participate. Bus evacuation drills occur two times per year. Though specific instructions will vary, it is to be emphasized that students are to remain silent and vacate the school promptly and safely, without running. Staff members are to assure that students remain silent. The Principal /Assistant Principal will provide staff with additional directions to follow.

Each staff member is provided a handbook to assist them with the details of drills. Additionally, a one-page overview has been provided to all staff. Please refer to both to ensure that you are following the proper directions for each type of emergency, incident and/or drill.

## **Harassment, Intimidation, Bullying (HIB)**

On January 5, 2011, Governor Christie signed into law a document amending the previous law to include the requirements for the prevention and intervention of HIB on and off school grounds, at school sponsored functions and on school buses.

Harassment, intimidation or bullying means: ***any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic...***that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students .

Code amendments on 7-1-18 added the following definition, “Bullying is unwanted aggressive behavior that may involve a real or perceived power imbalance.”

All acts of HIB must be reported ***VERBALLY to the Principal on the SAME day*** when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. Report what the student tells you. If a parent or bus driver reports to you, report the information to the Principal.

All acts of HIB ***also must be reported in WRITING to the Principal within two (2) school days*** of when the school employee or contracted service provider witnessed or received reliable information. The form will be given to you when you verbally report.

Consequences and appropriate remedial actions for any staff member who commits an act of HIB may range from positive interventions up to disciplinary charges which could result in suspension or termination.

## **School Nursing Services for Employees**

The primary role of the School Nurse is directed toward the care of our students as mandated by state law and district policy and procedure. In order to best utilize our school resources, the Nurse cannot be available to provide well-care or maintenance care to the staff.

If your physician recommends daily and/or continuing assessment of your medical condition, it is your responsibility to make arrangements to monitor this from home, or self-directed while at work. Some examples of this care include monitoring of blood pressure, dressing changes and administration of daily medications.

The School Nurse will continue to be available to assist staff who become ill during school hours or in the event of an emergency; as well as function as a source of information and nursing advice as needed.

## **Accidents/Injuries**

All students or staff members injured while working **must be seen by a school nurse immediately** for evaluation. All accidents and injuries which occur while working must be reported by the school nurse to Qual-Lynx. An Injury Report must also be completed and submitted to the Superintendent

at that time. Your assistance will be needed in completing this report. Failure to comply with these steps may hinder your claim.

If a staff member refuses medical care as recommended by the school nurse, a *Refusal of Nursing Recommendations Form* shall be completed by the staff member, with a building administrator as a witness.

### **School Cleanliness**

The attitudes of people are affected by the environment. If we expect standards of cleanliness, everyone must be involved in good housekeeping practices. Children should be taught the need for keeping their school, room, and work areas neat. Teachers are responsible to be sure that their rooms are kept neat. At dismissal time, be sure that windows are closed and shades are drawn. Students are to be taught proper housekeeping attitudes and neatness must be enforced throughout each school.

If damage to a room occurs, it is to be reported immediately to the Principal. Please be sure to investigate each instance of damage. If a student is observed defacing or destroying school property, they are to be stopped and the incident reported immediately to the Principal. Consequences should be assigned as per the discipline code.

The school district has its own custodial staff. If your room is not being kept in a clean and orderly fashion on a daily basis, this should be first discussed with the custodian. If nothing changes, consider speaking to the Head Custodian. Finally, if there is no progress, it should be reported to the building Principal in writing. Be precise as to what is occurring.

### **Student Codes of Conduct**

The district has three Student Codes of Conduct: [Grades Preschool - 2 , 3rd - 6th](#), and [7th-8th](#).

The codes communicate to students and their parents/guardians behaviors that are not appropriate for school along with what interventions are available to assist students and what consequences can be applied. The codes support our restorative approach to student behavior and promotes student ownership of their behavior, the importance of relationships, and the belief that *teaching students self-management and handling of difficult situations is part of their education*.

The OnCourse system will be used for certificated staff to submit disciplinary referrals. Directions will be provided. For those staff members that are not OnCourse users, the referral can go through the student's teacher or by contacting the building administrators.

## **PART II - CERTIFICATED STAFF**

### **Record Keeping and OnCourse Requirements**

In order to best monitor the progress of individual students and to be better able to communicate skills mastery to both student and parent, the teacher must keep accurate records.

Under specific directions of the building Principal or immediate supervisor, it is important that records be kept for academic progress and that these records be supported by samples of the child's work.

It is especially crucial that records and documentation be maintained for parent-teacher conferences, report cards, and for end-of-the-year decisions concerning retention, promotion or other recommendations.

Such records, of course, involve standardized test results, academic progress and social behavioral observations and notes. It is essential that all teachers, including specialists, maintain accurate attendance records and that such attendance be reported as directed.

<b>OnCourse Component</b>	<b>Certificated Staff Requirements</b>
Discipline	Required to submit discipline referrals if needed - specifics to be provided at the school level
Lesson Plans	Required - Submit lessons plans weekly effective 9/19/22 - see Lesson Plan section of handbook for additional information.  Notes: Preschool uses TSG  Certificated staff members that are not teachers will receive separate directions for what is to be submitted.
OnCourse Classroom	Optional (unless circumstances require virtual setting and use) Note: Preschool uses TSG Family Portal for this purpose.
OnCourse Teacher Web Site	Optional
Seating Chart	Required - submit and update when changes are made; print for guest teacher folder and reprint when changes are made
Communication	Required - use Contact Log to record parent communication (do not include sensitive details)
Gradebook	Required K-8 - see Grading section for details. Note: Preschool uses TSG



## **Lesson Plans**

Lesson plans are submitted via OnCourse on a weekly basis - due by Monday starting Monday, September 19th. Please use the following lesson plan format which you will see as a template in OnCourse.

- **\*Objective/Essential Question:** An indication of what the student will be able to do as a result of the instruction (SWBAT) .
- **Activity:** A description/outline of what will happen during the lesson.
- **Materials:** A list of the items used by the teacher and students.
- **Assessment of the objective:** A description of how the teacher will know that the student has achieved the objective (i.e. student writing, teacher made test, student project, conference with student, etc.)

*\*Note: The objective/EQ must be visibly posted in the classroom.*

For certificated staff that are not classroom teachers, your supervising administrator will provide any weekly information due.

## **Daily Opening Exercises**

Flag salute is mandatory each morning. Students who do not participate in opening exercises must remain silent during exercises. It is not compulsory for them to salute or stand.

## **A.V. Material**

The proper utilization of audio-visual aides (i.e. videos) can serve as an effective tool to supplement the curriculum. To obtain the optimal use of such aides, teachers should have a definite educational purpose which would require a follow-up activity or discussion. All A.V. materials should be listed in the lesson plans. Teachers of ELA note that showing of full length movies aligned with novels (e.g. The Outsiders) during regular instruction time is not allowed due to the extensive time this takes. If movies are being shown as part of an incentive program, the movies should be rated "G." For a movie rated "PG," administrative approval is required and parents/guardians must be contacted (guidance provided by administration).

## **Provisions for Guest Teachers**

A folder containing other pertinent information must be kept in the top drawer of the teacher's desk, in the main office of the school, or in the case of special teachers, in a place designated by the Principal . The substitute folder should contain the following items:

1. Emergency Drill Procedure
2. Class Roster
3. Daily Schedule Sheet (including time schedule for subjects)
4. Breakfast and Lunch Information (homeroom teachers)
5. Notes about those children whose physical, mental or emotional characteristics may need special attention.
  - Be sure to consider those students who have accommodations via an IEP or 504.
6. Seating Chart for each class (be sure to update when changes are made)
7. Group lists – names of the group, list of children in each group, text title, etc.
8. Class Rules and Regulations

9. Student helpers and their duties
10. Instrumental Music, Speech Lessons, Intervention, ESL, Resource Center – times and lists of students who participate (homeroom teachers)
11. Special directions for Art, Music, and Physical Education (homeroom teachers)
12. Dismissal Procedures – times and lists of children for each bus. Also list of names of non-bus students and, where applicable, the list of Child Care Program children
13. A set of directions, activities, and materials are to be available at all times in the event you will be away from your class without being able to provide regular plans for a substitute. Activities and materials must be sufficient for three full days of lessons and may include things such as word games, puzzles, how-to-study skills, read aloud stories, etc. Be sure to include use of brain breaks and at least one resource.

School Nurses should prepare their folders in accordance with the directions in your procedures manual.

Please be sure to over-plan! Your knowledge of curriculum and of your students will vary greatly from the substitute's. The substitute folder should periodically be updated due to changes in program, class roster, seating, etc.

### **Home Instruction**

When a child is expected to be out of school for an extended period of time because of illness or immobility (more than 5 days), parents/guardians may request that a teacher be furnished for home instruction—a doctor's note must accompany the request. If a student is suspended for more than 4 days, home instruction is also required. Please refer all questions to your Principal or Assistant Principal who will contact the involved District Administration and staff, Dr. Jennifer Baldwin and Ms. Debra Noon.

### **Intervention & Referral Services for General Education students**

Successful intervention by the Intervention & Referral Services (I&RS) Team and Preschool Intervention and Referral Team (PIRT) for General Education students promotes student achievement within the context of regular education. Students not classified as eligible for special education services, and who are experiencing learning, behavior, and/or health challenges can be referred to the I&RS or PIRT Team by any staff member. The I&RS process is fully managed through the OnCourse system. Instructions on when and how to seek assistance will be provided to you by your individual school I&RS/PIRT Team during the first month of school.

Resources:

- The Response to Intervention (RTI) pyramid to view the tiers of academic and behavioral support can be obtained within the teacher's "Staff Resource" tab within the "2019 RTI Presentation".
- "I&RS/PIRT OnCourse Process-Teacher 22-23" Document to request support is located in the GT common drive in the "I&RS-PIRT" folder.

\* \* \* I&RS - PIRT Points to Remember \* \* \*

- When you have a student who is experiencing academic and/or behavioral challenges, contact the child's parent/guardian to communicate the difficulty upon recognition of the

problem. Teacher and parent collaboration to address challenges and discuss strategies for both home and school can promote positive outcomes. Document your contact/attempts in the “Contact Log” tab in OnCourse.

- When attempting to reduce or eliminate unwanted behavior, the first reaction of the child is to INCREASE the behavior. Don’t give up, but recognize this as the first small step towards improvement.
- Expect at least two weeks to go by with a targeted intervention before seeing any changes in behavior.
- Communicate with your administrator and/or an I&RS/PIRT Team members for guidance and support before, during, or after the process.

### **Student Attendance/Truancy**

Student absences and tardiness must be recorded in OnCourse. A student must be present for at least one hour in the morning and at least one hour in the afternoon to be considered present for a full day. For a half day, a student must be present at least one hour during any morning, afternoon, or evening session.

Please inform the Principal of any student who may have an attendance problem such as excessive absenteeism (5-8 days), patterned absences (Mondays and Fridays), or repeated lateness. Please also contact the Principal of any student who you have been made aware will be out of school for an extended period for illness, hospitalization, vacation, or any other non-illness related absence. Please forward all absence notes you receive to the main office.

Per Board of Education policy, if a pattern of unexcused absences arises consisting of up to 6 elementary absences and 4 middle school absences in one marking period the Principal or designee shall personally contact the parents/guardians. The purpose of this personal contact shall be to develop an action plan to assist the student to return to school and maintain regular attendance. The action plan shall be developed in coordination with the parent/guardian and may include the classroom teacher, school nurse, school counselor, Principal or other relevant staff.

If the pattern of unexcused absences continues and 7 elementary absences or 5 middle school absences are accumulated the district shall:

- A. Complete actions outlined in the Unexcused Absences section;
- B. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
- C. The Principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, school counselor, Principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

1. Referral or consultation with the building's Intervention and Referral Services/PIRT team;
2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
3. Referral to a school-based support such as school counselor or mental health specialist;

4. Referral to a community-based social and health provider agency or other community resource;
5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
6. The consideration of an alternate educational placement;
7. The implementation of all required procedures for potential abuse, neglect or missing child, including cooperation with law enforcement and other authorities and agencies, as appropriate.

**While the Board of Education policy states that the School Administration makes this contact, it is helpful to have the teacher reach out to the student and family when a child is absent.** All contact and attempts to contact should be documented in the “Contact Log” tab in OnCourse to assure that there is detailed information available for the action plan or referral to the Attendance Officer.

Truancy: For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district will make a determination regarding the need for a court referral for truancy after consulting with the parent and involved agencies to support the student’s return to school and regular attendance. The Principal may recommend a waiver of these attendance requirements for good cause to the Superintendent.

Also, any child who is absent from school without the consent and knowledge of a parent is considered truant. Should you suspect a child is out of school without permission, please inform your school administration. A child that has been truant shall complete the work missed and may be required to make-up the instructional time for the same period of time.

## **Residency/Homeless**

Please notify the school Principal if you believe one of your students is not a Galloway resident or if they have experienced a displacement from their home. Students may be eligible to remain in our district if they qualify through the McKinney-Vento Law (Homeless) or for a family crisis (ie: fire, domestic violence, etc.) situation. The school Principal will notify Christine Burgess who is the McKinney-Vento Liaison for our district.

When a parent/guardian notifies you of a change in residency, please refer them to our District Registrar, Ms. Katie Ayers (x. 1015), and inform one of your school secretaries. Decisions regarding remaining in the school/district when a family has moved from the school zone or district are made ONLY by the Superintendent of Schools who will adhere to the criteria outlined in [Board Policy #5111](#). Please also refer these requests to remain to Ms. Ayers via email at [ayersk@gtps.k12.nj.us](mailto:ayersk@gtps.k12.nj.us).

## **Grading**

### **Supporting Theory**

Our grading practices should rest upon three pillars: accurate, bias-resistant, and motivational. The purpose of grading is to measure students’ mastery of the standards. Our PreK-5 grading and reporting is a Standards-Based Grading model with a 1-3 scale on specific indicators/standards. Our 6-8 grading and reporting is based on a 100 point scale. Grades/reporting for all grades is to be a reflection of what students know/can do. It is not a measure of student attitudes/effort/behavior. The reporting area of soft skills/comments reflect those evaluations.

**Accuracy:** Our grading must:

- use calculations that are mathematically sound
- be easy to understand
- correctly describe a student’s level of academic performance

**Bias-resistant:** Our grading should be:

- based on valid evidence of a student’s content knowledge
- and not based on evidence that is likely to be corrupted by
  - implicit bias
  - or reflect a student’s environment

**Motivational:** The way we grade should:

- motivate students to achieve academic success
- support a growth mindset
- give students the opportunity for redemptions (retakes though should be limited to district-wide unit tests and only after completion of a contract)
- be so transparent and understandable that every student can know their grade at anytime and know how to get the grade they want
- distinguish the means for learning effectively, the “soft skills,” from its ends - academic success
- And utilize the broad and diverse universe of feedback and consequences, of which only one part is a grade

### **In Practice**

Report cards in grade K-8 are completed in OnCourse. Parents/Guardians can view published grades in real time. If you need assistance, please ask a colleague or remember that OnCourse University has videos to assist you.

### **K-5 Report Card Grading**

#### **Practice**

- Ungraded “practice” section replaces “assignments”
- All practice assignments should be worth 1 point
- Use the “checkmark to grade” for practice assignments only

#### **Indicators Match Gradebook**

- Can be listed on a scale of 1-3 (like the report card)
- Can be a raw score i.e. 17/20
- Can be typical grades on a 100 point scale

#### **Soft Skills**

- “Uses Time Wisely” and Respects the Rights of Others” are listed for homeroom & specials only

### **K-5 Reminders**

OnCourse requires at least one indicator to be assessed in order for the gradebook to be visible to parents. Since progress reporting was eliminated in exchange for communication through the gradebook, for ELA and Math, **by the middle of each marking period, you must input a preliminary rating (1,2,3) in ELA (Comprehension) and in Math (Fact Fluency indicator (s))**. These ratings are preliminary and can be changed at the end of the marking period when all of the other indicators are rated.

Ease of teacher and parent use is improved by recording only 1, 2, or 3 in the gradebook. By using this system, at the end of each marking period, the overall rating for each indicator is far easier to determine.

## **6-8 Grading**

### **UnGraded Assignments**

- New ungraded “practice” section replaces “assignments”
  - All practice assignments should be worth 1 point
  - Use the “checkmark to grade” for practice assignments only

### **Graded Assignments**

- All graded assignments will fall under one category
- Maximum points for each assignment will impact overall grade

### **Soft Skills on Report Cards**

- “Uses Time Wisely” and “Respects the Rights of Others” were removed except for 6th grade specials
- A minimum of 2 comments are required for each student in each class

### ***Entering Grades for Families***

- Enter grades in a timely manner (within a few days) for parents to see
- Share “progress report” via email twice each month

## **6-8 Reminders**

- Each grade in the gradebook **must be published** in order for parents to see them.
- **No grade on a 100-point test K-8 may score more than 100.**
  - Extra credit does not meet the grading pillar of accurate reflection of student mastery.
- At the end of the marking period, **no grade can be below a 50.**

The minimum number of graded assessments	Assessments per (indicators K-5) (just the course 6-8)	Total assessments per subject	Total per teacher - include all subjects taught
K-5 Core Subjects (multiple indicators)	2	4-12	30+
6-8 Core Subjects (letter grade)	10	10	10 (more if teaching 2+ subjects)
K-5 A&H/PE	4	4	4
6-8 A&H/PE	5	5	5

## **Homework**

The Board of Education believes that homework, like other aspects of our educational program, should reflect research and best practice. Ensuring that homework is *meaningful in its nature* and *manageable in terms of its scope* are the two guiding principles that govern this policy.

### **Guidelines for Assigning Homework:**

1. Based on the instructional objectives and the need for practice, the teacher will determine if homework is needed on a daily basis. Homework may be the same for the entire class or may reflect individual student needs. Students' development level needs to be considered; differentiation should occur when possible and necessary.
2. Written assignments should reinforce learning, not provide new skill instruction. For practice, the number of items that are similar in nature should be limited. (e.g. assign 6 double digit multiplication problems not 20 of the same type)
3. When homework does need to be given, teachers should assign a maximum based on the ten-minutes per grade concept. In grades where students have more than one teacher assigning homework, teachers must make every effort to coordinate their assignments. For middle school students in high school level courses (i.e. algebra, geometry, and Spanish I), the maximum may be 10-20 minutes greater than what peers taking the regular middle school curriculum experience.
4. At the elementary level, weekend homework should only include studying, reading, and long term projects. At the middle school level, weekend homework may be given. Written assignments should not be due on a Monday or the day after a holiday. Tests and quizzes may be given on Mondays, but not the day after a holiday. Holidays include Thanksgiving Break, Winter Break, and Spring Break.
5. Students should receive timely feedback on all their homework.
6. Homework may not be assigned for punitive reasons.

### **Make-up Work Due to Absences**

If a student is absent from school for any reason, make up assignments, class work and tests must be completed within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed. The teacher should advise the student and, as needed, the parent/guardian of the timeline.

If a student is going to be out of school due to a family vacation or extended non-illness, the family handbook requests that parents/guardians contact the teacher(s) in advance. Together, the teacher and parent/guardian will determine whether the assignments will be given in advance or upon the student's return. In either case, the time frame for the make-up work will be as indicated in the aforementioned item.

If a student misses class due to enrichment, intervention, or reward programs/activities, consequences (e.g. missing recess to make-up the work) may not be given to the student. The student should be provided make-up time equal to the number of classes missed.

## **Incomplete Work at the End of a Marking Period**

1. There are situations that due to extenuating circumstances, a student does not complete required work missed for absence or other reasons, and with administrative approval, the student receives an “Incomplete” for the marking period. Students are given 10 school days following the end of the marking period to make up the missed work. The grade for the marking period is calculated based on the work submitted.
2. If work is missing during the final marking period of the school year, the grade is left to the discretion of the teacher. The teacher is encouraged to consult with administration to discuss this.

## **Promotion Policies**

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each student enrolled in this District shall be moved forward in a continuous program of learning in harmony with his or her own development. Standards for student promotion shall be related to District goals and objectives and to the accomplishments of students. The basic purpose of these regulations is to ensure that a standard procedure is established for promotion.

A student will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful experience in the next grade. Classroom teachers shall recommend to the Building Principal the promotion or retention of each student. Teachers shall regularly inform students and their parents/guardians of the student’s progress towards meeting promotion standards through personal and telephone contacts and written progress reports during the school year.

When a teacher determines that a student’s progress may not be sufficient to meet promotion standards, immediate consultation shall be offered to the student and the student’s parents/guardians so that every effort is made to remediate the identified deficiencies. A timely referral to the I&RS Team must be a component of this remediation plan (or discussion with CST for student). Whenever a student is in danger of being retained, their parents/guardians must be notified.

The option of retention will be on a *case by case basis* and is only utilized when factors show it is the best decision for the child’s progress and well-being. There is a specific process for the consideration of retention that includes staff and parental input, including a formal retention assessment. Teachers need to collaborate with other certificated staff (e.g. counselor, CST case manager) and your Principal/Assistant Principal about potential retentions. If the Principal believes a retention is in order, information is forwarded for review by at least one of the Directors of Curriculum and then the Superintendent (for a student with disabilities this decision is made by the IEP team and involves administrators and other staff as needed). If there is professional agreement about retaining a child, the Principal notifies the parents/guardians and pertinent district staff. If a parent/guardian requests the retention, a similar process is followed.



Note: School attendance shall be a factor - but not the only factor - in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 162 days during the school year. (Refer to [BOE Policy #5113](#) and [Policy #6146.20](#))

### **Textbooks**

Textbooks will be provided by the Board of Education for all students. Textbooks should be used as a guide and as reference tools, but not as a curriculum itself. Should a student lose a book, or should the book be unavailable, it should be reported to the Principal's office and another book issued immediately. It will be the obligation of the parent to pay for lost or damaged books. The Principal and staff must follow through in collecting from the parents. The teacher should write a note to the parents or contact them by telephone initially following the loss or misplacement of the book itself. All books issued to students that are taken home should be covered by the student.

### **Alcohol, Tobacco and Narcotics**

State law dictates that the effects of alcohol, tobacco and narcotics be a part of the instruction in each grade. The Board shall provide a program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and [Policy #5131.6](#). All staff members shall be alert to the signs of substance abuse, possession, or distribution by students and shall respond to those signs in accordance with administrative regulations. When a student's suspected substance abuse, possession, or distribution threatens the student's life or places the student and/or others in imminent peril, all procedures shall be expedited in accordance with the emergency. It is the teacher's responsibility to report the observation of all forms of student participation concerning drug abuse to the building Principal or designee immediately. Please see your Principal for the "Teacher Referral for Intervention of Possible Substance Abuse" form.

### **Professional Development**

As of July 1, 2013, teachers must **earn at least 20 hours of professional** development each year, in accordance with N.J.A.C. 6A:9C-3.4. The 20 hours will be prorated in a given year depending on individual circumstances.

Beyond this requirement, we believe that educators should continually learn and grow. Professional development planning is based upon district goals and initiatives, program implementation, staff input, student and staff data, and state requirements. The District Professional Development Plan is posted on the District website. Each school also creates a PD Plan.

### **Teacher Communication**

Teachers are required to check their regular mail boxes, email, and voicemail at least twice each day. When a parent/guardian contacts you, a response is required within 24 hours during the regular work week. In general, email should only be used to share factual information, not discuss questions/concerns that are beyond facts. In those instances, email can be used to arrange a phone, in-person, or virtual conference.

Communication by phone is strongly encouraged and will help to establish a relationship of respect between teachers, parents, and students. All parent/guardian contact and attempts to contact must be documented within the "Contact Log" tab within OnCourse.

If you are concerned about the tone or nature of a parent/guardian communication, you are encouraged to think carefully before responding and seek administrative assistance as needed. Consulting with colleagues (e.g. team leader, counselor, case manager) is also helpful.

Communication with families happens through our Student Information System Portal, OnCourse. Staff members can send messages directly to families as well as post assignments and provide information regarding upcoming events. Teachers also have the option of creating a “Teacher Page” in OnCourse. Teachers may also use apps such as “Remind” or tools like “Class Dojo” to communicate with parents/guardians.

The district maintains a website (<https://www.gtps.k12.nj.us>) to ease communication with parents, students, community members, etc. In this capacity, we have a venue for teachers to display information throughout the school year that is pertinent to their individual classrooms.

### **Posters, Essay Contests and Mailings**

Any poster, essay contest or activity sponsored by non-school connected organizations must be approved by the Superintendent.

### **School Parties**

Classroom parties for students should be limited to special occasions and should be approved by the Principal beforehand. Preferably, they should be held near the end of the school day. In planning for refreshments, please keep in mind student food allergies and nutritional guidelines.

### **Parent Conferences**

As per the district calendar and GTEA contract, there are four conference days. See below for dates:

- Wednesday, October 19, 2022
- Thursday, October 27, 2022
- Tuesday, December 6, 2022 (elementary only; MS has alternate commitment)
- Friday, March 10, 2023

Times, and information about scheduling conferences will be provided by administration. Effective with the 2022-2023 school year, parents/guardians will be offered the choice of in-person or virtual conferences.

We believe a good system of reporting to parents is one that:

1. Builds the child’s self-respect and self-concept;
2. Brings the school and home together in mutual understanding of the child and helps them overcome their difficulties and experience success as they reach for knowledge;
3. Clearly communicates the strengths and successes of the child but does not convey the idea that the top of the child’s potential has been reached and, therefore, no further effort is required on the part of the child;
4. Clearly communicates the child’s weaknesses but not in such a fashion that such weaknesses are a failure on the part of the child;
5. Provides both teacher and parent with information about the child that will assist and help the child overcome difficulties and gain as much success as they can in school subjects;

6. Make the parents aware when it is necessary to consult with other professionals (school nurse, school counselor, mental health specialist (MHS), CST members, I&RS); and
7. Is continually under discussion and revision by both teachers and parents so that such a system stays alive, relevant, and pertinent to the needs of the teachers, parents, and most of all, the child

*In preparing for the conference:*

- Remember that the child is the focus of the conference.
- Identify work samples to share - include a range of the best work, typical assignments, and items of concern.
- Make a check sheet from the benchmarks of various items to be covered.
- Consider making a tape of the student's oral work in class.
- Schedule an easy conference as a starter.
- If you are concerned that the conference will be challenging, consult with other teachers, counselors, MHS, CST, and/or administrators in advance.

The following are some tested tips that should help the 15 minutes (approximate length) of conference time to proceed smoothly:

- Convey the inviting culture that represents your classroom and interactions with students.
- Convey to the parents that you care about the child.
- Begin and end the conference with positive comments.
- Be tactful with your remarks. Evaluate with constructive criticism.
- Sit at the child's desk or in a group. Do not let your desk be a barricade.
- Be specific—do not deal in generalities.
- When you offer suggestions to the parent, offer alternatives so the parents can make a decision as to which one to use.
- Let the parent interact with you regarding their child.
- If a parent suggests a plan of action, accept if at all possible; however, leave no doubts to who runs the class.
- Do listen...listen...listen!
- Do not send the parent away loaded with suggestions - stick to two or three.
- Watch for facial expressions/body language. Attempt to get an honest picture of the parent's concerns.
- It is a mistake to try to be a psychologist - never offer a diagnosis. Instead, consider referrals to other school professionals.
- Give the parents the impression that the first conference is the beginning, not the end. Welcome suggestions to further conferences. Summarize major areas discussed.
- Agree upon the action needed. Clarify the steps to be taken.
- See the parent to the door or have a phrase to conclude the Zoom. As much as possible, allow a break for yourself between conferences.
- **Choose your words carefully.** Like most professionals, we teachers have developed our own special language. Avoid acronyms or other educator jargon or explain terms to parents. Speak plainly, but tactfully, when in conference with a parent.

# **SCHOOL HEALTH SERVICES**

## **Notice of Privacy Practices**

On April 14, 2003, the Health Information Privacy Act (HIPA) was passed. It applies to all protected health information as defined by federal regulations. This notice describes how information about students may be used and disclosed. Access to the information is limited to those who need it to perform their jobs.

*Communication with Physicians and their Staff:* Any communication between a non-medical licensed professional (all staff members other than the school nurse) and a physician will need a written authorization from the parent/guardian to allow each party to disclose information relative to a child's treatment plan, diagnosis, etc. for a specified period of time.

If authorization cannot be obtained from the parent or guardian, communication between the school nurse and the physician can occur in the following instances:

- A request for a copy of a physical or determination of ability to participate in physical education, competitive sports, etc.
- Any interaction with school representatives for the purpose of school re-entry post injury and treatment
- A request for a list of immunizations administered to the child

*Additional Disclosures:* Teachers directly involved with students are able to view student "Health Alerts" within OnCourse. Students with a health alert will have a red icon next to their name in OnCourse. Click on the red icon to view the health alert. Questions regarding health alerts should be directed to your school nurse.

## **Medication**

The School Nurse shall have the primary responsibility for administering medication. The School Nurse shall designate, in consultation with the board of education, additional school employees of the district who volunteer as delegates.

Rules for Medication as Per District Policy/Regulation:

- There must be a written request from the parent or guardian and the doctor must provide written orders for all medications, both over-the-counter and prescribed. A form is available to the parent/guardian from the school nurse or online. Medication must be brought to school by the Parent/Guardian in the original container and kept in the School Nurse's office. Unless the above conditions are met, the Nurse will be unable to give medication.
- Special arrangements for field trips must be made a month in advance. Notify your School Nurse of scheduled trips as soon as they are submitted for Board of Education approval in order to assure that children may be able to attend the trip.

Note: If a student comes to school with medication that has not been authorized for self-carry/self-administration please contact the School Nurse. Students who have been approved for self-carry/self-administration will have a note within their OnCourse health alert.

In accordance with state law, the School Board permits self-administration of medication for asthma or other potentially life threatening illnesses by students, both on school premises during regular school hours and off site after regular school hours when a student is participating in field trips or extra-curricular activities and the school nurse, school administrator, or his/her designee is present. Life threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that may indicate the potential loss of life, e.g., adrenaline injection in response to an allergic/anaphylactic reaction due to an allergen. Parents/guardians of the students in Grades 1-8, as per the GTPS Physician Standing Orders, must meet the following conditions:

- Provide the Board with written authorization for the student's self-administration of medication;
- Provide written certification from the student's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication; and
- Sign a statement acknowledging the District shall incur no liability as a result of any injury arising from self-administration of medication by the student and that the parent/guardian shall indemnify and hold harmless the District and its employees or agents against any claims arising out of self-administration of medication by the student.
- The privilege of self-administering medication may be revoked if the student fails to comply with school policy.

The parent/guardian should be referred to the School Nurse for assistance in this process. This information is only to familiarize you with the process.

### **Physical Education/Recess Exclusions**

A child excused from Physical Education may not participate in recess. In middle school, if a student is excused from physical education, the student may not participate in after-school sports for the time period specified in a physician's note.

Please provide all parent/guardian and physician notes regarding exclusions for recess and physical education to the school nurse immediately upon receipt.

### **Important Note:**

**Please be advised that this handbook includes information, policies, and practices during a typical school year unless otherwise noted. Based on the most recent health and safety status and guidelines or other circumstances, items in this handbook are subject to change. In those instances, staff members will be notified.**