

GALLOWAY TOWNSHIP PUBLIC SCHOOLS



2025 - 2026

# STAFF HANDBOOK

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THE PAST | THE PRESENT | THE FUTURE



## **Board of Education**

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## **Administration**

Stephen P. Santilli, Superintendent of Schools x. 1016  
Joy N. Nixon, CPA, School Business Administrator x. 1014  
Betty Napoli, Director of Curriculum/District Test Coordinator x. 1047  
Susann Tahsin, Director of Student Services x 1611  
Richard Garbutt, Jr., Supervisor of Curriculum and Instruction x 1009  
Jennifer Leavens, Supervisor of Student Personnel Services x 1618  
Dominic Mevoli, Supervisor of Special Education x 1614  
Allison Russomanno, Supervisor of Early Childhood Education, x. 1012  
Elen Manalang, Human Resources Manager x. 1011 or 1008  
Denzel Thomas, Food Services Supervisor x. 5046  
Rocco Rosetti, CEFM, Facilities and Operations Manager x. 5122  
Ray Marable, CEFM, Assistant Facilities and Operations Manager x. 5122  
Debbie Kaufmann, Transportation Coordinator x. 1004  
Todd Loveland, Child Care & Community Ed. Coordinator x. 1029  
Joseph Valver, Coordinator of Information & Instructional Technology x. 1020

## **School Administrators**

### **Preschool at Absegami High School**

Allison Russomanno, Supervisor of Early Childhood Education

### **Arthur Rann Elementary School**

Kenneth Berardis, Principal  
Terrence O'Connor, Assistant Principal

### **Reeds Road Elementary School**

Donald Gross, Ed.D., Principal  
Grant Hildebrand, Assistant Principal

### **Roland Rogers Elementary School**

Kevin McGloin, Interim Principal  
Christina Cibotti, Assistant Principal

### **Smithville Elementary School**

David Ragazzi, Principal  
Jacqueline Davis, Assistant Principal

### **Galloway Township Middle School**

Paula Junker, Principal  
Ryan Dalon, Assistant Principal (7)  
Hollisha Bridgers, Assistant Principal (8)

# **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 holders 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.”**

You are responsible for the review of all policies listed on the district website at the following link: <https://go.boarddocs.com/nj/gtps/Board.nsf/Public>. Please see below for critical policies.

- **Critical Policies Presentation - Video Linked**

- Drug Free Workplace - Policy #7436
- Pupil Suicide Prevention - Policy #5350
- School Behavioral Threat Assessment Teams - Policy #2419
- Missing, Abused, and Neglected Children - Policy #5141.4
- Harassment, Intimidation, and Bullying - Policy #5131.1
  - Additional Critical Policies and Guidelines for Review:
    - Electronic Communication - Policy # 4119.26
    - Affirmative Action - Policy #2224
    - [Facilities Reminders / NJ QSAC Code Guidelines](#) (linked)

## **NEW for 2025-2026: Employee Emergency Information**

Starting the 2025-2026 school year, all employees will be offered the opportunity to complete an *Employee Emergency Information Form* via Google. As per NJAC 6A:32-6.3, an individual may provide health-status information that may be of value to medical personnel in the event of an emergency requirement treatment. **An employee may choose to share information with the building principal and school nurse** regarding current health status to assure ready access in a medical emergency. Click [HERE](#) if you would like to complete this form. Complete this by **September 12, 2025**.

## **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 2025-2026 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 to support character education, PBIS programming or other initiatives. At the district level on Friday per month has been designated for a philanthropic dress down day to support the causes listed below. School level administration may designate other Fridays as philanthropic to support building staff, students and/or families. On the district designated Fridays listed below, or the school designated Fridays, as needed, we ask that those participating in the dress down day make a minimum donation of \$5.00 to support these worthy causes and our community partners.

September 12th:	The Galloway Township Education Foundation
October 3rd:	Shirley Mae Breast Cancer Foundation
November 14th:	Jill Tapper Memorial Scholarship Fund
December 5th:	Giving Trees
January 9th:	District Family School Association
February 6th:	Let Us Eat, Please - Summer Food Program
March 6th:	Music in our Schools - Support GTSD music programming
April 17th:	Autism Acceptance Month
May 8th:	Galloway Township Police Foundation
June 5th:	Galloway Township Fire Departments

## **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.

The district uses the automated Frontline Absence Management (Formerly Aesop) System. **ALL** employees are now required to report all absences through Frontline Absence Management via telephone (using your phone number and pin), online (username and password) or Frontline Education MobileApp. Therefore, “Application for Leave” forms (hardcopies) will no longer be necessary or accepted. Examples of absences that need to

be reported on Frontline are sick, personal, vacation, professional development, bereavement and jury duty. Access to the [Aesop Employee Quick Start Guide](#) (linked) is a great resource to assist with utilizing the Aesop system.

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.

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 discussed and approved with your direct supervisor, prior to submission. All approved professional development, regardless of costs and/or fees must be submitted by the first of the month; however since board approval is required the professional development must occur after the board meeting during the month in which it was submitted. We recommend submitting professional development requests as early as possible to allow for the necessary approvals and registrations process. Additionally, this type of leave and expenditure is governed by State regulations.

### **Attendance 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, family illness, or unpaid leave = \$400 (less applicable taxes)
- Tier 2 Perfect Attendance is defined as no use of sick time, family illness, or unpaid leave = \$300 (less applicable taxes)

### **Types of Time**

**Sick:** Applies to all staff members with the number of days based on a 10-month or 12-month position (prorated for staff not working a full year). 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.

**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 and loss of pregnancy with proof of doctor's note.. Staff members will be required to submit proof. These days must be used within 90 calendar days of the occurrence.

**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 needs 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. Staff members will be required to submit proof of service from jury management.

**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.

### **Attendance 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's perspective, absences will automatically be monitored as connected to holidays and staff development days. 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.

### **Attendance Recordkeeping**

The Office of the Human Resources will maintain oversight for all staff attendance. Employees will be able to view their accumulated leave bank and usage either in Frontline Absence Management or Staff Portal. Employees are encouraged to regularly check their attendance record for any discrepancies. 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 contacts 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. Attach the course(s) description and cost per credit for the college/university. 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 the 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 reimbursements 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 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 #4218: Use, Possession or Distribution of Substances. 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.

All staff members shall be alert to the signs of substance abuse, possession, and/or distribution by students and shall respond by verbally and immediately reporting the information to the building Principal or Assistant Principal. Upon the report, staff will be provided the “Teacher Referral for Intervention of Possible Substance Abuse” form for completion.

### **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 Policy # 4160, candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances (CDS) as they are defined in N.J.S.A 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines.

### **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.

All timesheets must be turned in bi-monthly on Friday afternoon. Timesheets must be submitted for any pay that is in addition to regular contracted salary. [Timesheet Forms](#) are available at each school 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. All time sheets must be turned in bi-monthly on Friday afternoon. Timesheets submitted by the 15th of the month will be paid on the 30th payroll date and timesheets submitted by the 30th will be paid on the 15th payroll date. Timesheets for the month of June must be received no later than June 30th for payment. **Timesheets received after the deadline will not be processed. Please review the GTEA contract for timing of stipend payments and sports/clubs timesheets.**

Requests for changes in payroll deduction or direct deposits must be in writing and in-person 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) or [westcottj@gtps.k12.nj.us](mailto:westcottj@gtps.k12.nj.us). 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, Instagram & Twitter feed. This is a vital area which needs our constant attention.

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

Pursuant to Policy #4160: Physical Examination, 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 Stephen Santilli (x. 1016).

### **PROCEDURE:**

- Step #1 The grievant must present in written form the complaint to the responsible person designated as Grievance Officer. ([Use Complaint Form](#))
- Step #2 The Grievance Officer has five working days in which to investigate and respond to the grievant. A written summary will be provided by the Grievant Officer at that time.
- 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.

- 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.
- 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 from the Affirmative Action/Grievance Officer (ext. 1016) and are linked under Staff Resources on the district website at <https://www.gtps.k12.nj.us/page/affirmative-action>**

### **Food Services Department**

**For the 2025-2026 School Year, Galloway Schools will again participate in the National School Lunch Program. Lunch will be provided at a fee of \$3.50 for Preschool/Elementary students and \$3.75 for Middle School students.** However, families are encouraged to apply for eligibility to receive free or reduced status under the National School Lunch Program. Families can apply by visiting the district's website and printing a meal application and returning it to their cafeteria manager.

**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".

- Monthly menus are posted on our [district website](#).
- In addition to the menu items, soup, salad bar, and sandwiches are available to staff daily.
- Catering services are available for events, special meetings, etc. on request. Please contact your school food services manager for more information. ***Priority must be given to our Food Services Department before obtaining an outside vendor.***

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." **Charge limit for staff/faculty is \$50.** 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.

### **Note:**

- **Dial 8:** 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.
- Calling **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/other personal electronic devices:** It is the expectation of the district that we continue to model acceptable and professional use of our own personal devices, especially while in the presence of our students. Therefore, should you choose to utilize your own personal cell phone or device for school business, as professionals we expect that the use of your personal cell phone/device is in the capacity in which you serve as a respected member of our school community. Therefore, with the exception of emergencies (personal and/or professional), and/or use of your personal cell phone/device for tasks related to your role in the district, use of your cell phone/device for personal reasons should only occur during a staff members’ break, lunch and/or planning time.

## **Report of Vandalism and Violence**

Immediately contact a school administrator if you are aware of any of the following: vandalism, threats of violence, safety risk, atypical behaviors from an individual, or any harmful activities.

Report safety concerns outside of school hours to your school administrator. If you are unable to reach your school administrator, utilize our after-hours reporting system, STOPit. Safety concerns can also always be reported to 911 if you are not able to reach a school administrator.

### **[Conscientious Employee Protection Act \(CEPA\)](#)** *(linked)*

The CEPA is a broad New Jersey Whistleblower Law that protects employees from retaliation because they engaged in a fairly wide range of protected activities.

## **Staff Acceptable Use Policy (AUP)**

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, an Acceptable Use Policy (AUP) has been adopted by the Board of Education. All staff are required to sign an AUP upon being hired by the district.

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. MFA is also required by our liability insurance carrier to maintain the required level of cybersecurity insurance.

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 Technology 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.

### **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 Susann Tahsin 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)**

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. If a parent/guardian or bus driver reports to you, report the information verbally to the Principal.

All acts of HIB ***must also be reported in WRITING to the Principal within two (2) school days*** of the verbal report. Written submission is completed via the online "HIB Reporting Form." The form is located within the "Anti-Bullying (HIB)" link on the district site, as well as within each school website.

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. If a staff member's physician recommends daily and/or continuing assessment of a medical condition, it is the responsibility of the staff member to make arrangements to monitor from home or self-directed while at work. Some examples of this include blood pressure monitoring, 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.

### **Staff Accidents/Injuries**

All staff members injured while working must be seen by a school nurse immediately for

evaluation and documentation. If a nurse is not present, report the injury to your school administrator, manager, or supervisor. All accidents and injuries, regardless of whether the employee seeks outside treatment, must be reported to Qual-Lynx. The nurse, or designee, will make the Qual-Lynx call in combination with the employee. An Injury Report must also be completed and submitted as per the Workers' Compensation packet.

Staff members who are exposed to a bloodborne pathogen must follow the guidelines and completion of documents within the district's *Exposure Control Plan* [HERE](#). All exposures are treated as a Worker's Compensation injury. Contact your school nurse, administrator, supervisor, or manager if you have been exposed.

If a staff member refuses medical care as recommended by the school nurse, a *refusal form signature* must 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, locked 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**

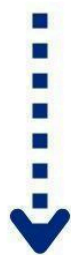
The district has three Student Codes of Conduct: [Grades Preschool - 2](#), [3rd - 6th](#), and [7th-8th](#).

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.

## **CONTINUE TO PART II**





## **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 lesson plans weekly effective date Monday, September 29, 2025 - 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	Optional



Site	
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 tab within OnCourse 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. The first lesson plans will be due September 29, 2025, for the week of September 29th. 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.

## **Videos**

The proper utilization of 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 videos should be listed in the lesson plans. By listing a video in your lesson plan, you are acknowledging that you have previewed the content. 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.

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 10 consecutive days/ 20 cumulative days), parents/guardians may provide a doctor's note requesting home instruction. The doctor's note will be submitted to the Student Services office for review and further submission to the school's physician for approval. If a student is suspended for more than 4 days, home instruction is also required, beginning on day 5. Please refer all questions to your Principal or Assistant Principal who will contact the involved District Administration and staff, Mrs. Susann Tahsin and Mrs. Sharon Delany.

## **Intervention & Referral Services**

The I&RS Team (Grades K-8) and PIRT (Preschool Intervention & Referral Team) support teachers with students who are experiencing difficulty with learning, behavior, and/or health challenges that are affecting academic performance.

When you have a student who is experiencing difficulty, contact the child's home to communicate the difficulty upon recognition of the challenges. Continued teacher and parent collaboration to address challenges and discuss strategies for both home and school can promote positive outcomes. Document all contact and reason for the contact in the "Contact Log" tab in OnCourse.

Seek I&RS assistance by contacting your school administrator if a student is not making progress given the typical Tier 1 and Tier 2 supports (with 6-8 weeks of data). Your school administrator will guide you in the next steps for requesting assistance from the I&RS Team/PIRS.

Seek PIRT assistance by filling out an RFA (Request for Assistance). See your PIRS (Preschool Intervention and Referral Specialist) for support on how to fill out an RFA.

GT Common XDrive Resources - "I&RS-PIRS" folder:

- *"RTI Pyramid"* (Response to Intervention): Provides the tiers of academic and behavioral support. Additional behavior and social-emotional differentiated supports have been added.
- *"I&RS Process for Teachers 25-26"*: Detail how and when to request I&RS support.

## **Student Attendance/Truancy**

Teachers are responsible for documenting student daily attendance as "Present-In-Person" or "Absent-In Person" in OnCourse. School secretaries will document student lateness and early dismissals. Please forward all absence notes to the main office.

Inform your Principal/Assistant Principal and secretary if you become aware of any of the following: extended absence for illness, vacations, hospitalization, and/or patterned absences.

**When a child is absent two or more consecutive days with no reason given, attempt to contact the parent/guardian to arrange for the completion of missed work.**

Document contact/attempts to contact in the "Contact Log" tab in OnCourse. List the details provided to you regarding the reason for the absence.

Truancy: A 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.

## **Residency/Homeless**

Please notify a Principal/Assistant Principal if you believe one of your students is no longer 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 Homeless Assistance Act or for a family crisis (ie: fire, domestic violence, etc.). The school Principal will notify the Director of Student Services, Susann Tahsin, who is the McKinney-Vento Liaison.

When a parent/guardian notifies you of a change in residency, please refer them to our District Registrar, Katie Geary (x1015), and inform one of your school secretaries. Decisions regarding a student remaining in their current school or the district when a family has moved are made by the Superintendent who will adhere to the criteria outlined in Board Policy #5111.

## **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. Beginning in fifth grade, numeric grades will be introduced in ELA, Math, Science and Social Studies. Our 6-8 grading and reporting is based on a 100 point scale only. 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.

### **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.

### **Minimum Graded Items:**

Teacher	Minimum # of graded items in gradebook
K-5 for ELA & Math	2 per rated indicator
Elementary Specials	4
6-8 ELA/Math/Science/SS	10
7-8 A&H/PE	5

### **Soft skills:**

“uses time wisely” and “respects the rights of others” will be scored in the following ways

- in homeroom K-5
- in specials K-6

### **Using Gradebook:**

- All K-8 teachers must record grades in their gradebook

### **Gradebook graded items K-4:**

- Items can be entered as total correct/total points ( example 17/20)
- Items could also be entered based on a rubric for the assignment (1/3)

### **Grade Calculations 5-8:**

- 5th grade ELA and Math will have numeric grades as well as indicators
- Grades for individual assignments/quizzes/tests/projects cannot be lower than a 50 unless after repeated attempts and parent/guardian contact student does not complete graded assignment (note can be made in gradebook visible to families of actual grade)
- Gradebook scores should be entered as follows:
  - i. Larger assessments out of 100 points
  - ii. Mid sized assessments out of 50 points
  - iii. Short assignments out of 25 points
  - iv. Simple classwork assignments out of 2 points
- Homework completion should not be graded

- Progress Reports from gradebook should be shared at least twice each marking period - [link](#) to directions

#### **“Grade reflects modified program”**

- will be used in self contained and pull out classrooms only
- New comment can be used for in class resource/ intervention/I&RS students: grade reflects modified assignments or assessments

#### **Grading students who enter after the beginning of a marking period**

- If a student comes in mid-marking period and you are considering not giving the student a grade (or rating indicators) please contact your building administration
- Newcomer ESL students should receive report card indicators/grades starting the second marking period that they attend
  - i. A comment should be used to share progress at the end of the first marking period

### **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.

### **Professional Development Absences**

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. At times, professional development that is required in statute and regulations will be assigned to staff via the online Public School Works (PSW) site. Completion of required training within PSW will be reflected in the annual evaluation of professional development.

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 will be four parent conference days. These are early dismissal days for students.

- November 24, 2025
- November 25, 2025
- December 3, 2025
- December 4, 2025

Times, and information about scheduling conferences will be provided by administration. 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/PIRS);
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, I&RS case manager, 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 virtual meeting. 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 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 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.

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 (Grades 1-8) will have a note within their OnCourse health alert.

### **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 forward all parent/guardian and physician notes regarding exclusions for recess and physical education to the school nurse office immediately upon receipt.

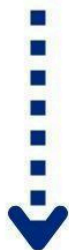
### **Staff Emergency Care Procedures**

This pamphlet outlines the steps school personnel should follow when responding to a health incident. Click [HERE](#) to view the pamphlet.

#### **Important Note:**

**Please be advised that this handbook includes information, policies, and practices during a typical school year unless otherwise noted. Items in this handbook are subject to change. In those instances, staff members will be notified and information will be updated within.**

**CONTINUE TO ACKNOWLEDGEMENT FORM**





*Galloway Township Public Schools*

101 South Reeds Road | Galloway, NJ 08205  
Phone: (609) 748-1250 | Web: [www.gtps.k12.nj.us](http://www.gtps.k12.nj.us)

Stephen P. Santilli  
Superintendent of Schools

Joy N. Nixon, CPA  
School Business Administrator

## **Staff Member Handbook** **Acknowledgement Form** **2025 - 2026**

**Directions:** Please obtain a copy of this acknowledgement form from your school's main office or from your direct supervisor, or you can print **this page ONLY**.

The staff member handbook for the 2025 - 2026 school year should be reviewed in its entirety, including all links found within the handbook. Should you have any questions or need clarity on any of the expectations listed within, please be sure to discuss them with your direct supervisor. In addition, and linked within the handbook above on page 4 is the **Critical Policies Presentation (Video Linked)** which is a self-paced presentation. This video will be played for staff during the opening day staff meetings. If you were absent the day the Critical Policies video was presented, it is your responsibility to view the video prior to signing this form.

Every staff member is expected to review the staff handbook in its entirety, as well as the critical policies presentation, and submit a signed and dated acknowledgement form no later than **Friday, September 12th** to the main office.

As stated in our staff member handbook, adherence to the law, associated policies, regulation and procedures and the highest ethical standards of integrity for members of public education, is the foundation of everything we do. Meeting this standard and complying with all, as reviewed within the staff member handbook, does not just happen; it requires a commitment from each of us in the Galloway Township School District and are part of our core values.

I, \_\_\_\_\_ (print full name), acknowledge

that I have read in its entirety and understood the 2025 - 2026 Staff Member Handbook, including all associated links found within the handbook, in addition to viewing the critical policies presentation in its entirety, and agree to abide by the provisions discussed within.

**Signature:** \_\_\_\_\_

## **REFERENCE MATERIALS:**

**RESPECT | HARD WORK | KINDNESS | TRUST | EQUITY**

# Galloway Township Public Schools District Calendar 2025-2026

Galloway Township Public Schools | 101 South Reeds Road, Galloway NJ 08205 | <https://www.gtps.k12.nj.us> | @GTNJSchools on Facebook, Instagram & X

Staff Report ONLY

SCHOOLS CLOSED

EARLY DISMISSAL DAY

EMERGENCY CLOSING (see below)

Parent-Teacher Conferences

Mon.

Tues.

Wed.

Thurs.

Fri.

July

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August

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December

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July

4 SCHOOLS CLOSED, Fourth of July

August

27 & 28 STAFF ONLY, Staff Development

29 SCHOOLS CLOSED

September

1 SCHOOLS CLOSED, Labor Day

2 EARLY DISMISSAL DAY, First Day of School

October

13 STAFF ONLY, Staff Development Day

November

3 - 7 SCHOOLS CLOSED, Fall Break & NJEA Teachers Convention

24 EARLY DISMISSAL, Parent-Teacher Conferences

25 EARLY DISMISSAL, Parent-Teacher Conferences

26 EARLY DISMISSAL, Thanksgiving Break

27 & 28 SCHOOLS CLOSED, Thanksgiving Break

December

3 EARLY DISMISSAL, Parent-Teacher Conferences

4 EARLY DISMISSAL, Parent-Teacher Conferences

23 EARLY DISMISSAL, Winter Break Begins

24 - 31 SCHOOLS CLOSED, Winter Break

January

1 & 2 SCHOOLS CLOSED, Winter Break

19 SCHOOLS CLOSED, Dr. Martin Luther King, Jr. Day

February

16 SCHOOLS CLOSED, President's Day

March

16 SCHOOLS CLOSED, Staff Development Day

April

3 - 10 SCHOOLS CLOSED, Spring Break

May

22 RESERVED for Emergency Closing Make Up

25 SCHOOLS CLOSED, Memorial Day

June

16 EARLY DISMISSAL DAY

17 EARLY DISMISSAL DAY, Last Day of School

NOTE: Parent-Teacher Conferences will be held November 24 & 25, and December 3 & 4. These are EARLY DISMISSAL DAYS for students. Look for more information regarding scheduling your conference from your child(ren)'s school.

EMERGENCY CLOSINGS

One emergency closing day has been built in to this calendar. If schools close one day for reasons such as inclement weather, May 22, 2026 will be reclaimed.

If additional closings beyond one day are necessary, the school year will be extended as appropriate (days added in June). If no emergency closings occur, the last day of school will be June 17, 2026.

MARKING PERIODS (subject to change)

Q1=11/11/25 | Q2=1/28/26 | Q3=4/13/26 | Q4=6/17/26

**PLEASE NOTE:** The calendar is subject to revisions due to emergency closings or other needs of the district. MAKE-UP DATES for emergency closings are at the discretion of the Board of Education. Announcements regarding closings are made to parents/guardians via School Messenger phone calls, emails & text messages, the District Website at <https://www.gtps.k12.nj.us> and on Social Media @GTNJSchools (Facebook, Twitter & Instagram) **BOARD APPROVED: March 17, 2025; REVISED: August 11, 2025**

## REFERENCE MATERIALS CONTINUED:

Back to School Nights - 6:00 pm - 8:00 pm (Staff Report at 5:30pm)	
Tuesday, September 9, 2025 (revised date)	Smithville
Wednesday, September 10, 2025	GTMS
Monday, September 15, 2025	Roland Rogers
Tuesday, September 16, 2025	Reeds School
Wednesday, September 17, 2025	Arthur Rann
Wednesday, September 17, 2025	Preschool at Absegami HS

MARKING PERIOD DATES	
Quarter #1	November 11, 2025
Quarter #2	January 28, 2026
Quarter #3	April 13, 2026
Quarter #4	June 17, 2026

Parent/Teacher Conferences - Early Dismissal Days	
<b>Monday, November 24, 2025</b>	Elem. 4:00pm - 7:00pm
	MS 1:30pm - 4:30pm
<b>Tuesday, November 25, 2025</b>	Elem. 2:30pm - 5:30pm
	MS 3:00pm - 6:00pm
<b>Wednesday, December 3, 2025</b>	Elem. 4:00pm - 7:00pm
	MS 1:30pm - 4:30pm
<b>Thursday, December 4, 2025</b>	Elem. 2:30pm - 5:30pm
	MS 3:00pm - 6:00pm

## REFERENCE MATERIALS CONTINUED:

Professional Development			
Full Day PD (No Students)		Early Dismissal PD (½ day for students)	
Wednesday, August 27, 2025	Staff Orientation & Professional Development	Tuesday, September 2, 2025	First Day of School for Students - Staff Development and/or building based meetings
Thursday, August 28, 2025	Staff Orientation & Professional Development		
Monday, October 13, 2025	Staff Development (w/classroom assistants and secretaries)		
Monday, March 16, 2026	Staff Development		

PLANNING NIGHTS	
October 29, 2025	<ul style="list-style-type: none"> <li>■ Fall Planning 2025 will total <b>3 hours</b> for certificated staff <ul style="list-style-type: none"> <li>● <u>Note</u>: This is inclusive of 1 hour for contracted faculty meetings.</li> </ul> </li> <li>■ <b>GTMS</b> = Start time is 2:35 p.m. which will conclude at 5:35 pm.</li> <li>■ <b>PK and Elementary</b> = Start time is 3:35 p.m. which will conclude at 6:35 p.m.</li> </ul>
June 3, 2026	<ul style="list-style-type: none"> <li>■ Spring Planning 2026 will total <b>3 hours</b> for certificated staff</li> <li>■ <b>GTMS</b> = Start time is 2:35 p.m. which will conclude at 5:35 pm.</li> <li>■ <b>PK and Elementary</b> = Start time is 3:35 p.m. which will conclude at 6:35 p.m.</li> </ul>

## REFERENCE MATERIALS CONTINUED:



Faculty Meetings = 16	
Day/Date	Day/Date
September = Faculty Meeting w/BTSN	SM - September 9, 2025 MS - September 10, 2025 RO - September 15, 2025 RR - September 16, 2025 AR - September 17, 2025 Preschool at Absegami - September 17, 2025
October =	October 1, 2025
October = Faculty Meeting with Fall Planning	October 29th (in conjunction with Fall Planning)
November =	November 12, 2025
November = Faculty Meeting w/ Parent Conferences	November 24 ,2025 (Elementary faculty meeting in conjunction with parent/teacher conferences) November 25, 2025 (GTMS faculty meeting in conjunction with parent/teacher conferences)
December = Faculty Meeting w/ Parent Conferences	December 3 ,2025 (Elementary faculty meeting in conjunction with parent/teacher conferences) December 4, 2025 (GTMS faculty meeting in conjunction with parent/teacher conferences)
December =	December 17, 2025
January =	January 14, 2026
January =	January 28, 2026
February =	February 11, 2026
February =	February 25, 2026
March =	March 11, 2026
March =	March 25, 2026
April =	April 15, 2026
May =	May 6, 2026
May =	May 20, 2026