

Benjamin Franklin Middle School

Faculty Handbook

2024-2025 School Year



Mr. Terrence Williams
Principal

Ms. Jahari Jacobs
Assistant Principal

Ms. Marina Williams
Assistant Principal

FACULTY HANDBOOK

2024-2025

Table of Contents

2024-2025 SCHOOL STAFF DIRECTORY	4
GENERAL GUIDELINES FOR TEACHERS	7
REPORTS TO CHILD PROTECTION AND PERMANENCY (DCP&P)	12
CLASSROOM MANAGEMENT/STUDENT DISCIPLINE	12
Student Discipline	12
Office Referrals	14
Loss of School Privileges	14
Hall Traffic	14
HOMEROOM ATTENDANCE PROCEDURES	15
The Teacher’s Role In Student Attendance/Absenteeism	15
Class Tardiness	16
DUTY STATIONS	17
Cafeteria Duty	17
Outside Duty Procedures	17
GENERAL RULES FOR STUDENTS	17
Cell Phones	18
Toys In School	19
Imitation Firearms (Toy Guns)	19
BICYCLE, BUS AND CAR SAFETY – BOARD POLICY	19
Other Restrictions	20
Fire/Evacuation Drills	20
Student Cafeteria	20
Traffic Patterns	21
Phone Use	21
ASSEMBLIES	21
DISMISSAL	22
DELAYED OPENING	22
SELF-ADMINISTRATION OF MEDICATION	22
I&RS, 504 & CST REFERRAL	23
HOMEWORK	23
FIELD TRIPS	23
REPORTING TO LAW ENFORCEMENT	23
Reporting Requirements Involving Drugs/Alcohol	24
Reporting Requirements Involving Firearms Incidents/Dangerous Weapons	24
Reporting Requirements Involving Incidents of Planned/Threatened Violence	24
Reporting Requirements Involving Sexual Offenses	25
Reporting Requirements Involving Hate Crimes and Bias-Related Acts	25

Reporting Requirements Involving Other Offenses	25
BULLYING, HARASSMENT AND INTIMIDATION	27
OTHER INFORMATION	28-47
• Emergency Telephone Numbers/Building Map	
• Emergency Dismissal Form	
• 2024-2025 Religious Calendar	
• District Calendar (10 month)	
• 2024-2025 Bell Schedule	
• Absence Reason Codes	
• Classroom Log/Pass	

**BENJAMIN FRANKLIN MIDDLE SCHOOL
2024-2025 SCHOOL STAFF DIRECTORY**

Terrence Williams, Principal
Jahari Jacobs, Assistant Principal
Marina Williams, Assistant Principal

<u>Teacher</u>	<u>Assignment</u>
Andreala, Ashley	Special Education
Apreda, Sonia	Grade 5
Avery-deVlugt, Angela	Grade 6
Barbosa, Leana	Speech
Bergen, Jessica	Instrumental Music/Winds
Blessing, Kitt	Drama
Bruno, Anthony	Language Arts
Butler, Dana	Dance
Cabrera, Christian	Social Worker
Califano, Claudia	Grade 5
Cata, Danielle	Social Studies
Cinnella, Josephine	Mathematics
Conteh, Zain	Mathematics Coach
Crump III, Spencer	Social Studies
Cusack, Angie	Special Education
Detrick, Amanda	Special Education
Dostie, Bydette	Mathematics
Ebert, Joanna	Grade 5
Finkelstein, Barbara	Special Education
Fischkelta, Paula	Special Education
Garcia, Lillian	School Counselor (Grades 5 and 7)
Gonzalez, Allen	Grade 6
Gordon, Sean	Grade 5
Goris, Natalie	Social Studies
Graves, Vatrell	Spectrum Class 1
Hans, Tasja	Social Studies
Hart, Lawrence	Mathematics
Hernandez, Jokeldy	Physical Education
Hochgesang, Joey	Instrumental Music/Strings
Holley-Garcia, Latasha	Grade 6
Iappelli, Gillian	Language Arts Coach
Jackson, Alyssa	Special Education
Jones, Jessica	Art
Jones, Thecla	Special Education
LaMadrid, Linda	Language Arts
<u>Teacher</u>	<u>Assignment</u>

Matarazzo, Merin	Special Education
Mattiace, Lauren	Nurse
Mazerolle, William	Special Education
McVerry, Jeanne	Language Arts
Misol-Kulig, Kelly	Grade 5
Moore, Amy	School Psychologist
Moran, Amy	Grade 6
Munguti, Munyiva	NJCIE Liaison/BSIP
Mursch, Eileen	Grade 5
O'Connor, Patrick	Physical Education
Nowak, Ilona	Behaviorist
Pagan, Colleen	Spectrum Class 2
Paz, Stephanie	Science
Pedroza, Vladimir	Spanish
Petrus, Belkis	Special Education
Pittman, Reginald	Vocal Music/Music through Technology
Powell, Javalda	Behaviorist
Ramirez, Melinka	Spanish
Rossy, Kimberly	Special Education
Salib, Diana	LDTC
Short, Luke	Instrumental Music/Strings
Singer, Samantha	Physical Education
Stanic, Victor	Special Education
Stephenson, Hanifah	School Counselor (Grades 6 and 8)
Taylor, Mickell	Special Education
Tewey, Margaret	Mathematics
Torres, Tiffany	ESL
Uwisavye, Jean-Gratian	French
Williams, Tyler	Special Education
Wright, Shanice	Special Education

SUPPORT STAFF

Gulshir Khan	Principal's Secretary
Julia Pena	Assistant Principals' Secretary
Jennifer Henry	Counseling Secretary

SAFETY & ATTENDANCE OFFICER

Manuel Castellanos

CUSTODIAL PERSONNEL

Steve Clarke	Day Custodian
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CENTRAL OFFICE ADMINISTRATION

Dr. Andre Spencer	Superintendent of Schools and 504 Officer
Dr. Marshall Scott III	Assistant Superintendent of School Supervision & Support Services
Irene Gray	Acting School Business Administrator
Aneesha Baig	Acting School Board Secretary
Patricia Dent	Director, School Innovation, English, ESL, Guidance, Career Services and Voc. Education
Simone Pugsley	Director, Special Education & Nursing Services
Shellian Mirander	Director, Special Education - Elementary Level
Connie Le	Director, Technology, Partnerships, Outreach, & Special Projects
Glasshebra Jones	Director, Human Resources & Compliance
Paul Morgan	Coordinator of District Safety & Truancy Services
Alicia Lyle	Supervisor of Mathematics
Ashley Sularz	Supervisor of Humanities & Gifted Education
Tony Thomas	Supervisor of Science, Engineering & Technology
Gabriel Tavaris	Supervisor of World Languages 9-12 & Culinary Arts
Marina Williams	Supervisor of World Languages K-8
Jahari Jacobs	Supervisor of Library and Media Services
Ramon Ortiz	Supervisor of Foundations (Years 3 & 4)
Ramon Medina	Supervisor of Visual & Performing Arts
Margot Mack	Supervisor of Business Education
Edward Klimek	Supervisor of Physical Education/Athletic Director
Lisa Zucker	Supervisor of Early Childhood

TEANECK BOARD OF EDUCATION

Clara Williams– President
Kassandra Reyes – Vice President
Victoria Fisher
Dr. David Gruber
Edward Ha
Dr. Gerald Kirshenbaum
Dr. Dennis Klein
Jonathan Rodriguez
James Wolff

Teaneck Public Schools Website: www.teaneckschools.org

GENERAL GUIDELINES FOR TEACHERS

FACULTY LIFE

- The district publishes a calendar to be used as a guideline for staff or other meetings. When school is in session, Mondays are generally to be reserved for staff, department or grade level meetings. When school is not in session on a Monday, another weekday may be designated. Make certain that you do not schedule appointments or other meetings on designated meeting days.
- All teachers must sign-in in the main office by 8:15 AM. Teachers are not to “check” the sign out box until the end of the day.
- ALL TEACHERS MUST BE ON POST AT 8:20 AM. For all homeroom teachers, your post is the hallway outside of your homerooms. Teachers without homerooms will be assigned a post in the building or on school grounds. Sixth, seventh, and eighth grade teachers who are not assigned a homeroom must remain at the assigned post until 8:30 AM.
- Teachers must lock their classroom doors at all times.
- Teachers must not be alone in any room with a student with the door closed.
- When school is in session, the style of dress will be “business appropriate.” Principal designates dress-down days throughout the school year. Exceptions can be made with the presentation of medical documentation for athletic footwear.
- Staff may not have containers of food in the classrooms and halls when they are with students.
- Personal cell phone calls are not to be made during instruction time in the classroom or in any room where instruction is taking place by another practitioner.
- The district policy regarding use of cell phones applies to all staff as well as students.
- Teachers must sign-out in the main office before they leave for the day. 5th grade teachers may sign out any time after 3:20 PM. 6th-8th grade teachers may sign out any time after 3:45 PM.
- Please confine food and/or drink to the cafeteria area. There may be occasions when it is appropriate to have food in the classroom. You must notify the office when you plan an event during which food will be served so that the necessary trash removal can be provided.
- The copiers available for teacher use are in the faculty room. The main office copier may be used in an emergency when fewer than six copies are needed.
- Teachers are expected to monitor the condition/return of books and other materials which are distributed for student use. Book fines must be collected for lost or damaged books.

ARRIVALS/DEPARTURES TIMES – FACULTY

FIFTH

Arrival and sign-in	8:15 a.m.
Duties	8:16 a.m. - 8:30 a.m.
Home Room/Instruction	8:30 a.m. - 3:00 p.m.
Duties	3:00 p.m. - 3:15 p.m.
Departure	3:20 p.m.

SIXTH/SEVENTH/EIGHTH

Arrival and sign-in	8:15 a.m.
Duties	8:16 a.m. - 8:30 a.m.
Home Room/Instruction	8:30 a.m. - 3:14 p.m.
Duties	3:15 p.m. - 3:30 p.m.
Student Assistance/Prep/Duties	3:31 p.m. - 3:45 p.m.
Departure	3:45 p.m.

STAFF ATTENDANCE (3212)

- Please be signed in the Main Office by your arrival time – 8:15 a.m. for elementary and secondary contract personnel.
- You are late if you sign in after 8:15 a.m. **Administrative action will be taken if a pattern of lateness is evident.** They are also expected to indicate their departure from the building at the close of school in the same manner. Please review Board Policy 3212 for more specifics on the
- If you are to be absent, **you must use** the [Absence Management System \(Aesop\)](#) substitute service **prior to 6:30 a.m.** The earlier you register an absence, the easier it will be for the district to provide a substitute.
- The keys to your room should be taken home each day and are not to be left in the building. Room keys will not be supplied for substitute teachers.
- If you are going to be late, please notify the main office at 201-833-5450.
- [A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.](#)

SUBSTITUTE LESSON PLANS

- All substitute lesson plans must be prepared with clarity and in sufficient detail to permit a person unacquainted with the classroom to conduct the lesson efficiently and effectively.
- The assignment students will be working on should be printed out and included in the Red folder.
- Both substitute and emergency plans must include:
 1. **up-to-date class rosters**
 2. **seating charts for each class period.**

- In addition, you should clearly identify students with IEPs, 504 plans, BIPs, along with any other accommodations or modifications.
- If you have special assignments (e.g. detention duty, lunch/recess duty, arrival/dismissal duty, etc.), be sure to include and specify the location, time, and requirements for the assignment in the substitute teacher and emergency folders.
- Provide the substitute teacher with the names of the other teachers in your grade level and/or department. This will be helpful to the substitute should he or she require assistance.

EMERGENCY SUB PLANS

- In case of unexpected absences, 3-5 days of valid and appropriate emergency lesson plans are to be available to the substitute teacher.
- **All emergency lesson plans are to be printed and included in your Red Emergency Lesson plan folder.**
- These emergency lessons should be reviewed and updated periodically to retain their validity.
- **Please note:** during planned absences, please submit current substitute lesson plans in lieu of using emergency plans.

STAFF PUNCTUALITY

- Staff members must set high standards of performance for students to model. Punctuality is one area where this is particularly important. It is professionally incumbent on members of the staff to observe contractual obligations regarding sign-in and sign-out.
- Teachers, school counselors, paraprofessionals, and CST members should arrive at school and personally sign in no later than 8:15 a.m., and be at their assigned duty/area by 8:16 a.m.
- Staff members should not leave earlier than 3:20p.m., for 5th grade teachers, and 3:45 p.m., for all other staff members per contractual hours.
- More importantly, students benefit from observing adult role models who place value on timely arrival to school and class.

REQUESTS FOR SUPPLIES, MATERIALS AND FORMS

Please use the [Order Form Link](#) to request supplies for your usage during the school year. If you are in need of specific supplies for your entire class, you should fill out a request form and submit it to Mrs Khan and cc Mr Williams for approval.

- ****Plan ahead.** If you know you need paper, pencils, or other teaching and/or art supplies, you should fill out a request form and email it to Ms Khan.
- ****When your request has been filled it will be placed in your mailbox.** If the request is too large, you will be notified when and where the materials can be picked up.

USE OF COPY MACHINES

- The copy machine in the faculty room and Room 310 is only for use by teachers/staff.
- The copy machine in the Main Office is only for use by the Office Staff.
- The copy machine in the guidance office is only for use by the guidance department. The copy machine in the CST wing is only for use by the Child Study Team.
- Students are never to make copies themselves or send requests for copies to be made.
- Office personnel cannot make copies for teachers.
- All personnel must use their ID card to access copiers.

USE OF OFFICE TELEPHONES

- Office telephones are primarily for the use of school staff. Office telephones are not to be used by students except in case of emergency. Please discuss this rule and the following information with your students.
- **Please do not send students to the Main office during the day to use the telephone unless you provide them with a pass stating the student's name and the reason for using the Main office telephone.**
- *Office staff will ask students for a pass from a teacher when they come to the Main office and ask to use the telephone. Students with passes that do not state a reason will be sent back.*
- However, office staff may permit use in any situation where the student might be endangered and an administrator is unavailable to give permission.

DISCRIMINATION AND PROTECTED CLASS STATUS (3351, 4351, 1140)

It is District policy not to discriminate against any employee based upon any category protected by law including, but not limited to, race, religion, creed, color, national origin, citizenship status, ancestry, age, sex, gender, gender identity, effectual or sexual orientation, handicap or disability, marital status, civil union status, or liability for service in the armed forces of the United States.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ADA, the District will consider requests for reasonable accommodation from any qualified employee with a handicap or disability requiring reasonable accommodation(s) in order to perform the essential functions of his/her job. Employees seeking a reasonable accommodation must speak to the Principal who will refer the request to the District Affirmative Action Officer and the Human Resources Department. The District may require additional documented medical evidence of the need for an accommodation before granting any reasonable accommodation and may require the employee to undergo a medical examination to confirm the need for an accommodation and to help determine an appropriate accommodation in an individual case.

It is District policy that each employee has the right to be free from inappropriate conduct where that conduct could be viewed as harassment. Inappropriate conduct based on an individual's age, gender, gender identity, sex, race, color, religion, creed, national origin, ancestry, ethnicity,

handicap or disability, marital status, civil union status, citizenship status, or effectual or sexual orientation (collectively, “protected status”) may constitute prohibited harassment. The District does not permit any inappropriate comments or communications to be made, distributed, transmitted or posted in any District building or facility. A comment or communication is inappropriate if it is or contains language which is threatening, harassing, offensive, obscene, sexually explicit, or contains profanity, or where its basis is discrimination related to any protected status. Any employee who believes that he/she is or has been discriminated against or harassed should contact the Affirmative Active Officer.

COMMUNICATING WITH FAMILIES

Communication with parents is critical to what we try to accomplish with students. Please make certain that you check your email on a daily basis and then respond to messages **within 24 hours**.

- Please make yourselves available to conference with parents on an as-needed basis. E-mails may be considered students’ records. E-mails should be used for short communications. Teachers should be mindful and vigilant about the content of their emails. Use of the telephone is preferred in most instances.
- Feedback to students about the work that they do is essential to their learning. You are expected to assess student progress on a regular basis and return “graded” student work in a **timely** fashion. Assignments must be graded, posted in Skyward and returned within a week. *Please post at least 2 grades per week.* You must promptly advise parents when there is a danger of student failure.

ELECTRONIC COMMUNICATION WITH STUDENTS

Electronic communication with students must be limited to staff members’ professional responsibilities. Staff members should not send individual text messages to students, nor “friend” or “follow” students on social media.

PLANNING AND INSTRUCTION

- The first set of lesson plans are due Monday, September 16, 2024 by 3pm via Google Drive to the [assigned administrator](#) for the following week. Lesson plans are to be written using the school’s [lesson plan template](#) and written a week in advance. Please remember to indicate any mandates (Diversity, Equity & Inclusion Mandates: Amistad, Holocaust, LGBTQ+ and Individuals with Disabilities) that are to be taught. The goal is to be collaborative.
- Instruction should occur “bell to bell.” In other words, students should be engaged for the entire period. Students should not pack up and prepare to leave prior to the dismissal bell.
- While videos can be an important instructional tool, they should be used wisely. There needs to be a clear instructional purpose for incorporating a video into your lesson plan. Usually, it is not necessary to view the entire video. If the video includes violence, nudity, sex, profanity or other controversial topics, at the outset, please consult with the Principal to determine if a

letter should be sent home in advance explaining the educational purpose and warning the video includes potentially objectionable material.

- For each lesson taught, an agenda must be clearly displayed and legible on the board in your classroom with the following: Learning Intention and Success Criteria (2 or more).
- Lesson plans must annotate what projects, assessments, class work, etc. will be used for bulletin board displays.
- Teachers are required to read, review and implement all 504, I&RS and IEP plans.
- *Every student is provided with an agenda to write down his or her assignments. Please create a routine during your class for students to copy assignments into their agendas on a daily basis.*

FORMAL ASSESSMENT OF STUDENT PROGRESS

The NJSLA ASSESSMENT 5-8 is administered to all New Jersey students in grades 5-8. You will receive notification of testing dates.

REPORTS TO THE DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P)

All school district personnel, including teaching staff members, support staff members and volunteers, are charged by law with the responsibility for reporting suspected cases of child abuse and/or neglect to the DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P). The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee over a period of time or both.

If child abuse and/or neglect is suspected by a staff member, the matter must be immediately reported by the staff member to the DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P), Institutional Abuse Unit by calling (201) 996-8900. The staff member must advise the Principal or an Assistant Principal of such a report before it has been made (except if the report is a complaint about such Principal in which case, the staff member must immediately advise the Superintendent of the (DCP&P) report. The Principal or his/her designee must thereafter report the matter to local law enforcement.

You have immunity from liability when making any good faith report to the DIVISION OF CHILD PROTECTION AND PERMANENCY (DCP&P). Failure to report exposes the child to danger, subjects you to criminal liability and also exposes the District and yourself to liability for monetary damages.

CLASSROOM MANAGEMENT/STUDENT DISCIPLINE

Student Discipline

- ALL TEACHERS MUST BE ON HALL DUTY WHEN STUDENTS ARE PASSING FROM CLASS TO CLASS.
- ALL teachers are responsible for ALL students. If you see a student exhibit inappropriate behavior or violate school policies or procedures you must take appropriate action. Consequences must be imposed evenly (i.e. no arbitrary or capricious imposition of consequences).

- Teachers are responsible for their own classroom management. Students are not to be referred to the office for minor incidents. When it is necessary to refer a student, please submit a discipline referral form, clearly describing the actual student behavior, and submit it to a building administrator. In the event that a student needs to be removed from the classroom, use the intercom to call the office for an administrator. Please refrain from sending students out of class unless it is unavoidable.
- **REPORTING Tier 1 Behaviors:** ALL teachers are responsible for ALL students. If you see a student exhibit inappropriate behavior or violate Benjamin Franklin Middle School policies or procedures you must take appropriate action. Teachers are responsible for their own classroom management and consequences. Please submit the infraction into HERO and follow-up with a parent phone call home.
- **REPORTING TIER 2 & 3 BEHAVIORS:** Students are to be referred to the office for Tier 3 incidents. When it is necessary to refer a student, please complete a [discipline referral form](#), clearly describing the actual student's behavior, and submit it to the administrators. If the student's words are objectionable, make sure the form includes those words. In the event that a student needs to be removed from the classroom, use the intercom to contact the office. [Discipline Referral Forms](#) (clearly describing the behavior) must be sent to the administrators at the time any student is referred for disciplinary action. No situation will be handled until this form is on hand. The student should be informed of your action. Please note that discipline referrals and related records, statements, and summaries are kept in a student's discipline folder and may be accessed by parents/guardians upon request. When completing a discipline referral, explain the reason for the referral in a detailed factual manner. The referral form should, on its face, correlate to the severity of consequences that you recommend to the administration.
- Each student will use their agenda book as their pass for leaving and returning to the room. This should be kept current. Once class has started, students should remain in class unless there is a legitimate reason to leave the classroom. Whenever possible, when an administrator or staff member needs to speak with a student, the student will be "picked up".
- Teachers need to monitor the appropriateness of students' attire and notify an administrator to be addressed.
- If a group of students have a meeting or are called to a specific location, you do not have to sign a planner for each student. Please write a single pass containing each student's name.
- Effective discipline is a team effort. We must all strive to maintain a level of consistency and fairness. We must also work together to effectively manage student behavior and develop a strong level of respect and order. Think about consistency. Think about fairness.
- Our goal is to maintain a positive and purposeful environment. All staff are to accept responsibility for good order and discipline at all times, whether the student is directly assigned to you or not at the time. Address loitering, loud talk, hallway traffic, disruptive behavior, bullying, inappropriate touching and words, etc.

- If any member of the faculty spots a potential discipline problem in their classes or halls, please refer these situations in writing to the guidance counselor for preventive guidance.
- Any school employee, volunteer or intern who has witnessed or has reliable information, that a student has been subject to harassment, intimidation or bullying, must report the incident to the Building Principal or designee.

Office Referrals

- Please review the guidelines for addressing poor decision making by students in the empowerment plan. Please note that should it be necessary for a student to be sent to the office; steps will be taken to reintegrate the student back into the classroom setting after educating him/her about appropriate behavior.
- Special Ed (Classified) Students who have behaviors which interfere with learning should be referred to the CST with a request from you for behavioral strategies, interventions and/or formal behavioral intervention plan created by the IEP Team. Please seek support from a student's case manager if you experience some behavioral challenges.
- It is expected that teachers will handle their own discipline problems. Applicable suggested action/strategies should be tried before the student is referred to a building administrator. If it becomes necessary to remove a student from class, contact the office. We will accompany the student.

Loss of School Privileges

Students who willfully and continually persist in misconduct or tardiness may lose school privileges. The student and the student's parents will be notified in writing.

Students who lose school privileges are prohibited from attending all extracurricular activities (anything beyond school hours including, but not limited to, dances, trips, and concerts). Any exceptions are at the discretion of the school administration. Students may recoup privileges upon successful completion of a SIP period as determined by school administration. Please note that privileges may be revoked at the discretion of school administration.

Hall Passing

Teachers are expected to be in the hall outside of their assigned area during class changes to maintain order and discipline. When many professionals are present, the number of disciplinary incidents is drastically reduced and the rules of proper behavior become much easier to enforce for all of us.

Students who are late to class shall resolve tardiness with the classroom teacher and are not sent to the office unless all methods within the teacher's power to correct the situation have been exhausted. **The main office does not issue passes to students unless authorized by an administrator.**

HOMEROOM PERIOD

The homeroom at the beginning of each school day assures the efficient operation of the school by providing time for the following important daily functions:

- Set the tone for the school day.
- Two teacher homerooms: One teacher shall remain in the classroom to receive the students the other teacher shall remain in the hallway to ensure that all students have reported to homeroom on time.
- Salute the flag (Board of Education policy [8820](#) expects students to stand respectfully facing the flag and reciting the Pledge of Allegiance. Students have the right to not participate as long as they remain silent and respectful. Parent/guardian must be contacted in accordance with Policy).
- Listen attentively to morning announcements.
- **Take accurate attendance.**
- Confer with students who have been absent; collect written excuses, check reasons, and send them to the Counseling Office. Remind students whose absence is unexcused, because they have no written excuse that they must bring in a written excuse within three days.

HOMEROOM ATTENDANCE PROCEDURES

Each homeroom teacher is responsible for taking attendance through Skyward. Homeroom Teachers must follow the Skyward procedures for recording and posting student attendance.

PROCEDURE FOR TAKING AND REPORTING PUPIL ATTENDANCE:

1. The **TEACHER** is responsible for the accuracy of the homeroom attendance procedures.
2. The **TEACHER** is responsible for obtaining written excuses for absences. Parents/guardians should be contacted whenever necessary.
3. Attendance should be taken at the beginning of the homeroom (8:30 a.m.) Students who arrive after 8:30 a.m. are considered late.
4. **Students arriving after the bell to go to 1st period are considered late and must have an admittance pass from the main office in order to enter the classroom. Send down to the main office any student who does not have an admittance pass after the bell has rung for first period.**

PLEASE BE VERY CAREFUL TAKING ATTENDANCE ([5200](#)).

Homeroom teachers must send all written excuses for absence to the Counseling Office after announcements are made.

- **IF A STUDENT BRINGS A DOCTOR'S NOTE, THIS MUST BE SENT DIRECTLY TO THE NURSE. THE NURSE WILL IMMEDIATELY MAKE A COPY AND SEND IT TO THE COUNSELING OFFICE.**
- **RELIGIOUS HOLIDAYS:** If a student expects to be absent for religious observance, he/she should present a written excuse from home or religious institution prior to his/her absence.

ATTENDANCE

1. School Staff Responses for Unexcused Absences – Handled by administration

- a. **Up to four cumulative** unexcused absences:
 - (1) Make reasonable attempt to notify parent of each absence
 - (2) Conduct investigation of cause of each absence
 - (3) Develop action plan to address absences
 - (4) If child abuse/neglect suspected, proceed in accordance with reporting requirements
 - (5) Cooperate with law enforcement/other agencies as appropriate
- b. **Between five and nine cumulative** unexcused absences:
 - (1) Make reasonable attempt to notify parent of each absence
 - (2) Conduct investigation of cause of each absence
 - (3) Evaluate plan developed
 - (4) Revise plan as needed
 - (5) Cooperate with law enforcement/other agencies as appropriate
- c. **Ten or more cumulative** unexcused absences:
 - (1) Mandatory referral to court program
 - (2) Make reasonable attempt to notify parent of mandatory referral
 - (3) Continue to consult with parent/involved agencies to support student's return to school and regular attendance
 - (4) Cooperate with law enforcement/other agencies as appropriate
 - (5) Proceed in accordance with Compulsory Education laws

Class Tardiness

- Every student must be in his classroom before the class bell rings. If a teacher is responsible for a student's tardiness, that teacher must provide a written excuse before the student proceeds to the next class. **Tardy students are not to be sent out of class for a written permit to enter class.** Tardies should be documented into HERO. Excuses for class tardiness are not obtainable in the office. Teachers should maintain a tardy policy in their classes and communicate this policy with students at the start of the school year.
- Establish consequences for late arrival (i.e teacher detention). Periodically the administrative team will do a sweep of students in the hallway to deter students from being tardy to their class. Allowing students to be late to your class without consequence

demonstrates to students a lack of urgency for learning. If a student is consistently late to your class, contact the parent(s).

- Students who are late to class shall resolve tardiness with the classroom teacher and are not sent to the office unless all methods within the teacher's power to correct the situation have been exhausted. ***The main office does not issue passes to students unless authorized by an administrator.***

DUTY STATIONS

Supervision is vital to the safety and welfare of our students. Please arrive at your duty stations promptly and be vigilant during your supervision. All staff members share responsibility for the active supervision of pupils in corridors (3280)

Cafeteria Duty

- Please ***be on time*** for your duty.
- ***Actively supervise.*** Please do not become complacent on duty. Walk around the cafeteria. By doing so, you can often prevent problems from occurring.
- ***Respond*** to any acts of bullying, intimidation and harassment that you observe and/or that are reported to you by anyone. ***Report the same to the Building Principal or designee.***
- ***Talk with the students in the cafeteria.*** Get to know them and their friends. Notice groupings, where they like to sit, and how the students interact with each other. Doing this will help you to anticipate problems and diffuse them before they occur. It also strengthens your relationships with students in and out of the classroom
- ***Be aware of your surroundings.*** Please do not work or eat while on duty; too much is missed when you are engaged in activities other than your assigned duty.
- ***Encourage*** as many students as possible to throw their trash away after they have finished eating. Students like to socialize after eating. They often wait until the bell rings causing them to rush to the trash cans, or worse; they leave their trash on the table. As a result, either you or someone other than the student ends up throwing away the trash.
- ***Lunch duty is not lunchtime for lunch supervisors.***
- ***Uncooperative students*** who leave trash on the tables, or are consistently difficult in other ways should be reported to a building administrator.
- ***You should not be late for lunch duty.*** In the event that you cannot avoid being late, it is your responsibility to notify a building administrator.

Outside Duty Procedures

- You are expected to ***be on time*** for your duty.
- ***Actively supervise.*** Please do not become complacent on duty. Circulate and facilitate. Don't congregate with other colleagues on duty; cover your designated area. By doing so, you can often prevent problems from occurring.
- ***Respond to any acts of bullying, harassment, and intimidation*** and report the same to the Building Principal or designee.
- Students like to "hangout" after school. After a reasonable amount of time, ***encourage them to leave the area and go home*** unless they are waiting for a sibling, or to be picked

up by a parent. In time you will get to know those students who fall into that category. Uncooperative students should be reported to a building administrator.

- **Talk with the students.** Get to know them and their friends. Notice groupings, where they congregate, and how they interact with each other. Doing this will help you to anticipate problems and diffuse them before they occur. It also strengthens your relationships with students in and out of the classroom.
- **Be aware of your surroundings.** Please do not work or eat while on duty – too much is missed when you are engaged in activities other than your assigned duty.
- **Uncooperative students** should be reported to a building administrator.
- **You should not be late for duty.** In the event that you anticipate being late, please inform a building administrator.

Cell Phones

Students may bring cellphones to school. Students are responsible to ensure that cell phones are placed in their lockers upon arrival. **Students who are seen displaying or using a cell phone during the school day will have their cell phones immediately confiscated by the school representative and turned over to a building administrator.**

- **First Offense:** Confiscation. Cell phone returned to student at end of the school day.
- **Second Offense:** Confiscation. Cell phones returned to students at the end of the school day. However, the parent(s)/guardian(s) will be notified that upon the next offense the cell phone will be returned to parent(s)/guardian(s) only.
- **Third Offense:** Confiscation. Cell phone returned to parent(s)/guardian(s).

* Disciplinary consequences will be imposed based on the Pupil Discipline Matrix for Middle School located in the Student-Parent Handbook.

Students are not permitted to:

- Use a cell phone during an emergency evacuation. This is a serious safety issue. Administrators and staff members will make any necessary calls.
- Use a cell phone during the school day to call a parent to report that the student is feeling ill. Students in need of medical attention should report to the school nurse or in her absence to the Main Office. Parents will be called by the appropriate school official as needed.
- Use a cell phone during the school day to report that the student has been involved in a disciplinary incident. The appropriate school official will contact parents as needed.
- Use a cell phone during the school day to invite visitors to school.

Students may carry cell phones on field trips. Students on field trips are not permitted to use cell phones without permission of the staff member in charge. Violation of this rule may result in withdrawal of the privilege of participating in future field trips.

“The Teaneck Board of Education will assume no responsibility in any circumstance for the loss/destruction/damage or theft of ‘Electronic Portable Communication Devices’ or for any

communication bill associated with the authorized or unauthorized use of said devices. Students will be responsible for locating such lost/stolen items.”

TOYS IN SCHOOL

Students are not allowed to bring toys to school. This includes electronic games and trading cards. The only exceptions are teachers who wish students to bring toys for projects or any other reason. This exception is subject to change based on administrative discretion.

IMITATION FIREARMS (TOY GUNS)

Imitation firearms (toy guns) are especially prohibited in or around the school. These can be considered weapons. Any student found in violation of this rule is subject to disciplinary actions imposed by the school, and may be reported to local law enforcement.

BICYCLE, BUS AND CAR SAFETY - BOARD POLICY

The Board regards the use of bicycles and motorized vehicles for travel to and from school by students as an assumption of responsibility on the part of those students. Students are responsible for the care of property, the observation of safety rules, and the display of courtesy and consideration toward others. Skateboards, scooters, roller blades, and mopeds are not permitted as a means of travel to and from school or on school property when school is in session. The Board will permit the use of bicycles by students in accordance with the school's safety rules. The Board will not be responsible for bicycles, which are lost, stolen or damaged. Students may ride bicycles to school, however, helmets are required. For students who ride to school without a helmet, the following procedure will be followed.

- **First Offense** – Students will receive a warning that a helmet must be worn.
- **Second Offense** – Students will be warned. However the parent will be notified in writing that upon the next offense the bicycle will be returned only to the parent/guardian.
- **Third Offense** – Bicycles will be confiscated and returned only to the parent/guardian.

Bicycle Safety

If students wish to ride their bicycles, the following safety rules should be followed:

- It is a New Jersey law that all riders under the age of 17 must wear a safety helmet.
- Wear close fitting, light colored clothing.
- Reflectors must be installed on the bicycle.
- Stop before entering any street.
- Walk your bicycle across any intersection.
- Yield to pedestrians.
- Obey all traffic laws, stop signs and stop lights.
- Ride to the right of the road, never against oncoming traffic.
- Use proper hand signals.
- Pass parked cars with caution because doors may open suddenly.
- Never hitch a ride with a moving vehicle.
- Don't swerve or clown around.

- Ride single file when cycling with others.
- Don't ride at night or in conditions when visibility is poor.
- Never wear headphones or earphones when cycling.
- Don't ride on the bicycle as a passenger.

OTHER RESTRICTIONS

- Hats and headwear are not permitted during school hours. The **only** exceptions to this rule are those head coverings worn for religious or medical reasons.
- Gum is not permitted in school.
- Food and drinks are not permitted outside of the student cafeteria, unless it is vital to a classroom lesson.
- Backpacks are to be left in lockers and are not to be carried in the hallways or taken to class.
- Students may only go to their lockers in the morning, before lunch and at the end of the day unless otherwise permitted by a teacher.
- Bicycles are to be locked in bike racks. Students are not to ride bikes through the parking lot or on school grounds.
- Skateboarding, in-line or roller skating, scooters, etc. are not permitted on school property or on Taft Road.
- All students must leave the building and grounds by 3:30 unless they are with a teacher or the parent/guardian has made a request for after-school dismissal supervision on a year -long basis as set forth below.
- Any student still waiting for a parent may wait on the sidewalk in front of the main entrance.

FIRE/EVACUATION DRILLS

- All students, teachers, and staff members must exit the building during a fire drill.
- Students must walk single file and quietly according to the directions posted in each room.
Students are not allowed to talk at any time during the fire drill.
- Teachers are to take their roll book and red binder with them and take attendance once outside. Teachers are to immediately report any missing students to an administrator.
- Students are to return to class quietly and in single file when the signal is given.

STUDENT CAFETERIA

- 5th grade students are escorted to the student cafeteria/recess by their teachers.
- No class shall come to the student cafeteria before the designated time for that class.
- Classes must enter the student cafeteria in an orderly fashion.
- Students are expected to exhibit appropriate behavior in the student cafeteria.
- Students are responsible for cleaning the debris off their tables and off the floor surrounding the table at which they are seated. Teachers are to monitor the clean up.
- Students must use the proper entrance and exit doors when purchasing lunch/snacks.
- No food or drink is to leave the student cafeteria.
- Students are to be dismissed by table and must exit the student cafeteria in an orderly fashion.
- Students may only use the student cafeteria when it is their assigned lunch period.

TRAFFIC PATTERNS

Stairway Locations

Stairway #1: North side, off soccer field, near room 110

Stairway #2: East side, off Windsor Rd. parking lot, near nurse's office

Stairway #3: East side, off Windsor Rd. parking lot, near gymnasium

Stairway #4: West side, off Taft Rd., near room 102

- When changing classes students must walk to the right and keep noise to a minimum.
- 5th grade classes are to use stairway #2 when traveling to the student cafeteria, media center, or computer lab.
- 6th grade classes are to use stairway #4 when traveling to the student cafeteria, gymnasium, vocal music room, art room, or when traveling to or from Homeroom 201.
7th and 8th grade classes are to use stairway #2 when traveling to the computer lab.
- 7th and 8th grade classes on the first floor are to use stairway #2 or stairway #4 when they are traveling to the student cafeteria.
- 7th and 8th grade classes on the first floor are to use stairway #2 or stairway #4 when traveling to classes on the second floor.
- 7th and 8th grade classes on the second floor are to use stairway #2 or #4 when traveling to classes on the first floor.
- Students are not permitted to use Stairway #1 located off the soccer field near Room 110 (1st Floor) and Room 211 (2nd floor).
- The corridor of the third floor 6th grade wing is primarily used by 6th grade students and teachers. However, 7th and 8th grade students traveling to and from the room 308 computer lab are to use stairway #2 only.

PHONE USE

Teachers are free to use the phones in the faculty room and in the faculty cafeteria. If privacy is required, you may use the phone in the administrators' offices. Please request permission before using an office to make a phone call.

- The district policy ([3322](#), [4322](#), [4283](#), [5516](#)) regarding use of cell phones applies to all staff as well as students.

BOARD POLICY

The staff is prohibited from the use of personal cell phones or walkie talkies while they are performing their assigned duties (homeroom, class time, and duty periods.) During meeting time, personal cell phones should be turned off and not used. Personal cell phones may be used during planning/free periods, lunch periods and before and after the regular work day.

ASSEMBLIES

1. Students will sit in every other seat for all assemblies if it is just their grade levels.
2. During the assembly students must exhibit appropriate behavior.
3. Teachers must remain with their classes and monitor their behavior.
4. Students are **NOT** allowed to leave the auditorium during an assembly except in an extreme emergency.
5. Students are dismissed one row at a time beginning from the rear.

DISMISSAL

- 5th grade students are dismissed at 3:00 PM. 5th grade teachers who do not have blacktop duty must supervise students in leaving the building unless they are staying for extra help or another teacher-supervised activity.
- 6th, 7th, and 8th grade students are dismissed at 3:14 PM. 6th, 7th, and 8th grade homeroom teachers must monitor their students at their lockers and assist them in exiting the building by 3:30 PM unless they are staying for extra help or another teacher-supervised activity. 6th, 7th, and 8th grade teachers who are assigned an after-school post must report immediately after the 6th, 7th, and 8th grade students are dismissed. Those on after-school posts must assist students in leaving school grounds by 3:30 PM.
- All secondary teachers must remain on their posts until 3:45 PM.

DELAYED OPENING AND “NO SCHOOL” ANNOUNCEMENTS

In the event of hazardous weather or road conditions there will be either a delayed opening or a “No School” announcement. Delayed opening means that school will begin two hours later, at 10:20 AM. Announcements are made by 6:30 AM on radio stations: WCBS (880 AM) and WINS (1010 AM); TV Stations: Channels 2, 4, 5, 7, Cablevision Channel 12 and FiOS 1 News. In addition, this information will be available on the District’s website at www.teaneckschools.org and on the following school phones after 6:30 AM:

(201) 833-5450

(201) 833-5451

(201) 833-5455

If weather conditions get worse, there will be a NO SCHOOL announcement made by 7:30 AM.

SELF-ADMINISTRATION OF MEDICATION:

Students who need to take medication during school hours and who are capable of self-administration of medication, for diabetes, asthma or other life-threatening illnesses are required to:

1. Submit a written request by the parent or guardian for permission for the student to self-administer medication;
2. Submit a written certification from the physician that the pupil has diabetes, asthma or another life threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
3. Submit a written statement by the parent or guardian acknowledging that neither the district nor the school shall incur liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent or guardian shall hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil;
4. The permission is effective for the school year for which it is granted and renewed for each subsequent school year upon fulfillment of the above requirements.
5. In situations where a pupil is authorized to use a nebulizer to treat asthma during school hours, the pupil shall submit a treatment plan prepared by a physician, which shall identify, at a minimum, asthma triggers.
6. Students who require epinephrine via epi-pen for anaphylaxis during school hours are required to abide by the following regulations:

- a. Submit written request by the parent/guardian for the administration of the epi-pen by the school nurse or his or her designee;
 - b. Submit written orders from a physician or advanced-practice nurse that the pupil requires epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
7. Submit a written statement by the parent or guardian acknowledging that neither the district nor the school shall incur liability as a result of any injury arising from the administration of medication to the pupil and that the parent or guardian shall hold harmless the district and its employees or agents against any claims arising out of the administration of medication to the pupil.

INTERVENTION & REFERRAL SERVICES (I&RS) TEAM, 504 AND CHILD STUDY TEAM REFERRAL

1. Any concerns about a child's academic, social, or personal development should be shared with his/her guidance counselor or the case manager in the case of a classified child or a child with a Section 504 Plan.
2. A referral to the I&RS Team should be made by a teacher when there is a concern for a child's academic and/or social development.
- 3 I&RS Team referral forms are available in the main office. Regular meetings will be organized and conducted by the I&RS Chairperson.
4. The I&RS Team will suggest interventions, work with the classroom teacher or may refer a child to the 504 Committee or request a formal child study team evaluation.
5. In general, teachers should not make referrals directly to the Child Study Team unless the student has been discussed and approved by the I&RS TEAM and/or with an administrator.

HOMEWORK

Please refer to the District's homework policy.

FIELD TRIPS

Field trips provide excellent educational extensions. The District has Field Trip Request and Permission forms, as well as Guidelines for Chaperones that you must use. Be careful to allow ample time for Board approval well before the trip.

REPORTING TO LAW ENFORCEMENT

Certain offenses involving students that occur on or off school property, during or after school hours, must be reported to the police. Such offenses include, but are not limited to, possession or distribution of controlled substances, firearms incidents, possession or incidents with dangerous weapons, sexual offenses, planned or threatened violence, bias-related acts and hate crimes.

Reporting Requirements Involving Drugs/Alcohol

When a staff member has **reason to believe** that a violation of the Comprehensive Drug Reform Act has occurred involving a student or employee, he/she must immediately notify the Principal. The school official will then notify the police department and/or prosecutor. When a staff member **seizes or comes upon** any substance believed to be a controlled dangerous substance or drug paraphernalia, he/she must immediately notify the Principal. The Principal will then immediately notify law enforcement and secure the substance/item pending the response by law enforcement. Staff members having custody of the substance/item must take reasonable precautions to prevent its theft, destruction, or use by anyone. In each instance of a report to law enforcement of a student suspected of being under the influence of alcohol or other drugs, the student must receive the required medical examination, pursuant to State law.

Reporting Requirements Involving Firearms Incidents and Dangerous Weapons

When a staff member, in the course of employment, has **reason to believe** that a firearm has unlawfully been brought onto school property or that any student or other person is in unlawful possession of a firearm on or off of school property, or that any student or other person has committed an offense with or while in possession of a firearm, on or off of school property, during school or non-school hours, he/she must immediately notify the Principal. The school official will then immediately notify law enforcement.

a. Seizing Dangerous Weapon Other Than Firearm

When a staff member seizes or comes upon any dangerous weapon other than a firearm, school officials **should immediately advise** the law enforcement official and secure the weapon pending a response by law enforcement

b. Seizing Firearm or Non-firearm Weapon Used or Threatened to be Used

When a staff member seizes or comes upon any firearm or non-firearm weapon that was used or threatened to be used in committing an offense, school officials **shall immediately advise** law enforcement and secure the firearm pending a response by law enforcement.

c. Seizing Non-Firearm Weapon Not Used or Threatened to be Used

When a staff member seizes or comes upon a non-firearm weapon that was not actually used or threatened to be used in committing an assault or other offense, school officials **should notify** law enforcement. The school official should consider the nature of the weapon and any lawful purpose it may have, the age of the student, and the intent of the student in determining whether a referral to law enforcement is necessary.

Reporting Requirements Involving Incidents of Planned or Threatened Violence

When a staff member, in the course of employment, develops **reason to believe** that a student has threatened, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the student genuinely intends at some time in the future to commit the violent act or carry out the threat, he/she must immediately notify the Principal. The school official will then immediately notify law enforcement. Such reporting is required **regardless of** whether the threatened or planned act of violence is imminent, the intended victim is aware of the threat, the intended victim is a student or member of the school community, or the violent act is not intended to be committed on school property or during regular school hours.

Reporting Requirements Involving Sexual Offenses

When a staff member, in the course of employment, develops **reason to believe** that a crime involving sexual penetration or criminal sexual contact has been committed on school property, or by or against a student during school operating hours, or during school-related functions or activities, he/she must immediately notify DCP&P and the Principal. The Principal will then immediately notify the Affirmative Action Officer, and law enforcement. District staff should not perform any investigation without coordinating with law enforcement and DCP&P.

Reporting Requirements Involving Hate Crimes and Bias-Related Acts

When a staff member, in the course of employment, develops **reason to believe** that a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property, regardless of whether such offense was or is to be committed during school operating hours, he/she must immediately notify the Principal and Superintendent. The Principal or Superintendent shall promptly notify the police and the bias investigation officer of the county prosecutor's office.

The building principal or superintendent will immediately notify the police or bias officer where there is **reason to believe** that a hate crime that involves an act of violence has been or is about to be physically committed against a student, or that a life has been or will be threatened.

When a staff member, in the course of employment, develops **reason to believe** that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property, regardless of whether such offense was or is to be committed during school operating hours, he/she should immediately notify the Principal and Superintendent. The Principal or Superintendent should then promptly notify the police. When deciding whether to refer the matter to law enforcement, the following should be considered: nature and seriousness of the conduct; risk to health, safety, or well-being of student, employees, or the general public; the fact that the police department/prosecutor may have access to other information relative to the bias-related act; and the possibility that the act could escalate within or outside of school property.

Reporting Requirements Involving Other Offenses

When a staff member develops **reason to believe** that a criminal offense has been committed on or against school property, during operating hours, or during school-related functions or events, he/she should notify the Principal. The Principal then should notify law enforcement. When deciding whether to refer matters to law enforcement, the following should be considered: nature and seriousness of offense and risk that the offense poses to the health or safety of other students, school employees, or the general public.

Child Find: Location, referral and Identification of students eligible for special education services:

The NJ Administrative Code at NJAC 6A:14-3.3 requires that : the District maintain written procedures for District students age 3-21, (and students in nonpublic schools located within the District), concerning the location and referral of students who may have a disability due to physical, sensory, emotional, communication, cognitive or social difficulties. Referral requirements also apply to migrant and homeless students as well as to students who may have a disability even though they are advancing from grade to grade. Referral may be made by instructional, administrative and other District professional staff, parents, and State agencies.

Referral by Parent:

A written request by a parent for evaluation shall be considered a referral and shall be forwarded without delay to the CST for consideration.

Early Intervention:

Intervention in the general educational setting is provided to students exhibiting academic difficulties, and shall be utilized, as appropriate, prior to referral for special education evaluation. See below as to specifics of Intervention and Referral Services Program.

All staff in the General Education Setting must maintain written documentation, including data stating type of intervention, frequency and duration of each intervention, and the effectiveness of each intervention.

Eligibility for Special Education and related services:

A student shall be determined eligible and classified eligible for special education and related services when it is determined that a student has one or more of the disabilities defined below and that the disability adversely affects the student's educational performance and the student is in need of special education and related services.

Categories of Disabilities:

Auditory impaired, autistic, cognitively impaired, communication impaired, emotionally disturbed, multiply disabled, deaf/blindness, orthopedically impaired, other health impaired, preschool child with a disability, social maladjustment, specific learning disability, traumatic brain injury, visually impaired.

Individualized Education Program:

There must be a current IEP in effect at the beginning of each school year for every classified student. Every IEP shall be accessible to each teacher and each service provider who is responsible to provide IEP services. You are required to be familiar with the IEP prior to providing services.

Behavioral Strategies and Behavioral Intervention Plans:

In the case of a student whose behavior impedes his/her learning or that of others, the IEP should include positive behavioral interventions and supports to address the behavior.

Section 504 Services and Protections under the Americans with Disabilities Act

(“ADA”):

Section 504 is a federal law prohibiting discrimination in and by educational institutions (receiving federal funds) based upon disability. The Americans with Disabilities Act is a federal law providing similar protections but this law is not limited to educational institutions. The laws are substantially similar. These laws apply to students, staff, and the general community. In order to be eligible for protection or services, an individual must have a defined physical or mental impairment which substantially impairs a “major life activity.”

Services and Protections for Students:

A very limited number of students may be eligible for Section 504 accommodations, who are not otherwise eligible for services as a “classified” child eligible for special education.

Services and Protections for Staff:

Staff members who believe they are eligible for Section 504 or ADA protections or services and who seek reasonable accommodations in the workplace are personally responsible to make a request to the Office of Human Resources and the District’s Affirmative Action Officer, as set forth below.

The District Affirmative Action Officer is responsible to investigate all discrimination and harassment complaints and also to review service requests under Section 504 and ADA.

BULLYING, HARASSMENT AND INTIMIDATION

Students are strictly prohibited from bullying, harassing, and/or intimidating other students or adults on school grounds, at any school-sponsored or related activity/function on or off campus, while on a school vehicle/school bus, while en-route to or from school, or off school grounds but having a nexus to the safe and orderly operations of the school district. "Harassment, intimidation or bullying" means any gesture, written, verbal, electronically transmitted or physical act, or any electronic communication (communication transmitted by means of an electronic device, including but not limited to , a telephone, cell phone, computer, or pager) that is reasonably perceived as being motivated either by any actual or perceived protected characteristic, such as race, color, religion, ancestry, national origin, gender, sexual preference or orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing personal characteristic that:

I. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or school personnel, or damaging the student’s or school personnel’s property, or placing a student or school personnel in reasonable fear of harm to his/her person or damage to his/her property; or

II. Has the effect of insulting or demeaning any student or school personnel, or group of students or school personnel, in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. The district prohibits active and passive support for harassment, intimidation or bullying. Students are

encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. The district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. Students who believe they have been subject to harassment should promptly report the incident to any teacher, counselor, principal or assistant principal. All reports, whether oral or written, shall be forwarded promptly to the Affirmative Action Officer for review.

All school employees are required to report alleged acts of bullying, harassment, or intimidation to the Building Principal or designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may constitute bullying, harassment, or intimidation. Any complaints made to school employees must be immediately referred to the Building Principal or designee. The Building Principal or designee will then conduct an investigation unless the conduct relates to a matter properly investigated by the District Affirmative Action Officer because it involves a “protected class”.

No employee, student or volunteer shall engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of harassment, intimidation or bullying. Please refer to the HIB Policy 5512 on the Teaneck Public Schools website. It is all professional staff’s duty to report a student believed to be under the influence of drugs, alcohol, anabolic steroids:

You must report if a student appears to be under the influence of drugs, anabolic steroids, alcohol or other substances. The report must be made to the principal, and either the school nurse, school physician, or substance awareness counselor. The student shall be under constant supervision at all times until released to parent/guardian. The parent/guardian must be immediately notified and told to arrange for an immediate medical examination for appropriate health care and to assess whether the student is in fact under the influence.

If the physician chosen by parents/guardian is not immediately available, the school must arrange for immediate medical examination in accordance with law.

The Superintendent may, but need not, report to the police students believed to be under the influence.

The Superintendent shall report to the police students reasonably believed to be in possession of CDS or paraphernalia or involved in distribution

OTHER INFORMATION:

- **Emergency Telephone Numbers/Building Map**
- **Emergency Dismissal Form**
- **2024-2025 Religious Calendar**
- **District Calendar (10 month)**
- **2024-2025 Bell Schedule**
- **Absence Reason Codes**
- **Classroom Log/Pass**

EMERGENCY TELEPHONE NUMBERS

1. List of contacts: (Always dial 911)

- Police Department – 201-837-2600
- Fire Department – 201-808-8080/201-837-2085
- Teaneck First Aid Squad / E.M.T. – 201-837-2600 (call Teaneck Police and ask for that department)
- Health Department – 201-837-1600 Ext. 1500
- Poison Control Center – 1-800-222-1222
- NJ Department of Environmental Protection – 1-877-927-6337
- Bergen County Emergency Management Center – 201-599-6210
- Crisis Intervention Services – 1-800-262-HELP (1-800-262-4357)

2. Emergency Building Features

- District Operations and Maintenance Department – 201-833-5526 (7:30-4:30)
- Public Service Electric and Gas – 1-800-436-7734
- United Water of NJ – 1-800-422-5987
- Bergen County Emergency Management Center – 201-599-6210

3. Area Hospitals

- Englewood Hospital and Medical Center – 201-894-3000 (Englewood)
- Hackensack University Medical Center – 551-996-2000 (Hackensack)
- Hackensack University Medical Center @ Pascack Valley (Westwood) 201-383-1035
- Holy Name Hospital – 201-833-3000 (Teaneck)
- The Valley Hospital – 201-447-8000 (Ridgewood)

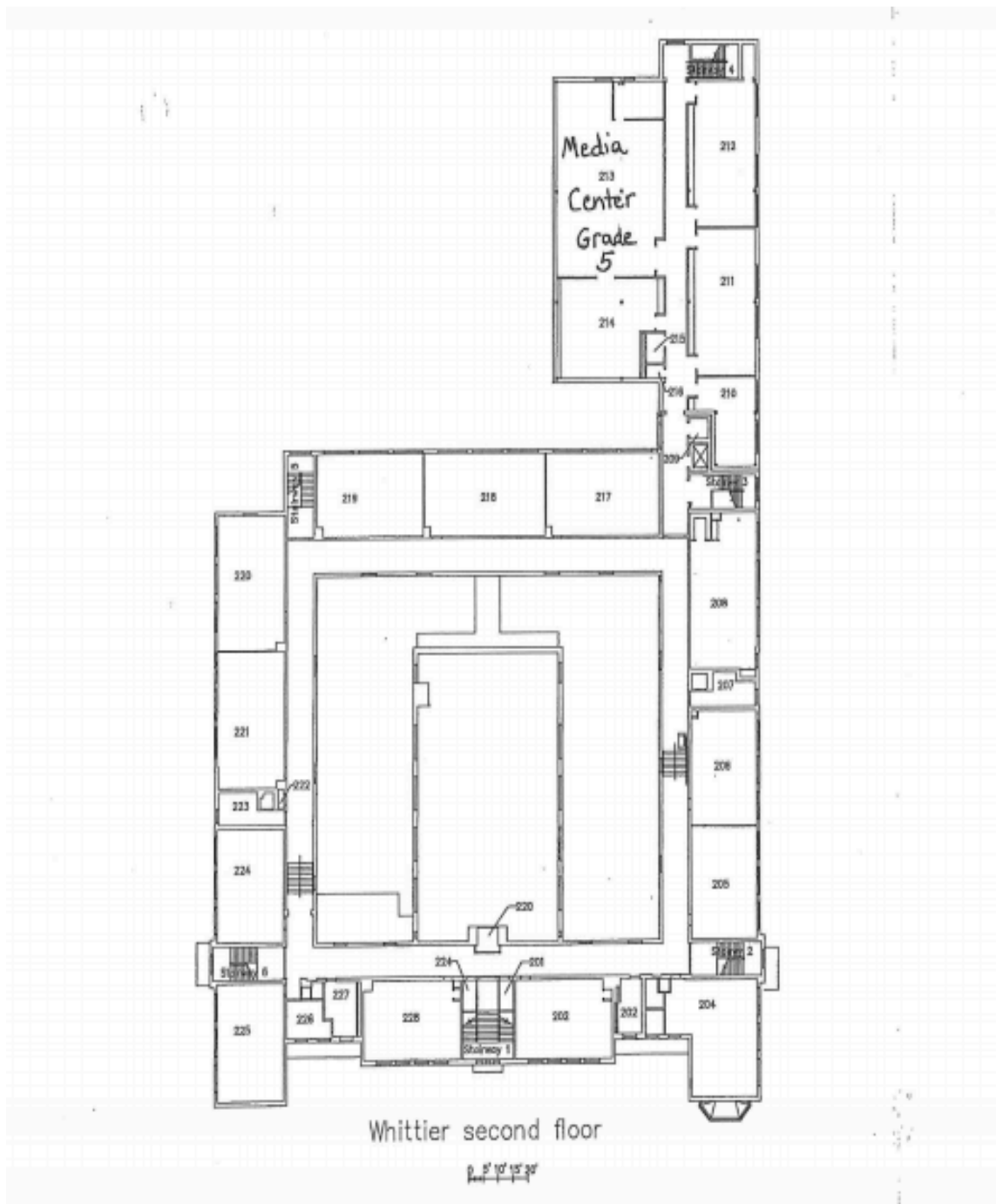
4. Community Mental Health Services

- Bergen Regional (Paramus) – 1-800-730-2762

5. Radio Coverage – WFDU – 89.1 FM

EVACUATION CONTACT NUMBER:

**Whittier Elementary School
491 W Englewood Ave
Teaneck, New Jersey
201-833-5535**





Whittier Basement
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2024-2025 School Year Observances

September

Date	Observance
September 1	<ul style="list-style-type: none">• Ecclesiastical Year begins (Eastern Orthodox Christian)• First Prakash Shri Guru Granth Sahib Ji (Sikh)
September 5-17	Onam (Hindu)*
September 6	Ganesh Chaturthi (Hindu)*
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian)
September 15	Maulid al-Nabi (Islam, Islam Dawoodi Bohra)*
September 19	Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 23	Mabon (Wicca/Pagan)
September 27	<ul style="list-style-type: none">• Jyoti Jot Guru Nanak Dev Ji (Sikh)• The Elevation of the Holy Cross (Eastern Orthodox Christian)

October

Date	Observance
October 3	Feast of Trumpets (Church of God, Philadelphia Church of God)
October 3-4	Rosh Hashanah (Jewish)
October 3-12	Navaratri (Hindu)*
October 7	Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*
October 12	<ul style="list-style-type: none"> • Yom Kippur (Jewish) • Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 17-23	<ul style="list-style-type: none"> • Sukkot (Jewish) • Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 20	Installation of the Scriptures as Guru Granth Sahib (Sikh) Birth of B'ab (Bah'i)
October 23	Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
October 24	Last Great Day (Church of God, Philadelphia Church of God)
October 24-25	Sh'mini Atzeret (Jewish)
October 25	Simchat Torah (Jewish)
October 31	Samhain (Wicca)

November

Date	Observance
November 1	<ul style="list-style-type: none">• All Saints Day (Christian)• Bandi Chhor Diwas (Sikh)• Diwali (Hindu, Jain, Puja and Deepavali)*
November 2	<ul style="list-style-type: none">• All Souls' Day (Christian)• Birth of B'ab (Bah'i)• Goverdhan Puja (Hindu)*
November 3	Birth of Baha'u'llah (Bah'i)
November 15	Nativity Fast begins (Eastern Orthodox Christian)
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Martyrdom of Guru Tegh Bahadur (Sikh)
November 25	Day of Covenant (Baha'i)
November 27	Guru Nanak Dev Ji Birthday (Sikh)
November 28	Ascension of 'Abdul'I Baha (Baha'i)

December

Date	Observance
December 1	First Sunday of Advent (Christian)

December 8	Bodhi Day (Buddhist)
December 9	Immaculate Conception (Christian)
December 21	<ul style="list-style-type: none"> • Yule (Wicca and Christian) • Martyrdom of Wadde Sahibzade (Sikh)
December 25	Christmas (Christian)
December 25-January 2	Hanukkah (Jewish)
December 26	<ul style="list-style-type: none"> • Zarathosht Diso (Zoroastrian) • Martyrdom Chotte Sahibzade (Sikh)

January

Date	Observance
January 1	<ul style="list-style-type: none"> • Gantan-sai (Shinto) • Mary, Mother of God - Catholic Christian
January 3-10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	<ul style="list-style-type: none"> • Feast of Epiphany (Christian) • Feast of Theophany (Eastern Orthodox Christian) • Nativity of Christ (Armenian Orthodox)
January 7	Feast of the Nativity (Eastern Orthodox Christian)

January 13	<ul style="list-style-type: none"> • Maghi-Lohri (Sikh) • Foundation of Shri Darbar Sahib (Maghi)
January 14	<ul style="list-style-type: none"> • Makar Sankranti and Pongal (Hindu)* • Ayyam al Beez (Islam Dawoodi Borha)*
January 18	Urus – Syedna Taher Saifuddin (Islam Dawoodi Bohra)
January 19	World Religion Day (Baha'i)
January 26	Yawm al-Mab'ath (Islam Dawoodi Bohra)*
January 27	Lailat al Miraj (Islam)*
January 29	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
January 31-February 9	Midwinter Ceremonies (Native American)*

February

Date	Observance
February 1	Imbolic-Candlemas (Wicca and Christian)
February 2	<ul style="list-style-type: none"> • The Presentation of Our Lord to the Temple (Eastern Orthodox Christian) • Vasant Panchami (Hindu)*
February 10-12	Jonah's Passover (Eastern Orthodox Church)
February 13	Tu B'shvat (Jewish)
February 14	Lailat al Bara'ah (Islam)*

February 15	Nirvana Day (Buddhist)
February 26	Maha Shivaratri (Hindu)*
February 26 – March 1	Intercalary Days (Baha'i)
February 28-March 30	Ramadan (Islam)

March

Date	Observance
March 3	Clean Monday (Eastern Orthodox Christian)
March 4	Shrove Tuesday (Christian)
March 5	Ash Wednesday (Christian)
March 10	Govinda Dwadashi (Hindu)*
March 13	<ul style="list-style-type: none"> ● Holika Dahan (Hindu)* ● Ron Hubbard's Birthday (Church of Scientology)
March 14	<ul style="list-style-type: none"> ● Holi (Hindu)* ● Meena Sankranthi (Hindu)* ● Purim (Jewish)
March 15-16	<ul style="list-style-type: none"> ● Hola Mohalla (Sikh)*
March 18	Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*

March 20	<ul style="list-style-type: none"> • Naw-Ryz (Baha'i) • Nowruz (Zoroastrian) • Ostara (Wicca)
March 21-22	Laylatul Qadr (Islam Dawoodi Bohra)*
March 22	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*
March 25	<ul style="list-style-type: none"> • The Annunciation of the Theotokos (Eastern Orthodox Christian) • The Annunciation of the Virgin Mary (Christian)
March 26	<ul style="list-style-type: none"> • Khordad Sal (Zoroastrian) • Laylatul Qadr (Islam)*
March 28	Aakhir Jumo'a (Islam Dawoodi Bohra)*
March 30	<ul style="list-style-type: none"> • Souramana Yugadi (Hindu)* • Chandramana Yugadi (Hindu)* • Eid al-Fitr (Islam, Islam Dawoodi Bohra)*

April

Date	Observance
April 6	Ramnavami (Hindu)*
April 10	Mahavir Jayanti (Jain)*
April 12	<ul style="list-style-type: none"> • Hanuman Jayanti (Hindu)* • Lazarus Saturday (Eastern Orthodox Christian)

April 12-20	<ul style="list-style-type: none"> ● Passover (Jewish) ● Passover (United Church of God) ● Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
April 13	<ul style="list-style-type: none"> ● Vaisakhi (Sikh) ● First Day of Unleavened Bread (Church of God) ● Theravadin New Year (Buddhist) ● Palm Sunday (Christian, Eastern Orthodox Christian)
April 13-19	Days of Unleavened Bread (Philadelphia Church of God)
April 17	<ul style="list-style-type: none"> ● Lord's Evening Meal (Christian, Jehovah's Witness) ● Holy Thursday (Christian, Eastern Orthodox Christian)
April 18	<ul style="list-style-type: none"> ● Prakash Guru Tegh Bahadur Ji (Sikh) ● Holy Friday (Christian, Eastern Orthodox Christian) ● The Last Friday of the Great Lent (Eastern Orthodox Church)
April 19	Last Day of Unleavened Bread (Church of God)
April 20	Easter (Christian, Eastern Orthodox Christian)
April 21	<ul style="list-style-type: none"> ● Easter Monday (Christian) ● First Day of Ridvan (Baha'i) ● Bright Monday (Eastern Orthodox Christian)
April 23-29	Memorial Feast of the Lords Passover and Days of Unleavened Bread (Church of God and Saints of Christ)
April 25	The 11 th Panchen Lama's Birthday (Buddhist)

April 29	Ninth Day of Ridvan (Baha'i)
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May

Date	Observance
May 1	<ul style="list-style-type: none"> • Beltane (Wicca) • Twelfth Day of Ridvan (Baha'i)
May 3	Yom Ha'Azmaut (Jewish)
May 5	Buddha's Birthday/Buddha Day*
May 12	Visakha Puja (Buddhist)
May 16	Lag B'Omer (Jewish)
May 23	Declaration of the Bab (Baha'i)
May 28	Ascension of Baha'u'llah (Baha'i)
May 29	<ul style="list-style-type: none"> • Ascension of Our Lord (Christian) • Feast of Ascension (Eastern Orthodox Christian)

June

Date	Observance
June 1-3	Shavuot (Jewish)
June 4-9	Hajj Day (Islam)*
June 5	Yawm al-Arafa (Islam Dawoodi Bohra)*

June 6	Eid al-Adha (Islam, Islam Dawoodi Bohra)*
June 8	<ul style="list-style-type: none"> • Pentecost (Eastern Orthodox Christian)
June 14	Eid-e-Ghadeer (Muslim, Islam Dawoodi Bohra)*
June 16	<ul style="list-style-type: none"> • Martyrdom of Guru Arjan Dev Sahib (Sikh) • Fast of the Holy Apostles (Eastern Orthodox Christian)
June 20	Litha (Wicca)

**Benjamin Franklin Middle School
School Schedule 2024-2025**

	Grade 5	Grades 6-7-8
Homeroom	8:30 – 8:35	
Empower Period	8:35 – 8:43	
Period 1 <i>Encore/PE 8</i> <i>(Band/Orchestra/Music Tech Students - Science 8)</i>	8:45 – 9:38	
Period 2 <i>Encore/PE 7</i>	9:41 – 10:34	
Period 3 <i>Encore/PE 5 & 6</i>	10:37 – 11:30	
Period 4 <i>Lunch/Recess 5 & 6</i> <i>Encore/PE 7</i>	11:33 – 12:26 <u>11:33 – 11:59 (4A)</u> <i>Grade 5 Lunch</i> <i>Grade 6 Recess</i> <u>12:00 – 12:26 (4B)</u> <i>Grade 5 Recess</i> <i>Grade 6 Lunch</i>	
Period 5 <i>Lunch/Recess 7 & 8</i> <i>Encore/PE 5</i>	12:29 – 1:22 <u>12:29 – 12:55 (5A)</u> <i>Grade 7: Lunch</i> <i>Grade 8: Recess</i> <u>12:56 – 1:22 (5B)</u> <i>Grade 7: Recess</i> <i>Grade 8: Lunch</i>	
Period 6 <i>Encore/PE 6</i>	1:25 – 2:18	
Period 7 <i>Encore/PE 8</i>	2:21 – 3:00	2:21 – 3:14

ABSENCE REASON CODES

Reason Code	Description of Absence Type
E	Absence Excused
H	Home Instruction
L	Tardy Excused
N	Non Enrollment
S	School Activity
T	Tardy Unexcused - Teacher
U	Absence Unexcused (No Note on File from Parent/Guardian)
V	Absence Unverified - Teacher
X	Tardy Unexcused

TEANECK BOARD OF EDUCATION POLICIES

9201 RESPECT IN THE SCHOOL COMMUNITY

3270 PROFESSIONAL RESPONSIBILITIES

3280 LIABILITY FOR PUPIL WELFARE

2330 HOMEWORK

2624 GRADING SYSTEM

3230 OUTSIDE ACTIVITIES

5560 DISRUPTIVE PUPILS

5610 - SUSPENSION (M)

5751 SEXUAL HARASSMENT

5756- TRANSGENDER STUDENTS (M)

5701 PLAGIARISM/CHEATING

2411 GUIDANCE AND COUNSELING PROGRAM

5350- STUDENT SUICIDE PREVENTION (M)

5410 PROMOTION POLICY