



Roger León
Superintendent

Barringer High School

Mrs. Natasha Pared, Principal



Teacher / Staff / Faculty Attendance

- ☐ At 8:10 am, teachers must be signed in utilizing the KRONOS system. At 2:50pm, teachers must sign out utilizing the Kronos system. KRONOS system is accessible via the mobile app and the KRONOS machines located in several in our building. Teachers are professionally responsible to ensure that their KRONOS punches are registered appropriately.
- ☐ At 8:15am teachers must be at their designated posts / classroom to greet scholars into classes and / or assist with hallway / stairway transitions. At 8:25am instruction begins.
- ☐ Same day notification and/or emergencies are to be arranged before 7:20am. Advanced notification of an absence should be arranged with the school's clerk to ensure that the school hires a substitute from the NBOE preference list. All other absences can be scheduled via the Aesop service.
- ☐ Failure to KRONOS may result in an AWOL notice and dock of pay. KRONOS in/out for each workday is a professional and contractual obligation.
- ☐ Staff members are not permitted to leave the building without authorization from an administrator (except for lunch period).
- ☐ All faculty meeting dates are provided in the Opening Day Packet. All faculty members are required to be present.
- ☐ A copy of the School-wide calendar of events is also provided in your Opening Day Packet. It will be shared and updated electronically.
- ☐ All faculty members are required to attend two PLC meetings per week. Your meeting dates will be indicated on your classroom schedule.

- ☐ All faculty and staff are responsible for canceling appointments or delegating operational tasks to a “back-up” or substitute when absent.
- ☐ Substitute folders must be completed by **9:00am on Monday, September 11, 2023**, and updated regularly. There should be **(5) days of substitute plans** on file for all faculty. A completed substitute folder includes: a schedule, class roster(s), lesson plans, substitute feedback form, and a seating chart (if necessary). The absence of substitute plans creates a disruption in the learning and risks the assignment of unintentional/inappropriate content by an unassuming substitute teacher.
- ☐ Faculty and staff members are prohibited from entering the interior area of the main office (except after 3:30 pm to make copies). School phone and P.A. systems are to be utilized only by Ms. Campbell, Vice Principals, and Principal. Teachers who need to utilize a phone (to conduct NPS business) should use the phone located in their supervising administrator's office.
- ☐ A medical certificate is required when a bargaining unit member’s absence exceeds (5) consecutive working days due to illness. It should be mailed directly to the Health Education and Services Office located at 2 Cedar Street. Mark the envelope with the word CONFIDENTIAL: FORMS CLERK. Do not submit this form to the school. (Article 10, NTU p. 44).
- ☐ Acceptable uses of telecommunications are devoted to activities that support teaching and learning. The use of the Newark Public Schools computer network is limited to the exchange of academic information, research, career and professional development activities consistent with the mission of the district.
- ☐ All staff are to expect to adhere to the Parking Regulations in the Operational Hours document. You may not park your vehicle within 20 feet of the school building. See the illustration on the reverse side of the Operational Hours document.
- ☐ Smoking on school grounds is against the law. School grounds include the perimeter sidewalk around the building and the parking lots.