

# **Standard Operating Procedures**

1. At 8:20 am, teachers must be signed in utilizing the KRONOS system. At 8:25 am teachers must be at their designated posts to escort their students into the building. At 8:35 am instruction begins.
2. In grades P-4, self-contained teachers must escort and pick-up their students from all Special Activity classes and lunch. In grades P-4, self-contained teachers are also responsible for dismissing their students.
3. In grades 5-8, departmentalized teachers must stand outside the door of their classrooms to monitor the passing of students. The last departmentalized teacher before the students' Special Activity escorts the class to the Special Activity. The next departmentalized teacher after the students' Special Activity picks up the class and escorts them to their next assigned class. Special Activity teachers that travel to classes must arrive at the scheduled start time and are not permitted to leave until the departmentalized teacher arrives. Seventh period Special Activity classes are dismissed by the Special Activity teacher. Students that are scheduled for lunch after a Special Activity class are escorted to the cafeteria by the last departmentalized teacher. Students are received by their next departmentalized or Special Activity teacher after lunch.
4. Attendance is taken at the start of every class.
5. Staff members are not permitted to leave the building without authorization from an administrator (except for lunch).
6. Smoking on school grounds is against the law. School grounds include the perimeter sidewalk around the building and the parking lot.
7. In the event of a fire drill, teachers must adhere to the Emergency Evacuation Procedure that is posted in every classroom.
8. Advanced notification of an absence should be arranged with the school's clerk. This will ensure that the school hires a substitute from our priority list. Same day notification and/or emergencies are to be called before 7:20 a.m.
9. Substitute folders must be completed prior to your absence. There should be (5) days of substitute plans on file for all faculty. A completed substitute folder includes: a schedule, class rosters, the lesson plan, and the substitute feedback form.
10. 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). The faculty or staff member must report to work with medical clearance.
11. Lesson plans must be submitted to your respective administrator on payday or every two weeks. The first lesson plan is due September 1, 2010 for the period September 2-3, 2010. Complete lesson plans include the following: the teaching point, NJCCC and CPI, lesson procedure, necessary modifications, objective evaluation, and homework assignment.

12. The teaching point is to be written on the board everyday for every subject. Students must be directed to write the teaching point in their notebooks.
13. Teachers issue and students sign for all textbooks, calculators, and other instructional materials.
14. Trip requests must be submitted to Ms. Hromoko prior to the scheduled trip date.
15. Student work should be assessed based on an appropriate rubric and returned to students with teacher feedback within 48 hours. Teachers must maintain a folder for each student that contains all student work or missed assignments. Current student work is displayed in your classrooms and/or designated bulletin board. Student work is current when it is within two instructional weeks.
16. All instructional interventions must be documented and maintained in the teachers' professional records.
17. The academic year is divided into four (4) marking periods, and report cards are issued at the conclusion of each marking period. Interim progress reports are issued to students according to the district calendar.
18. The district's uniform grading system is to be adhered to.
19. Students with IEP's should receive grades and credit in the same manner as other students when they complete the same course as other students. However, a weighted grade is permitted when it is based on a legitimate decision because of differences in method of instruction and in the quantity of material covered. Always refer to the student's IEP. Students with IEP's are jointly issued a grade by the Core Content and RCI teachers. RCI teachers are also responsible for meeting jointly with parents and modifying homework assignments.
20. The student's IEP shall be accessible and read by each teacher and related services provider. The IEP's can be accessed in the Child Study Team office.
21. The Child Study Team will send written notification to teachers regarding a scheduled IEP meeting. If the IEP meeting causes a conflict with your grade or content level meeting, or duty assignment, the IEP meeting takes precedence.
22. SPED, Student Activity, ESL, and Bilingual Ed teachers have equal rights to all instructional materials and furniture that has been provided to by the NPS.
23. It is the ***responsibility of the staff member*** (including volunteers or interns) receiving information in all instances of potentially missing, abused or neglected children, to notify the Division of Youth and Family Services (DYFS), Institutional Abuse Investigative Unit-IAIU, and the Newark Police Department. Pursuant to DYFS guidelines, the report must be made "immediately upon having reasonable cause to believe that a child is missing or has been subjected to child abuse or neglect."  
Any suspected abuse alleged to have taken place in the school or any other settings must be reported. Information reported shall include: the name, the age, and grade of the child; the name and address of the child's

parents/guardians, a description of the child's condition, the nature and extent of his/her possible injuries; and any other information pertinent to the child abuse or neglect, or identification of the suspected perpetrator. DYFS Hotline 1-877-652-2873; and Newark Police Department 973-733-600.

24. No hall passes can be issued during the first and last 15 minutes of any period. Students are expected to remain in the classroom for the full duration of the class period. Passes should only be issued for emergencies.
25. When students are late to school, they will receive a "late to school" pass to enter their scheduled class.
26. Every absence and tardy from school must be recorded on Form 763 and reported to the attendance counselor for proper investigation. Form 763 should be filled out and returned to your respective administrator.
27. The first line of discipline begins with the teacher. You resolve all discipline matters in your class and your efforts should be well documented (be guided by the NPS Discipline Handbook). When an incident takes place, use the Discipline Referral Form to document your actions prior to referring the student to an administrator. This includes conferences with the student, phone calls and letters to their parent/guardian, referrals to the Social Worker, and Child Study Team.
28. As per the NJ Administrative Code Title 18A: 6-1, corporal punishment is prohibited however, reasonable force may be used to quell a disturbance, obtain possession of weapons, etc, for self-defence or for protection of person(s) or property.
29. The use of electronic devices is prohibited in the school building. Cell phones must remain in the off position and out-of-sight. Playing cards or dice are strictly prohibited.
30. Hats and headscarves cannot be worn in the school building.
31. Gum, candy, sunflower seeds, nuts, etc. are not allowed in the classrooms. The consumption of food or beverages is restricted to the students' dining hall, teachers' lounges, or where otherwise approved.
32. Always inform parents when you are keeping their son/daughter afterschool. Teachers should also maintain a parent communication log to document all calls to parents.
33. All referrals must be channeled through the I&RS chairperson.
34. Some of our students take medication during the school day. It is the responsibility of every teacher to note the medical status of every child as it pertains to receiving medication in school. The nurse is the only staff member who has the authority to administer medication.
35. All teachers are required to report to the auditorium during an assembly. Teachers must escort and remain with their scheduled class in their assigned seats.
36. Faculty meeting will be held every second Wednesday of the month. If the second Wednesday is a holiday or an authorized closure, the meeting will be held the next possible Wednesday. All meetings will be held in the auditorium immediately after dismissal.

37. All staff and faculty members are required to attend (1) weekly content and (1) weekly grade level meeting.
38. Only authorized school employees are allowed in the food service areas.
39. Parental visitation is highly encouraged. All parent/teacher academic conferences in departmentalized grades must be scheduled through the guidance counselor to ensure that the appropriate teachers are present. In non-departmentalized grades, teachers may seek assistance from the guidance counselor.
40. The principal approves all guest speakers for students or classes that impact the normal school day.
41. All visitors must use the front entrance doors. A visitor is considered to be an individual that employed at Oliver Street School.
42. All signs/flyers and publications require the principal's approval and may only be posted on doors.
43. All emergency school closings will be announced via Blackboard Connect. Your email, phone, and text message capable device contact information must be updated in order to receive any emergency school closing announcements.
44. Propping any door in the building for any reason is strictly prohibited.
45. Teachers are required to designate a breakfast monitor that will deliver breakfast to the classrooms. Each breakfast bin contains a roster. Place a check mark for each student that receives a breakfast.