2016-2017
Passaic High School
Staff Handbook

Passaic, New Jersey

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VISION

THE PASSAIC PUBLIC SCHOOLS WILL BECOME THE ***BEST URBAN SCHOOL SYSTEM*** IN NEW JERSEY.

MISSION

THE PASSAIC PUBLIC SCHOOLS WILL PROVIDE AN ***EXCELLENT EDUCATION THAT PREPARES OUR STUDENTS FOR COLLEGE AND TO EARN HIGH PAYING JOBS***.

FOCUS

THE PASSAIC PUBLIC SCHOOLS WILL PROVIDE ALL STUDENTS THE OPPORTUNITY TO GRADUATE HIGH SCHOOL WITH A ***CAREER CERTIFICATION AND/OR A MINIMUM OF 15 COLLEGE CREDITS***.

Passaic Public Schools
2016-2017 School Calendar

July, 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August, 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September, 2016						[19/17]
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October, 2016						[18/18]
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November, 2016						[17/15]
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December, 2016						[17/17]
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7/4/16	Independence Day Recess - District Closed
9/1-2/16	New Teacher Orientation Schools Closed for Students
9/5/16	Labor Day - District Closed
9/6/16	All Staff Reports Schools Closed for Students
9/7/16	Professional Development Day for Staff Schools Closed for Students
9/8/16	Schools Open for Students
10/3-4/16	Rosh Hashanah - District Closed
10/12/16	Yom Kippur - District Closed
11/7-8/2016	Professional Development Day for Staff Schools Closed for Students
11/9/16	Schools Recess - District Closed
11/10-11/16 11/11/16	N.J.E.A. Convention - District Closed Veterans Day
11/23/16	One Session Day - District
11/24-25/16	Thanksgiving Recess - District Closed
12/23/16	One Session Day - District
12/26-30/16	Holiday Recess - District Closed
1/16/17	Dr. Martin Luther King, Jr. Day - District Closed
4/7/17	One Session Day - District
4/10-14/17	Spring Recess - District Closed
5/29/17	Memorial Day - District Closed
6/20/17	Last Day of School (182nd School Day)
6/21 - 22/17	Inclement Weather Days

	Schools & District Closed
	Schools Closed for Students
X	Schools Closed – Teachers and Students
[/]	Teachers/Students Total Days Per Month
	One Session Day
	Inclement Weather Day

The calendar includes two (2) inclement weather days. The use of snow days may impact upon the scheduled winter and/or spring breaks in the calendar. In the event schools are closed due to inclement weather or other unforeseen event, the number of school days may be increased or decreased by school board action. The last three (3) days of the school year are one session days.

January, 2017						[21/21]
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February, 2017						[20/20]
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March, 2017						[23/23]
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April, 2017						[15/15]
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May, 2017						[22/22]
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June, 2017						[14/14]
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	X	24
25	X	X	X	X	X	

[186/182]

Approved: May 9, 2016 Board Meeting

2016-2017

Passaic High School

Important Dates

MP 1: September 8 – November 18

MP 2: November 21 – February 3

MP 3: February 6 – April 7

MP 4: April 17 – June 19

MARKING PERIOD	GRADES/COMMENTS DEADLINES	REPORT CARD NIGHTS	DISTRIBUTION DATES
MP 1 Progress Reports	*Thursday, October 13th*		*Wednesday, October 19th*
MP 1 Grades	**Wednesday, November 23rd**	**Thursday, December 1st**	**Thursday, December 1st**
MP 2 Progress Reports	*Friday, December 23rd*		*Thursday, January, 5th*
MP 2 Grades	**Wednesday, February 8th**		**Friday, February 10th**
MP 3 Progress Reports	*Thursday, March 9th*		*Wednesday, March 15th*
MP 3 Grades	**Thursday, April 20th**	**Thursday, April 27th**	**Thursday, April 27th**
MP 4 Progress Reports	*Friday, April 12th*		*Thursday, May 18th*
MP 4 Grades	**Tuesday, June 20th**		**All report cards are mailed on Friday, June 30th**

- Back to School Night: Thursday, September 29th
- Faculty Meetings: 1st Monday of every month from 2:40 – 3:55 pm

SGO Important Dates:

1. SGO Assessment Approval/Administration - September 12th – September 29th
2. SGO Submission - October 10th
3. SGO Midpoint Meeting - February 9th
4. SGO Final Submission - May 5th (Tentative)

Notes:

- Assistant Principals and/or Instructional Chairs must approve all SGO baseline assessments.
- Midpoint Review Meetings must be scheduled by Jan. 24th.

2016-2017

Passaic High School

Bell Schedule

Regular Schedule			
Pd	**Start Time**	**Class Time**	**End Time**
1	7:30 AM	50	8:20 AM
2	8:25 AM	42	9:07 AM
3	9:12 AM	42	9:54 AM
4	9:59 AM	42	10:41 AM
5	10:46 AM	42	11:28 AM
6	11:33 AM	42	12:15 PM
7	12:20 PM	42	1:02 PM
8	1:07 PM	42	1:49 PM
9	1:54 PM	42	2:36 PM
Staff:			
Start Time		7:25AM	
End Time		2:40PM	

Homeroom Schedule			
Pd	**Start Time**	**Class Time**	**End Time**
HR	7:30 AM	12	7:42 AM
1	7:47 AM	41	8:28 AM
2	8:33 AM	41	9:14 AM
3	9:19 AM	41	10:00 AM
4	10:05 AM	41	10:46 AM
5	10:51 AM	41	11:32 AM
6	11:37 AM	41	12:18 PM
7	12:23 PM	41	1:04 PM
8	1:09 PM	41	1:50 PM
9	1:55 PM	41	2:36 PM
Staff:			
Start Time		7:25AM	
End Time		2:40PM	

Delayed Opening			
Delayed Opening All Students Report at the Same Time			
Pd	**Start Time**	**Class Time**	**End Time**
1	9:25 AM	39	10:04 AM
2	10:09 AM	29	10:38 AM
3	10:43 AM	29	11:12 AM
4	11:17 AM	29	11:46 AM
5	11:51 AM	29	12:20 PM
6	12:25 PM	29	12:54 PM
7	12:59 PM	29	1:28 PM
8	1:33 PM	29	2:02 PM
9	2:07 PM	29	2:36 PM
Staff:			
Start Time		9:15 AM	
End Time		2:40 PM	

Early Dismissal			
Pd	**Start Time**	**Class Time**	**End Time**
1	7:30 AM	34	8:04 AM
2	8:09 AM	29	8:38 AM
3	8:43 AM	29	9:12 AM
4	9:17 AM	29	9:46 AM
5	9:51 AM	29	10:20 AM
6	10:25 AM	29	10:54 AM
7	10:59 AM	29	11:28 AM
8	11:33 AM	29	12:02 PM
9	12:07 PM	29	12:36 PM
Staff:			
Start Time		7:25 AM	
End Time		12:40 PM	

Note: Homerooms will be used for testing and/or administrative purposes. All staff and students are to follow the regular schedule unless notified in advance that homerooms will be implemented.

Schoolwide Discipline

Ms. Romero, Assistant Principal of Student Advocacy, will be overseeing schoolwide discipline issues with the support of the leadership team. As of the first day of the 2016-2017 school year, all disciplinary concerns should be emailed to Ms. Romero @ sromero@passaicschools.org. All emails must include the following:

Email Title:

- Date, Incident Type (Uniform, Conduct, Fight, etc.), Your Last Name
- Example: 9.9.16 Conduct Garcia
- cc the student's assistant principal and counselor

Email Content:

- Student ID#
- Homeroom
- Date of Incident
- Time and Location of Incident
- Incident Summary in bulleted form
- List any interventions provided prior to referral

More information on student advocacy and schoolwide discipline protocols and procedures will follow in the coming weeks.

Ms. Graciella Romero
Assistant Principal

School Improvement Plan (SIP) SMART Goals

SMART GOAL 1: ELA

By June 2017, 80% of the total population will show a 20% growth on the district benchmark ELA/Reading assessment from Fall to Spring through targeted / Data driven instruction and interventions in vocabulary and comprehension skills and use of multiple means of engaging students in rigorous, high level discussions and lessons.

SMART GOAL 2: MATH

By June 2017, 80% of students in Algebra I, Geometry, and Algebra II will show 20% growth from Fall to Spring on the departmental post assessment through the implementation of targeted instruction in foundational skills of number sense, algebraic expressions and working with fractions and decimals.

SMART GOAL 3: Climate & Culture

By June 2017, Passaic High School will increase the attendance rate from 93% in SY 2015-16 to 95% in SY 2016-17 by providing targeted support for chronically absent/tardy students and their families through the development of a attendance review committee comprehensive student handbook, and behavioral system.

SMART GOAL 4: Graduation Rate

By June 2017, the projected graduation rate for the 2016/17 school year 4 year cohort will increase from 79% in SY 2015/16 to 81% as a result of academic and attendance interventions and supports.

AVID College Readiness System
An Overview

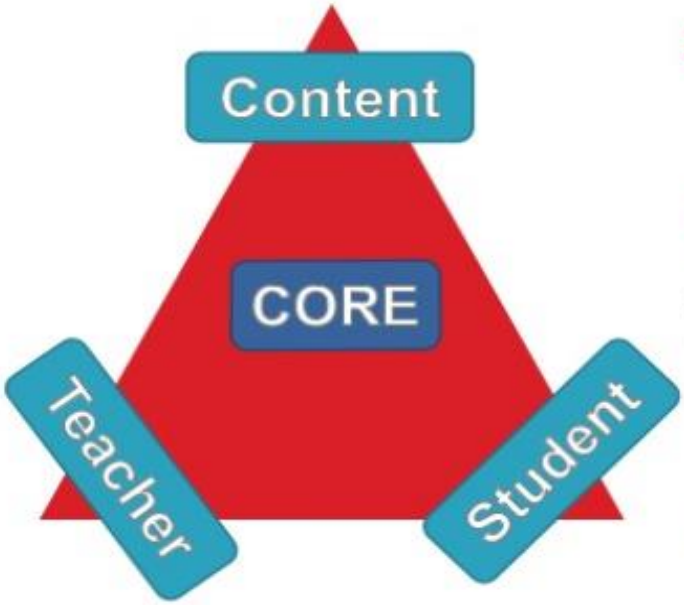
AVID was created in 1980 by one exceptional teacher who recognized that students from low-income families without a college-going tradition could succeed in high school and be college ready. For over 30 years, this simple yet profound formula has worked: *Raise expectations of students and, with the AVID support system in place, they will rise to the challenge.*

AVID's Mission is to close the achievement gap by preparing ***all*** students for college readiness and success in a global society. AVID can transform schools and districts so that students, particularly those students who are first generation college-goers, will be successful in college and a career. AVID has evolved from one high school elective class to the comprehensive AVID College Readiness System designed to help students who have aptitude but are not achieving to their potential. AVID focuses on giving students the strategies and support they need to achieve academically. Most importantly, AVID helps at-risk students develop a vision for their future and gain confidence in their abilities as they learn the academic and life skills they will need to move forward from grades K-12 and succeed in college.

The AVID Elective and Schoolwide System for Middle & High Schools provides academic support and enrichment to students via the AVID Elective course and by implementing the proven AVID instructional methodologies, curriculum resources and best practices in content area classes across school campuses to create a college-going culture and commitment to student success.

AVID's proven learning support structure for middle and high school—and enhanced for higher education—is known as ***WICOR***, which incorporates teaching/learning methodologies in the following critical areas: ***Writing, Inquiry, Collaboration, Organization, and Reading to Learn***. WICOR provides a learning model that faculty can use to guide students to comprehend materials and concepts, and articulate ideas, at increasingly complex levels (scaffolding) within developmental, general education and discipline-based curricula in their major.

What is the Instructional Core?



In its simplest terms, the instructional core is composed of **the teacher and the student in the presence of content**. It is the relationship between the teacher, the student, and the content – **not the qualities of any one of them by themselves** – that determines the nature of instructional practice, and each corner of the instructional core has its own particular role and resources to bring to the instructional process. Simply stated, **the instructional task is the actual work that students are asked to do in the process of instruction.**

7 Principles of the Instructional Core

Principle 1: Increases in student learning occur only as a consequence of improvements in the level of content, teachers' knowledge and skill, and student engagement.

Principle 2: If you change any single element of the instructional core, you have to change the other two to affect student learning.

Principle 3: If you can't see it in the core, it's not there.

Principle 4: The task predicts performance.

Principle 5: The real accountability system is in the tasks that students are asked to do.

Principle 6: We learn to do the work by doing the work, not by telling other people to do the work, not by having done the work at some time in the past, and not by hiring experts who can act as proxies for our knowledge about how to do the work.

Principle 7: Description before analysis, analysis before prediction, prediction before evaluation.

Substitute Folder Expectation

When a staff member is out for any reason, that individual is required to call 201-251-6998 by 6:00 am, provide a written learning plan, resources that support the learning plan, student rosters, and emergency procedures. The written learning plan is for the substitute teacher to know how to support the students' learning. Any resources/directions that the substitute will need to support the students upon entering the classroom should be labeled and easily accessible. Copies of class rosters should also be in the folder so the substitute may take attendance. A copy of the emergency procedures needs to be in the folder as well.

Substitute Folder Requirements:

1. Learning Plan
2. Resources
3. Student Rosters
4. Emergency Procedures

In preparation for emergency situations, teachers are expected to provide 5 days of lesson plans and copies at the beginning of the school year for unexpected circumstances. These 5 day plans should reflect the key learning goals for your content area. The expectation is that students should always be actively learning. Thank you for your attention to this expectation.

Respectfully,

PHS Leadership Team

Emergency Evacuation

Communication and Procedures

Lockdown/External Threat:

"Attention (name of school), attention, (name of school)...This is (name of administrator or person making the announcement)...At this time we will go to lockdown windows positions... I repeat, go to lockdown windows positions."

Doors locked, lights off, door shades down, window shades pulled down, students moved to secure location away from bullets that could pass through windows (usually under the window is safest), cell phones turned off and put away. Ignore fire alarms, bells, or knocks at your door. An administrator, building aide, or uniformed police officer, will open your door.

End of Drill: "Attention (name of school) attention (name of school). This is (name of administrator or person making announcement). At this time we will resume normal activities. I repeat, resume normal activities." School leader will read the VISION and MISSION. If the name of the school is omitted and/or vision and mission is not read, remain in lockdown!!!

Lockdown Internal Threat (active shooter):

Attention (name of school), attention (name of school)...This is (name of administrator or person making the announcement)...At this time we will go to lockdown windows positions... I repeat, go to lockdown windows positions."

Doors locked, lights off, door shades down, window shades pulled up, students moved to secure location away from bullets that could pass through windows (away from all doors and windows), cell phones turned off and put away. Ignore fire alarms, bells, or knocks at your door. An administrator, building aide, or uniformed police officer, will try to open your door to check that its locked.

End of Drill: "Attention (name of school) attention (name of school). This is (name of administrator or person making announcement). At this time we will resume normal activities. I repeat, resume normal activities." School leader will read the VISION and MISSION. If the name of the school is omitted and/or vision and mission is not read, remain in lockdown!!!

Shelter in Place:

"Attention (name of school), attention, (name of school)...This is (name of administrator or person making the announcement)...At this time we will go to our shelter in place locations... I repeat, go to our shelter in place locations."

Doors locked, door shades up, and window shades pulled down. Ignore fire alarms, bells, or knocks at your door. Your door will be opened by an administrator, building aide, or uniformed police officer.
During Shelter in Place you are to continue with instruction unless instructed otherwise.

End of drill via radio: "Attention (name of school), attention (name of school)...This is (name of administrator or person making announcement)... At this time we will resume normal activities...I repeat, resume normal activities." School leader will read the VISION and MISSION. If the name of the school is omitted and/or vision and mission is not read, remain in lockdown!!!

Emergency Evacuation:

Attention (name of school), attention (name of school)...This is (name of administrator or person making the announcement)...At this time we will go to our emergency evacuation locations...I repeat, go to your emergency evacuation location.

End of drill via radio: "Attention (name of school)...attention (name of school)... This is (name of administrator or person making announcement)...At this time we will resume normal activities and return to the building... I repeat, resume normal activities and return to the building.

Bomb Threat:

"Attention (name of school), attention (name of school)...This is (name of administrator or person making the announcement)... At this time we will go to our 500 foot locations...I repeat, go to your 500 foot locations." Turn off all walkie talkies.

End of drill via cell phone to Administration: "Attention (name of school), attention (name of school)...This is (name of administrator or person making announcement)... At this time we will resume normal activities and return to the building...I repeat, resume normal activities and return to the building."

During a Bomb Threat evacuation you will be instructed by an administrator to evacuate to the Primary or Secondary evacuation locations:

- Primary evacuation location for a Bomb Threat will be our 500 foot location **(We will evacuate to our FIRE DRILL evacuation location PLUS an additional block).**
- Secondary evacuation location for a Bomb Threat will be our designated evacuation locations **(School # 4 or School #11).**

Fire Drill:

- Alarm will sound.
- All faculty, students, staff and visitors will exit the building to designated FIRE DRILL evacuation location.
- End of the drill via radio to selected leaders: "All clear" will be announced and all faculty students, staff and visitors will resume normal activities and return to the building.

Revised Policies & Regulations

The Passaic Board of Education has approved these policies and we must now carry out the regulations. All district policies and regulations may be accessed from the Passaic Public Schools website.

5114	Suspensions and Expulsion
5131	Code of Student Conduct
5131.1	Harassment, Intimidation, and Bullying
6146.2	Promotion/Retention
6147.1	Grading and Reporting
6174	Summer Session

Child Abuse & Neglect

If you receive information regarding a child or children being abused or neglected in any scenario, please report this information *immediately* to the Division of Child Protection and Permanency and simultaneously to the Passaic County Prosecutor's Office Special Victims Unit upon receiving such information. In addition, please report this information immediately to the City of Passaic Police, via PHS School Resource Officer and inform the grade-level assistant principal.

The Passaic County Prosecutor emphasizes the following:

- Do not attempt to investigate any allegations or try to determine validity of the allegation under any circumstances.
- Section 4.19.5 of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (the MOU) states that it is the sole responsibility of law enforcement to determine when or whether a parent of any student be contacted regarding an allegation of abuse or neglect.

For your reference these are the pertinent phone numbers:

- Division of Child Protection and Permanency – 877-NJ-ABUSE
- Passaic County Prosecutor's Office Special Victims Unit – 973-837-7680