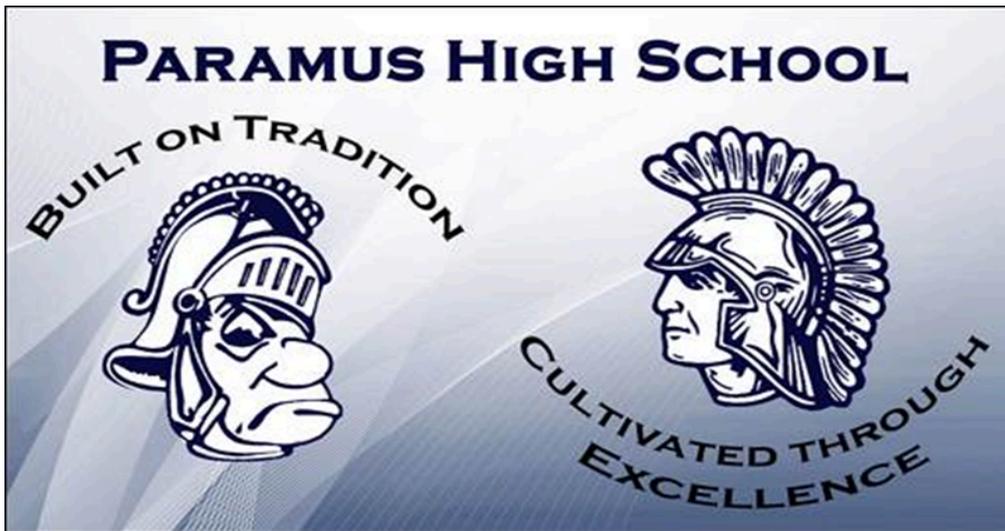


Paramus High School

Faculty Handbook

2025-2026



Paramus High School Mission Statement

The mission of Paramus Public Schools is to develop all students as open-minded lifelong learners who pursue their dreams and add value to the world.

Core Values

We believe that all individuals have intrinsic value and are defined by their character.

We believe that respect for diversity enriches the community.

We believe that all individuals can contribute to strengthening the community.

We believe that a community thrives when it protects, nurtures, and educates all its members.

We believe that a family, in all its forms, is a critical element in shaping an individual.

Alma Mater

*Hail Paramus blue and white
for posterity*

*Sons and daughters, sing for praise
Till Eternity*

Raise the chorus, Speed it onward

*Let our watchword be
Hail all hail good fellowship
Paramus we love thee.*

Paramus High School

Faculty Manual

Click on the following hyperlinks for important information.

Job Descriptions

Click Above

STAFF LIST / CONTACTS

Employee Information *(staff only)*

[Board Policies for New Employees](#)

[Calendars](#)

[District Technology Policies](#)

[Employee Substance Abuse Policy](#)

[Google Apps Dashboard](#)

[Grading Guidelines](#)

[Health Benefits](#)

[HIB Policy](#)

[List of NJ Approved Religious Holidays](#)

[Media Center Online Catalog](#)

[Missing, Abused and Neglected Children Policy](#)

[My Learning Plan](#)

[Athletics](#)

[Performance Plus](#)

[Principles for Education Employers](#)

[Program of Studies](#) *(Includes graduation requirements)*

[Programs and Clubs](#)

[Handbook from School Counseling Office:](#)

(include info on: Grade Reporting, Testing, SEL, College Letters of Rec, and Process Guidance on I&RS,504, Abuse Reporting, etc.)

[Staff Conduct and Dress Policy](#)

Faculty Information

*Please become acquainted with all aspects of the student handbook
so you are aware of the information given to the student body.*

High School Administration

Principal	Mr. Dominick Miller
Vice Principal	Ms. Alicia Angione
Vice Principal	Mr. Thomas Montuori
Athletic Director	Mr. Derek England

District Administration

Superintendent	Mr. Sean Adams
Assistant Superintendent	Mr. Timothy Donohue
Business Administrator	Ms. Brooke Bartley
Assistant Business Administrator	Ms. Mattea Field
Director of Buildings & Grounds	Mr. Nick Naturile
Assistant Director of Buildings & Grounds	Mr. Salvatore Lazzara
Director of Curriculum, Supervision & Accountability	Ms. Carla Alvarez
Director of Student Personnel Services	Ms. Tiffany Goodson
Director of Technology & Innovation	Mr. Peter Cook
Manager of Human Resources	Ms. Keisha Peters
Supervisor of Special Services	Ms. Jenna Esdale
Supervisor of Student Support and Mental Health Services	Ms. Jara Beagelman
Supervisor of School Counseling	Mr. Anthony Vecchione
Supervisor of English Language Arts and ESL	Ms. Dara Carr
Supervisor of Social Studies and World Languages	Mr. David Allocco
Supervisor of Mathematics	Mr. Robert Lehmann
Supervisor of Science and Physical Education/Health	Ms. Christine Diaz
Supervisor of Visual and Performing Arts	Mr. Dennis Dalelio

School Counselors, Child Study Team, Student Assistance Counselor			
School Counselor	Ms. Shannon Moran	Psychologists	Ms. Melissa Meyers
School Counselor	Ms. Daura Schucker		Ms. Juliana Barbaro Ms. Amy Leiva
School Counselor	Ms. Sandra Vanderzee	LDTC	Ms. Gina Mariano
School Counselor	Ms. Nicole Ives	Social Worker	Ms. Heather Russo
School Counselor	Ms. Ashwini Reddy	Student Assistance Coordinator	Mr. Joseph Traina
School Counselor	Mr. Joseph Gencarelli	CarePlus Clinicians	Ms. Diane Wirth Mr. Stephen Lereah

Administrative Division of Students	
Grade 9, 11	Ms. Alicia Angione ext. 3070
Grade 10, 12	Mr. Thomas Montuori ext. 3072
Communication	
<p><u>From any classroom, in an emergency dial 0</u></p> <p>If you need to speak with an administrator immediately, contact the above extensions for assistance.</p> <p>Each administrator carries a walkie-talkie and can be reached at all times.</p> <p>Any administrator is available in an emergency.</p>	
Staff Gmail Accounts	
First Initial Last Name @paramusschools.org	Google is our only email account.

Important Documents - How to Submit / Retrieve	
Evacuation Plan / Safety Procedures	PHS Staff Google Classroom
Teacher Duties	Sent via email & PHS Staff Google Classroom
Lesson Plans (when requested by administrator)	Submitted via email
Daily Announcements	Send Via email to Ms. Macchione
Field Trip Calendar	Calendar

School Counselor Code # in Genesis	
1373, Ashwini Reddy	1902, Shannon Moran
1450, Joe Gencarelli	1157, Daura Schucker
1331, Sandy Vanderzee	1294, Nicole Ives
PHS Faculty & Staff SPS Faculty Site	

Unfulfilled Commitments Procedure for Teachers

Teachers are reminded to input all unfulfilled commitments in Genesis in a timely manner.

Students have until the last day of school to return a book, calculator, uniform or other school property to their teacher/advisor/coach etc.. If a student does not have his/her textbook etc. on the day of the exam he/she may return it to the instructor after the exam.

If a student returns an item after it was entered as an unfulfilled commitment, the teacher deletes it by selecting the “**Trash Can**” next to the student fine. Students are to pay all fines and fees in the Commons Office. Below are the steps to follow in Genesis to add a fee or fine.

Steps to add an unfulfilled commitment in Genesis

Student Data

Search for a specific student

Select that student

Select Fees & Fines

Select add a fine

Select student fine under fee category

Fee description – name of book & book #

Input your name

Input fee amount

Leave “Show Parents” selected

Select add

Lesson Planning

All teachers are required to submit QSAC approved lesson plans, upon request, to the their assigned Supervisor or Building Administration

Moving Your Class

Please inform one of the Administrative Offices if you plan on moving your classroom for a period. If there is an issue in your classroom, please call one of the Administrative Offices for assistance and do not move until assistance is provided.

Parking

For the 2025-2026 School Year, Faculty Parking will be on a first come first served basis.

Supervisory Duties

Certain key duties will be assigned to staff members that may include but are not limited to study hall, hall duty, cafeteria supervision, Commons supervision, office support, and the Media Center. Everyone will receive direction on the expectations for their duty at the beginning of the school year.

Teacher Absences

All faculty members must submit their absences in AESOP. You must report an absence whether a substitute is required or not and provide a reason for the absence. If you miss the cut off time for the absence, **please call the Vice Principal office at 201.261.7800 ext. 3072.** It is also your responsibility to ensure that adequate lesson plans are left in your absence. In the event you are **delayed in your arrival to school**, please call the Vice Principal's office at **201.261.7800 ext. 3072.**

Please note that all teacher absences must conform to the terms of the contract between the BOE and the Teacher Association.

Refer to your contract for details.

Tardiness Procedures For Teachers

The classroom teacher will be responsible for addressing student lateness in the following manner:

1st lateness – conference with student

2nd lateness – conference with student; parental contact

3rd lateness – conference with student, parental contact again.

4th lateness – Teacher detention and notification to grade level Vice Principal through a Conduct Referral

Student Attendance

As a faculty, we have an obligation to identify the potential chronic absenteeism of a student. If teachers, school counselors, administrators, and parents unite in conveying a true sense of caring about student attendance, it is likely to have a positive effect on a student's view of school.

The teacher's role in regards to attendance is to take accurate attendance on a regular basis in regards to liability and to ensure the accountability of student whereabouts.

Procedure for Teachers

When a student is absent from class or is late by more than 10 minutes (Absent-Tardy), the teacher must:

- ✓ Mark the student absent or absent-tardy in Genesis.
- ✓ Attendance must be taken period by period.

Passes - Absence, Lateness, Leaving School

Lateness

- If a tardy student reports to school *during any portion of the first block*, the student should go directly to class. If they arrive more than 10 minutes late, they should be marked ABSENT-TARDY (AT).
- If a tardy student reports to school *after the first block*, they should report to their Vice Principal's office in order to confirm their absence/lateness with a parent.

Absence

- **A Green Pass** is used to permit a student to leave school early. A Green Pass is obtained through the Vice Principal's office.

Substitute Teachers

Substitute teachers will report attendance to rm. 417. To ensure accurate records, Substitutes will allow a minimum of 20 minutes of class time to elapse before reporting absences and tardies.

Field Trips

- ★ Academic field trips must be approved by your department supervisor and building administration.
- ★ Club trips require the Co-Curricular Supervisor's signature.
- ★ All transportation arrangements are made through the Vice Principal's office in the Commons.
- ★ Students attending a school field trip must be transported to and from the field trip by BOE approved vehicles and only with a teacher chaperone.
- ★ Teachers must provide the Commons Office with an updated attendance list prior to leaving

Field Trips –

PENDING BOARD APPROVAL:

- Please refer to the Field Trip Procedures sent out by the Commons Office and the PHS Staff Google Classroom

Grade Reporting Guidelines

Questions: If you have any questions regarding grading procedures or timeline, please contact Marilyn Maestre in the School Counseling Office - mmaestre@paramusschools.org or ext. 3110.

Google Classroom / Chromebook Education

As a 1:1 Chromebook environment, there is a professional expectation that teachers will utilize Google Classroom, Google Apps, Gmail, and other 21st Century educational techniques to enhance the learning experience and maximize the use of student Chromebooks.

Staff ID Badges

All staff must visibly wear their Paramus Public Schools ID card on a lanyard around their neck.