

Educational Services Commission of New Jersey



Staff Handbook (Certificated & Support Staff)

2024 – 2025

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August 2024

Dear ESCNJ Faculty/Staff Member:

Welcome to the Educational Services Commission of New Jersey (ESCNJ). Our goal, as a school community, is to provide the best possible programs for our students, participants, and member districts. This is possible because of the efforts and services provided by our employees on a daily basis in each of our schools and programs. Our Central Office personnel and support staff recognize the daily contributions made by our employees. The ESCNJ as an entity requires the dedication of our in-school, and office staff members alike.

This handbook is the result of our ongoing efforts to communicate essential information concerning the operational procedures of the ESCNJ. The handbook is not an employment contract. The policies, procedures, and resources in this handbook have been discussed at various staff and team meetings. All staff members are required to become familiar with the Commission's policies and procedures. Returning staff should pay close attention to revisions and newly initiated policies and procedures. Board policies and regulations are posted online: <https://www.escnj.us/about-escnj/district-information/policies-and-regulations-for-the-board-of-education>

All faculty/staff members are required to comply with the contents of this handbook. The handbook is located on the ESCNJ website and a printed copy in your school/program office. Please note that any inconsistency between the provision of this handbook and the Commission's policies and regulations shall be governed by the pertinent policy or regulation.

If you have any questions or suggested changes, please reach out to your school/program administrator.

All the best for a great 2024 – 2025 School Year.

Subject: Attendance – Staff

Consistent staff attendance and punctuality are essential to meet the educational, health and safety needs of our students. With early notice, administration may find a substitute, when necessary, to ensure safety and quality education for the students. Late notification makes it difficult to secure an appropriate and approved substitute or causes a need to rearrange coverage which disrupts the schedules of other faculty/staff.

1. In the event of an absence from work, faculty and staff members must follow the procedure detailed below:
 - A. FACULTY/Staff members shall submit their absence on Frontline either through the website (<https://app.frontlineeducation.com>) or over the phone (1-800-942-3767) before 7:00 AM on the day of the absence.

- B. **ONLY** if an emergency occurs and you are unable to submit your absence before 7:00 AM of the day of the absence, you must call the school/program office and speak to a school/program administrator. Please indicate your absence is for an emergency reason.

Please Note: Any response by office staff or administrators over the telephone does not constitute approval or disapproval of the absence. Approval/disapproval is made following submission through Frontline to the school/program administrator and ultimately ESCNJ Superintendent for final approval. In accordance with NJSA 18A:30-4, a physician's certificate may be requested in order to verify sick leave. A personal note may be requested to explain late arrival.

- C. If you work closely with another school/program staff member within a team/class, contact your colleague on each day of absence to report that you will not be attending work that day. This allows for the comparison of notes and responsibilities regarding the needs of students for that particular day.

2. Each faculty member with instructional responsibilities is to leave three (3) full days of emergency lesson plans in their desk.

3. All employees are encouraged to keep their own record of leave day absences. You may view your leave day balances through Frontline at **Account > Absence Reason Balances**. Approval/denials of absences are also viewable in Frontline and will act as your record copy. Comparison of your personal records and the official district records may be made upon request through the school/program office. Records maintained within the school are informal and should not be confused with the official attendance report maintained in the Human Resources office. Discrepancies or questions must be directed through the school/program office to the Human Resources office.

4. A medical doctor's statement including "return to work without restrictions" and the effective date must be submitted to the school/program main office or nurse's office when returning to work from disability leave, a work-related injury, or continuous sick leave over three (3) days. It is the staff member's responsibility to discuss with their physician(s) the nature of their job so the physician(s) may determine when one may safely return to work. This is important for your own welfare/protection, and the protection of the students and other staff.

5. **Personal Day**

Personal Day absences may be authorized if requested via Frontline through the school/program administrator to the Superintendent five (5) days in advance. Notification with reason shall be submitted

through Frontline in the “Notes to Administrator” section. In the event of an emergency, notification with reason shall be submitted to the school/program administrator on the first day the staff member returns to work in written or electronic format. Staff shall not use such personal days immediately prior to or immediately following a school holiday or vacation.

6. **Professional Day**

Professional Day requests are processed through Frontline and should be submitted to the office of the Superintendent 60-days prior to the professional development date(s) and are subject to approval. The Professional Day Request Form may be downloaded from ESCNJ website under the **Human Resources > Staff Resources** tab. In the “Notes to Administrator” section of Frontline please include:

- i. Title of the professional development program
- ii. Requested ESCNJ funded dollar amount
- iii. Upload in the “File Attachment” section when creating the professional day request:
 - a. Flyer for the event (if available)
 - b. Professional Day form

7. **Jury Duty**

Provide the school/program administrator a copy of your Jury Duty Notice immediately. This will be forwarded to the Superintendent. At your request, the Superintendent may add a letter requesting postponement along with your own statement requesting the postponement and send them directly to the court. Whenever you are not needed or excused by 11:00 AM from jury duty obligations, you are to report to your work assignment. (See ESCNJ Board Policy #3439 and #4408). If you are not excused, please submit the Jury Duty absence through Frontline, on a daily basis, the next day on which you are serving Jury Duty. Please obtain an attendance note from the court clerk for each day of jury duty served.

8. **Employees Requiring an Attendance Improvement Plan**

Any employee that has been found to be “excessively absent” in a school year may require an Attendance Improvement Plan. A determination of whether an employee has been “excessively absent” in a school year will be determined as follows:

For Ten Month Employees

- a. Once a ten (10) month employee has used more than nine (9) sick days in a school year, the District will conduct the analysis as outlined below to determine if the employee has been “excessively absent.”
- b. In order to determine if an employee has been “excessively absent”, the District will consider the following: (1) the nature of the employee’s illnesses for which the employee used more than nine (9) absences during one school year; (2) the employee’s current and past patterns of absences, if any; (3) any interruption in District operations caused by the employee’s absences; and (4) any negative impact on District operations caused by the employee’s absence.
- c. Chronically excessive absences may result in disciplinary action.

9. **Employee Leave**

A. Article 9, Leaves of Absences, in the collective bargaining agreement between the Commission and the Education Association authorizes employees to be absent for illness or injury, personal leave, bereavement leave, child bearing/rearing leave, and family leave. Any absence that does not meet the criteria and limitations set forth in Article 9 or N.J.S.A. 18A: 30-1 et seq., will be considered an

unauthorized absence. Any employee whose absence is unauthorized may be subject to disciplinary action including but not limited to:

- i. Letter of reprimand in personnel file
- ii. Pay deduction for unauthorized absence
- iii. Suspension without pay for same number of days as unauthorized absence
- iv. Non-renewal of employment
- v. Tenure Charges
- vi. Other actions as deemed appropriate by administration

B. Staff members may also consult ESCNJ Board Policy # 3212 and # 4211

C. The form for Medical Documentation Confirming Pregnancy may be found in the school/program main office, the Human Resources tab at <https://www.escnj.us/domain/363> and is included below for your reference:

To Whom It May Concern:

_____ is under my prenatal care. She is now _____ weeks pregnant. Her estimated due date is _____. She may continue to work without restrictions until _____.
(Last anticipated day of work)

Doctor's Signature

Doctor's Name (Printed)

Address

Phone Number

Staff Punctuality

Consistent staff attendance and punctuality are essential to meet the educational, health, and safety needs of our students (See ESCNJ Policy #3212). It is expected that staff will arrive and be ready for work no later than their scheduled contractual time each workday.

Please be advised that, with staff punctuality issues, the following action may be taken:

- When you arrive at work between one (1) and fifteen (15) minutes beyond your contractual time you will receive a fifteen (15) minute payroll deduction
 - When you arrive at work between sixteen (16) and thirty (30) minutes beyond your contractual time you will receive a thirty (30) minute payroll deduction
 - The principles of progressive discipline shall apply
 - Attendance and Punctuality data will be documented within one's evaluation
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Subject: Attendance – Student

1. Student attendance is recorded in Genesis Student Information System

- a. Classroom teachers are responsible for recording and submitting daily class attendance via Genesis for their respective homeroom class.
 - b. Login to Genesis
 - c. Select "Attendance" tab
 - d. To record absence, select reason from drop-down menu located in "Today's Attendance" column to right of student name
 - e. Select "DNC" for students with known reason for absence (e.g., parent communicated that child has a medical appointment). This will prevent a call generated to the parent regarding student absence.
 - f. Note that the default setting is "Present" and must be changed for absences
 - g. Complete attendance by selecting "Post Attendance" at bottom of class roster
2. Attendance must be posted no later than 30 minutes after student arrival.
 3. When a student arrives to school after this 30-minute timeframe, the school office staff will edit the attendance report from absent to tardy.
 4. When a teacher is absent, attendance will be recorded by office staff. It is the Substitute Teacher's responsibility to inform the office of student absences prior to the established timeframe.
 5. If a bus is known to be late, mark the student "Present", and office staff will adjust attendance accordingly after the bus arrives.
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Subject: Affirmative Action Officer(s)

Gary Molenaar and Russell Hudson have been appointed to serve in the position of Affirmative Action Officer (AAO) for the Educational Services Commission of New Jersey (ESCNJ) for the 2024 – 2025 school year.

The major responsibilities of the AAO include the coordination and implementation of the Commission's efforts to comply with:

Federal Law

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Act (IDEA) of 2004 and amended by Public Law 114-95 (Every Student Succeeds Act) of 2015

- Equal Pay Act of 1963

State Law

- Article I, Paragraph 5 of the New Jersey State Constitution
- N.J.S.A 10:5, New Jersey Law Against Discrimination
- N.J.S.A. 18A:35-1, History of the United States and New Jersey
- N.J.S.A. 18A:36-20, Prohibition of Discrimination
- N.J.A.C. 6A:7, Managing for Equality & Equity in Education
- N.J.A.C. 6A:14, Special Education

In general, these laws prohibit discrimination based on race, color, creed, religion, sex, sexual orientation, ancestry, national origin, or social economic status. In addition, it is the responsibility of the AAO to ensure that information regarding these regulations is disseminated to students and faculty/staff in order to ensure that their individual rights are protected and that they will refrain from discriminating against or harassing others. The AAO is also responsible for handling formal complaints and grievances regarding allegations of discriminatory practices.

The following are examples of some of the specific topics addressed by the aforementioned regulations:

1. The prohibition of sex segregation in most courses, education programs and extracurricular activities;
2. The prohibition of using tests, procedures or counseling materials that differentiate students in such a way as to funnel them into stereotypical courses, programs or post graduate employment;
3. The prohibition of discrimination against students because of pregnancy, parenthood or marital status;
4. The prohibition of sexual harassment of either students or employees by other students or staff;
5. The establishment of criteria to evaluate books and materials for bias;
6. The compliance of the district with state and federal equal opportunity employment practices;
7. The development and provisions of in-service training related to Affirmative Action issues;
8. The development of procedures to review student assessment and behavioral data disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant date of enrollment, student suspension, expulsion, promotion/retention data in order to ensure that there are no inequitable practices being implemented.
9. ESCNJ Affirmative Action program for Employment and Contract Practices/ Employment Practices Plan

Any questions or issues related to the topics listed above should be brought to the immediate attention of the respective school/program administrator. One may also contact Matthew Scanlon or Gary Molenaar the ESCNJ AAO's, at (732) 777-9848 Ext. 5010 or Ext. 3420. In addition, please note that copies of the ESCNJ Comprehensive Equity Plan (CEP), respective policies, grievance procedures, and annual reports are available in each ESCNJ school office, in the Commission's central office (1660 Stelton Road, Piscataway, NJ 08854, Second Floor) and on the Commission's website: www.escnj.us .

Subject: Arrest Reporting Requirements for Certificated Staff

N.J.A.C. 6A:9-17.1(c) Effective January 5, 2009 – All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder shall also report to their Superintendent the disposition of any charges within seven (7) calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” pursuant to N.J.A.C. 6A:9-17.5. School districts shall make these requirements known to all new employees and to all

employees on an annual basis.

Subject: Anti-Bullying Bill of Rights

1. ESCNJ school programs have a School Safety/School Climate Team headed by the Anti-Bullying Specialist.
2. The Anti-Bullying Specialist will assist the school in the successful implementation of the Commission's Harassment, Intimidation, and Bullying (HIB) policy and will:
 - a. Be the chairperson of the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead any school HIB investigations in the school;
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school;
 - d. Implement preventive measures for harassment, intimidation and bullying in the school;
 - e. Work collaboratively with the School Safety/School Climate team to ensure a safe learning environment in the school setting;
 - f. Assist in developing, fostering and maintaining a positive school climate by focusing on the on-going, systemic process and practices in the school;
 - g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator;
 - h. Attend professional development opportunities that address effective practices of successful school climate programs or approaches.
3. The Anti-Bullying Coordinator will assist the district in the successful execution of the Commission's HIB policy and will:
 - a. Oversee each ESCNJ School Safety/School Climate Team;
 - b. Meet a minimum of three times per school year with the ESCNJ's Anti-Bullying Specialists to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district;
 - c. Provide any required data to the ESCNJ Superintendent and or/designee and the NJ Department of Education;
 - d. Assist in developing, fostering, and maintaining a positive school climate by focusing on the on-going, systemic process and practices in the school;
 - e. Be responsible for the annual re-evaluation, reassessment and review of HIB police, reports and findings of concern of the School Safety/School Climate Team; and coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
 - f. Collaborate with school Anti-Bullying Specialists in the Commission and the Superintendent and/or designee to prevent, identify, and respond to harassment, intimidation, or bullying of pupils;
 - g. Attend professional development opportunities that address effective practices of successful school climate programs or approaches.
 - h. Annually examine the training needs of school employees and volunteers who have significant contact with student and implement needed training programs.
4. For the 2023 – 2024 school year, the ESCNJ Anti-Bullying Coordinator is Gary Molenaar, Assistant Superintendent.
5. Harassment, intimidation, and bullying is defined as any gesture, written, verbal, or physical act, or

electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, or on a school bus, or off school grounds that substantially disrupts or interferes with orderly operation of the school or the rights of other students, and that:

- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of emotional harm to his person or damage to his property;
 - has the effect of insulting or demeaning any student or group of students; or
 - creates a hostile educational environment at school for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
6. Incidents of harassment, intimidation, or bullying are reported to the school/program administrator.
 7. The school community, in order to recognize the importance of character education, will observe *Week of Respect*, beginning with the first Monday in October each year, pursuant to NJSA 18A:37-29. All teachers are to provide ongoing, age-appropriate instruction on preventing harassment, intimidation, and bullying.

Subject: Arrival/Departure Procedures

Monitoring procedures:

- Staff swipe identification badge for access to building (if applicable).
- Staff must swipe their identification badge at the building entrance upon arrival in the morning and when returning from lunch break.
- Staff assigned to ESCNJ offices schools must sign in using one of the Frontline kiosks located in their assigned building/office. When an employee is being requested to work in a location outside of an ESCNJ building they can use the Frontline app on their phone or the Frontline website to sign in.
- Staff must sign in via Frontline ONLY from inside their school/program building.
- Staff working in the Nonpublic Department and/or at locations not owned by the Commission must sign in using the Frontline App on their phone or the Frontline website to sign in.

All staff must be ready to work at their contractual start time.

Staff must accurately and consistently record arrivals and departures from the building for lunch, meetings, and personal business. Document departure and return times on the Sign Out sheet in the school/program office. This information is important for an accurate staff count should an emergency occur.

Staff Departure

Instructional Aides may leave at their contractual end time each day, however, they are encouraged to participate in staff meetings related to those students with whom they work. Staff members remaining past their contractual hours for such meetings will be compensated with prior approval of the school/program administrator.

Certificated faculty may leave at their contractual end time each day. These faculty members are required to participate in staff meetings as scheduled.

All staff must sign out at the time of departure using the Frontline App on their phone/tablet or the Frontline website on a computer.

Subject: Back-to-School Night

1. Parent Back-to-School Night is scheduled for **Thursday, September 19, 2024** from 7:30 PM to 9:00 PM and will be a Hybrid event for parents offering both in-person and virtual options. During this evening, we will introduce staff to parents. Please plan your schedule accordingly. **Faculty/Staff attendance is mandatory.**
 2. General presentations about the classroom programs and answers to parents' questions should be provided. **This is not an evening for conferences.** Appointments for parent/teacher conferences can be scheduled at this time.
-

Subject: Behavior Management/Discipline Policy

1. Positive reinforcement of appropriate behavior is the basis of our behavior management strategies. School/program staff will set appropriate limits on students' behavior and closely communicate with parents/guardians on all behavior management plans to ensure a consistent approach to behavior at school and home. The school/program Case Manager will keep each student's home district case manager informed of all plans and updates.
2. Staff will provide support for students to follow school and classroom rules. Each student is expected to adhere to a Pupil Code of Conduct (found on page 32 of this guide) that includes the following:
 - a. Students shall respect the rights of students and staff.
 - b. Students shall treat school property in an appropriate manner.
 - c. Students shall refrain from possession of dangerous substances or devices that may be harmful to one's self or others.
3. If a student is observed engaging in a serious aggressive behavior that is harmful to self or others or disruptive to the educational program the following will occur:
 - a. The teacher will notify the parent/guardian of the observed behavior.
 - b. The teacher will take baseline data to determine the frequency/duration of the behavior and determine any behavioral characteristics or antecedents.
 - c. If the behavior is found to be impeding student progress, disruptive to other students, or endangering the safety of the student or others, the classroom teacher will make a request to the school/program administrator that a meeting be held to discuss the behavior, possible causes, and potential interventions.
 - d. A draft behavior management plan will be written by the classroom teacher in consultation with a BCBA and submitted to the school/program administrator for approval.
 - e. The following elements must be included in the draft behavior plan:
 - i. An operational definition of the behavior(s) to be decreased and those to be increased
 - ii. Baseline Data (e.g., frequency, duration, and/or intensity of the behavior(s))
 - iii. Assessment Results
 - iv. Hypothesized function of the behavior/results of assessments
 - v. Proactive and Reactive strategies
 - vi. Expected behavioral outcome

- vii. Method of data collection
 - viii. Crisis Plan (if applicable)
 - ix. Start date and review date
 - f. Parents/Guardians will have input to this plan before it is finalized. The behavior plan will then be signed by the teacher, behavior analyst (BCBA), administrator, and parents.
 - g. The student's district case manager will be provided a copy of the plan.
4. Schools/programs are to follow ESCNJ Policy on the use of Restraint/Seclusion in crisis situations where a student is placing self or others in clear physical danger. A copy of this detailed policy may be found in the school office. If a student has been restrained or removed to the Crisis Intervention Room a Restraint/Seclusion Incident Report form must be completed by the staff member, and the student examined by the school nurse on the same day as the incident.

Subject: Compliance with IEP & Procedures for Making Changes to a Student's IEP

1. Faculty shall provide all related services and address all goals as prescribed in the student's Individualized Education Program (IEP). Notify the case manager if your professional observation of the student's functioning differs from the goals presented in the IEP.
2. Faculty who wish to recommend a change in the goals or objectives, placement, staffing level, related services, standardized testing requirement, test conditions, assistive technology, supplementary services, etc. please write a brief paragraph in memorandum form to the case manager indicating your rationale based on a brief evaluation of the appropriateness of the change in related service (e.g., OT, PT, Speech/Language, etc.) or the IEP goals.
3. Recommendations for change must be supported by formal data (e.g., lesson plan assessments, program data, graphs, behavioral data, etc.) to effectively evaluate the need for recommended program changes.
4. Faculty recommendations for any changes to the IEP should be based upon sound assessment, discussion with the case manager and other certified faculty who work with the student, and clearance from a school/program administrator *prior* to any discussion with the LEA child study team case manager and/or parent/guardian.
5. The case manager will discuss the recommended changes with the school/program administrator. The recommendations will be recorded and then forwarded to the resident district child study team as appropriate, requesting that they convene an IEP meeting to discuss possible changes to the IEP. Existing goals and related services are to continue as delineated in the existing IEP until the district convenes an IEP meeting and a new or revised IEP is received from the resident district.

Subject: Confidentiality of Student & Parent/Guardian Information

1. School faculty and staff are reminded that student names, parent/guardian names, addresses and telephone numbers are confidential information. Information and data from the confidential student records received from the student's residential district are to be used only for limited educational purposes as directed by the school/program administrator.
2. Such information may not be used for any other purposes and any inappropriate or unofficial use is prohibited.

3. Certified faculty providing direct services to students may access student records. Student files will be kept locked in cabinets within the Main Office. Certified faculty may request access to the file cabinets from the school secretary in order to review a student file. Faculty requesting to remove a file from the Main Office, will sign out the file from the school secretary. Files must be returned and locked in the file cabinet by the close of business each day. A signature record will be posted for anyone other than a parent, pupil, or individual assigned educational responsibility accessing pupil records.
4. Faculty will take measures to safeguard the confidentiality of all student data.
5. Any question regarding the use of student confidential information should be directed to the attention of the school/program administrator.
6. **Taking pictures of students by any means, including with cell phones, is strictly prohibited unless parental authorization is obtained in writing. All pictures taken of students, whether for classroom or school use or otherwise, also require prior administrative approval.**

Subject: Corporal Punishment (Also see ESCNJ Policy on Child Abuse/Neglect)

1. Corporal punishment is prohibited by law and employees and volunteers shall not inflict, or cause to be inflicted, corporal punishment upon any student.

Important Note: Any reasonable suspicion of child abuse must be reported by the observer to the Department of Children and Families (DCF) Institutional Abuse Unit for investigation (ESCNJ Regulation R 8462)

CHILD ABUSE/NEGLECT HOTLINE

1-877-NJ ABUSE (652-2873) or 1-800-835-5510 (TTY) – 24 hours a day, 7 days a week

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency (formerly DYFS). Calls can be made anonymously.

2. Following notice to DCF, all suspected and/or confirmed incidents of corporal punishment involving pupils enrolled shall be reported to the school/program administrator immediately (unless retaliation or involvement by the administration is suspected).
3. The appropriate agency will be requested to conduct an investigation immediately. Appropriate school district personnel may conduct subsequent investigations.
4. Actions not to be construed as corporal punishment, as stated in N.J.S.A. 18A:6-1 "... any such person may within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:
 - a. to quell a disturbance, threatening physical injury to others;
 - b. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
 - c. for the purpose of self-defense; and
 - d. for the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment within the

meaning and intendment of this section. Every resolution bylaw, rule, ordinance, or other act of authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.”

5. All suspected cases of corporal punishment shall be reported by the school/program administrator immediately to the ESCNJ Superintendent.
6. Upon review of the written investigation report by DCF and after consultation with the appropriate persons the district, the ESCNJ Superintendent and Board will consider appropriate action.

Subject: Crisis Response/Management Plan

(Note: A detailed Emergency Management & School Security Plan is located in the school/program office)

Subject: Dress Code for Employees

1. All ESCNJ employees are expected to be neatly and appropriately dressed while working within Commission programs.
2. As per ESCNJ Policy #3216 & #4216, the following grooming practice and attire are not acceptable for any instructional staff during school hours:
 - a. Torn or dirty clothing
 - b. See-through blouses, halter tops or midriff/crop tops. Midriff exposure and/or the exposure of undergarments at any time during work related physical activity is prohibited.
 - c. Excessively short or tight-fitting clothing
 - d. Clothing or jewelry that attracts undue attention, creates disruption, is unsanitary, or is dangerous.
 - e. Any type of beachwear, including flip flops and swimwear.
 - f. Running or gym shorts, boxer shorts, cut-offs, or bike/spandex shorts.
 - g. Hats (does not include headwear worn for religious reasons)
 - h. Warm-up suits, sweat suits, unless worn during APE or pre-approved special activities.
 - i. Shoes which do not fully enclose the front and back of the foot or do not fit properly, to promote safety.
 - j. T-shirts and sweatshirts with graphics.
3. Due to the ongoing personal hygiene, feeding, and toileting needs of the special needs student populations, instructional staff are permitted to wear functional/durable attire. All such attire should be clean and not torn or excessively worn or faded.
4. All shirts worn by male instructional staff must have a collar. Exceptions to this rule are turtlenecks and sweaters, which are permitted.
5. Nurses, APE teachers, and cafeteria aides may wear clothing appropriate to their subject areas. This would include nursing uniforms, aprons, t-shirts, shorts, and athletic apparel.
6. The dress code will be enforced by the building/program administrator. A staff member in violation will be issued a verbal warning by the building/program administrator. A second offense will result in a memorandum from the building/program administrator, a copy of which will be placed in the employee’s personnel file. Upon the third violation, the Superintendent may recommend appropriate disciplinary measures, including salary increment withholding, charge of insubordination, etc., following the principles of progressive discipline.

Subject: ESCNJ Policies and Regulations

1. All Board Policies and Regulations are available for your review in the school office. The index of contents for both Volumes I and II is at the end of this Staff Handbook (Appendix A).
2. You are encouraged to review the index and consult with a school/program administrator if you have any questions/concerns regarding district/school policies and regulations.
3. You are also advised to review the pertinent ESCNJ Board Policy and Administrative Regulations before you engage in district/school activity with which you are unfamiliar.

Subject: Field Trip/CBI Procedures (ESCNJ Board Regulation R2340 Field Trips)

The following procedures should be followed when planning a school field trip or Community-based Instruction (CBI) trip into the community:

1. Select a tentative date and time for the field trip and check with the main office to make sure that there are not any IEP meetings, observations, trips, or other events happening on that day that would impact the class(es) going. When selecting a date, please keep in mind that field trip requests must be completed three months in advance unless special permission by the school principal is given. This amount of time is necessary to bid for transportation and to arrange for the necessary form of payment (purchase order, check, etc.).
2. Check with the health office to determine if a nurse is needed to go on the trip. There are reasons that a nurse may need to accompany a trip (e.g., administering medication, epi-pen, etc.). Please do not assume that a nurse is not needed based on the time of the trip, the location, or the composition of the classes attending.
3. All field trip requests must be submitted on the proper form with a copy of the lesson plan/goals and objectives attached. Please make sure all information is filled out, including the number of car seats and booster seats, the number of students in wheelchairs, admission cost and form of payment accepted (entered in the **Special Requirements** section of the form), contact person, complete address and phone numbers of the trip site(s).
4. Available buses for trips include a full-size (54 passenger), a smaller school bus (20 passenger), and a wheelchair (w/c) bus(es) with a designated number of tie-downs, or the ESCNJ School Van (8 passengers – no w/c tie-downs). The need for car seats, booster seats, and wheelchair tie-downs is determined by how the student is transported to school on the school bus. Please do not book a trip which requires more than a combined total of 8 car seats and booster seats, or requests more than 8 w/c tie downs.
5. The trip coordinator will prepare directions to the site and a written description of the trip for the office to create a permission slip. Be certain to indicate lunch plans (on site or brown bag), departure and return times, and any other pertinent information within this description. A list of classes participating on the trips must also be provided to the office so that the permission slips will go to the appropriate classrooms.

6. The trip coordinator must provide at least one cell phone number to the main office in case contact is needed between school and the trip site.
7. Classroom teachers must inform the Health Office of any students who are not attending the trip so their medications/medical equipment can remain in school.
8. Classroom teachers should notify the cafeteria aide at least three days in advance if a brown bag lunch is needed for a student attending a trip.

Subject: Fire Prevention Plan

Please Note: Smoking is prohibited in the school/program building and on school grounds. This includes smoking in any vehicle in the school/program parking lot.

Please Note: All classroom exit doors and hallway exits are to remain unlocked and unobstructed during school hours.

Staff are directed to become familiar with and conform to the following plan:

1. Safety Equipment – Any volatile chemicals and fluids are stored in approved (yellow safeguarded) storage cabinets. The fire extinguishers are inspected on a regular basis. Emergency exit signs and emergency lighting are inspected and serviced as needed. The fire alarm panel and all detectors are tested semi-annually and serviced as needed.
2. Fire Drills – Fire exit signs are posted on all doors. Evacuation routes to exits are posted in every room. Fire drills are scheduled once a month. Related service and nursing staff provide backup to move the more physically disabled students. All staff execute the school-wide evacuation of all students.
3. Fire Drill Procedure/Responsibilities:
 - a. **Fire Marshall #1**
 - i. Directs secretaries to alert police/fire department to impending fire drill.
 - ii. Initiates fire alarm throughout school (using a different pull station from the previous drill) or requests the custodian to trigger the alarm.
 - iii. Exits building through main entrance to front of building.
 - iv. May receive reports of problems from Fire Marshall #2
 - v. May receive report of problems from Fire Marshall #3
 - vi. May receive report of problems from Fire Marshall #4
 - vii. Returns to building when evacuation is complete. Clears fire alarm panel board.
 - viii. Gives "All Clear" signal over loud speaker.
 - ix. Check with staff on problems.
 - x. Report fire drill time to school secretary.
 - b. **Fire Marshall #2**
 - i. Checks applicable building wing to verify that:
 1. All doors are closed.
 2. All lights are off.
 3. All students are outside and at least 50 feet from the building.
 - ii. Reports problems to Fire Marshall #1.
 - c. **Fire Marshall #3**

- i. Checks applicable building wing to verify that:
 - 1. All doors are closed.
 - 2. All lights are off.
 - 3. All students are outside and at least 50 feet from the building.
 - ii. Reports problems to Fire Marshall #1.
 - d. **Fire Marshall #4**
 - i. Checks applicable building wing to verify that:
 - 1. All doors are closed.
 - 2. All lights are off.
 - 3. All students are outside and at least 50 feet from the building.
 - ii. Reports problems to Fire Marshall #1.
 - e. **Custodian:**
 - i. Provide assistance to students in nurse's office if needed.
 - ii. Provide assistance as needed to other students.
 - iii. Verify that all custodian closet doors are closed.
 - f. **School Nurse(s):**
 - i. Evacuate student(s) from nursing station.
 - ii. Carry first aid kit.
 - iii. Report to building front (visual check with Fire Marshall #1).
 - g. **All Teachers:**
 - i. Turn classroom lights off.
 - ii. Close all doors.
 - iii. Verify all students in his/her class are accounted for and evacuated.
 - iv. Reports problems to respective Fire Marshall.
 - v. Inoperable fire alarm systems must be reported to the district office ASAP.
 - h. **Reception Desk Secretary:**
 - i. Takes all daily attendance information (cards/books) and pupil information book.
 - ii. Turns office lights off.
 - iii. Closes office door.
 - iv. Exits building through front of school.
-

Subject: School Security Drills

- a. **Security drills:**
 - i. Similar in duration to a fire drill, will be used to practice procedures for responding to emergencies.
 - ii. An exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.
- b. **Frequency:**
 - i. Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.
 - ii. Every principal of a school of two or more rooms, or of a school of one room, when

located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs

- iii. Schools are required to hold a minimum of two of each of the following security drills annually:
 - Active shooter;
 - Evacuation (non- fire);
 - Bomb threat;
 - Lockdown.
- iv. Examples of other types of security drills:
 - Shelter-in-place;
 - Reverse evacuation;
 - Evacuation to relocation site;
 - Testing of school's notification system and procedures;
 - Testing of school's communication system and procedures;
 - Tabletop exercise;
 - Full scale exercise.

c. **Teacher Responsibilities:**

- i. Teachers of all shall keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill.

-Tabletop Activity: This activity involves key personnel discussing simulated scenarios in an informal setting. Tabletops can be used to assess plans, policies, and procedures.

-Full Scale Exercise: This is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. This exercise tests many components of one or more capabilities within emergency response and recovery, and is typically used to assess plans, procedures and coordinated response under crisis conditions.

Subject: Threat Assessment Team

1. In accordance with N.J.S.A. , a Threat Assessment Team will provide teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

2. A multidisciplinary threat assessment team established by the Board, to the extent possible, shall include the following individuals:

- (1) a school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
- (2) a teaching staff member;
- (3) a school principal or other senior school administrator;
- (4) a safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
- (5) the school safety specialist
- (6) Additional school employees may serve as regular members of the threat assessment team

or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Subject: Hazardous Substances

1. In accordance with the legislation “Worker and Community Right to Know Act” the Commission will be maintaining files on all hazardous substances used in the work place. You may request from the school/program office, copies of the NJ Department of Health fact sheets on various products used in the school such as the following:

Ammonium Chloride	Hydrogen Peroxide
Carbon Black	Isopropyl Alcohol
Ethyl Alcohol	Methyl Alcohol
Gasoline	Methyl Chloroform
Hydrogen Chlorine	1, 1, 2 – Trichloromethane
Turpentine	

2. All schools/programs are in compliance with the NJ School Integrated Pest Management Act. Our goal is to provide a healthy and safe school/program environment with minimal use of pesticides. Additional information may be found on the Annual Integrated Pest Management Notice for School Year 2022 – 2023 and in ESCNJ Policy #M7422: School Integrated Pest Management Plan.
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Annual Integrated Pest Management Notice
For School Year 2023 – 2024



Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Educational Services Commission of New Jersey (ESCNJ) has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school’s IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for ESCNJ is: Ryan Cushing
Business Phone number: 732-777-9848 x6560
Business Address: 1660 Stelton Road, Piscataway, NJ 08854

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, the Commission may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following information is included with this annual notice:

A copy of the school or school district’s IPM policy: At this time no meeting is planned for modifying the school’s Integrated Pest Management Plan.

Pesticides that are in use or that have been used in the past 12 months on Commission property are:

Advion Ant Gel	100-1498
Proverde Broad Spectrum	N/A
Roundup	524-475
Topia Insecticide	N/A
Trimec 992	2217-656

Subject: Health Benefits

Beginning July 1, 2024, the ESCNJ utilizes an Employee Navigator web-based portal for employees to enroll into and make changes to their health benefits selections.

<https://www.employeenavigator.com/benefits/Account/Register>

Shown below are addresses and telephone numbers of claims offices for ESCNJ health benefits:

Horizon BC/BS: Account # 08503L

Claims Office:
P.O. Box 2408
Newark, NJ 07101-0406
Phone: 800-355-2583
<https://www.horizonblue.com/>

Delta Dental: Account # 07647-00001

Claims Office:
P.O. BOX 222
Parsippany, NJ 07054
Phone: 800-452-9310
<https://www.deltadentalnj.com>

CVS/Caremark: RX0233

Claims Office:
P.O. Box 52136
Phoenix, AZ 85072-2136
Member Services Phone: 800-552-8159
Pharmacy Assistance Phone: 800-364-6331
www.caremark.com

Open enrollment with Horizon BC/BS is June of the current year. If you wish to change coverage, please contact the Human Resources Department at extension 6590.

Subject: Lunch/Breakfast Orders (Federal School Meal Program)

- Lunch consists of entrée with vegetable, fruit, and milk as published on the monthly menu.
- Breakfast/Lunch Form and monies must be delivered to the office by 9:30 AM in the blue attendance pouch. Please zipper the pouch completely.
- Teachers need to complete Form A: *Lunch Program Point of Service (POS) Collection for each class*. The POS is a very important part of the meal program and a student is to be counted at the time the meal is served, for accurate meal counts for submission to the State. The POS Form ***will be completed by a certified staff member at each lunch location*** and signed for *breakfast/lunch at the Point of Service*. There is no differentiation on this form indicating free, reduced or paid meal.
- Please complete the form as indicated below:
 - Under Column for Breakfast ordered; indicate with (1) if ordered and (1) when served at the POS.
 - Under Column for Lunch ordered; indicate with (1) if ordered and (1) when served.

- The served column can only be completed at the time the student receives the lunch at the POS which can be the classroom or cafeteria.
 - Under Money Collected; indicate cash amount only.
 - Under Remark Column indicate check#.
 - Forms must be signed at the bottom where indicated, by a teacher and/or aide at point of service (POS) for each respective classroom. All forms must be completed by **1:00 PM**.
- Check forms carefully, be sure all students are marked correctly and money collected matches total on the bottom of each form. Please indicate the student name and amount.
 - Call the main office if you have any questions or need assistance with any changes, errors, etc.
 - Field Trip Lunches – Plan ahead and advise the school office at least three (3) school days prior to this event.
 - Students who normally bring lunch may do so.
 - Teachers will fill in lunch form as in item #2 for students who are ordering a bagged lunch from school. Students ordering a bagged lunch are charged the same dollar amount as if ordering off the monthly menu.
 - Students not going on field trip-mark lunch form as usual and indicate where student will be at lunch time.
 - Classroom teachers and/or aides on lunch duty **must check** carefully to determine that only those students scheduled to receive a school lunch receive a lunch.

Subject: Management of Life-Threatening Allergies

1. An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed in conjunction with the sending District for each student at risk for a life-threatening allergic reaction.
2. Staff will be appropriately trained by the school nurse or designee to understand general emergency procedures and should a life-threatening allergic reaction occur.
 - a. The training of classroom staff who volunteer to administer epinephrine during school shall be in accordance with NJSA 18A:40-12 and ESCNJ Board Policy and Regulation 5331.
3. Consider prohibiting the use or consumption of allergen-containing foods in the classroom.
4. The health office will develop and implement a letter to parent(s) or legal guardian(s) of classmates of the food-allergic student (maintaining student confidentiality) explaining any prohibitions on food in the classroom.
5. Encourage students to wash hands before and after eating.
6. Develop and implement standard classroom procedures for cleaning desks, tables, and the general classroom areas.
7. Classroom staff must use care to avoid allergen – containing foods at school-wide events and field trips.

Subject: Medical Emergency Guidelines – Christine Nazarian, M.D. (ESCNJ School Physician)

Convulsive Seizures

1. Definition – an involuntary movement or movements of a stereotyped nature involving one or more parts of the body and having its origins in the central nervous system.
2. Symptoms – vary with the type of seizure from: 1) a brief stare with or without facial movements and lip smacking. 2) brief period of confusion, slumping posture, slurring of speech and minimal drowsiness. 3) generalized rhythmic jerking of extremities with falling, loss of consciousness and followed by a period of sleep and amnesia.
3. Treatment:
 - a. Lower to floor to prevent falling
 - b. Loosen clothing around neck
 - c. Protect from injury, move furniture, etc.
 - d. DO NOT restrain
 - e. DO NOT put anything in the mouth
 - f. Turn to the side
 - g. Allow to focus on a person or voice
 - h. Allow to sleep as long as needed
 - i. Allow to get up with supervised support
 - j. Notify the school nurse (To page the nurse: Call the main office and request that the nurse go to (specify location) **immediately**).
 - k. Call rescue squad if seizure persists beyond ten minutes
 - l. Notify parent/guardian
 - m. Log on seizure calendar located in classroom
 - n. If student has a VNS implant, pass magnet every 30 seconds or as ordered by physician

Note: With a known epileptic or seizure disorder, observe pattern, be aware of deviation from usual.

If no past history of seizure, examine for fever or other evidence of illness. The school nurse will call the parent/guardian immediately. Refer immediately to physician after seizure has ended.

Subject: Nonviolent Crisis Intervention

All schools/programs are to follow the ESCNJ Policy on the use of Restraint/Seclusion in crisis situations where a student is placing self or others in clear physical danger. Listed below is a brief summary. ESCNJ policies and regulations may be found in the school office and on the ESCNJ Website at <https://www.escnj.us/about-escnj/district-information/policies-and-regulations-for-the-board-of-education>. Carefully review Policy and Regulation 5561 for detailed information regarding permissible and impermissible procedures.

Definitions:

Physical Restraint: A personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. *This does not include a physical escort, which is defined as the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is*

acting out to walk to a safe location.

Seclusion: The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This does not include time-out.

Time-Out: A behavior management technique that is part of an approved program, involves the monitored separation of a student in a non-locked setting, and is implemented for the purpose of calming.

Interventions which are NOT approved for use include but are not limited to the following:

1. The use of furniture as a mechanical restraint
 2. Restraint of a student in a prone (i.e., face down) position
 3. Aversive techniques
 4. Regular removal of a student from the classroom (more than one time every two weeks) without specifics in the BIP/IEP
 5. Pinching a student's nose to promote ingesting of food, etc.
 6. Students are never to be humiliated, threatened with physical harm or frightened into compliant behaviors
 7. Students are never to be slapped, hit, or pinched in retaliation for the student's similar aggressive behaviors
 8. Students are not to be verbally threatened with restraint or crisis room use
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Subject: Nutrition & Wellness Plan

(In accordance with NJAC 2:36; Section 204 Child Nutrition and WIC; 7CR Part 210 & 220)

1. To encourage the development of healthy eating habits the following will be in place during the entire school day:
 - a. The following are prohibited from being served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day except as noted in Section 2.
 - i. Foods of minimal nutritional value, as per USDA definition such as the following:
 1. all soda (including diet)
 2. water ices that do not contain fruit or fruit juices
 3. chewing gum
 4. hard candy (e.g., lollipops, life savers, breath mints)
 5. jellied candy (e.g., jelly beans, gum drops)
 6. marshmallows and marshmallow candy
 7. fondant (e.g., candy corn, soft mints)
 8. licorice
 9. spun/cotton candy
 10. candy coated popcorn/caramel corn
 - ii. All food and beverage items listing sugar, in any form, as the first ingredient
 - iii. All forms of candy
 - b. Snack and beverage standard:
 - i. Will contain no more than 8 grams of total fat per serving, with the exception of nuts and seeds
 - ii. Will contain no more than 2 grams of saturated fat per serving.
 - iii. Beverage sizes, other than water, or milk containing 2% or less fat, will not exceed 12 ounces.
 - iv. Whole milk will not exceed 8 ounces.
 - v. 100% of all beverages offered will be milk, water, or 100% fruit or vegetable juices.

- c. The purchase of any products containing trans-fat will be reviewed to determine if foods without trans-fat can be substituted.
2. Exceptions to these food and beverage standards will only include:
 - a. Food and beverages served during special celebrations or during curriculum related activities, with the exception of foods of Minimal Nutritional Value as defined by the USDA
 - b. Medically authorized special needs diets or items given during the course of health care
 - c. Special foods used for behavior modification as per the student's IEP

Please note that every attempt should be made to use healthy, nutritious foods for snacks, reinforcers, and special events. Requests for prohibited food/beverage items on your Shoprite order will be denied. You may also be asked to submit a "menu" for special events to the principal for approval prior to the purchase of any products for the event. Although exemptions do exist for certain food products, please remember that these exemptions should be utilized as minimally as possible and not be the norm.

3. To model and generalize appropriate nutrition we will:
 - a. Incorporate nutrition education consistent with the NJ Student Learning Standards
 - b. Allow adequate time for student meal service and consumption
 - c. Provide a clean, safe, enjoyable meal environment for all students
 - d. Provide enough space and serving areas to ensure student access to school meals with a minimum of wait time
 - e. Promote the policy with all food service personnel, teachers, nurses, and other school administrative staff through in-service training
 - f. Expand awareness about this policy among students, parents, teachers, and the community at large through poster presentations, notices, and workshops
4. To encourage student development of knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short-and long-term benefits of a physically active and healthful lifestyle the school will:
 - a. Integrate physical activity into academic programs throughout the instructional day
 - b. Provide opportunities for physical activity during the school day through daily recreation, physical education classes, walking programs, and the integration of physical activity into the academic day
 - c. Provide in-service training to all staff on the integration of physical activities into academic lesson plans
 - d. Prohibit denial of student participation in recess, recreation or other physical activity as a form of discipline
5. To create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active:
 - a. Provide on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education
 - b. Develop strategies for parents, teachers, school administrators, students, food service professionals and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home
 - c. Participate in a Wellness Awareness Week in conjunction with other ESCNJ school programs

To help meet this goal, staff may not consume food/beverages that are prohibited by these guidelines, in the presence of students. These foods may be consumed in the staff lounge, but may not be openly carried, consumed, or stored in the hallways, in any classroom or therapist's office, or in any general use areas (e.g.,

ADL Room, Resource Room, etc.) where students may be in contact with staff.

Subject: Observation Rooms (if applicable)

Observation rooms were designed to be multifunctional, serving as speech therapy offices, as well as areas for parents and district child study teams to view their respective students without being obtrusive to classroom routines.

The following guidelines apply to observation rooms and adjoining classrooms:

1. Parents and District Child Study Teams are encouraged to visit and observe classroom routines.
 2. The privacy of other students shall be safeguarded. Parent observations shall not be permitted when such observation would disclose protected information concerning students other than the parent's child.
 3. Observation rooms/speech therapy offices are expected to be kept clutter free with accessibility to viewing windows.
 4. Windows must be unobstructed. Covering classroom windows is not acceptable. Sheer curtains inside observation rooms are allowed.
 5. Intercoms in observations and classrooms must be accessible.
 6. Dividers must be positioned to permit visibility of classroom activity.
 7. Privacy screens should be positioned closer to the immediate changing area (not by classroom door or observation window) when attending to the personal hygiene needs of students.
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Subject: One-to-One (1:1) Student Nurse Guidelines

1. All 1:1 Nurses need to come to the Main Office upon arrival and departure to sign-in and sign-out on the 1:1 Nurse Log.
2. The school Health Office needs the most recent copy of the student's medical orders to be kept on file in our office. Please update these orders as appropriate.
3. All students with a 1:1 Nurse must be medically supervised at all times if indicated in the student's medical orders. It cannot be the responsibility of classroom staff to perform this specialized duty. All 1:1 Nurses needing to take a bathroom break are asked to either call one of the nurses from the Health Office or to bring the student to the Health Office for supervision.
4. In the event of an injury to the student that the nurse is assigned, the nurse must bring the student to the Health Office for evaluation by the health office staff and completion of the school Accident Report Form. The parent/guardian of the child will also be contacted.
5. In the event of student illness or a health concern, the student may be brought to the Health Office for temperature evaluation, ear exam, nebulizer use, etc. If the 1:1 Nurse makes the decision to take/send

the child home or to contact EMS for emergency treatment, the staff in the Health Office must be notified as soon as possible. Health Office staff will ensure that the parent/guardian is also contacted.

6. 1:1 Nurses should feel free to contact the Health Office or to stop by anytime with questions or concerns.
7. 1:1 Nurses are an important part of the school team. In general, they assume responsibility for monitoring health care status, dispensing medication and/or medical treatments, toileting, feeding and ambulation for their student. School staff members are responsible for the educational and behavioral programs.

Subject: Parent/Guardian Contacts

1. To ensure open and cooperative communication, classroom teachers will call parents during first week of school. Any new student (mid-year arrival) will have a parent telephone contact within the first week of his/her first day.
2. Ongoing contact is encouraged via telephone, e-mail, notebook exchange or similar systems. It is the classroom teacher's responsibility to maintain open communication with parents/guardians regarding day-to-day questions, routines, permission forms, etc. The classroom teachers also provide special contacts regarding behavioral issues, items needed from home, etc.
3. Faculty/staff should not use their personal phone, computer network or social media to communicate with parents unless it is an emergency and no other means of communication is available. Only emails or applications (e.g., TalkingPoints, ClassDojo, Remind, etc.) intended for parent-teacher communication should be used.
4. Notebook Exchange – Parents of all students should be offered the option of either notebook or e-mail exchange on a daily basis. When a notebook item of special interest is sent to school, the classroom teacher is responsible for photocopying the items for distribution to the appropriate school staff (e.g., Nurse, OT, Principal, etc.). When a notebook is complete (full) it should be either retained by the teacher through October 1st of the next school year, or at the parent's request, may be given to the parent.
5. Certified staff will be provided with student/parent/guardian home telephone numbers, e-mail addresses etc. as provided to the school by parents/guardians. This information is for school business use only and shall not be disclosed to any third party without administrative approval. The school will provide the parent/guardian with school staff telephone extensions, school email addresses etc. School staff is to check telephone and ESCNJ email messages daily.
6. Case managers complement the efforts of the classroom teacher in complex family/agency problems. Case managers contact districts transportation, etc. and other agencies as needed.
7. The school nurse contacts families regarding unreported absences (Note: Teacher should immediately advise the nurse when a parent reports to the teacher that a student will be/is absent. This will prevent a second contact by the nurse). The school nurse will discuss health/medical concerns with families. The school nurse does not routinely report behavioral problems to parents/guardians, as the classroom teacher has first-hand information in this regard.

8. Remind parents/guardians of forthcoming special events, trips, parent nights, etc. to which they can attend. Improved parent attendance can be a direct result of repeated contacts by staff. Please do your best.
 9. Advise the school supervisor of any issues/concerns meriting special consideration or school nurse intervention.
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Subject: Payroll and Timesheets

1. Staff will be paid twice monthly in accordance with employment contracts.
2. Staff must swipe their ESCNJ employee identification badge at the school entrance.
3. No one is permitted to swipe the ESCNJ employee identification badge of another employee.
4. All staff will sign in/out daily using the Frontline kiosk of the Frontline App/website. If you are late, please advise the principal as to the reason.
5. Lateness will be noted by the time and attendance monitor, addressed with the employee, and subject to payroll deduction (see subject on punctuality).
6. All questions regarding payroll must be directed to the secretaries or to school administrator(s). The school office will help you advise the ESCNJ payroll staff of your questions and answers regarding pay.
7. Paychecks will be distributed at the school or mailed to the staff member (as requested). Signatures are required for all issued payroll, including direct deposit.
8. Paychecks can be released to other persons only with your prior written consent and proper identification of the recipient.
9. It is the responsibility of each employee to verify the accuracy of their individual payroll record. Employees should review their overall pay, Health Benefits deductions, Pension Deductions, and Tax Deductions on a regular basis. Employees are expected to report any discrepancies to their immediate supervisor, so that the program Administrator can contact the Payroll Department for verification and assistance when needed. Employees can find a list of payroll deductions on the ESCNJ website under the HR Resources Tab. Any changes needing to be made to payroll deductions will require the use of the Payroll Change Request Form, also found on the ESCNJ website under the HR Resources Tab. This form must be signed off by your program Administrator and sent via hardcopy to the Payroll Department.

Subject: Peanut Allergy – What We Need to Know in School

Peanuts are an inexpensive source of dietary proteins, predominantly ingested as peanut butter, but they have also become one of the world's most allergenic foods. Peanuts are finding their way into more and more food products either directly, or by indirect contamination of food products during the manufacturing process.

It is important to realize that for a sensitive child, this is a lifelong allergy and that even trace amounts can kill.

The most important aspect of management of students with peanut allergy in the school setting is avoidance, and in the event of contact with the allergen immediate treatment with Epinephrine.

In view of the nature of peanut allergies, the following initiatives to control peanut exposure in the school will be initiated:

- Hand washing is encouraged before and after meals.
- Surfaces such as tables, toys, etc. should be washed clean of contaminating foods.
- All peanut allergic children will only eat lunches and snacks that have been prepared at home.
- There will be no trading and sharing of foods, food utensils and food containers.
- School staff will read all product information for peanut ingredients when considering classroom projects.
- Classroom doors with food allergic children in that class will be clearly marked.
- One table in the lunchroom will be labeled “peanut free” as needed.
- Food will not be allowed on buses during transport of students (students or staff).
- Parents must confer with classroom/Health Office prior to sending in snacks.

Please See ESCNJ Policy #5331 – Management of Life-Threatening Allergies in Schools & ESCNJ Regulation R5331 – Management of Life Threatening Allergies in Schools.

Subject: Petty Cash

1. It is expected that all certified staff members will plan in advance for needed classroom materials and submit purchase order requests from approved vendors for purchase of school supplies.
2. Upon the approval of the school/program administrator, petty cash funds may be available for necessary educational materials for small purchases. Following the principal’s approval of such an expense the staff member should:
 - a. Obtain a tax exempt letter from the school office where appropriate.
 - b. Purchase the needed item(s) at an economical price.
 - c. Obtain a receipt with only this item(s) listed on it. Personal items should not be listed on the receipt.
 - d. Submit the receipt to the school/program administrator on the next school day for reimbursement.
 - e. Reimbursement for the expense will be made to the staff member in a timely manner.

Subject: Positive Student Supports / Classroom Structure

- It is important to establish clear expectations for students. Class rules should be posted in each classroom and reviewed with students beginning with the first day of school. These rules facilitate the teaching of appropriate attending and social skills.
- The basic philosophy of Applied Behavior Analysis is to reinforce appropriate behavior. “Catch your student being good” by identifying students when they are adhering to the classroom rules or approximating the rules. REMEMBER; SHAPE BEHAVIOR.
- An overall classroom behavior management plan should be included with the classroom schedule. For

example:

Rule: “Listen” or “Follow Teacher Directions”

Consequence: Verbal praise with a “high-5”, or verbal praise with a primary reward

- Each classroom **MUST** include a picture OR text schedule of class activities presented in a list format. When schedules are used consistently throughout the school day, students are better able to anticipate the next activity. If there is a change in the schedule, and a picture is used to reflect the special activity, over time, students who may have difficulty with new activities may develop better coping skills to deal with the change.
- Communication tools are individualized for students such as sign language, Picture Exchange, language boards, voice output devices, etc. It is expected that each student’s form of communication is available in all school settings throughout the school day (e.g., A.P.E., playground, lunchroom, field trips etc.).
- The use of Reinforcement Inventories for students is highly recommended and should be sent home by the teacher/therapist for parents to complete during the first week of school. This Inventory will assist with identifying reinforcers until you have had ample time to observe the student and determine what types of activities and toys each student prefers.

Subject: Progress Notes (if applicable)

Progress notes should be written and submitted to the office on the day a child engages in a behavior that warrants time-out, injury, destruction of property, aggression towards staff or peers. A progress note should be written and handed into the office, after speaking to parents who have a concern regarding the student’s program and/or placement. Communication with the main office is essential in providing a safe and educationally relevant environment.

In addition, any student who arrives to school with a bruise, cut, or other sign that they had been injured should be immediately sent to the health office, and a progress note written. This is done to document that the student arrived injured, and that the injury was not sustained during the school day. Communication to the family regarding the observation is essential to promote open and transparent communication.

1. The triplicate yellow sheets used for progress notes are for placement in the student’s file. Each entry should be signed and dated by the staff member (co-signed by a certified staff member when completed by an aide) and dated. The progress note should be split up and be distributed to the appropriate staff. (If not using Genesis).
2. In accordance with regulations, a student’s file must be made accessible to parent/guardian and/or to a student at the age of his majority. The student file should therefore, contain our own accurate documentation that is professional, thoughtfully composed, responsible, and not unnecessarily offensive to the reader. This should in no way discourage the appropriate use of progress notes to record concerns and/or special events which take place which are noteworthy and require documentation. Accuracy and professional judgment should be used in writing our observations and comments.
3. Confidentiality must be ensured for the student and parent population. Therefore, student records and progress note entries should not mention the name of any other student other than the individual whose file the note will be in. Altercations between two students, for example, may be logged by stating the name of the student and the initials or first name of the other student and his/her classroom number.
4. All incidents requiring the use of non-violent crisis intervention to include physical restraining

of a student (as a last resort), the use of Time Out, physical injury to a student, or significant property damage by a student will be recorded. All contacts with sending districts, DCF, or similar agencies will be recorded. (Note: DCF reports will not be included in the student's file but will be forwarded to ESCNJ central office DCF file).

5. The student file may be our best means for assessing and clarifying our ongoing interactions with the student, family, and child study team. These files should be accurate and meaningful. Generally speaking, the supervisor will review most entries to be filed in the student folders.
6. Parents and adult students may request, in writing to the principal, to review the student records and progress notes.

Subject: Progress Reports

Each certified staff member, as designated by the building administrator, will prepare a written progress report for each student four (4) times per year. The progress reports will reflect student IEP achievements/progress during the period being assessed. Four (4) reports will be prepared September – June, based on the student's progress on IEP goals and objectives. A brief narrative progress report will also be prepared at the conclusion of the Extended School Year Program.

Instructions:

1. Students arriving after the onset of the evaluation period and with less than five weeks of attendance will receive a one-page narrative summary.
2. Progress reports, consisting of the student objective pages of the most recent IEP, are accessed through Frontline IEP.
3. The correct marking period is noted on the Classroom Tracking Sheet. **RECORD INFORMATION ONLY IN THE MARKING PERIOD PROVIDED.**
4. All narratives will be student specific, data-based, and stress positives as well as instructional/behavioral areas requiring attention.
5. Any item that reflects regression since the last report will be explained in the narrative.
6. Please be sure to review each report carefully. It is the faculty member's responsibility to ensure the document is well written and without errors. If you have any questions or need assistance, please contact your case manager and/or administrator.
7. Progress reports are due to the case managers and/or administrators for review.

Subject: Pupil/Student Code of Conduct

1. All staff are directed to familiarize themselves with the ESCNJ Code of Conduct Board Policy and Regulation No. 5600 and shall educate students in accordance with the Policy and the following School Code of Conduct guidelines:
 - a. Pupils shall not be allowed to leave the school without written permission from parent/guardian, and only to an adult authorized by the parent.
 - b. Pupils must avoid verbal or physical abuse of peers and staff.
 - c. Pupils shall refrain from the inappropriate use of property.

- d. Pupils may not use drugs, alcohol, and paraphernalia or smoke in or on school property.
 - e. Pupils shall refrain from possession of dangerous substances or devices that may be harmful to one's self or others.
2. All certified staff will prepare a list of rules for the instructional area appropriate to the age and cognitive functioning of the individual students. All staff shall keep pupils aware of the rules.
 3. The teacher will advise the Principal or case manager whenever a pupil fails to comply with the School Code of Conduct, so that a plan of appropriate positive action can be developed.
 4. The Principal may bill the pupil or parent for a students' willful physical damage to property, if this is appropriate and may lead to positive changes in student behaviors.
 5. The Principal or Supervisor may direct the case manager to contact the resident district case manager and the parent to request an immediate conference when a pupil fails to comply with the School's Code of Conduct by presenting a danger to self and others. The parent/guardian may be asked to accompany the pupil to school prior to his/her next day of attendance.
 6. If a pupil is dangerous to self or others and is suspended, the resident district and parent will be notified by the principal in writing. The district will be asked to review the student's behaviors in light of his/her handicapping condition. The district may share its recommendation and conclusions regarding the suspension.
 7. The district may be requested to convene an IEP review conference to review with the parent/guardian the school's ability to safely accommodate the individualized needs of the student and to develop a Behavior Intervention Plan to safely provide a program for the student.

Subject: Recycling

1. ESCNJ recycles aluminum cans, glass, plastic bottles, newspapers, magazines, mixed office paper (colored and white), and corrugated paper (cartons) as part of a Middlesex County Health Department effort to reduce trash sent to landfills.
2. ESCNJ is subject to a fine if any recyclables are found in our dumpster. County inspectors check the dumpster periodically. Essential educational materials with glass must be approved in advance by the Principal.
3. ESCNJ will attempt to curtail the nonessential use of Styrofoam disposable products (e.g., hot cups) and encourage the use of reusable items or those that are biodegradable (e.g., paper cups).
4. The office will reduce paper use as much as possible by reduced distribution and condensing publications whenever possible. Suggestions are welcome.
5. All staff will save and collect recyclables. Recyclables may not be put in regular trash receptacles. **PLEASE USE DESIGNATED RECYCLING BINS.**
6.

<u>Recyclable</u>	<u>Receptacles</u>	<u>Notes</u>
Aluminum Cans & Plastic Bottles	Bin in Staff Lunch Room	Please drain/rinse
Corrugated Paper (Cartons)	Custodial area	

Magazines,
Newspaper, mixed
office paper

Put paper into bins
located in each instructional
area.

Subject: Room Use Scheduling

1. Any event or program (educational, social, etc.) held anywhere within the school must first be scheduled/approved by the Principal prior to using school facilities.
 2. This applies to the PTA/PTO, MCEA and all group or individual members of the school community and ESCNJ staff that wish to use school facilities (e.g., meetings, craft sales, baby showers, etc.)
 3. Any school materials borrowed for these events (e.g., cafeteria knives, bowls, etc.) should be requested for approved use. All items must be cleaned and returned to the appropriate location at the conclusion of the event. The individual requesting the use of the facilities and materials will be responsible for cleaning up and/or replacement.
 4. Members of the general public requesting use of school facilities are referred to ESCNJ Board Policy #7510.
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Subject: Reporting Potentially Missing or Abused Children

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to:

CHILD ABUSE/NEGLECT HOTLINE

1-877-NJ ABUSE (652-2873) or 1-800-835-5510 (TTY) – 24 hours a day, 7 days a week

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency (formerly DYFS). Calls can be made anonymously. If the child is in immediate danger a call shall be placed to 911.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the school/program administrator or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the school/program administrator or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the school/program administrator or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The school/program administrator or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the school/program administrator as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing-, abused-, or neglected-child situation pursuant to N.J.S.A. 9:6-8.13.

Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.

Subject: School Closings/Delayed Openings – Notification

1. School closures or delayed openings at ESCNJ will occur in the event of inclement weather/road emergencies or other important safety concerns. The Superintendent will make the decisions regarding these closures or delayed openings. Faculty and staff will be advised of the nature and duration of any delayed openings and further delays in the scheduled time to report to work via the SchoolMessenger Alert System.
2. Parents, and bus companies will receive information regarding school closings or delayed openings as follows:

Channel 12 TV News (Cablevision)

ESCNJ Automated Emergency telephone system (i.e., SchoolMessenger Alert System)

Website www.ESCNJ.us

All parents are advised of emergency closing procedures in the Parent Handbook.

3. ESCNJ schools use a one (1) hour delayed opening as standard practice. Delayed school openings notification will be addressed through the SchoolMessenger Alert System.

4. Notify the school office when there are changes in your contact information.
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Subject: School Security

1. ESCNJ buildings have been fully wired with a swipe card entry system for greater security. All staff members must swipe their staff badge to gain access to the building. Additionally, staff must swipe their badge every time they exit the building (main doors, playground doors, atrium doors, and all sliders).
 2. Staff members are to display their identification card at all times when in ESCNJ buildings. If your badge is damaged, please return it to the school office for a new one. If the ID badge is lost by the staff member a \$10.00 charge will be assessed.
 3. Family members as well as friends, neighbors, etc. may not enter the school building beyond the main office when students are present in the building. Exceptions to this procedure may be granted for in-school events when such visitors have volunteered to assist in the special activity and their assistance has been approved by the principal or supervisor.
 4. All LEA Child Study Team case managers, parents, interns, must have a visitor ID badge when observing students in ESCNJ schools/programs. If a visitor comes directly to your room to observe students, please direct them to the office to sign-in and use the intercom to alert the office to their presence in the building.
 5. All outside doors will be locked except for student arrival in the morning and student dismissal in the afternoon.
 6. Any time staff enters or leaves the building they must sign-in/out in the main office on the timesheet or on the lunch sign-out sheet and swipe out at the front door exit. At the end of the day staff must also utilize the attendance swipe in the main office. Staff are prohibited from swiping another employee in or out, using their card.
 7. Staff are reminded to secure all personal belongings/valuables in locked drawers/cabinets.
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Subject: Security of Personal Telephone Numbers and Email Addresses; Use of Social Media Prohibited

1. All staff members are directed to protect all lists of phone numbers (faculty and students) and email addresses from general access by students/or the public.
2. If students/parents want another student's/parent's phone number or email address, they should be directed to the other student/parent or be advised by you that you will ask the student/family for their consent to share the information.
3. If a student/family asks for your phone number, make a decision that suits your own personal style and respond accordingly (e.g., "sure, here's my number" or "I'd rather you call me at the school, here's the school number and/or my extension or my school Email address"). Note, all email correspondence

must occur using only your school email address. Use of your personal email and social media is prohibited

4. If a student or family member calls you and asks you for another staff member's number, please offer to make the call and advise your colleague that a student/family wants contact. Do not give out home telephone numbers without expressed consent from the staff member.

Subject: Speed Limit in Parking Lots

The speed limit on any ESCNJ campus is 15 MPH. The Commission monitors traffic on campus and license plates may be recorded so that appropriate disciplinary action can be taken for speeding.

The Commission can request that the local Police issue summons for speeding.

Subject: Student Arrival & Departure

AM Arrival

- All available non-certified staff are to be outside the school building
- Teachers are to stay in their designated area/classroom.
- Instructional aides will bring students from the bus to the designated area/classroom

NOTE: Aides are to escort all students irrespective of class assignments. Students are to be assisted off the buses. Contact the drivers regarding morning issues. Concerns are to be reported to the classroom teachers. All bus incident reports will be turned into the school office as soon as possible. Late arrival information will be reported to the secretary as needed. Very late bus arrivals (after 9:30 AM) will be announced by intercom to alert classroom aides.

PM Departure

- Assisted by Instructional Aides.
- One certified staff member must provide coverage for very late bus arrivals. Classroom teachers may pool resources until a student's bus arrives.

School Bus Safety

When loading and unloading the buses, for the safety of students and staff, remember to stand **behind** the children when they are boarding the bus and in **front of** the student when they are getting off the bus.

Subject: Student Supervision and Safety

1. Ongoing close supervision by certified staff is required for all our students.
2. Student movement through the building merits staff awareness of all potential hazards to student safety.
3. School-wide activities, ADL Kitchen, school trips, the pool, student errands within the school building, and playground are times/areas requiring enhanced student supervision.

4. Certified staff is always responsible for direct student supervision. Supervision must be direct and be provided by certified staff or non-certified staff organized and directed by the responsible certified staff member. Volunteers may not supervise students alone.
5. The following applies to the playground area (if applicable):
 - a. One staff member must be on or near the playground equipment.
 - b. All gates are to be kept closed.
 - c. Students should not be permitted to go past a gate without staff escort.
 - d. Please remember swings are one of the most hazardous areas on a playground. Students are not permitted to sit or stand in the immediate vicinity of swings, slides, stairways or ramps. Students on the swings must always face the center of the playground. Do not let young or easily distracted anywhere near a moving swing without a **hands-on** escort.
 - e. Ride on toys (e.g., tricycles, cars) may only be used on flat surfaces.
6. You may not store items on top of tall cabinets or on top of tall open shelf units. This is considered a potential hazard in classrooms and small group instruction areas.
7. Choking Hazards: As a safety precaution - lunchroom food is not to be taken outside after the lunch period. Any classroom food given on the playground is to be supervised carefully. Staff dispensing food (edible rewards, etc.) outside the cafeteria should exercise close supervision.
8. Chewing Gum: We have always prohibited students from chewing gum in school. This is a common practice at most schools due to hygiene, safety, and property maintenance concerns. Commission staff members, as appropriate role models for expected school behaviors, are not to chew gum in the presence of students or at professional meetings.
9. Push Pins: These must not be used in common areas (e.g., main hallway) or in classrooms in which there are students who tend to mouth or inappropriately use these objects. If ingested, a life-threatening crisis may result.
10. Objects/Containers Made of Glass: These must not be left unattended in areas.
11. Soda Cans (also applies to tops of open tin cans) – it should be noted that the surface around the open tab area is extremely sharp. Therefore, soda cans should not be left where students who lack the ability to consistently demonstrate their knowledge and adherence to safety measures may reach them (e.g., on top of desks, cabinets, bookshelves or in classrooms or garbage cans).
12. Please instruct/prompt students to wash their hands thoroughly prior to lunch and any form of food preparation. Please be advised, use of personal soap products with students is prohibited due to unknown allergies. If there is a problem with acquiring an appropriate soap/dispenser, please see the Principal.
13. Topical Gels/Creams: Prior to the initial application to a student of any topical cream or gel, please contact the Health Office. The School Nurse will determine the following:
 - a. Is consultation/consent by the School Medical Inspector required
 - b. Is parental consent (written) required
 - c. All parent notification will include a consent form to be completed by the parent/guardian and returned to the Health Office.
14. Equipment in use and exposed to body fluids (saliva and blood) will be individualized and/or disposable.

15. All staff is to intercede immediately on safety issues and report any concern or potential hazards to the classroom teacher/school nurse/principal.
16. Staff who are providing certified coverage, need to take proactive steps to following:
 - Assign a staff member to watch the front of the line.
 - Assign a staff member to watch the back of the line.
 - Assign a staff member to watch the doors to any classroom or any special area in the school to make sure students do not leave an assigned room without being noticed.
 - If the assigned person needs to leave his/her station, she/he must specify to whom she/he is transferring the responsibility.
 - During field trips, each staff member must be assigned primary supervision responsibility for specific students.
 - In the playground area, a staff member must be assigned to the zones on the playground (e.g., swing area, to the playground apparatus, to watch the gates.)
17. Staff is to report any accidents and injuries to the school nurse, who will notify parents/guardians as necessary.

An accident report is completed by the school nurse and staff whenever a student is injured.

Subject: Support for New Staff

1. A “mentor” will be assigned to a certified Special Education novice teacher for a one-year period. The mentor will use the experiences and skills learned in the profession to help guide the novice teacher into becoming a highly professional educator.
 2. All new instructional staff will be assigned a “buddy” for a one (1) year period with close support during the first 30 days of the school year and on an as needed basis thereafter.
 3. Modifications to this plan may be made to address the individual needs of the staff member and the program.
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Subject: Telephone, E-mail, and Computer

1. **School telephones and computers are for school business only.** There are no exceptions.
2. The office staff will take personal messages and leave a note in your mailbox. Please check your mailbox daily before you leave, (we cannot remind everyone that they have a message waiting). Staff will not be summoned from student supervised activities unless the caller explains that it is an emergency phone call at which time coverage for students will be arranged.
3. Case managers, school nurses, etc. are responsible for the security of their office telephones with outgoing call capabilities. These telephones can be placed on “restriction” at the request of case managers/nurses. Staff is requested to refrain from asking colleagues for “favors” to use office telephones for personal use. Calls to parents, agencies, school districts, etc. can be made from any school telephone.

4. The school secretaries will take messages, transfer calls to your extension or voice mail (if you have a phone) or leave a message in your mailbox. Your school telephone extension or school email address will be provided to parents, local districts personnel or vendors for issues relating to school business. Check your phone extension voice mail, email, and school office mailbox for messages on a daily basis. If an emergency call comes in, we will continue to take advantage of all resources to get the call to you as rapidly as possible.
 5. Please do not use office extension numbers other than your own to receive messages.
 6. Advise your personal callers that during work hours you may take phone calls during your scheduled lunch period.
 7. Commission staff, as appropriate role models for expected school behaviors, may not use cell phones in the presence of students (except on school field trips). Additionally the ear buds should not be in place and in use in the presence of students. Please see ESCNJ Policy #3322.
 8. Computers and printers are to be used in accordance with ESCNJ Policy #3321.
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Subject: Tuition Reimbursement

1. The Commission will reimburse full-time employees for the cost of tuition for graduate and undergraduate level courses in accordance with N.J.S.A. 18A:6-8.5 as follows:
 - a. The course must be approved by the Superintendent in writing and in advance as being a subject matter course that is within the employee's field of instruction and/or certification and must be completed at a duly authorized and accredited institution of higher education as defined in N.J.S.A. 18A:3-15.3 .
 - b. A Request for Reimbursement Form for the current school year must be completed and submitted to the Superintendent's office. A copy of your registration documentation form received from the college/university, indicating tuition costs, must be submitted along with the Reimbursement Form.
 - c. The employee must obtain a grade of B or better to be eligible for reimbursement. A transcript of credit or official report of grade form must be submitted to the Superintendent's office at the completion of the approved course to process the reimbursement.
 - d. Reimbursement is limited to 70% of the credit rate charged by the State College attended or the College of New Jersey rate if the teacher attends a private college. A maximum of six credits per year (July 1 – June 30) may be reimbursed per employee.
 - e. All applications for tuition reimbursement are processed on a first come first serve basis. The Commission's total expenditure for qualifying credits may not exceed the yearly spending limit agreed upon for the tuition reimbursement fund. Requests for reimbursement received after this limit has been met will not be fulfilled.
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Subject: Universal Precautions and Medical Waste

1. **Guidelines for Handling Body Fluids in School**
 - a. Concerns about communicable diseases in the school setting regarding exposure of students and staff to potentially infectious body fluids from those persons with communicable diseases.
 - b. The following guidelines are meant to provide simple and effective precautions against

- transmission of disease for all persons who may potentially be exposed to the blood or body fluids of any student or staff member. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.
- c. The body fluids of all persons should be considered to contain potentially infectious agents. The term “body fluids” includes:
 - i. blood (including menstrual flow)
 - ii. semen
 - iii. drainage from scrapes and cuts
 - iv. feces
 - v. urine
 - vi. vomitus
 - vii. respiratory secretions (e.g., nasal discharge, saliva, etc.)

2. Universal Precautions

- a. A direct skin contact with body fluids should always be avoided.
- b. Disposable gloves must be readily available in all classrooms, and in the nurse’s office. At least one pair must be carried by the school nurse at all times.
- c. Before handling any body fluids, toileting or cleaning up body fluids, **gloves must be worn by all staff (e.g., custodians, secretaries, teachers, aides, principal, etc.)**
- d. Hands must be washed and soiled clothing thoroughly cleaned after contact with body fluids.
 - i. Hand Washing Technique
 1. Proper hand washing requires the use of soap, water and vigorous washing under a stream of running water for approximately 10 seconds.
 2. Use paper towels to thoroughly dry hands.
 3. Use paper towel to wipe faucet handle and shut off water then discard in trash.

3. Handling of Clothing Soiled with Body Fluids

- a. When possible, place soiled clothing in a plastic bag and seal with a knot. Students should take soiled clothing home for washing. A note prepared by the school nurse will be sent home to alert parent/guardian that possibly contaminated clothing are coming home with the student with instructions per paragraph b below.
- b. If necessary to launder clothing in school, the most important factor is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of infectious agents. Clothing should be washed separately from other items. If material is bleach able, add 2 cup bleach to the wash cycle. Dry clothing thoroughly.

4. Discarding Medical Waste

- a. Any item which contains blood, which would release this material or other potentially infectious fluids in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling should be disposed of in the following manner:
 - i. Place the item into a plastic bag, using disposable gloves. If disposable gloves contain blood, dispose of these in a plastic bag and secure (tie) the bag.
 - ii. The staff member will bring the plastic bag to the nurse’s office to be deposited into a special (labeled) medical waste disposal can.
 - iii. The medical waste from the disposal can will be collected by the custodial staff whenever the nurse reports that the medical waste disposal can is full.
 - iv. Custodial staff removes the contents of the health office disposal can by placing the secured medical waste bags into a special container provided by the medical waste

transporter. Medical waste, from the health office medical waste can, must not be mixed into the regular trash.

- v. Custodial staff will advise the school nurse when this special container is full. The medical waste transporter will be contacted by the school nurse for pick-up of the medical waste container. All waste (whether container full or not) will be removed following the last day of school at the end of the school year. A replacement container will be left by the vendor for use by school staff.
- vi. Equipment in use and exposed to bodily fluids (saliva and blood) will be individualized and/or disposable.

Subject: Video/DVD Players, SMART TV's, & Computers (Recreational Use)

1. Students are not permitted to operate any electronic equipment (e.g., DVD, computers, iPads, tablets, Chromebooks, etc.) without direct staff supervision.

Note: Our students are often over exposed to passive video viewing; therefore, the judicious and creative use of video media is encouraged. Supervised recreation periods (social and recreational skills development) and multimedia (tactile, visual, etc.) fine and gross motor skill activities are preferable to passive viewing. Staff should actively evaluate whether the students are making effective use of video, film viewing, or computer games.

2. Use of the DVD/SMART TV or computer for educational programming within the classroom may be planned for an unlimited basis.
3. The use of the DVD Player/SMART TV/Streaming must be related to specific lesson plan objectives and with NJSLs and ESCNJ curricula noted on the weekly lesson plan schedule submitted to the office.
4. All videos used must be appropriate for the audience and have a "G" rating. Any exceptions must have prior approval of the building administrator.
5. Students may not move/relocate/deliver DVD/Monitor/SMART TV carts. The risk of personal injury or property damage from a spilled cart and shattered screen must be avoided. School staff (only) may move DVD/Monitor/SMART TV carts.
6. Recreational and solitary use of computers should not be at the expense of opportunities to develop social skills. Two students using the computer as an interactive experience is suggested.
7. Staff use of computers is contingent upon staff understanding Board Policy #2361 "Acceptable use of Computer Networks/Computers." Staff are required to be familiar with and to adhere to all directives/guidelines within this policy.

Subject: Worker Compensation Procedures

Statute provides that all employees in the state of New Jersey be covered by worker compensation insurance to protect the employee against financial losses due to injuries sustained on the job. These statutes also provide the employer the right to specify workmen's compensation doctors and that the employers are entitled to receive complete diagnosis and treatment information. The ESCNJ current Workers' Compensation carrier is

the New Jersey Schools Insurance Group (NJSIG) and its Third Party Administrator is Qual-Lynx.

In consideration of these rules, the Educational Services Commission of New Jersey has established the following workmen's compensation procedures that must be followed by staff to ensure that claims will not be denied by our workmen's compensation carrier:

Any employee injured on the job should report this immediately to their administrator and school nurse. An incident report will be created at that time.

If you are injured, report it to your supervisor immediately. If you need medical treatment please go to a treatment center and then call NJSIG at 609-543-3377 to report it. In the case of an emergency go to the hospital and tell your employer and NJSIG within 24 hours. In case of serious injuries supervisors should report injuries to the Workers Compensation representative as soon as possible for the company who will then notify NJSIG. Supervisors must submit an accident report to the Workers Compensation representative within 24 hours regardless if the employee seeks medical treatment or not. After medical care is initiated NJSIG will direct your treatment. Do not go to your own medical provider unless specifically authorized to do so.

The use of any other medical services without authorization from the New Jersey Schools Insurance Group (NJSIG) and its Third Party Administrator is Qual-Lynx may result in the denial of any claim. Be advised that school nurses are required to report all work related injuries to the building administrator. There can be no exceptions.

- Employees are required to keep follow-up appointments. Failure to do so will negate further claim responsibility by the Commission. Follow-up appointments should be scheduled after work hours.
- If a specialist or second opinion is required, this should be arranged through the assigned Workers' Compensation Adjuster. If there are any concerns, please bring them to the attention of Human Resources Department so we may address immediately. No appointments may be scheduled by an employee without prior authorization from NJSIG and Qual-Lynx.
- Employees are required to return to work after doctor's appointment unless the treating physician directs otherwise.
- Employees must present a doctor's note stating that they may return to work with no restrictions.
- In special cases, employees may request permission to see their own doctor when the injury is related to an existing condition and not related to the workers' compensation injury. This should be shared with NJSIG and Qual-Lynx.

It is important that all worker compensation claims be reported, followed, and processed through the ESCNJ Workers' Compensation carrier the NJSIG and its Third Party Administrator Qual-Lynx. This will ensure all claims are handled properly and to protect both employee and employer rights. If there are any questions concerning this matter, please put them in writing to your administrator's attention.

Cyber Security statement and corrective measures

All users of district information systems must understand how to properly manage and protect digital information. This document establishes Security Awareness Training Procedures for the Educational Services Commission of New Jersey (ESCNJ). The district seeks to enhance the safety of students and staff by reducing the likelihood of security incidents and data breaches through education and training. These procedures are designed to protect digital information on district-issued equipment, district-managed networks, or district-managed applications, whether stored on location or in the cloud, accessed on campus,

at home, or in a mobile environment, managed by ESCNJ staff or third parties. ESCNJ has selected KnowBe4 as the district's primary security awareness training content provider and learning management system. Every staff member of ESCNJ with an "escnj.us" email account or access to district information systems as determined by the Information Technology Coordinator will complete introductory security awareness training delivered online via the KnowBe4 platform. Current staff members will complete this training within 45 days of the adoption of these procedures. New staff must complete the training within 3 days of being granted access to district information networks. Every staff member will complete a minimum of four training modules per year. Modules will be approved by the Information Technology Coordinator and delivered via the KnowBe4 platform. Modules will be delivered monthly when school is in session and staff will receive professional development credits for all training completed.

Simulated Social Engineering Exercises.

Periodically, the Information Technology Coordinator will conduct simulated social engineering exercises via KnowBe4 to assess the effectiveness of the training program. Exercises may include but are not limited to: phishing (e-mail); vishing (voice); smishing (SMS); USB testing; and physical assessments. The district will conduct these tests at random throughout the year with no set schedule or frequency. The district may conduct targeted exercises with specific departments or individuals based on a risk determination.

Remedial Training.

If a staff member fails a phishing assessment, that staff member will receive follow-up training. Multiple failures may result in additional training as determined by the Information Technology Coordinator.

Additional Training.

The Information Technology Coordinator may require additional training for certain individuals, departments, or organizations within ESCNJ who have unique information handling responsibilities or demonstrate additional risk. For example, staff members who handle confidential financial information may receive additional training or specialty training due to the sensitive nature of a threat. Any additional training will be determined as needed.

Staff Compliance & Non-Compliance

Compliance with these procedures is mandatory for all staff. The ESCNJ Technology department will monitor compliance and report to the executive team the results of training and social engineering exercises.

Training Subjects

The Information Technology Coordinator shall provide training in the following subjects, in accordance with CIS Control 14: Security Awareness and Skills Training:

- Recognizing social engineering attacks, such as phishing, pre-texting, and tailgating.
- Authentication best practices. Example topics include MFA, password composition, and credential management.
- How to identify and properly store, transfer, archive, and destroy sensitive data. This also includes training workforce members on clear screen and desk best practices, such as locking their screen when they step away from their enterprise asset, erasing physical and virtual whiteboards at the end of meetings, and storing data and assets securely.
- Being aware of causes for unintentional data exposure. Example topics include mis-delivery of

sensitive data, losing a portable end-user device, or publishing data to unintended audiences.

- Being able to recognize a potential incident and be able to report such an incident.
- Understanding how to verify and report out-of-date software patches or any failures in automated processes and tools. Part of this training should include notifying IT personnel of any failures in automated processes and tools.
- Knowing the dangers of connecting to, and transmitting data over, insecure networks for enterprise activities. If the enterprise has remote workers, training must include guidance to ensure that all users securely configure their home network infrastructure.

Compliance and Non-Compliance

The following actions are considered compliance and non-compliance actions in accordance with these procedures:

1. Compliance Actions

Certain actions or non-actions by district personnel may result in a compliance event (“Pass”).

A pass includes but is not limited to:

- Successfully identifying simulated social engineering exercises
- Not having a failure during a social engineering exercise (Non-action)
- Reporting real social engineering attacks to the information technology department

2. Non-Compliance Actions

Certain actions or non-actions by district personnel may result in a non-compliance event (“Failure”).

A failure includes but is not limited to:

- Failure to complete required training within the allotted time
- Failure of a social engineering exercise, including but not limited to:
 - · Clicking on a URL within a social engineering exercise
 - · Replying with any information to a social engineering exercise
 - · Opening an attachment that is part of a social engineering exercise
 - · Enabling macros that are within an attachment as part of a social engineering exercise
 - · Allowing exploit code to run as part of a social engineering exercise
 - · Plugging in a USB stick or removable drive as part of a social engineering exercise
 - · Failing to follow district policies during a social engineering exercise

Certain social engineering exercises can result in multiple failures being counted in a single test. The maximum number of failure events per social engineering exercise is one. The district information technology department may also determine, on a case-by-case basis, that specific failures are a false positive and should be removed from that staff member’s total failure count.

After every failure, the staff member will undergo a remediation action followed by a re-test. If the member passes the re-test, that failure record will be removed. If the member fails again, the failure count will increase according to the following schedule. De-escalation to zero failures will occur when three consecutive passes have taken place.

Schedule of Failure Penalties

The following table outlines the penalty of non-compliance with these procedures. Steps not listed here may be taken by the district to reduce the risk that an individual may pose to the district. Each successful completion of a Remediation Action shall reduce the number of failures.

Failure Count	Resulting Level of Remediation Action
First Failure	Mandatory completion of remedial KnowBe4 course. (within 72 hours of notification of failure)
Second Failure	Alert employee’s direct supervisor, Face to face meeting with the direct supervisor (within 72 hours of notification of failure)
Third Failure	Written warning from employee’s manager and face to face meeting with the direct supervisor and Director of Human Resources. (within 72 hours of notification of failure)
Fourth Failure	Face to face meeting with the Information Security Officer (ISO), Department Head and the Director of Human Resources. (Within 48 hours of notification of failure) Possibility that additional administrative and technical controls will be implemented to prevent further Failure events.
Fifth Failure	Formal review of employment with Director of Human Resources Possibility that additional administrative and technical controls will be implemented to prevent further Failure events (Within 24 hours of notification of failure)

APPENDIX A

Educational Services Commission of New Jersey Policies

All ESCNJ Policies and Regulations for the Board of Education are now located on the ESCNJ website. You may view this information by clicking the link below:

<https://www.escnj.us/about-escnj/district-information/policies-and-regulations-for-the-board-of-education>

Appendix B

School/Program Procedures

Each ESCNJ school/program includes a specific handbook unique to their respective program. Each of these handbooks is meant to serve as a supplement to the ESCNJ Staff Handbook. Each staff member should sign off annually at their respective program for the receipt of this handbook.