

Educational Services Commission of New Jersey



Staff Handbook (Certificated & Support Staff)

2019 – 2020

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August 2019

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 program for our students, participants, and member districts.

This handbook is the result of our ongoing efforts to communicate essential information. 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/procedures.

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.

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

All the best for a great 2019 – 2020 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 teachers.

1. In the event of an absence from work, teachers and staff members must follow the procedure detailed below:
 - A. Staff members shall submit their absence through 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 who will direct the absence request to ESCNJ Superintendent for approval. In accordance with title 18A:30-4, a physician's certificate may be requested in order to obtain 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 teacher and specialist 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 can 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 can 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 district personnel office. Discrepancies or questions must be directed through the school/program office to the district personnel 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 submitted through Frontline. Professional Day Request Form can be downloaded from ESCNJ website under the Human Resources -> Staff Resources tab. In the “Notes to Administrator” section please include:

- i. Title of the Professional Development Event
- ii. Requested ESCNJ Funded Dollar Amount
- iii. Upload in the “File Attachment” section when creating the absence
 - a. Flyer for the event (if available)
 - b. The 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 through Frontline, on a daily basis, the next day in which you are serving Jury Duty. Please obtain an attendance note from the court clerk for each day of jury duty served.

8. 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 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 and is included below:

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 no later than their scheduled contractual time each work day.

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
-

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 home room class.
- b. Logon 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 "Absent" and office staff will adjust attendance accordingly after the bus arrives.

Subject: Affirmative Action Officer(s)

Gary Molenaar and Nadia Romano have been appointed to serve in the position of Affirmative Action Officer (AAO) for the Educational Services Commission of New Jersey (ESCNJ) for the 2019 – 2020 school year.

The major responsibilities of the AAO are to coordinate and implement 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 insure 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 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 Gary Molenaar or Nadia Romano, 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 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.
4. For the 2019 – 2020 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 (10/7/19 – 10/11/19) pursuant to NJSA 18:18A37-29. All teachers shall provide ongoing, age-appropriate instruction on preventing harassment, intimidation, and bullying.

Subject: Arrival/Departure Procedures

Monitoring procedures:

- Staff swipe identification card for access to building (if applicable)

- Staff swipe identification card at the time/attendance monitor (if applicable)
- Staff sign in arrival on timesheets

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

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 school/program administrator.

Certified staff 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 time of departure on the time sheets and swipe identification card at the time/attendance monitor (if applicable).

Subject: Back-to-School Night

1. Fall/Parent Back-to-School Night is scheduled for **Wednesday, September 25, 2019** from 7:30 PM. to 9:00 PM. During this evening, we will introduce staff to parents. Please plan your schedule accordingly. **Faculty/Staff attendance is mandatory.**
2. Parents will visit classes and related service providers. 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 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);
 - ii. The frequency, duration, and/or intensity of the behavior(s);
 - iii. Suspected function of the behavior/results of assessments;
 - iv. Proactive and Reactive strategies;
 - v. Expected behavioral outcome;
 - vi. Method of data collection;
 - vii. 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), principal, 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 on the ESCNJ website and 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. Provide all related services and address all goals as prescribed in the district's prepared IEP. Notify the case manager if your professional observation of the student's functioning differs from the goals presented in the IEP.
2. If you 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. Staff recommendations for any changes to the IEP should be based upon sound assessment, discussion with the case manager and other certified staff 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 review meeting to discuss possible changes to the IEP. Existing goals and related services are to continue as stated in the existing IEP until the district convenes an IEP review meeting and a new or revised IEP is received from the resident district.

Subject: Confidentiality of Student & Parent/Guardian Information

1. School staff is reminded that student names, parent/guardian names, addresses and telephone numbers are confidential information. 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 cannot be used for any other purposes and any inappropriate or unofficial use is prohibited.
 3. Certified staff providing direct services to students may access student records. Student files will be kept locked in cabinets within the Main Office. Certified staff may request access to the file cabinets from the school secretary in order to review a student file. Staff 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. Staff 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 with cell phones is strictly prohibited. All pictures taken of students are for classroom or school use only with prior administrative approval.**
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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 attired and groomed while fulfilling their employment obligations 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, jewelry, or grooming that attracts undue attention, creates disruption, is unsanitary, or is dangerous.
 - e. Any type of beachwear, including flip flops, beach jackets, and swimwear.
 - f. Running or gym shorts, beach 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.
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.
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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
Carbon Black
Ethyl Alcohol
Gasoline
Hydrogen Chlorine
Turpentine

Hydrogen Peroxide
Isopropyl Alcohol
Methyl Alcohol
Methyl Chloroform
1,1,2 – Trichloromethane

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 2018 – 2019 and in ESCNJ Policy #M7422: School Integrated Pest Management Plan.
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Annual Integrated Pest Management Notice
For School Year 2019 – 2020



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: Patrick Moran
Business Phone number: 732 777-9848 x 3120
Business Address: 1660 Stelton Rd, 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
Mother Earth Exempt	N/A
Ranger Pro	524-517
Trimec 992	2217-656

Subject: Health Benefits

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

Horizon BC/BS: Account # 085483

Claims Office:
P.O. Box 820
Newark, NJ 07101-0820
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 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.* These lunch forms are located on the G Drive in the Lunch Folder, called the AB Form with a corresponding date e.g., 9/5/18. Locate your classroom tab on bottom. The Breakfast/Lunch form will list the students in each classroom.
- Please complete the form as indicated below:
 1. Under Column for Breakfast ordered; indicate with (1) if ordered and (1) if served.
 2. Under Column for Lunch ordered; indicate with (1) if ordered and (1) when served. The served column can only be completed after the student has received lunch.
 3. Under Money Collected; indicate cash amount only
 4. Under Remark Column indicate check#
 5. Print out forms.
 6. *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 p.m.**
- Check forms carefully, be sure all students are marked correctly and money collected matches total on the bottom of each form. Please indicate 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.
 - a. Students who normally bring lunch may do so.
 - b. 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.
 - c. Students not going on field trip-mark lunch form as usual and indicate where student will be at lunch time.
 - Point of Service
 - The breakfast/lunch form will also be used later in the day as the Point of Service Form and ***will be completed by a certified staff member at each lunch location.*** Indicate if the student received a lunch. There is no differentiation on this form indicating free, reduced or paid lunch. *Classroom staff must sign the breakfast/lunch form at the Point of Service.*
 - 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.
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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.
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Subject: Medical Emergency Guidelines – Gerard Fritz, 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 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. A copy of this detailed policy may be found on the ESCNJ website and in the school office.

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 an 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

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
 - e.
- 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. Observation rooms/speech therapy offices are expected to be kept clutter free with accessibility to viewing windows.
3. Windows must be unobstructed. Covering classroom windows is not acceptable. Sheer curtains inside observation rooms are allowed.
4. Intercoms in observations and classrooms must be accessible.
5. Dividers must be positioned to permit visibility of classroom activity.
6. 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.

Subject: One-to-One 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. 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 at extension 4000, 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. 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.
4. 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. The school will provide the parent/guardian with school staff telephone extensions, school e-mail addresses etc. School staff is to check telephone and ESCNJ email messages daily.
5. 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.
6. 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.
7. Remind parent/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.
8. Advise the school supervisor of any issues/concerns meriting special consideration or school nurse intervention.

Subject: Payroll and Time Sheets

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 and attendance monitor located in the school office.

3. All staff will sign in/out daily on the sheets provided. Enter the time as indicated on the school office clock when you are signing in/out. If you are late, please advise the principal as to the reason.
4. Inaccuracy on the time sheet may be corrected by the administrator (and initialed).
5. **Employees are requested to not write on time sheets.** Notify administrative staff.
6. Lateness may be noted on the time sheet as needed by a school administrator.
7. Lateness will be noted by the time and attendance monitor, addressed with the employee, and subject to payroll deduction (see subject on punctuality).
8. 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.
9. 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.
10. Paychecks can be released to other persons only with your prior written consent and proper identification of the recipient.

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 busses during transport of students (students or staff).
- Parents must confer with classroom/Health Office prior to sending in snacks.

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.
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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. (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.
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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 split up and be distributed to the appropriate staff.
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 inter-actions with 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. Three (3) reports will be prepared September – June, keyed to individualized IEP goals and objectives. A fourth 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 Direct.
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 areas requiring attention.
5. Any item that reflects regression since the last report will be explained in the narrative.
6. Please proofread work to ensure correct use of grammar and punctuation utilizing the buddy system established before submitting documents to case managers.
 - a. Please make sure you review each report carefully. It is the teacher's and therapist's professional responsibility to make sure the document is well written and without errors. If you have any questions or need help with wording, your case manager and administrators will be available. The case managers will do a quick review. If the progress report needs any intervention, after it is submitted, it will be brought to administration attention.
7. The teacher and therapists will sign the cover page of the progress report. **By signing the document, this will indicate that each professional has reviewed their section carefully and there are no errors.**
8. Progress reports are due to the case managers with the signature sheets for a quick review.

Subject: Pupil Code of Conduct

1. All certified staff shall educate students in accordance with 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.**

<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, MCESA 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

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 closings 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 closings or delayed openings. 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 Honeywell Alert ESCNJ Emergency Automated Notification System.

2. Parents, and bus companies will receive information regarding school closings or delayed openings as follows:

WCTC - AM 1450

WMGQ - FM 98.3

WNJN - FM 101.5

Channel 12 TV News (Cablevision)

ESCNJ Automated Emergency telephone system (i.e., Honeywell)

Website www.ESCNJ.us

All parents were alerted to 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 Honeywell Alert System.

4. Notify the school office when there are changes in your contact information.

Subject: School Security

1. Most 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 I.D. 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.
7. Staff are reminded to secure all personal belonging/valuables in locked drawers/cabinets.

Subject: Security of Personal Telephone Numbers

1. All staff members are directed to protect all lists of phone numbers (faculty and students) from general access by students/or the public.
 2. If students/parents want another students/parents phone number, 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 number.
 3. If a student/family asks for your 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 E-mail address”).
 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.
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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, school trips, and playground use are increasing in frequency and maximum attention to student supervision.
4. Certified staff is always responsible for direct student supervision. Supervision must be direct and be provided by certified staff or noncertified staff organized and directed by the responsible certified staff member. Volunteers may not on their own, supervise students.
5. Potential problem areas are (but not limited to):
 - a. Playground
 - b. Kitchen

- c. Returning to class after an activity, fire drill, lunch, etc.
 - d. Public rest rooms (on trips)
 - e. Students sent on errands within the school building
6. 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.
 7. 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.
 8. 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.
 9. 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.**
 10. Push Pins: These must not be used in common areas (i.e., 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.
 11. Objects/Containers Made of Glass: These must not be left unattended in areas.
 12. 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 classroom or garbage cans).
 13. 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 appropriate soap/dispenser, please see the Principal.
 14. 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.
 15. Equipment in use and exposed to body fluids (saliva and blood) will be individualized and/or disposable.

16. All staff is to intercede immediately on safety issues and report any concern or potential hazards to the classroom teacher/school nurse/principal.
17. 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.)
18. 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 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.

Subject: Telephone, FAX, E-mail, and Computer

1. **School telephones, FAX, 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 nurse, 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/nurse. 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. Refrain from using the school FAX machine to send and receive personal documents.
 5. 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 E-mail address will be provided to parents, local districts personnel or vendors for issues relating to school business. Check your phone extension voice mail, e-mail, 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.
 6. Please do not use office extension numbers other than your own to receive messages.
 7. Advise your personal callers that during work hours you may take phone calls during your scheduled lunch period.
 8. 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). Please see ESCNJ Policy #3322.
 9. 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 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.
 - 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. Recent concerns about individuals with HIV (Aids) virus and other communicable diseases in the school setting has raised concerns regarding exposure of students and staff to potentially infectious body fluids from those persons with communicable diseases including, but not limited to, HIV and Hepatitis agents.
- 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. Student 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 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 is 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.

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.

If medical attention is required, the school nurse will call Qualcare, Inc., **33 Knightsbridge Rd**, Piscataway, NJ. (800) 425-3222, and they will **direct the employee to a worker compensation doctor and make all necessary arrangements.** Employees shall not make arrangements **on their own**. The above procedure is for all non-emergency situations. **All new losses must be reported immediately. All medical bills are to be sent to: Qualcare Inc., PO Box 309, Piscataway, NJ 08854 – Attention: Billing.**

The use of any other medical services without authorization from the Superintendent or Business Administrator will 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.

- If it is an emergency situation, you will be referred to a hospital immediately. Emergency room treatment does not require authorization, provided the injury is of a serious or life threatening nature, i.e., severe lacerations, broken bones, etc. Qualcare, Inc. must be contacted as soon as possible.
- 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, Consolidated Services Group will schedule such appointments. No appointments scheduled by an employee without prior authorization from Qualcare Inc. will be honored.
- 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. Prior authorization is required from the Superintendent, Business Administrator or Qualcare Inc.

It is important that all worker compensation claims be processed through **U.S. Health Works Medical Group** to ensure they 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 our administrator's attention.

APPENDIX A

Educational Services Commission of New Jersey Policies

The following is a listing of the titles of ESCNJ policies as of July 2019. A complete collection of all policies and regulations is available in the school/program office.

0000 BYLAWS

0000.01 Introduction
0000.02 Introduction
0000.03 Introduction
0110 Identification
0120 Authority and Powers
0131 Bylaws and Policies
0132 Executive Authority
0133 Adjudication of Disputes
0141 Board Member Number and Term
0142 Board Member Qualifications and Code of Ethics
0142.1 Nepotism
0142.2 Board Member/Administrator Confidentiality
0144 Board Member Orientation
0145 Board Member Resignation and Removal
0146 Board Member Authority
0147 Board Member Travel Expenses
0147A Appendix A, Board Member Travel Expenses
0148 Board Member Indemnification
0151 Organization Meeting/Executive Committee
0152 Board Officers
0153 Annual Appointments
0154 Annual Motions and Designations
0155 Board Committees
0157 Board of Directors Website
0161 Call, Adjournment and Cancellation
0162 Notice of Board Meetings
0163 Quorum
0164 Conduct of Board Meetings
0165 Voting
0166 Executive Sessions
0167 Public Participation in Board Meetings
0168 Recording Board Meetings
0171 Duties of President and Vice President
0172 Duties of Treasurer of School Monies

0173 Duties of Public School Accountant
0174 Legal Services
0175 Contracts with Independent Consultants
0176 Collective Bargaining and Contract Approval/Ratification
0177 Professional Services

1000 ADMINISTRATION

1100 Commission Organization
1110 Organizational Chart
1120 Management Team
1130 Staff Liaison Committees
1140 Affirmative Action Program
1210 Board - Superintendent Relations
1220 Employment of Chief School Administrator
1230 Superintendent's Duties
1240 Evaluation of Superintendent
1310 Employment of the School Business Administrator/Board Secretary
1320 Duties of the School Business Administrator/Board Secretary
1330 Evaluation of the School Business Administrator
1331 Evaluation of the Board Secretary
1400 Job Descriptions
1510 Americans with Disabilities Act
1523 Comprehensive Equity Plan
1530 Equal Employment Opportunity
1540 Administrator's Code of Ethics
1550 Affirmative Action Program for Employment and Contract Practices
1570 Internal Controls
1581 Victim of Domestic or Sexual Violence Leave

2000 PROGRAM

2110 Philosophy of Education/District Mission Statement
2111 Parental Notice, Consent and Participation

2200	Curriculum Content	3111	Creating Positions
2210	Curriculum Development	3112	Abolishing Positions
2220	Adoption of Courses	3124	Employment Contract
2230	Course Guides	3125	Employment of Teaching Staff Members
2240	Controversial Issues	3125.2	Employment of Substitute Teachers
2260	Affirmative Action Program for School and Classroom Practices	3126	District Mentoring Program
2270	Religion in the Schools	3130	Assignment and Transfer
2340	Field Trips	3134	Assignment of Additional Duties
2360	Use of Technology	3141	Resignation
2361	Acceptable Use of Computer Networks/Computers	3142	Nonrenewal of a Nontenured Teaching Staff Member
2411	Guidance Counseling	3143	Dismissal
2412	Home Instruction Due to Health Condition	3144	Certification of Tenure Charges
2415.03	Highly Qualified Teachers	3144.12	Certification of Tenure Charges – Inefficiency
2415.06	Unsafe School Choice Option	3146	Conduct of Reduction in Force
2415.30	Title I – Educational Stability for Children in Foster Care	3150	Discipline
2416	Programs for Pregnant Pupils	3152	Withholding an Increment
2418	Section 504 of the Rehabilitation Act of 1973 – Students	3160	Physical Examination
2422	Health & Physical Education	3161	Examination for Cause
2423	Bilingual and ESL Education	3211	Code of Ethics
2431	Athletic Competition	3212	Attendance
2431.4	Prevention & Treatment of Sports-Related Concussions & Head Injuries	3214	Conflict of Interest
2432	School Sponsored Publications	3216	Employee Dress Code
2460	Special Education	3217	Use of Corporal Punishment
2461	Special Education/Receiving Schools	3218	Substance Abuse
2464	Gifted and Talented Students	3221	Evaluation of Teachers
2466	Public Labeling of Educationally Handicapped Pupils	3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
2467	Surrogate Parents and Foster Parents	3223	Evaluation of Administrators, Excluding Principals, VPs & APs
2468	Independent Educational Evaluations	3224	Evaluation of Principals, VPs & APs
2480	Alternative Schools/Programs	3230	Outside Activities
2481	Home or Out-of-School Instruction for General Education Pupils	3233	Political Activities
2520	Instructional Supplies	3240	Professional Development for Teachers & School Leaders
2530	Resource Materials	3244	In-Service Training
2531	Copying Copyrighted Materials	3245	Research Projects by Staff Members
2560	Live Animals in School	3270	Professional Responsibilities
2610	Educational Program Evaluation	3280	Liability for Pupil Welfare
2622	Student Assessment	3281	Inappropriate Staff Conduct
2624	Grading System	3283	Electronic Communications between Teaching Staff Members & Students
2700	Services to Nonpublic School Students	3310	Academic Freedom
		3321	Acceptable Use of Computer Network(s)/Computers and

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 3322 Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
 3362 Sexual Harassment
 3370 Teaching Staff Member Tenure
 3381 Protection Against Retaliation
 3420 Benefits
 3425 Work Related Disability Pay
 3425.1 Modified Duty Early Return to Work Program
 3431.1 Family Leave
 3431.3 New Jersey's Family Leave Insurance Program
 3433 Vacations
 3437 Military Leave
 3439 Jury Duty
 3440 Travel Expenses

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 4130 Assignment and Transfer
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 4145 Layoffs
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 4150 Discipline
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 4159 Support Staff Member/School District Reporting Responsibilities
 4160 Physical Examination
 4161 Examination for Cause
 4211 Attendance
 4214 Conflict of Interest
 4215 Code of Ethics
 4216 Employee Support Staff Dress Code
 4218 Substance Abuse
 4219 Commercial Driver Controlled Substances and Alcohol Testing
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 4281 Inappropriate Staff Conduct
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 4352 Sexual Harassment
 4381 Protection Against Retaliation
 4413 Overtime Compensation
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 4425 Work Related Disability Pay
 4425.1 Modified Duty Early Return to Work Program
 4431.1 Family Leave
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 4432 Sick Leave
 4433.1 Accumulated Vacation Leave (Retirement)
 4433.2 Accumulated Vacation Leave (Resignation)
 4437 Military Leave
 4438 Jury Duty
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 4442 Accumulated Sick Leave

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5120 Assignment of Pupils
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 5230 Late Arrival and Early Dismissal
 5250 Excusal from Class or Program
 5300 Automated External Defibrillators (AEDs)
 5305 Health Services Personnel
 5306 Health Services to Nonpublic Schools
 5307 Nursing Services Plan
 5308 Student Health Records
 5310 Health Services
 5320 Immunization
 5330 Administration of Medication
 5330.01 Administration of Medical Marijuana
 5332 Do Not Resuscitate Orders
 5335 Treatment of Asthma
 5338 Diabetes Management
 5339 Screening for Dyslexia
 5350 Student Suicide Prevention

5410 Promotion and Retention
 5420 Reporting Pupil Progress
 5440 Honoring Pupil Achievement
 5460 High School Graduation
 5466 Graduation and Year Book Fees
 5500 Expectations for Pupil Conduct
 5511 Dress and Grooming
 5512 Harassment Intimidation and
 Bullying
 5513 Care of School Property
 5514 Student Use of Vehicles
 5516 Use of Electronic Communications
 and Recording Devices
 5519 Dating Violence at School
 5520 Disorder and Demonstration
 5530 Substance Abuse
 5531 Management of Life-Threatening
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 5533 Pupil Smoking
 5550 Disaffected Pupils
 5560 Disruptive Pupils
 5561 Use of Crisis Management &
 Appropriate Physical
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 5600 Pupil Discipline/Code of Conduct
 5610 Suspension
 5611 Removal of Pupils for Firearms
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 5612 Assaults on District Board of
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 5613 Removal of Students for Assaults
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 5615 Suspected Gang Activity
 5620 Expulsion
 5710 Pupil Grievance
 5721 Independent Publications
 5750 Equal Educational Opportunity
 5751 Sexual Harassment
 5752 Marital Status and Pregnancy
 5755 Equity in Educational Programs and
 Services
 5756 Transgender Students
 5770 Pupil Right of Privacy
 5830 Pupil Fund Raising
 5841 Secret Societies
 5842 Equal Access of Pupil Organizations
 5850 Social Events and Class Trips
 5872.1 Co-op Program
 5872.2 Work-Study Program

5872.3 Piscataway Regional Day School
 5880 Public Performances by Pupils

6000 FINANCES

6113 E Rate
 6150 Tuition Income
 6160 Grants from Private Sources
 6210 Fiscal Planning
 6220 Budget Preparation
 6230 Budget Hearing
 6320 Purchases Subject to Bid
 6340 Multiple Year Contracts
 6350 Competitive Contracting
 6360 Political Contributions
 6362 Contributions to Board Members and
 Contract Awards
 6421 Purchases Budgeted
 6422 Purchases Not Budgeted and
 Emergency Purchases
 6440 Cooperative Purchasing
 6450 Choice of Vendor
 6470 Payment of Claims
 6471 School District Travel
 6480 Purchase of Food Supplies
 6510 Payroll Authorization
 6520 Payroll Deductions
 6620 Petty Cash
 6660 Student Activity Fund
 6700 Investments
 6810 Financial Objectives
 6820 Financial Reports
 6830 Audit and Comprehensive Annual
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7000 PROPERTY

7100 Long-Range Facilities Planning
 7101 Educational Adequacy of Capital
 Projects
 7102 Site Selection and Acquisition
 7230 Gifts, Grants, and Donations
 7300 Disposition of Property
 7410 Maintenance and Repair
 7410.1 Maintenance of Mobile Units
 7420 Hygienic Management
 7422 School Integrated Pest Management
 7430 School Safety
 7432 Eye Protection
 7433 Hazardous Substances
 7434 Smoking on School Grounds

7435 Alcoholic Beverages on School Premises
7436 Drug Free Workplace
7440 School District Security
7441 Electronic Surveillance in School Buildings and on School Grounds
7450 Property Inventory
7480 Motor Vehicles on School Property
7490 Animals on School Property
7510 Use of School Facilities
7520 Loan of School Equipment
7610 Vandalism
7650 School Vehicle Assignment, Use, Tracking, Maintenance, & Accounting

8000 OPERATIONS

8140 Pupil Enrollments
8210 School Year
8220 School Day
8310 Public Records
8320 Personnel Records
8330 Student Records
8350 Records Retention
8420 Emergency and Crisis Situations
8431 Preparedness for Toxic Hazard
8441 Care of Injured and Ill Persons
8442 Reporting Accidents
8451 Control of Communicable Disease
8453 HIV/AIDS
8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse
8462 Reporting of Potentially Missing or Abused Children
8465 Hate Crimes and Bias Incidents in Schools
8467 Weapons
8468 Crisis Response
8470 Response to Concerted Job Action
8500 Food Services
8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods

8506 School Lunch Program Biosecurity Plan
8507 Breakfast Offer versus Serve (OVS)
8540 School Nutrition Programs
8550 Unpaid Meal Charges/Outstanding Food Service Charges
8600 Transportation
8630 Bus Driver/Bus Aide Responsibility
8660 Transportation by Private Vehicle
8750 Employee Indemnification
8760 Pupil Accident Insurance
8810 Religious Holidays
8820 Opening Exercises
8860 Memorials

9000 COMMUNITY

9100 Public Relations
9120 Public Relations Program
9130 Public Complaints and Grievances
9140 Citizens Advisory Committees
9150 School Visitors
9160 Public Attendance at School Events
9180 School Volunteers
9200 Cooperation Between Parents and School
9210 Parent Organizations
9230 Parental Responsibilities
9240 Rights of Parents
9260 Parental Liability for Vandalism
9280 Parent Conferences
9320 Cooperation with Law Enforcement Agencies
9323 Notification of Juvenile Offender Case Disposition
9400 News Media Relations
9541 Student Teachers/Interns
9550 Educational Research Projects
9700 Special Interest Groups
9713 Recruitment by Special Interest Groups
9720 Solicitations by Vendors

Appendix B

School/Program Contact Information

Appendix C

School/Program Procedures
