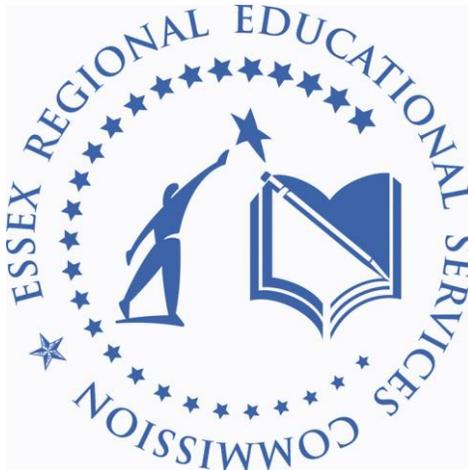


# **ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**

**Division of Services to  
Public & Nonpublic Schools**

## **CHAPTERS 192/193 PROGRAM OPERATIONS MANUAL**



**SY 2021 - 2022**

Dr. Laurie W. Newell, Superintendent  
Ms. Jo Ann Karamus, Director  
Ms. Laquisha Valentín, Operations Manager

*(Revised 09/03/2021)*

**ESSEX REGIONAL EDUCATION SERVICES COMMISSION  
DIVISION OF SERVICES TO PUBLIC/NONPUBLIC SCHOOLS**



**DATES TO REMEMBER**

<b>CONVOCATION:</b>	Friday, September 3, 2021
<b>PROFESSIONAL DEVELOPMENT:</b>	Tuesday & Wednesday, September 7 & 8, 2021
<b>REPORT TO SCHOOL(S):</b>	Thursday, September 9, 2021
<b>RESOURCE CENTER CLOSED:</b>	<i>Until further notice</i>
<b>INITIAL STUDENT INACTIVE STATUS (DROP) FORMS DUE:</b>	September 20, 2021 <i><u>(and by the 25<sup>th</sup> of every month thereafter)</u></i>
<b>STUDENT FOLDERS COMPLETED BY:</b> <i>(Including ISIPS and ESL Checklist)</i>	Monday, October 18, 2021

**STUDENT COUNTS:**

**TEACHER/PRINCIPAL CONFERENCE FORMS:**

**and STUDENT SCHEDULES DUE:**

Monday, September 20, 2021

Friday, November 8, 2021

Monday, January 17, 2022

Monday, March 14, 2022

**STUDENT SCHEDULE SUBMISSION ONLY:**

**Monday, October 18, 2021**

**SELF EVALUATION DUE:**

Thursday, September 30, 2021

**SGO DUE DATES SEE APPENDIX**

# ESSEX REGIONAL EDUCATION SERVICES COMMISSION

## Department Directory

(973) 405-6262

<b>Director, Ext. 289</b>	Ms. Jo Ann Karamus
<b>Operations Manager, Ext. 232</b>	Ms. Laquisha Valentín
<b>Supervisor of Instruction, Ext. 252</b>	Ms. Zoe Luke
<b>Supervisor of Instruction, Ext. 206</b>	Ms. Christina Sanchez
<b>Supervisor of IDEA-B Program, Ext. 226</b>	Ms. Zoe Luke
<b>Nonpublic Nursing Supervisor, Ext. 214</b>	Mr. Jamie Ciofalo
<b>Coordinator of Services, Ext. 225</b>	Mr. Carmen Ventola
<b>Division Secretary, Ext. 227</b>	Ms. Marcia Palmer
<b>Division Secretary, Ext. 212</b>	Ms. Lisa Mistretta
<i>(All Department Inquiries)</i>	

## Central Office

(973) 405-6262

<b>Superintendent</b>	Dr. Laurie W. Newell, Ph.D.
<b>Executive Confidential Assistant</b>	Ms. Layne Brooks
<b>Assistant Superintendent</b>	Mr. Kevin Guyton
<b>Human Resources Manager, Ext 239</b>	Ms. Albania Jackson
<b>Coordinator of Schools and Programs</b>	Ms. Tracey Stewart

## Business Operations Unit

(973) 405-6262

<b>School Business Administrator/Board Secretary</b>	Mr. Michael Steinmetz
<b>Payroll Accountant, Ext. 238</b>	Mr. Steve Sarsfiel

*(Revised 09/03/2021)*

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## INTRODUCTION

This manual is designed for the teachers working in the Division of Services to Public and Nonpublic Schools of the Essex Regional Educational Services Commission (ERESC), especially the ones delivering in-person and remote services to children in Nonpublic schools. The manual outlines the updated and new **in-person** and **remote** policies and procedures that all teachers must follow.

The Division of Services to Public and Nonpublic Schools offers unique and innovative approaches for the delivery of auxiliary programs to Nonpublic school students in compliance with New Jersey Public Law of 1977, Chapters 192/193. Our teachers provide **in-person** and **remote** instruction in an effective manner and creates the optimum alternative learning environments designed to stimulate and improve students' performance in the following areas:

- **Chapter 192:** Compensatory Education: *Reading, Writing, and Mathematics*
- **Chapter 192:** English as a Second Language
- **Chapter 193:** Supplemental Instruction
- **Chapter 193:** Corrective Speech-Language
- **Chapter 193:** Examination and Classification

The ERESK is an Equal Opportunity Employer and as such is governed by the employment goals promulgated by the Treasurer pursuant to N.J. Public Laws of 1975, Chapter 127, and Title 18A:36-20 as amended and supplemented from time to time.

## **TEACHER JOB DESCRIPTION**

**TITLE:** Teacher, Division of Services to Public and Nonpublic Schools

**QUALIFICATIONS:**

1. Four-year college degree;
2. Valid and appropriate New Jersey Teacher Certificate; and
3. Previous experience preferred.

**SALARY:** A staff member will be placed upon the teachers' salary guide for Services to Nonpublic Schools during the school year in which employment took place. Appropriate steps are determined by years of experience with the ERESC.

**FUNCTION:** The teacher provides instruction to Nonpublic school students as per P.L. Chapters 192-193 and Title I regulations.

**ADMINISTRATION:** Reports to Interim Director and/or Director of the Division and Supervisors of Instruction.

**TEACHER RESPONSIBILITIES:**

1. Provide services to assigned students including, but not limited to:
  - a. Assessing student needs;-
  - b. Maintaining accurate student records, i.e. attendance and student work portfolios;
  - c. Developing individual student improvement plans;
  - d. Providing instruction according to the needs of the students ;
  - e. Reporting student progress; and
  - f. Working a maximum of 6 hours per day from the time they reach their designated school.
2. Teachers must possess a valid New Jersey driver's license;
3. Coordinate instructional services with those of the nonpublic school served.
4. Assists supervisors in liaison role with Nonpublic schools.
5. Perform other duties as assigned by the Superintendent, Director of the Division, and/or Supervisors.

**ORIENTATION:** Upon appointment as a member of the teaching staff, you will be given a complete orientation.

**JOB INDICATORS:** Performance appraisal will be based upon classroom evaluation and timely fulfillment of assigned responsibilities.

**HOLIDAYS:** As per the Essex Regional Educational Services Commission Teacher Calendar provided to you during Convocation.

## STAFF DRESS CODE

The purpose of these guidelines is to provide a healthy environment in the schools and offices conducive to academic and business purposes; to help foster the goals and objectives of the Commission and to help implement a thorough and efficient system of public education services. Employees of the ERESC shall be neatly attired and groomed while administering their responsibilities. **Be advised all employees may be subjected to their assigned school's dress code policy.**

### A. Grooming and attire shall meet the following criteria:

#### Females:

1. Females can wear skirts, slacks, blouses or sweaters, dresses, or slacks.
2. No skirts, dresses or pants that end higher than mid-thigh.

#### Males:

3. All shirts worn by males **must have a collar**, i.e. polo/golf shirt, dress shirt, etc.
4. Dress or sport jackets with ties are strongly encouraged but not required. Turtleneck shirts and sweaters are permitted.
5. All staff members shall maintain clean and well-groomed hair styles.

### B. The following attire is not acceptable:

1. Torn or dirty clothing.
2. See-through blouses or articles of clothing that are revealing.
3. Excessively tight fitting clothing.
4. Any dress or grooming which would attract undue attention, create disruption, or would be potentially unsanitary or dangerous.
5. Beach wear (plastic thongs, beach jackets, swimwear, etc.)
6. "Shorts" meaning Bermuda, cut-offs, hot pants, culottes (that look like shorts), athletic shorts, or swim suits. Dresses and skirts must be knee length or longer.
7. Jeans of any color or material.
8. Clothing which promotes or advertises a company, product or event. [Band Tour T-shirts, etc.]. ERESC Brand name apparel displaying logo is acceptable.
9. Headwear or hair rollers shall not be worn in the building (exceptions may be made for Religious, medical reasons or special functions).
10. Jogging suits [P.E. teachers & Aides, conducting P.E. classes may wear jogging outfits on those days].

C. Personal grooming should be done at home or in the appropriate areas. Staff members should maintain a well-groomed appearance at all times.

D. Special Rules

1. Utility workers may wear work-clothes, jeans, sweat shirts, etc. that are appropriate for the work situation.
2. Maintenance workers - Custodians may wear work-clothes, jeans, sweat shirts, etc. that are appropriate for the work situation.
3. Shirts must be worn at all times.
4. Clothing needs to be clean each workday.
5. Directors may make exceptions to this policy on special occasions.

E. Prior Approval

If any employee is uncertain as to the appropriateness of a garment, contact your Director before reporting to work.

## SCHOOL CALENDAR

A standardized ERESA Teacher Calendar ([See Appendix](#)) has been established for the school year. **You must adhere to the Teacher School Calendar provided to you by ERESA.** If your assigned school is closed on a day that we are scheduled to be open, you must adhere to the following instructions:

1. You may be assigned to another school that is open to offer support to other students.
2. If your school is closed for a recess on dates other than those listed on the Teacher Calendar, you must notify the Director/ Supervisor in writing.
3. On days your school has scheduled or unscheduled half-day sessions: i.e. faculty meetings, class trips, etc., ERESA teachers are to work a six (6) hour day. If requested, ERESA teachers are to attend faculty meetings.
4. If you fail to adhere to any of the above instructions, this will reflect negatively on your teacher evaluation.

## WORKING DAY

All **full-time** teachers will work a maximum six (6) hour day from the time they reach their designated school **in-person** and/or **remotely sign-in** to the time they leave their designated school. Wherever possible, the six-hour day for teachers will be from **8:30AM - 2:30PM**. **Part-time** teachers may work up to a maximum of **28 hours** per week depending on their in-person and/or remote schedules. All Part-time teachers may also work a maximum six (6) hour day with an unpaid (30) thirty-minute duty-free lunch.

## **LOSS OF PERSONAL PROPERTY**

It is the Essex Regional Educational Services Commission's policy that employees will not be reimbursed for loss of personal property during their employment with the Commission.

## **VERIFICATION OF SALARY**

Verification of employment or questions regarding benefits should be directed to the Division of Human Resources. All verifications must be emailed to Human Resources along with a written authorization from the employee releasing the information.

It is the responsibility of all new employees to schedule an appointment with the Division of Human Resources to discuss employee benefits and to complete all necessary forms.

## **HEALTH BENEFITS**

All **full-time** teachers in the Division of Services to Nonpublic Schools shall receive single coverage in medical benefit plans.

## **DENTAL BENEFITS**

All **full-time** teachers shall have a choice of enrolling themselves in three (3) different types of dental coverage, one of which covers dependents. If you are eligible to participate in the group health benefit, you must contact the Division of Human Resources for further information.

## **DISABILITY BENEFITS**

The Commission participates in the State Disability Insurance Plan with the cost of the Plan to be borne by the teacher in accordance with State Regulations as applicable.

## **WORKERS COMPENSATION**

Any employee who is disabled by injury incurred in the performance of his/her duty or by illness as a result or arising out of his/her employment, will receive benefits in accordance with the New Jersey Worker's Compensation Law in effect at the time of the employee's disability or injury. In case of an accident/injury, teachers are required to notify their supervisor on the date of the incident. The insurance company will supply you with a list of doctors to be used in the event you are filing a workman's compensation claim.

## **PERSONNEL FILE**

Please be advised that there is an official personnel file for each member of the teaching staff. This file is kept in the Essex Regional Educational Services Commission's Human

Resources office. Each time that an item is placed in his/her file, a copy is sent to the relevant staff member for his/her own records.

Your official personnel file is always open for your inspection. If you should desire to see what is in your file, please contact the ERESO Human Resources Division to make an appointment to review it. Copies of personnel documents must be requested in writing (at least 24 hours in advance) and will be mailed to the employee's home address on record. Employees must pay 50 cents for the first ten (10) pages, 25 cents for the next ten (10) pages, and 10 cents for each additional page thereafter.

## **STAFF ATTENDANCE**

It is the expectation and goal of the Essex Regional Educational Services Commissions' Board of Directors that all personnel shall report regularly and punctually to their assigned duties whether it be **in-person** and/or **remotely**. Time lost, due to absenteeism and/or tardiness, seriously disrupts the educational program of the students, as well as work schedules of employees.

A prerequisite for the efficient performance of an employee's assigned duties is regular and punctual attendance. In order to achieve optimum attendance, the Board shall diligently exercise its right to monitor the performance of its personnel by taking the necessary steps to verify that all leave time is used for its intended purposes.

Following a monthly review, administrators shall conduct a conference with any employee where monthly attendance demonstrates a need for improvement based on the following evaluative criteria:

### **Evaluative Criteria: Employee Attendance**

The factors to be considered in determining an employee's attendance/tardiness record are:

- A. Frequency and pattern of occurrence(s)
- B. Total days absent/tardy
- C. Cause
- D. Accumulated sick leave thru Kronos

Monitoring of employee attendance to determine frequency and pattern of occurrence, total days of absence/tardiness, and cause of absence/tardiness will occur periodically throughout the calendar school year. The supervisor/administrator shall take into consideration the above factors under Evaluative Criteria including any continuous debilitating illness.

Administrators shall create and retain a written record of the employee conference. Said record may be used as part of employee's permanent personnel record or part of an employee's periodic and/or annual evaluation.

The employee shall review this conference record and/or his/her attendance record, sign same, and may submit a written statement of explanation in response, which shall also become part of that employee's records. Any future improvement in attendance noted by the Administrator may also become part of the employee's record.

In the event that excessive absences/tardiness, in view of overall criteria, continues subsequent to the initial conference, the supervisor/administrator shall hold a second conference with recommendation to the Superintendent or designee for appropriate sanctions. This second conference will follow the same procedure and format as the initial conference.

When in the judgment of the employee's immediate supervisor, the Superintendent, or the designees, there is a need to verify any claimed illness, disability, or absence, such verification may be made by telephoning, visiting the home of the employee, or any other reasonable means. Any employee who is not at home during the claimed sick leave may also be requested to present acceptable proof of illness and/or disability for that day or any leave period.

When all of your accumulated days have been exhausted your salary shall be deducted, for entire or partial days in accordance with aforementioned criteria.

Employees may be subject to discipline including, but not limited to, written reprimands, loss of pay, withholding of increment, and termination of employment for violation of the attendance policy, following a thorough review of the relevant facts and circumstances in any particular case.

Individuals with outstanding attendance records shall be recognized by the Board of Directors in acknowledgment of this achievement.

All matters addressed in the sick leave policy remain in effect and are incorporated by reference into this policy.

## **ABSENCE PROCEDURE**

**\*\*\*\* (New Policy) \*\*\*\***

### **I. TEACHER ABSENCE**

In order to facilitate the reporting of all staff absences, the following procedure has been implemented and must be adhered to by all staff members whether you are reporting **in-person** or **remotely**. Each day that a teacher will be absent from his/her assigned school(s) **in-person** and/or **remotely**, he/she:

A. Must email: [directserviceattendance@eresc.com](mailto:directserviceattendance@eresc.com) no earlier than 8:00 a.m. and no later than 8:30 a.m. All emails will be monitored by your immediate Supervisor.

B. You must include in your email the nature of your absence, what time you would like to use, if applicable, the location of your assigned **in-person** and/or **remote school(s)**, and the length of time you will be absent.

C. Telephone each of your **in-person** and/or **remote** assigned school(s) to be serviced on the day of your absence, informing them that you will not be providing **in-**

person and/or remote services that day.

D. If you are taken ill during the school day and you must leave your in-person and/or sign out of your remote classroom session for the remainder of the day, call the ERESC office and speak with a secretary to inform them you are leaving.

E. Failure to comply with the above procedures will result in a written warning and may be reflected in your evaluation if there are repeated instances.

## II. TARDINESS

If you are going to be late in reporting to your in-person and/or remotely assigned school, you are to call the Commission office and your school as soon as possible.

### SIGN-IN SHEET PROCEDURES

All teaching personnel must sign in when arriving and departing from their assigned school building. If you are providing remote services, you must be able to provide online documentation to reflect your attendance. The sign-in sheet should be located in the Main Office. Please follow the below procedure daily:

- A. Make sure the school name and district are filled in at the top of the sign-in sheet.
- B. Make sure you print your name on the sheet, indicating time and date.
- C. Indicate accurately the date and time of your arrival on a daily basis.
- D. Indicate accurately the time of departure on a daily basis.
- E. Make sure you sign the Sign-in sheet and date it at the end of the month.
- F. Make sure the Principal signs and dates the sheet.
- G. The Sign-in sheet should be posted in the school office.
- H. Make sure that **each pay period** the **appropriate** time sheet is emailed to **Ms. Zoe Luke: [z.luke@eresc.com](mailto:z.luke@eresc.com)** and uploaded into your OneDrive folder.
- I. **All sign-in sheets will be reviewed by supervisors each pay period.**

### PAYROLL

**Please remember payroll forms are legal documents. We will no longer accept photo snapshots of your payroll forms. Any payroll sheets emailed as a photo will not be processed.**

All payroll must be filled out properly on the payroll sheet for the services that you provide. (*i.e. if you provide After-school Title 1 services it must be on a Title 1 timesheet checked after- school*).

It is imperative that you email your payroll sheets to our office by the due dates provided to you (**See Appendix**). You must email them to **Ms. Zoe Luke: [z.luke@eresc.com](mailto:z.luke@eresc.com)** along with your matching attendance by the due dates provided to avoid a delay in payroll processing. Payroll that is not submitted on time or that does not have the

appropriate requested documentation along with it will be processed on the next pay period. Each staff member should be completing their own payroll timesheet and their own attendance sheet. Documents with multiple staff members listed on them will **not** be accepted nor processed.

## **SICK LEAVE**

All **full-time** teachers shall be entitled to ten (10) sick days each school year as of the first official school day of said school year whether or not they report for duty on that day. Unused sick leave shall be accumulated from year to year with no maximum limit. Full-time teachers starting after September 30th of the school year, immediately upon employment, shall be entitled to a sick bank consisting of one day for each month remaining in the school year.

**Part-time** teacher sick days are based upon their weekly hours. The following schedule will be followed:

- Scheduled 5 days a week = 10 sick days
- Scheduled 4 days a week = 8 sick days
- Scheduled 3 days a week = 6 sick days
- Scheduled 2 days a week = 4 sick days
- Scheduled 1 day a week = 2 sick days

**Sick leave** is defined as absence from duty because of personal disability due to illness or injury, or because of exclusion from school by medical authorities on account of a contagious disease or being quarantined because of such a disease in the immediate household. Teachers whose absences, due to sick leave, exceed three (3) consecutive days will be required to submit a doctor's note.

Teachers shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year. The Commission reserves the right to require the filing of a doctor's certificate attesting to a teacher's illness in order to obtain sick leave, whenever, in the discretion of the Superintendent, there is reason to believe that the sick leave requested is not bona fide.

## **PERSONAL DAYS**

**Full-time** contractual teachers are eligible for three (3) personal days with pay for the discharge of important personal matters, family business, legal or religious responsibilities, college graduations, professional business, or other personal emergencies that cannot be handled outside of regular working hours.

**Part-time** hourly teachers are not eligible for personal leave with pay.

**Personal leave** shall not be permitted on a day immediately preceding or following a holiday except in extreme, extenuating circumstances or emergencies. Unused personal days in any one year shall be credited to the teacher's accumulated sick leave.

All teachers eligible for personal days with pay are required to obtain approval of the Superintendent. Requests **should be made at least forty-eight (48) hours in advance**. Any exceptions to the notice provision due to an emergency must be requested in writing, with reason stated, to the Superintendent. The Superintendent shall have the right, at his/her discretion, to require of any teacher a specific reason stated in writing requesting a personal day. (See Appendix)

### **LEGAL PROCEEDINGS**

Teachers will be granted time necessary to participate in any legal proceedings where the teacher's attendance is required by law, except no leaves shall be granted where the required appearance is in matters where the teacher or the Association is an adversary to the Commission.

### **MATERNITY/PATERNITY/CHILD REARING LEAVE**

A teacher who is pregnant may elect to use his/her annual and accumulated sick leave for the period of disability.

Teachers shall be eligible for Child Rearing leave for three (3) month periods, not to exceed one (1) year from time of the original application. Teachers shall notify the Superintendent in writing one month prior to the date on which the teacher intends to begin Maternity/Paternity leave and one month prior to a request for a three-month extension of such leave, up to one year. Request for Leave Form (see Appendix) can be found in appendices.

Health benefits, dental benefits, pension, life insurance, and prescription drug benefits shall be continued at no cost to the teacher for the initial three month leave of absence. Teachers shall have the option of continued coverage by assuring payment of premiums due, at a rate to be determined for the remainder of the one year period.

A teacher who adopts a child shall be entitled to a child rearing leave as in the above.

### **Leave Without Pay**

Employees may be eligible for excused absences without pay at the discretion of the Superintendent of the Essex Regional Educational Services Commission.

Employees seeking an excused absence without pay for a period not to exceed three (3) working days, shall make application for same in writing to the Superintendent at least one week in advance of the projected absence. This notice requirement may be waived

by the Superintendent when she finds such notice could not reasonably have been made under the facts and circumstances of the specific case.

Other leaves of absence without pay may be granted at the Commission's sole discretion.

### **Leave With Pay**

Teachers will be granted time necessary for teachers called into temporary active duty of any unit of the U.S. Reserves of the State National Guard. A teacher shall be paid his/her regular pay in addition to any pay which is received from the state or federal government.

### **Leave Return**

**Salary** Upon return from leave granted, a teacher shall be considered as if he/she were actively employed by the Commission during the leave and shall be placed on the salary schedule at the level he/she had not been absent, except in the case of extended leaves granted for one full school year or more, in which case there will be no advancement on the salary guide.

**Benefits** All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored upon his/her return.

**Form Letter** See Appendix for the appropriate letter to be submitted upon return from leave of absence.

### **DEATH IN FAMILY**

Teachers shall be eligible for death in the family leave, with pay, and continuation of other benefits in the following manner:

In the case of death of spouse, parent, parent-in-law, or child of any teacher, such teacher shall be excused for a period of up to five (5) consecutive days.

In the case of death of a grandchild, sister, brother, grandparent, daughter/son-in-law, brother/sister-in-law, and other immediate members of the teacher's household, such teacher shall be excused for a period of up to three (3) consecutive days.

In the case of death of an uncle aunt, niece, nephew, or cousin of any teacher, such teacher shall be excused for a period of one (1) day to attend funeral services.

### **JURY DUTY**

The ERESA will ensure all employees against loss of pay occasioned by a call to jury duty, if such attendance is not excusable under law.

Should an employee be called for jury duty, he/she shall report the same to the Superintendent. Should the employee be required for the continuing operations of the

Commission, the Superintendent shall attempt to have him/her excused from duty. A **Request for Paid Time Off Form** (See Appendix) must be completed specifying dates of attendance.

Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They will receive full pay for such duty and will utilize the expense allowance provided by the Court for travel and other expenses related to jury duty.

While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused for a day or more or suffer loss of pay. Upon returning to work from jury duty, please bring a letter indicating the number of days served.

## **POSITION ANNOUNCEMENT/TRANSFERS**

Notice of vacancies shall be posted on the Commission's official website and accessed by visiting [www.applitrack.com/eresc/onlineapp](http://www.applitrack.com/eresc/onlineapp). Such notice shall include a job description, qualifications, and a salary schedule. Whenever possible, vacancy notices shall be posted at least ten (10) school days before the application deadline.

Teachers who wish to transfer to another school shall submit a request in writing to the Superintendent and Director.

Involuntary transfers may be required because of organizational and/or student needs. Involuntary transfers will be assigned by the Superintendent or her designee and the teacher affected will be given the reasons for the transfer and provided an opportunity to discuss the transfer with the Superintendent or designee.

Notice of transfer shall be provided in writing at least two (2) weeks prior to the occasion, where time constraints permit.

## **TEACHER RESIGNATION**

When a teacher must resign his or her position, the following procedure must be adhered to:

1. Notify the Director in writing (via email or formal letter) **as soon as possible**.
2. A written letter of resignation must be submitted to the Human Resources Department and the Superintendent.
3. A **sixty (60)** day notice **must** be adhered to unless a replacement is hired before the 30th day. The thirty-day period will begin on the date the letter of resignation is received.
4. Supplies and materials must be returned. No payroll check will be issued until all materials, supplies, and plan books are returned.
5. All other conditions listed in the teacher agreement must be met.

## **PUBLIC RELATIONS RESPONSIBILITY OF TEACHING STAFF**

In order to ensure the continued success of our program, it is essential that you maintain open communication with the nonpublic school Principals and classroom teachers of those schools you service. As a representative of the Essex Regional Educational Services Commission, it is your responsibility to:

- Establish a positive relationship with each nonpublic school Principal through face to face communications on a regular basis.
- Explain to the Principal exactly what you are trying to do and ask for suggestions.
- Consult with the Principal on schedule changes, student drops/adds etc. If you have a problem in meeting any requests made by the Principal, explain that you will consult with your Supervisor or Director. If the Principal is still not satisfied, he or she should call the office to speak with your immediate supervisor.
- Remember the Principal is ultimately responsible for everything and anything affecting the students. Offer the Principal options. Do not dictate decisions to the Principal.
- Coordinate your teaching with the classroom teacher. Consult with the Principal before doing this.
- Consult with the Principal and teacher prior to sending any forms or letters to parents. Request permission to send forms.
- Dress appearance is also a means of good public relations. The Commission prefers an appropriate dress code. Nonpublic schools for the most part promote a reasonable dress code for teachers.
- While it is important to work well with the Principal and the classroom teachers, this does not include getting involved in the internal affairs of the school.
- A very important aspect of public relations is attending "Back to School Night". Each staff member will be required to attend up three (3) "Back to School Nights" at each of their schools. Please try to attend, however it is not required.
- Communication with the classroom teacher is also essential for any program to be effective. Utilizing communication logs and inter-school communication forms should help facilitate this dialogue.
- It is important that you establish a clear understanding of how the students are to travel between their regular classrooms and your teaching unit. It is expected that you will arrive at a mutually acceptable arrangement with the Principal and/or classroom teacher.
- When your mobile classroom or trailer is not operational and no replacement unit is available, you are expected to go to your school(s) and work with your students in the building.
- The impression Principals have of the educational program is strongly influenced by their impression of you. It is essential that you develop and maintain a most

positive relationship with the Principal at each school you service. Develop a positive relationship with classroom teachers and parents, too. The continued success of the program depends upon our ability to meet the needs of the students. **Your attitude, appearance, dress, etc., must be of the highest professional quality.**

## TEACHER EVALUATION

The purpose of the teacher evaluation shall be to assist teachers to develop their instructional practices through assessment and feedback on their strengths and weaknesses. Teacher evaluation shall be a process through which the supervisors provide guidelines, suggest ways to overcome difficulties, make recommendations, and determine the progress of teacher performance. Teacher evaluation shall be an on-going process.

**Effective school year 2021 – 2022, all staff will be required to complete their Self-Reflection in Frontline by Thursday, September 30, 2021.**

**Non-tenured** teachers shall be observed through classroom visitation at least three (3) times: Year 1 and 2 non-tenured teachers will receive 2 long & 1 short observation; Year 3 and 4 non-tenured teachers will receive 1 long & 2 short observations each school year. **Tenured** teachers shall be observed through classroom visitations a minimum of two times (1) long and (1) short each school year.

Formal evaluation conferences (i.e. pre and post) will be scheduled by the supervisors. At this conference, matters pertaining to the teacher's growth and development, strengths, and weaknesses, as indicated in the written teacher evaluation will be discussed.

Teachers are required to sign formal evaluation reports, which are done electronically by acknowledging the evaluation. The signing of the evaluation report by the teacher does not mean the teacher agrees with the evaluation. The teacher may submit his/her disagreement with a formal evaluation report, in writing, within ten (10) days after signing of the formal evaluation report.

**\*\* Note the ERESO uses the Stronge Teacher Effectiveness Performance Evaluation System, through the platform My Learning Plan (MLP).**

The evaluation procedure shall not prohibit the supervisors from conducting such additional observations, at their discretion, to effectively determine the overall performance of a teacher.

The policies and procedures for conducting these observations/evaluation and conferences have been developed in accordance with the magnitude and scope of the program. They include but are not limited to:

1. Diagnosis of student needs.
2. Establishment of Student Growth Objectives (SGOs)
3. Instructional activities.
4. Interaction with students.
5. Maintenance of appropriate records and files.
6. Working relationships with building Principals.
7. Teacher attendance and promptness.
8. Implementation of Board Policy, administrative regulations, and Teacher Policy and Rules Manual.
9. Observation conference(s) between supervisors and teachers for review of teacher performances.

## **STUDENT PROGRESS REPORTS**

All teachers are required to **complete Student Progress Reports three or four times per year to coincide with the report card periods of the school.** When student progress reports are completed, they should first be presented to the Principal and the classroom teacher. This provides you with an excellent opportunity to meet with the Principal and discuss the student progress and services.

3 copies of the Progress Report should be made:

- Copy 1      Parent Copy (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> marking period)
- Copy 2      School File (student folders)
- Copy 3      Upload to Smartsheet

## **SPEECH LANGUAGE THERAPIST**

**Speech Logs:** You are required, for **in-person** and/or **remote** school assignments, to keep a daily log for each student. The log is part of the student's individual file. The speech log is to include:

- (O) Objectives:                      Specify short term objective for the session.
- (M/A) Materials/Activities:      Include specific materials used to meet above objective(s) and techniques/activities employed to achieve them
- (R) Response:                      Evaluate child's performance during the session. (use percentages)
- (P) Plan-State Objective(s):      to be continued or new objective(s) to be addressed.

The speech log also serves as verification of attendance throughout the year. If sessions are canceled, it is mandatory to document the date, reason, and person requesting the

cancellation. If service is cancelled for any reason, you **must** complete a **Student Inactive Status (Drop) Form** and submit it to our office immediately.

## **Annual Reviews and Evaluations**

**All Speech Language Therapists** are required to complete an Annual Review. This is to be completed on the anniversary date of the service plan and should be presented to the parent for review. Once the parent signs it, it is to be returned to the Commission and a copy should be kept in your files. If the child is classified, all attempts should be made to contact the ERESC Child Study Team so that you may contribute to the completion of the service plan. Your Annual Review should be provided to the team for inclusion in the report. All completed evaluations must be provided to our office by the last day of school as indicated on the Teacher Calendar provided to you.

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## **SUPPLEMENTAL TEACHING ASSIGNMENT**

All Elementary teaching staff members may be required to teach Chapter 193, Supplemental Instruction.

## **TEACHER/PRINCIPAL CONFERENCE/STUDENT COUNT/STUDENT SCHEDULES DEADLINES** **(New Schedule)**

It is expected that every ERESC teacher will attempt to arrange to meet with the nonpublic school Principal at each school serviced four (4) times a year, and more often if necessary. The **Teacher Conference Form** must be used in documenting your conference with the Principal. In addition, a **Student Count Form** is to be submitted with each conference report. Conference forms are to be written in a detailed and professional manner. Conferences should take place as close to the due dates as possible. Conferences with classroom teachers may be submitted in addition to the required principal conferences not in lieu of. The following timetable **must** be adhered to:

Monday, September 20, 2021

Monday, October 18, 2021  
**(Schedule submission only)**

Monday, November 8, 2021

Monday, January 17, 2022

Monday, March 14, 2022

## LESSON PLANS

### (New Lesson Plan format utilized this school year)

All teachers, except speech-language therapists, will be expected to complete a lesson plan. They should include an objective, activity and specific material to be used. See attached sheet to model how the lesson plans will be written.

1. New Jersey Learning Standard(s) being addressed in this lesson;
2. Students weaknesses in skills will be written in the lesson plan;
3. (4) weekly objectives;
4. Modifications used in the lessons;
5. Comments on students' progress at the end of the week;
6. **Weekly lesson plans must be uploaded into your OneDrive folder by 10AM on the first teaching day of each week.** Modifications can be made if necessary as the week progresses.

Records of student attendance and lesson plans will be carefully monitored by the Supervisors. It is important that Attendance, Lesson Plans, ISIPs, and Student Folders be maintained and updated regularly.

## FACULTY INITIATED REQUESTS

It is the general procedure of ERESK for all teachers to maintain their assigned **in-person** and/or **remote** teaching schedules. In order to accomplish this, no teacher/school administrator is to make any schedule adjustment on his/her own. Instead, the below listed procedures are to be followed:

1. A request for schedule changes must be initiated by the ERESK teacher in the form of a written request, via email, for the adjustment of schedule.
2. If the Supervisor of Instruction agrees that the rationale for a schedule change is sound and in line with policy, the request will be forwarded to the Director.

No schedule change is to be considered approved or in effect until the ERESK teacher has been notified by the supervisor, in writing, that this is the case.

## DEVELOPMENT OF SCHEDULES

There are certain guidelines to which you must adhere:

**Speech:** No groups should exceed (5) students.

**Supplemental Instruction:** No groups should exceed (6) students.

**Compensatory Education:** Groups can have (7) or more students.

All groups should contain students with similar skill deficiencies and stay within (3) grade levels.

**\*\* All schedules should include all hours including i.e., lunch, prep and travel. As well as reflect whether instruction was provided **in-person (IP)** and/or **remotely (R)**. For those teaching Title I, you must include the resident district(s) of the students in your schedule for the various timeslots.**

## Schedule Adjustments

**SCHOOL:** Add or Drop

- If a school has been **dropped** from your schedule, it is because:
  1. You did not have sufficient time to service that school.
  2. You were sharing that school with another teacher whose schedule better accommodated that school.
- If a school was **added** to your schedule, it is because:
  1. You had open time slots on your schedule.
  2. The school is located in an area where you were already teaching, and the school had to be re-assigned.

**New students cannot be added to your roster until you have received official notification from the office in a written format (an email) or by a student printout.**

If there are blocks of free time in your schedule, they will be filled in as more schools are processed. Every teacher is expected to carry a full caseload.

It is your responsibility to report open time in your schedule to your supervisor. Failure to do so will be reflected in your evaluation. Additionally, you must make your supervisor aware of any student(s) you cannot fit into your schedule for services.

## PRINTOUTS

Every month you will receive an updated student printout list indicating students who are eligible for services. Be sure to review it and adjust your schedule accordingly. If a student has not reported to an **in-person** and/or **remote** session, the school administrator should be notified and if necessary, a **Student Inactive Status Form** should be completed and immediately forwarded to our office. From month to month, this list may change and reflect new students or those who have been dropped from receiving services such as Compensatory Education, Corrective Speech, Supplemental Instruction and ESL.

If you encounter any confusion or discrepancy between the students' printouts provided to you by our office and the school administrator's list of students, you must call your supervisor and explain to the school administrator that you will get clarification as soon as possible. **Do not pick up any new students without written permission from your supervisor. Please be sure to adjust your schedule accordingly in the event of any changes.**

## **APPLICATION FOR EMERGENCY SPEECH CERTIFICATION**

1. Complete an application for certification.
2. Obtain a money order or certified check in the correct amount payable to the Commissioner of Education.
3. Have official transcripts sent directly to the Essex Regional Educational Services Commission.
4. Submit items # 1 and # 2 to the Human Resources Department.

### **Renewal of Emergency E.S.L. or Speech Certificate**

Teachers who are renewing their E.S.L. or Speech Emergency Certificate must do the following:

Submit a money order or certified check in the correct amount payable to the Commissioner of Education to the Human Resources Department.

## ENGLISH AS A SECOND LANGUAGE (ESL)

ESL services are provided (unless otherwise instructed), **one (1) 45 minute period of instruction per week.**

### Procedures for Entry to ESL

1. Send “**Notification to Test for ESL Program Placement**” form to parents (see Appendix F). Parents must sign this form prior to testing students.
2. Administer the **WIDA Screener Paper** test in the Fall, or whenever a new student enters the program.
3. Administer the appropriate WIDA Screener Paper test according to the correct grade-level cluster based on the grade level and semester of the student:

**Kindergarten Test: K-1**

**Grade 1 Test: 1 and 2**

**Grade 2-3 Test: 2, 3, and 4**

**Grade 4-5 Test: 4, 5, and 6**

**Grade 6-8 Test: 6, 7, 8, and 9**

Grade 9-12 Test: 9- 12

4. **Score the tests by using the WIDA Screener Calculator on WIDA’s website and reviewing the appropriate cut off scores.** In order to be eligible for services, the composite proficiency level must be below 4.5.
5. If a student meets the appropriate cut off score, **send a 407-1 form** along with the “**Parental Notification for ESL**” to parents (see Appendix G). Parents must sign the 407-1 form and return it to the school. They do not need to return the notification letter.
6. In the spring, administer the **WIDA Model**.

### **Exiting the ESL Program**

The criteria for exiting the ESL program will follow in the Spring after the WIDA Model is administered.

### **Continuing the ESL Program for the Upcoming School Year**

If a student **does not meet the cut off in the Spring**, a 407-1 form should be completed, signed by the parent and submitted to the ERESO office for the upcoming school year so the student can continue services.

## STUDENT FOLDERS

**Prepare student folders which include Comprehensive Education, ESL and Supplemental Instruction:**

1. Read all students' standardized test reports to identify their weaknesses in Reading and Math.
2. For classified students, make a copy of the goals and objectives from their **Individual Service Plan (ISIP)**. Attach it behind the ISIP.
3. Fill-out an ISIP for each student to strategize the best strategies to use during lessons.
4. Include copies of 407-1 forms.
5. Ensure sample work is dated.

**All teachers must maintain their Teacher One Drive folder for **in-person** and/or **remote** school assignments. All folders must include:**

1. Daily attendance records for **every** student, by school.
2. Create daily lesson plans to address the academic weaknesses of students.
3. Communication Logs: Parents/ Principals/ Teachers.
4. Progress Reports.

### Procedure for Recording Student Attendance

The following coding system for keeping accurate student attendance is to be implemented by all teachers:

**P - Present**

**A - Absent**

**X - In school, did not attend class**

**I - Teacher attending IEP meeting**

**M - Make up session**

When recording student attendance, all students are to be listed in alphabetical order. It is very important that the month and days be listed sequentially. When the teacher is absent and/or the school is closed, indicate such on the appropriate date.

## **NON-CRIMINAL HISTORY BACKGROUND OF NEW TEACHING PERSONNEL**

Pursuant to N.J.S.A. 18A: 6-7 et seq., all employees of a public-school district, or of an agent contracted by the district, who have regular contact with pupils, must submit to a criminal history background check. This law is effective for employees hired or contracted by the district after October 8, 1986.

All new teaching personnel must complete all non-criminal paperwork before beginning their teaching assignment.

### **Drug and Alcohol Abuse**

The country as well as the State of New Jersey is very concerned about drug and alcohol abuse and their distribution to the extent that every public-school district has adopted a Board policy regarding students attending their schools. The students we service are not public-school students and therefore our Commission policy does not apply to them.

However, we should all have an awareness of problems related to drug and alcohol abuse. Therefore, if you observe anyone who may appear to be under the influence of drugs or alcohol, or may be distributing such in and around our trailer or mobile unit, please notify a supervisor immediately.

### **Smoking, Drinking, and Use of Drugs on Commission Premises**

The use of alcoholic beverages in any Commission worksites is prohibited. Violations of the prohibiting may subject an employee to disciplinary action which may include, but is not limited to, non-renewal, suspension, or termination at the discretion of the Board.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or in any Commission worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including, but not limited to, non-renewal, suspension, or termination at the discretion of the Board.

For the purposes of this policy, "worksite" shall include any Commission building, or any school premises and any school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school-activities. Worksite also includes off-school property during any school-sponsored or school approved activity, event, or function such as a field trip or athletic event, where students are under the jurisdiction of the Commission.

The Board of Directors, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to, nonrenewable, suspension, or termination at the discretion of the Board.

Illegal gambling is not permitted in the Commission worksite.

Smoking by employees in school buildings is prohibited.

The Superintendent shall establish a drug-free awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

## TRAVEL AND REIMBURSEMENT PROCESS

Teachers will receive **.35 cents** per mile for travel reimbursement for a regular, **in-person**, work day. This reimbursement does not include mileage from a teacher's home to his/her first daily teaching assignment, or from last daily teaching assignment to his/her home.

When submitting a **Travel Reimbursement Invoice** (See Appendix), you must attach one (1) travel route to reflect the origin and ending address. All forms of documentation will be accepted as proof of your travel mileage (i.e. Waze, MapQuest, and Google Maps). Additionally, when completing your invoice, the travel route submitted must coincide with the mileage stated on your Travel Expense Invoice. No exceptions will be made for rerouting or the inability to find parking. Any travel invoice submitted without the proper documentation, will not be reviewed and will be returned to you. This will delay your reimbursement.

Commission policy regarding travel reimbursement for **in-person** instruction is as follows:

1. Mileage will only be paid for travel between **approved in-person** assigned schools.
2. Tolls (Parkway and Turnpike) will be paid for traveling between schools
3. All toll receipts must be recorded and original receipts must be stapled to the **Travel Expense Invoice** form.
4. A **Travel Expense Invoice** form must be completed in full and include individual dates, to and from destination, average miles, and totals. Please remember to sign your invoice. **No travel reimbursement invoice will be paid unless properly completed.**

5. Travel Expense Invoice forms should be submitted twice a year as long as the invoice total is **more** than \$20.00. A Travel Expense Invoice form **cannot** be submitted until a **minimum** of \$20.00 for mileage and tolls have been accumulated. For September thru December travels, invoices must be submitted by **Monday, January 3, 2022, if the total is more than \$20.00**. From January thru your last day of school, all travel invoices must be submitted by **Monday, June 13, 2022** or on your last day of school.

### **Travel Expense Invoice Procedures**

Teachers may submit a Travel Expense Invoice form on an ongoing basis on or before **January 3, 2022** for the first half of the school year and on or before **June 13, 2022** or the last day of school for the second half of the school year. Travel Expense Invoice form of less than \$20.00 for the entire year are the only exception to the above statement.

1. Make sure you indicate your full name and address (include zip code).
2. If the travel expense invoice is submitted incorrectly or is not legible, it will be returned to you.
3. If the original toll receipts do not accompany the travel expense invoices, that amount is not reimbursable.

### **Reimbursement Guidelines**

1. The only teachers who may submit Petty Cash Vouchers (see appendix) are Speech-Language Therapists for postage reimbursement of speech related mailings.
2. Certified teaching staff members, except Speech-Language Therapists, may be required to teach **in-person** and/or **remote** ESL. In cases where emergency ESL certificates are required, the fee for the certificate will be reimbursed by the Commission.
3. Emergency Speech Certificates are NOT REIMBURSABLE.

## **E.S.L. TEACHING ASSIGNMENTS & REIMBURSEMENT FOR E.S.L. TUITION**

All certified teaching staff members, except Speech-Language Specialists, may be required to teach E.S.L. **in-person** and/or **remotely**. If a teacher is required to obtain an Emergency E.S.L. certificate, the teacher will be reimbursed for six credits per year at a maximum dollar amount not to exceed the highest State College/University tuition rate per credit, provided the employee receives a satisfactory grade for the courses taken and that they continue their employment with the Commission the following year.

The following is a clarification of the provision in the Teacher Agreement for reimbursing teachers for up to six (6) credits for completing E.S.L. courses toward an E.S.L. Teaching certificate:

1. Teachers are eligible for this reimbursement only if initially approved by the Superintendent or her designee, or if required to obtain an emergency E.S.L. certificate.
2. Teachers who are approved or required to teach E.S.L. will be reimbursed for six credits per year to maintain their E.S.L. certificate.
3. Teachers must receive a satisfactory grade for each course to be eligible for reimbursement.
4. Teachers must submit a letter to the Superintendent requesting reimbursement accompanied by an official transcript from the college or university indicating the course(s) taken and the amount paid.
5. Teachers who comply with the above procedures will be reimbursed during the month of September.
6. Mail all correspondence to the Central Office.

### **Tuition Reimbursement Procedure**

Per the current teachers' contract with the ERESA, teachers may, subject to approval, be reimbursed for graduate credits taken that directly relate to their duties and responsibilities with the Commission. Up to six (6) credits per year will be reimbursed. A grade of "B" or better must be obtained in the course (s) to receive reimbursement. Funding is limited and will be allotted on a first come, first serve basis. The date the application is received by the Commission is the determining factor. The Tuition Reimbursement procedure is as follows:

1. All requests must be submitted by the staff member using the Tuition Reimbursement form (see Appendix).
2. Prior approval must be obtained from the Director and Superintendent for graduate credits directly related to the employee's current duties and responsibilities with the Commission.
3. Requests are to be given to the Director first.

4. Upon completion of the course(s) a copy of the grade must be submitted to the Division of Human Resources.
5. Reimbursement via a purchase order will then be issued for 50 % of the State College/University rate on the first payday of September of the succeeding year.

**REMINDER: No reimbursement will be paid without proper prior approval.**

### **HOME INSTRUCTION**

Home instruction cases are handled through the home instruction coordinator. Any teacher who wants to work as a home instructor should contact the **Coordinator of Schools and Programs, Ms. Tracy Stewart** at (973) 405-6262, ext. 229.

## GENERAL INFORMATION

*(Until further notice, due to the current state of the COVID pandemic, no teacher and/or ERESK personnel should be utilizing any mobile classroom/trailers for in-person or remote delivery of services.)*

1. **No individual teacher is in charge of the trailer.** If concerns arise among staff regarding furniture, room usage, maintenance, etc., they should be directed to **Mr. Carmen Ventola, Coordinator of Services.**
2. While instructing inside the unit, **make sure all doors are locked from the inside.** Keys will be left with the Compensatory Education teacher and the school.
3. Teachers are responsible for emptying classroom garbage.
4. **Vandalism, repair, and cleaning** are the responsibilities of the Commission office and not the school. Commission teachers are responsible for reporting any vandalism of ERESK property to the Commission office.
5. **Do not use rock salt on the trailer steps.** Utilize ice melt pellets that will be placed in the trailer to use on those icy areas. Contact the Coordinator of Services if additional ice melt pellets are needed.
6. No matter what the age or grade of the students, be sure that they hold onto handrails.
7. Any injuries which occur should be reported to Qual-Lynx at 1-800-425-3222 and a standard ERESK incident report should be completed (See appendix).
8. Teacher and student furnishings are dependent on variables such as the number of students serviced, teacher and group scheduling, etc. All units should have student desks, a whiteboard, and a teacher's desk and chair. In some instances, tables and chairs have been substituted in lieu of desks. This is dependent mainly upon the teacher's requirements.
9. All teachers who have chairs with roller coasters should not allow children to sit in them.
10. At the end of the day, turn lights out, close and lock all windows and doors, ensure that the door is secured.
11. When necessary, teachers must accompany students of and from trailer, as per your school administrator's directives. This will ensure a smooth transition of one's schedule and provide proper student supervision to and from the instructional area.
12. An e-mail should be submitted to [c.ventola@eresk.com](mailto:c.ventola@eresk.com) when a repair service is requested by a teacher for his/her vehicle and/or trailer.

## **ELECTRICITY, HEATING, & AIR CONDITIONING**

In order to activate heating or cooling system, proceed to the wall thermostat located in the trailer. There are two switches on the thermostat.

### **FOR HEATING:**

1. Set thermostat to 72 degrees
2. Set system switch to "HEAT"
3. Set fan switch to "AUTO"

At this point, everything is automatic. Do not jiggle the thermostat and keep in mind that setting the thermostat higher than you actually want does not make it heat faster. During wintry weather and when the trailer takes longer than 1/2 hour to reach a comfortable temperature, it is permissible to put your thermostat on automatic, set it for 72 degrees and leave it on overnight. This will help keep the trailer at a comfortable level for your morning arrival. You may also do this on weekends when frigid weather warrants it.

\*\*In all cases, try to keep your doors and windows closed as much as possible. If possible, have the schools custodial staff turn the thermostat on one hour before you begin instruction. This will ensure comfortable temperatures upon your arrival.

### **FOR AIR CONDITIONING:**

1. Set thermostat to desired temperature (Preferably 72 degrees)
2. Set system to "cool"
3. Set switch to "auto"

## **TRAILERS: ONE/TWO/THREE/FOUR ROOMS – ELECTRICITY**

*(Until further notice, due to the current state of the COVID pandemic, no teacher and/or ERESC personnel should be utilizing any mobile classroom/trailers for in-person or remote delivery of services.)*

There will be either two or three panel boxes which must be turned on prior to the flow of electricity. The first grey box is located on the pole where the actual meter is. Open it up and throw the switches to the "ON" position. Next walk over to the side of the trailer on the outside where the large heating/cooling system is attached. There may or may not be a panel box located there. If there is, once again, open up the gray door and turn the switches to "on". (NOTE: Many of the smaller units will not have a panel box at this location. If not, disregard this step.) Now enter the trailer and proceed to the last grey panel box located in the right corner. Proceed as above, making sure all switches are in the "ON" position. Finally turn on individual light and heat switches.

## **FIRE EXTINGUISHER AND EXITS**

Please be aware that all trailers and vehicles should be equipped with a wall or floor mounted fire extinguisher. Make sure your unit has one and be aware of where it is located. Note that in some classrooms its location will be different from others. This is especially true for the vehicles, where it can be found in either the classroom area or in the driver's cab.

Please read the directions on your extinguisher, but basic instructions are as follows:

1. Hold upright
2. Pull pin, if necessary
3. Squeeze lever handles
4. Aim at base of fire with a sweeping motion

Check extinguisher periodically during the year to ensure that the pressure gauge is in the operable range and has not fallen into the recharge area.

On another safety note, ensure that children are aware of all exits in trailers and mobile classrooms. Teachers should point out all exits and instruct in the use of the panic bar on the interior doors. Children should be taught that in case of an emergency they should proceed to the nearest exit in a calm single file.

## **PARKING VIOLATIONS**

Please be advised that the ERESC **will not automatically disburse monies for the payment of parking tickets.**

In the event a Commission driver is issued a parking violation, the situation will be evaluated and a decision will then be made. The ERESC will not pay for any summons due to driver error (moving violations, etc.).

## **SAFETY PROCEDURES**

*(Until further notice, due to the current state of the COVID pandemic, no teacher and/or ERESC personnel should be utilizing any mobile classroom/trailers for in-person or remote delivery of services.)*

1. It is against the law to transport any passengers not secured in a seat belt. Therefore, you are not allowed, under any circumstances, to transport an additional passenger in your vehicle.
2. Driving your vehicle anywhere except from your parking lot to your school or from school to school is prohibited. Therefore, you are not allowed to go to banks, eating establishments, or anywhere other than your assigned instructional site.
3. Teachers are not to bring guests or other individuals such as their own children, spouses, etc., onto the vehicle and/or trailer without prior permission of the Essex Regional Educational Services Commission.
4. All vehicles must be secured with wheel chocks while they are parked at the schools with the handbrake on.
5. Although maintenance and cleaning of vehicles are the responsibility of this office, no one should leave their vehicles in an unsanitary condition with food and garbage strewn about. Please make a concerted effort to keep units in a sanitary and orderly condition.
6. Try not to struggle getting plugs in and out of the outlets. Tugging on it could cause the rubber to pull away from the plug exposing the wires.
7. Teachers are not allowed to utilize vehicles which have a large accumulation of snow and/or ice on the roof. Visually check vehicle prior to entering.

### **OCCUPATIONAL SAFETY AND HEALTH STANDARD: Center for Control Diseases (CDC)**

The ERESC and its employees, in compliance with the Federal Occupational Safety and Health Standard for Blood Borne Pathogens, (OSHA 1910.1030) and the Center for Control Diseases (CDC) shall practice Universal Precautions which can help to prevent the transmission of HIV, HBV, other blood borne pathogens and the COVID-19 also known as SARS-CoV-2

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), and other blood borne pathogens (infectious agents).

Body Fluids which must be considered to contain potentially infectious agents include the following: blood, semen, vaginal secretions, and saliva, any bodily fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. General infection control measures require that

similar procedures be followed when handling nasal secretions, sputum, tears, urine, feces, and vomitus as well - even when not visibly contaminated with blood.

The ERESC shall ensure implementation of the following procedures:

1. Direct skin contact with the body fluids of another individual should be avoided when possible.
2. The use of disposable latex gloves is recommended when direct hand contact with body fluids is anticipated. Hands should be washed immediately after the gloves are removed.
3. When unanticipated skin contact with the body fluids of another person occurs, the hands and the affected skin areas of the exposed person should be washed immediately following the exposure.
4. Proper handwashing measures must be used including:
  - The use of soap (liquid if possible) and forcefully running water for at least 15 seconds and rinse thoroughly.
  - Hands should be dried with disposable towels or warm air dryer.
  - If running water is not available, antiseptic wipes or antiseptic foam hand cleaner may be used. This is to be followed by proper handwashing as soon as possible.
5. Exposed mucous membranes (eyes, mouth, etc.) must be flushed with water as soon as possible.
6. Maintain skin integrity by the use of hand cream daily or as needed - thereby decreasing the chance of infection.
7. Clothing and other non-disposable items that are soaked with body fluids should be rinsed in cold water and placed in plastic bags (gloves are to be worn if rinsing is necessary). These items may be washed at home (separate from the other laundry) and disinfected by the addition of household bleach or Lysol to the water.
8. For spills of body fluids: Sanitary absorbent agents, specifically designed for use with body fluids, should be available and used for such cleanup. (Follow specific manufacturer's directions). Disposable gloves made of impenetrable material shall be worn during the process. All materials and gloves shall be discarded and secured in a plastic bag.

All affected surfaces and cleaning equipment shall be thoroughly rinsed with a disinfectant such as a bleach solution, alcohol 70% or other agents approved by the U.S. Environmental Protection Agency for use in a medical facility.

**UNITED STATES DEPARTMENT OF LABOR:  
OCCUPATIONAL SAFETY AND HEALTH STANDARD**

**Medical Information for COVID-19**

*(It is mandatory to wear a face mask at all times when working at any of your assigned schools and always practice social distancing.*

*You must adhere to all vaccination and face mask protocols established by your assigned schools.)*

**What are Coronaviruses?**

Coronaviruses are a family of viruses that can cause respiratory illness in people. Coronaviruses also circulate among animals, including camels, cattle, cats, and bats.

**How Does SARS-CoV-2 Compare with Other Coronaviruses?**

Just like there are different types of related viruses that cause smallpox, chickenpox, and monkey pox, different coronaviruses cause different diseases in people. The Severe Acute Respiratory Syndrome (SARS) coronavirus causes SARS and the Middle East Respiratory Syndrome (MERS) coronavirus causes MERS. The novel coronavirus responsible for the current pandemic, SARS-CoV-2, is one of seven types of known human coronaviruses. SARS-CoV-2, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

**What are the Signs and Symptoms of COVID-19?**

People with Coronavirus Disease 2019 (COVID-19) can experience mild to severe respiratory illness. People with these [symptoms](#) or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

Emergency warning signs and symptoms of COVID-19 that may suggest that you need urgent medical attention include:\*

- Trouble breathing
- Persistent pain or pressure in the chest

- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*\*This list is not all possible symptoms. Call your medical provider for any other symptoms that are severe or concerning to you.*

Some infected healthcare workers have also reported experiencing a sore throat and lost sense of smell, but the relationship between these symptoms and SARS-CoV-2 infection is unclear.

What Should I Do if I Think I Have Been Exposed to or Infected with SARS-CoV-2?

Alert your healthcare provider immediately if you think you may be infected with SARS-CoV-2, including if you have been exposed to someone with COVID-19 and have signs/symptoms of infection. If you are experiencing symptoms, you should tell your healthcare provider about any suspected exposures you may have had. Although many communities are experiencing ongoing transmission, be sure to tell your healthcare provider about any recent travel to areas where SARS-CoV-2 is spreading.

If you believe you have been exposed to someone with COVID-19 or another source of SARS-CoV-2 on the job, alert your supervisor or occupational health clinic immediately.

If you are sick with COVID-19 or think you might have it, follow [CDC recommendations](#), including the steps below, to help protect other people in your home, workplace, and community:

- **Stay home:** People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. The [CDC recommendations](#) address the use of over-the-counter medicines to help you feel better.
- **Stay in touch with your doctor:** Call before you seek medical care. Be sure to get care if you feel worse or you think it is an [emergency](#). If you have a medical emergency and need to call 911, notify the operator that you have, or think you might have, COVID-19. If possible, put on a face mask before medical help arrives.
- **Notify your supervisor:** Your employer can take actions that will keep others in your workplace healthy and may be able to offer you additional schedule and leave flexibilities while you are away from work.
- **Avoid public transportation:** Avoid using public transportation, ridesharing, or taxis.

How is COVID-19 Diagnosed?

Your healthcare provider can determine if your signs and symptoms are explained by other causes, or if there is reason to suspect you may have COVID-19. If laboratory testing is appropriate and available, your healthcare provider will work with health officials in your state, who in turn will work with the CDC, to collect and test any clinical specimens for diagnosis.

The CDC's [Information for Laboratories](#) webpage provides detailed information and interim guidelines for collecting, handling, and testing clinical specimens from patients under investigation and also provides laboratory biosafety guidelines for handling and processing specimens associated with suspected and confirmed COVID-19 patients.

How is COVID-19 Treated?

No vaccine or specific treatment for COVID-19 is available. Hospitals can provide supportive care for people who have serious cases of COVID-19.

Am I at High Risk for Complications from COVID-19?

Anyone can become infected with SARS-CoV-2, however, those with a [higher risk of severe illness](#) should exercise additional caution. People who have serious underlying medical conditions, such as heart or lung disease or diabetes, may be at increased risk of complications from COVID-19. Older adults (those 65 years of age or older) and those with immunosuppressive conditions like cancer, or taking immunosuppressive medications, are also at increased risk of severe illness.

Workers may consider discussing their medical conditions that could place them at higher risk of severe illness from COVID-19 with their supervisors, and work with their supervisors to determine appropriate steps to help prevent exposure to SARS-CoV-2 on the job.

The U.S. Department of Labor-funded [Job Accommodation Network](#) has information about workplace accommodations for people who may be at higher risk of COVID-19 due to age and/or chronic health conditions.

When Can I Return to Work After Having COVID-19?

CDC provides [guidance about the discontinuation of home isolation](#) for people with COVID-19. Generally:

- **If you have been isolating yourself at home:** Your healthcare provider or state, local, tribal, or territorial health department can provide the best information about when you can discontinue isolation and return to essential activities, such as going to work.
- **If you have been hospitalized with COVID-19:** Follow your healthcare provider's discharge and follow-up instructions, which should include information about when you can return to essential activities, such as going to work.

Employers should note that, because of the strain on the healthcare system associated with the ongoing pandemic, not all COVID-19 patients need medical attention in order to get better, and not all workers may be able to provide a doctor's note before returning to work after recovering from COVID-19. Sending a worker to a doctor when there is no need for medical care may place additional, and possibly unnecessary, strain on doctors' offices, urgent care facilities, and hospitals, and may contribute to the spread of the disease.

## **SEXUAL HARASSMENT POLICY**

The Board of Directors recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the Commission and intolerable in a workplace to which the children of this Commission are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this Commission is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this Commission will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 12/15/2005

## **AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES POLICY**

The Board of Directors shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in Commission employment practices and shall systematically monitor Commission procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the Commission's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8  
Adopted: 15 December 2005  
Revised:

## **CHILD ABUSE AND/OR NEGLECT POLICY**

The Board of Directors is concerned with the physical and mental well-being of the children of this district and recognizes the importance of early identification in halting child abuse and/or neglect. The Board will cooperate with state government and the Division of Youth and Family Services (DYFS) in the identification and reporting of cases of child abuse and/or neglect in accordance with law.

School personnel, compensated and uncompensated (volunteer) having reasonable cause to believe that a child has been subjected to child abuse and/or neglect or acts of child abuse and/or neglect as defined under N.J.S.A. 9.6-8.9 shall immediately report to DYFS (see N.J.S.A. 9.6-8.10). School personnel reporting such abuse and/or neglect shall inform the school Principal or his/her designee of the report after the DYFS referral has been made. However, notice to the Principal or designee need not be given when the person believes that such notice would likely endanger the referrer or child (ren) involved or when the person believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

The Board of Directors and administration assure all school personnel there will be no employment discrimination in regards to compensation, hire, tenure or terms, conditions or privileges of employment upon making a good faith report or causing such report.

The Board of Directors shall establish a DYFS liaison to facilitate communications and cooperation. The Board will provide for the annual delivery of information and in-service training of school personnel regarding child abuse and/or neglect. The Board and administration will cooperate with DYFS to investigate reports and provide staff to comfort and support the child(ren) during DYFS interviews and investigations. The Board will incorporate information regarding child abuse and/or neglect and its prevention into the district's health education program in accordance with the consultation procedures set forth in Policy No. 2422. The Board and administration will permit DYFS to remove pupils from school during the course of the day to protect the child (ren) and cooperate to relocate child(ren) to another school if necessary.

The Board and administration will release, in accordance with N.J.S.A. 18A:36-19 and N.J.A.C. 6:3-6 et seq., all pupil records of the child(ren) under investigation that are deemed to be relevant to the assessment or treatment of child abuse and/or neglect. School district records of child abuse and/or neglect shall be kept confidential and disclosed only as prescribed by N.J.S.A. 9.6-8.10a, N.J.S.A. 18A:36-19, and N.J.A.C. 6:3-6 et seq.

Any employee's act of unbecoming conduct in the treatment of children, including alleged acts of child abuse and/or neglect reported to DYFS, shall be promptly reported to the Principal who shall immediately inform the Superintendent and institute an investigation. The Superintendent may temporarily reassign or, with the concurrence of the Board President, suspend the employee without loss of pay pending investigation.

Information regarding allegations of child abuse and/or neglect reported to, investigated and reported upon by DYFS about a school employee shall be confidential and may be disclosed only as required in order to cooperate with DYFS investigations or by court order. These records shall be maintained in a secure place and be accessible to the Superintendent and/or his/her designee.

OPERATIONS

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Child Abuse and/or Neglect

The Board will provide due process rights to school personnel who have been reassigned or suspended in accordance with statutes. Temporary reassignment or suspension of school personnel alleged to have committed an act of child abuse and/or neglect shall occur if there is reasonable cause to believe the life or health of the alleged victim or other children is in imminent danger due to continued contact between the personnel and the child(ren). All records shall be removed from the school staff's personnel file if the school district receives official notice from DYFS that the allegation was unfounded. An unfounded allegation shall not be used against the employee for any purpose relating to employment.

The Superintendent shall develop regulations for the reporting of child abuse and/or neglect and for cooperation with DYFS in child abuse and/or neglect investigations. Policy and Regulation 8462 shall be submitted to the County Superintendent for review and approval pursuant to N.J.A.C. 6A:16-10.2(a).

N.J.S.A. 2A:4A-85; 2C:24-4

N.J.S.A. 9:6-8.8 et seq.

N.J.S.A. 18A:36-24

N.J.A.C. 6A:16-10.1 et seq.

Adopted: 12/15/2005

## **HOW AND WHEN TO REPORT CHILD ABUSE/NEGLECT**

### **What School Personnel Need to Do?**

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE (1-877-652-2873). A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

### **What information will I be asked to provide to the hotline screener?**

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- Who: The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- What: Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- When: When the alleged abuse/neglect occurred and when you learned of it.
- Where: Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- How: How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

### **Do callers have immunity from civil or criminal liability?**

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

### **Is it against the laws of New Jersey to fail to report suspected abuse/neglect?**

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

### **What happens after I make the call?**

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

## ***CHILD ABUSE/NEGLECT HOTLINE***

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 you are deaf or hard of hearing, please call **1-877-294-4356 TTY** to access any hotline.

**1-877-NJ ABUSE (652-2873)**

**1-800-835-5510 (TTY)**

**24 hours a day - 7 days a week**

# ***APPENDIX***

*(SOME OF THE APPENDIX FORMS WILL BE DIGITALLY ACCESSIBLE. OTHERS WILL BE ATTACHED AS HARD COPIES)*

## 2021-2022 SGO Dates:

*All teachers should have two SGOs – 1 in Reading & 1 in Math.*

*If you teach only Reading, you should have 1 SGO for Reading Comprehension and 1 for Writing*

*If you teach only Math, you should have 1 SGO for \_\_\_\_\_ and 1 for \_\_\_\_\_*

- Pre-Assessment Administration – 9/27/21 - 10/15/21
  - All Data entered into Frontline by 10/22/21
    - How To Enter SGOs into Frontline YouTube Video:  
<https://youtu.be/hKm1DeUYTGQ>
    - [Click here for SGO Template](#)
  
- SGO Adjustments (if necessary) - 1/3/22 - 1/7/22
  - Consult with your supervisor if you are intending on making adjustments to your SGO.
  
- Post-Assessment Administration – 3/7/22 - 3/18/22
  - All Data entered into Frontline **and submitted** - 3/25/22



**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**

DIVISION OF SERVICES TO PUBLIC AND NONPUBLIC SCHOOLS  
CHAPTER 192-193 & TITLE I PROGRAM

**2021 - 2022 CALENDAR**

SEPTEMBER	3	Staff Reports – Convocation
	7-8	Staff Development Day
	9	Staff Reports to Assigned Schools
OCTOBER	11	<b>Columbus Day - Observed</b>
NOVEMBER	4-5	NJEA Convention
	24	Thanksgiving Recess begins after (4) hour session
	25-26	Thanksgiving Recess
DECEMBER	23	Winter Recess begins after (4) hour session
	24-31	Winter Recess
JANUARY	3	School Resumes
	17	<b>Dr. Martin Luther King Jr.'s Birthday - Observed</b>
FEBRUARY	21	<b>President's Day – Observed</b>
APRIL	15	<b>Administrative Day - Observed</b>
	18-22	Spring Recess
	25	School Resumes
MAY	30	<b>Memorial Day – Observed</b>
JUNE	16	Last Day of School after (4) hour session

	<u>No. of Days</u>
	<u>Faculty</u>
September	19
October	20
November	18
December	17
January	20
February	19
March	23
April	15
May	21
<u>June</u>	<u>12</u>
	<b>184</b>

**\*Emergency School Closings in excess of three (3) days will require the calendar to be adjusted to include additional school days accordingly.**

# ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

## PAYROLL DATES 2021-2022

<b>Timesheet Due to Zoe</b>	<b>Pay Date</b>
<b>17-Sep</b>	<b>30-Sep</b>
<b>30-Sep</b>	<b>15-Oct</b>
<b>15-Oct</b>	<b>29-Oct</b>
<b>29-Oct</b>	<b>12-Nov</b>
<b>12-Nov</b>	<b>30-Nov</b>
<b>30-Nov</b>	<b>15-Dec</b>
<b>10-Dec</b>	<b>31-Dec</b>
<b>23-Dec</b>	<b>14-Jan</b>
<b>14-Jan</b>	<b>31-Jan</b>
<b>31-Jan</b>	<b>15-Feb</b>
<b>11-Feb</b>	<b>28-Feb</b>
<b>28-Feb</b>	<b>15-Mar</b>
<b>15-Mar</b>	<b>31-Mar</b>
<b>31-Mar</b>	<b>14-Apr</b>
<b>8-Apr</b>	<b>30-Apr</b>
<b>29-Apr</b>	<b>13-May</b>
<b>13-May</b>	<b>31-May</b>
<b>31-May</b>	<b>15-Jun</b>
<b>10-Jun</b>	<b>30-Jun</b>
<b>17-Jun</b>	<b>15-Jul</b>

# Physical and Behavioral Indicators of Child Abuse and Neglect



## Physical Indicators

## Behavioral Indicators

### PHYSICAL ABUSE

#### Unexplained bruises and welts:

- On face, lips, mouth
- On torso, back, buttocks, thighs
- In various stages of healing
- Cluster, forming regular patterns
- Reflecting shape of article used to inflict (electric cord, belt buckle)
- On several different surface areas
- Regularly appear after absence, weekend or vacation

#### Unexplained burns:

- Cigar, cigarette burns, especially on soles, palms, back or buttocks
- Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia)
- Patterned like electric burner, iron, etc.
- Rope burns on arms, legs, neck or torso

#### Unexplained fractures:

- To skull, nose, facial structure
- In various stages of healing
- Multiple or spiral fractures

#### Unexplained laceration or abrasions:

- To mouth, lips, gums, eyes
- To external genitalia

- Wary of adult contacts
- Apprehensive when other children cry
- Behavioral extremes:
  - Aggressiveness
  - Withdrawal
- Frightened of parents
- Afraid to go home
- Reports injury by parents

### PHYSICAL NEGLECT

- Consistent hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or long periods
- Constant fatigue or listlessness
- Unattended physical problems or medical needs
- Abandonment

- Begging, stealing food
- Extended stays at school (early arrival and late departure)
- Constantly falling asleep in class
- Alcohol or drug abuse
- Delinquency (e.g. thefts)
- States there is no caregiver

### SEXUAL ABUSE

- Difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Pain or itching in genital area
- Bruises or bleeding in external genitalia, vaginal or anal areas
- Venereal disease, especially in pre-teens
- Pregnancy

- Unwilling to change for gym or participate in PE
- Withdrawn, fantasy or infantile behavior
- Bizarre, sophisticated or unusual sexual behavior or knowledge
- Poor peer relationships
- Delinquent or run away
- Reports sexual assault by caregiver

### EMOTIONAL MALTREATMENT

- Habit disorders (sucking, biting, rocking, etc.)
- Conduct disorders (antisocial, destructible, etc.)
- Neurotic traits (sleep disorders, speech disorders, inhibition of play)
- Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)

- Behavior extremes:
  - Compliant, passive
  - Aggressive, demanding
- Overly adoptive behavior:
  - Inappropriately adult
  - Inappropriately infant
- Attempted suicide

# Indicadores Físicos de Comportamiento de Maltrato y Negligencia Infantil



## Indicadores Físicos

## Indicadores de Comportamiento

### MALTRATO FÍSICO

#### Golpes y lastimaduras injustificadas:

- En la cara, labios, boca
- En el torso, espalda, nalgas, caderas
- En distintas etapas de curación
- Agrupadas y formando patrones uniformes
- Que reflejan la forma del artículo usado para lesionar (cable eléctrico, hebilla del cinturón)
- En distintas áreas de la superficie
- Que aparecen regularmente después de una ausencia, fin de semana o vacaciones

#### Quemaduras injustificadas:

- Quemaduras de puro, cigarrillo, especialmente en las plantas del pie, las palmas de las manos, la espalda o nalgas
- Quemaduras de inmersión (con apariencia de calcetín o guante en forma de dona, en los genitales o nalgas)
- Con forma de un quemador eléctrico, plancha, etc.
- Quemaduras de soga en los brazos, piernas, cuello o torso

#### Fracturas injustificadas:

- En el cráneo, estructura facial nasal
- En distintas etapas de curación
- Fracturas múltiples o espirales

#### Laceraciones o abrasiones injustificadas:

- En la boca, labios, encías, ojos
- En la parte externa de los genitales

### NEGLIGENCIA FÍSICA

- Hambre constante, falta de higiene, vestido inapropiado
- Falta de supervisión constante, especialmente en actividades peligrosas o durante largos períodos
- Fatiga o desatención constante
- Necesidades médicas o problemas físicos no atendidos
- Abandono

### ABUSO SEXUAL

- Dificultad para caminar o sentarse
- Ropa interior rota, manchada o con sangre
- Dolor o picazón en el área genital
- Golpes o sangrado en la parte externa de los genitales, la vagina o el ano
- Enfermedad venérea, especialmente en preadolescentes
- Embarazo

### MALTRATO EMOCIONAL

- Trastornos de hábito o repetitivos (chuparse el dedo, morder, mecerse, etc.)
- Trastornos de conducta (destrutivo antisocial, etc.)
- Rasgos neuróticos (trastornos de sueño, trastornos del habla, inhibición al jugar)
- Reacciones psiconeuróticas (histeria, obsesión, compulsión, fobias, hipocondría)

- Temor al contacto con los adultos
- Aprehensivo cuando otros niños lloran
- Comportamientos extremos:
  - Agresividad
  - Retraimiento
- Temor a los padres
- Temor de ir a casa
- Informes de lesiones causadas por los padres
- Pedir o robar comida
- Estadías prolongadas en la escuela (llegada temprano o salida retrasada)
- Quedarse dormido constantemente en clase
- Abuso del alcohol o drogas
- Delincuencia (tal como robo)
- Dice que no tiene quien lo cuide
- Negarse a cambiarse para la clase de gimnasia o participar en educación física
- Comportamiento retraído, fantasioso o infantil
- Conocimiento o comportamiento sexual extraño, sofisticado o inusual
- Malas relaciones con los compañeros
- Delincuencia o escapadas de su casa
- Informe de ataque sexual por parte de un adulto encargado
- Comportamientos extremos:
  - sumiso, pasivo
  - agresivo, exigente
- Comportamiento adoptivo extremo:
  - inapropiadamente adulto
  - inapropiadamente infantil
- Retrasos del desarrollo (físico, mental, emocional)
- Intento de suicidio



**QUAL-LYNX**  
LINKING YOU TO QUALITY CLAIM SERVICES

**1-800-425-3222**

## **Workers' Compensation Reporting Procedures**

*In all emergency situations, an employee should go directly to the emergency room for treatment and then follow the procedures below as soon as possible.*

- 1.** If an employee is injured and requires non-emergency medical treatment, a call is to be placed to Qual-Lynx at 1-800-425-3222, by the supervisor and/or employee within 24 hours of the incident.
- 2.** During the initial call, the Qual-Lynx representative will obtain all the necessary information to coordinate medical treatment using Qual-Lynx's network.
- 3.** New Jersey Schools Insurance Group will electronically report the case to the Division of Workers' Compensation for you, based on the information transmitted from Qual-Lynx.  
*Any attempt to report a claim to the Division of Workers' Compensation on paper will be rejected.*
- 4.** If an employee is injured and requires NO treatment (other than first aid provided by the school nurse), it is not necessary to report the injury to Qual-Lynx and/or the New Jersey Schools Insurance Group. An internal report should be kept by the Board of Education regarding every injury.

**Once New Jersey Schools Insurance Group receives the first report, a claim number and adjuster will be assigned.**

### **IMPORTANT!**

If an employee suffers a fatal injury, or there is an in-patient hospitalization of three or more weeks. It is necessary for the district to directly report the matter to the Department of Labor, both orally and by fax, within eight (8) hours of the occurrence.

**HOTLINE:**

**1-800-624-1644**

**FAX HOTLINE:**

**609-292-3749**

*Please note: New Jersey Schools Insurance Group cannot perform this function for you. There are substantial penalties for violations of these mandatory requirements.*

The following types of claims will be thoroughly investigated before medical treatment is authorized:

**Late Reported Claims (over 2 weeks)**

**Hostile Work Environment**

**Stress**

**Heart Attack**

**Occupational**

**Idiopathic**

**Volunteers**





**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**

**DIVISION OF HUMAN RESOURCES**

**Request for Paid Time Off (PTO)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division:** \_\_\_\_\_ **Program/School:** \_\_\_\_\_

1. If an emergency request is submitted in less than 48 hours prior to the date, please state reason(s) in comment area.
2. A request is NOT granted unless you receive this form back with ALL signatures approving your leave. If you have any questions as to the status of your request, call your immediate Supervisor.

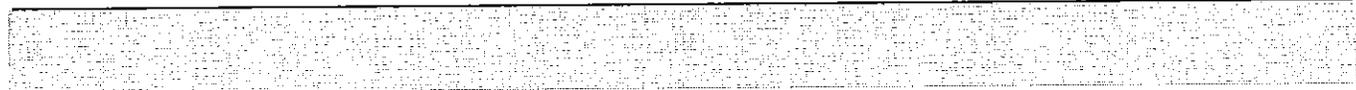
<b>Date(s) Requested:</b>	<b>Total Days Requested:</b>
---------------------------	------------------------------

	# of Days	Notes
<b>Conference/Workshop</b>		Attach back-up, including itemized statement of expenses for travel, registration fees, food and lodgings, etc.
<b>Jury Duty</b>		Attach copy of Jury Duty Notice. Upon return submit a "Letter of Attendance" to Human Resources. Failure to do so will result in "Docked" pay.
<b>Personal Day</b>		Cannot be used before or after a holiday. Cannot be combined with <u>vacation days</u> . Any unused days convert to sick days the following year.
<b>Sick Day</b>		
<b>Death In Family</b>	<b>Date(s):</b>	<b>Relationship:</b> <input type="checkbox"/> Supporting documentation attached
<b>Other (please explain)</b>		

**Comments:** \_\_\_\_\_

REVIEWED BY	APPROVED	NOT APPROVED	COMMENTS
Immediate Supervisor			
Human Resources (confirmation of available dates)			

**ADMINISTRATOR COMMENTS:** \_\_\_\_\_





ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
DIVISION OF HUMAN RESOURCES

LEAVE OF ABSENCE REQUEST FORM

REVISED REQUEST [ ]

(Please Print)

Employee Name: \_\_\_\_\_ Position & Location: \_\_\_\_\_

Reason for Leave of Absence:

- Active Military Duty Leave, Educational Leave, FMLA Leave (F/T only), Sick Leave, Unpaid Leave. Each item includes a checkbox and a line for 'Leave Dates'.

My medical certification from my doctor is [ ] attached or [ ] will be faxed/emailed to the Human Resources Department by \_\_\_\_/\_\_\_\_/\_\_\_\_.

NOTE: If applicable, the ERESK will maintain your Health Benefits coverage up to twelve (12) weeks.

Options to Use of Paid Leave Benefits - If accrued paid time-off benefits are available, I am requesting to use the following:

# of Sick Days \_\_\_\_\_ # of Personal Days \_\_\_\_\_ # of Vacation Days \_\_\_\_\_

My leave, without pay will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_

My anticipated return date is \_\_\_\_/\_\_\_\_/\_\_\_\_

WORK SCHEDULE (circle the days per week you typically work): M Tu W Th F

My REVISED Return Date is anticipated to be \_\_\_\_/\_\_\_\_/\_\_\_\_.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

RETURN TO: ERESK - ATTN: HR
333 Fairfield Road
Fairfield, NJ 07004
hr@eresk.com

EMPLOYEES are REQUIRED to receive approval from Human Resources BEFORE returning to work.

DATE approved by Board of Directors. \_\_\_\_/\_\_\_\_/\_\_\_\_





**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**

Division of Services to Public/Nonpublic Schools

**Petty Cash Voucher**

**Name and Address of Employee**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Last Four Digits of SS#**

\_\_\_\_\_

**\*Note:** All listed items MUST be accompanied by a receipt.

<b>Date</b>	<b>Items/Description</b>	<b>Unit Cost</b>	<b>Total Cost</b>

Employee Certification:

I certify the above expenditure details are correct and were incurred on the dates specified.

**Employee Signature:**

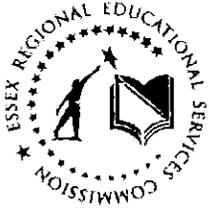
\_\_\_\_\_

**Director Signature:**

\_\_\_\_\_

**School Business Administrator/Board Secretary**

**Approval:** \_\_\_\_\_



**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION  
DIVISION OF SERVICES TO PUBLIC/NONPUBLIC SCHOOLS**

333 Fairfield Road  
Fairfield, New Jersey 07004  
Tel: (973) 405-6262 x246

Laurie W. Newell, Ph.D.  
Superintendent

Kevin Guyton  
Assistant Superintendent

Jo Ann Karamus  
Director

### Employee Accident/Injury Report

Please complete this form if you (ERESC employee) have suffered an injury or been involved in an accident. This form must be submitted to Mr. Steve Sarsfield Business Office Payroll Accountant, within 24 hours.

1. Employee's Full Name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ 3. Sex: \_\_\_\_\_

4. Social Security Number: \_\_\_\_\_

5. Employee's Address \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

7. Occupation/Title: \_\_\_\_\_

8. Date of Accident/Injury: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

9. Did the accident/injury occur on the premises of your Employer (ERESC)?  Yes  No

11. If no, where did the accident/injury occur? *(Please state the location below)*

\_\_\_\_\_

12. Briefly explain how the accident/injury occurred. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Briefly explain what you were doing at the time of the accident/injury. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Briefly describe nature of accident/injury and parts of body affected. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Name of Witness: \_\_\_\_\_

Witness Address: \_\_\_\_\_

Witness Phone Number: \_\_\_\_\_

16. Treatment of Accident/ Injury: *(Please select all that apply)*

\_\_\_\_\_ School Nurse \_\_\_\_\_ Doctor/Hospital/ Urgent Care Center \_\_\_\_\_ None

17. Was any treatment given onsite? \_\_\_\_\_

18. Was any recommended Corrective Action advised: \_\_\_\_\_?



**ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION**

333 Fairfield Road

Fairfield, New Jersey 07004

Tel: (973) 405-6262 x249 / Fax: (973) 405-6565

***Health & Safety Supply Request Form  
2021 - 2022***

<b>Name:</b>	<b>Date of Request:</b>
<b>Department/Program:</b>	<b>Email Address:</b>

**Directions:** Please place a check on the line corresponding to the items needed. Completed supply request forms must be submitted to the attention of Lori Rose, Secretary at [l.rose@eresc.com](mailto:l.rose@eresc.com). You will be notified via email regarding the date and time your order is ready for pick up.

**Masks:** \_\_\_\_\_

**Hand Sanitizer:** \_\_\_\_\_

**Gloves:** \_\_\_\_\_

**Wipes:** \_\_\_\_\_

**Gowns/Face Shields:** \_\_\_\_\_

<b><i>For Office Use Only</i></b>	
<b><i>Date request submitted:</i></b>	
<b><i>Date request picked up:</i></b>	

**Distributed by:** \_\_\_\_\_

C: Assistant Superintendent  
Department Leader