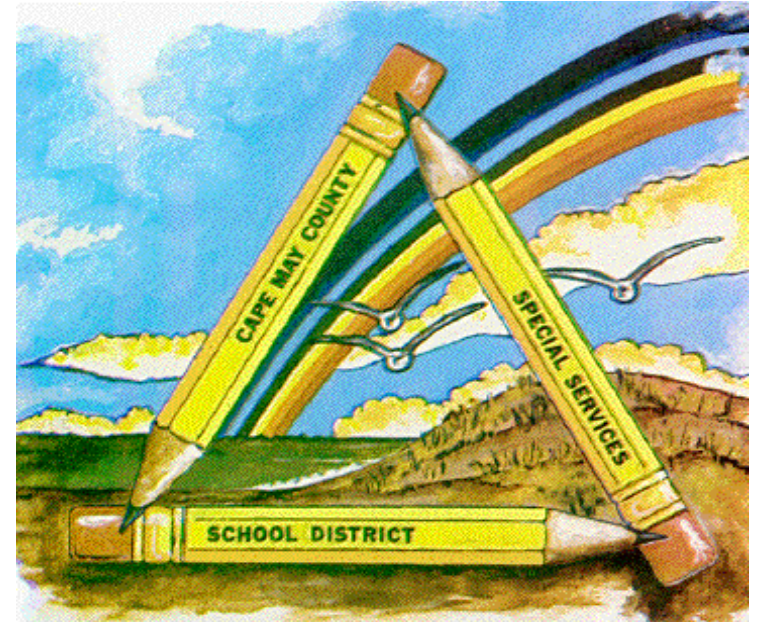


STAFF HANDBOOK 2009 - 2010



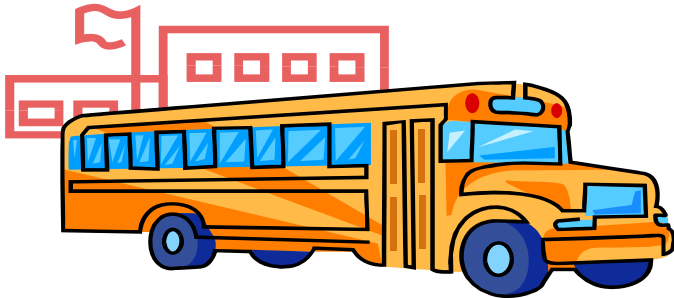
OPERATIONAL GUIDELINES POLICIES & PROCEDURES

Transportation of Students cont.

4. If neither school buses nor CDL certified drivers are available, a staff member may voluntarily provide transportation for a student in his/her privately owned vehicle. This can only be done after a Use of Privately Owned Vehicle form with supporting documentation and Request to Transport Student form have been submitted and approved.
5. All staff members willing to provide such transportation must understand that their private insurance will be the primary source of coverage in the event of accident or other malady. Only after the private insurance has been exhausted, shall the school's insurance fund be invoked.

Appropriate safe seating must be available. Staff members must report any safety concerns to Principal/Supervisor before departure of bus or vehicle.

***ALL OF OUR STUDENTS ARE TRANSPORTED BY BUS
AND THEY ARE ALL "SPECIAL STUDENTS."***



Foreword

This Manual is provided to you with information and procedures that will facilitate the smooth operation of the district. It is important that you become familiar with its contents and follow the procedures as stated. Forms referenced for use are available in your school/department office.

Opportunity to discuss these guidelines and procedures at staff meetings will be provided. This is a cooperative effort and is for the purpose of helping us and our students live and learn as efficiently as possible. If this handbook needs to be amended as we progress through the school year, each staff member will receive notice via e-mail that a change has been made.

The administration will attempt to provide the best possible leadership, facilities, and working conditions within the limits imposed by time, space, and money available. The administration will be accessible to staff and will welcome open discussion of concerns and problems. Making the administration aware of your concerns and problems is the first step in resolving them.

We look forward to a productive school year in which the achievement of our students' educational goals is our primary focus.

Mission Statement

The Cape May County Special Services School District is committed to providing effective educational programs that meet the unique social, emotional, physical, intellectual, and career needs of students with special needs. By providing specialized academic instruction in the New Jersey Core Curriculum Content Standards, vocational and career development, functional life skills and individualized therapeutic intervention, the district will enable each learner to realize his or her highest potential as a contributing member of society

Emergency Closing

In the event of an emergency closing, an automated telephone system will be activated by the Superintendent. Please notify the EDT secretary at ext. 7731 if your phone number should change.

Announcements regarding emergency closings will also be made on radio and television. The radio/TV stations are usually called before 6 a.m.

Radio Stations: WTKU 98.3 FM; WSNJ 1240 AM; WOND 1400 AM

Television Stations: WPVI-TV ABC 6; WMGM-TV NBC 40

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Student Anecdotal Records

Student Anecdotal Records, when assigned to be maintained by the administration, should be kept in an individually marked folder and be available for review.

Student Records

Individuals requesting records for review or copies of records should be sent to the school office. Teachers may not provide records for review nor make copies for individuals at any time.

Only records generated by the teacher should be kept in classroom files. All other records, permitted or mandated, must be kept in the appropriate office.

Transportation of Students

The Cape May County Transportation Cooperative provides home-to-school and/or field trip transportation for our students. Staff members shall not be required to drive students to activities that take place away from the school building. A staff member may do so voluntarily however, with the advance submittal of a Use of Privately Owned Vehicle form with required documentation and Principal/Supervisor and Transportation Coordinator approval. Also, a completed and approved Request to Transport Student form is necessary. If a student is to be kept later than normal, it is vitally important that the school office be notified as soon as possible (in writing) so that the Principal can make arrangements for alternative transportation with the transportation office. Parents should also be notified by the staff member who is keeping the student. For cases of illness or emergency, the following procedures have been developed and must be followed, in sequential order:

1. A Use of Privately Owned Vehicle form shall be completed and submitted to the school office with copies of supporting documentation, prior to student transport. No one may transport a student in a private vehicle without the approval of the school Principal/Supervisor and the Transportation Coordinator.
2. A bus to transport ill students from the Wildwood School District may be provided at 12:30 pm. A school nurse shall contact the Transportation office with the student's name, address, two phone numbers, alternate address, and name of the person that will meet the bus.
3. District CDL-certified drivers, with passenger and air-brake endorsements, that have been selected by school administrators may utilize district buses for transport of ill, out-of-control or other situations requiring emergency transportation, as needed.

Safety

In an effort to provide the safest possible learning environment for our students and staff, only the main entrances in the following locations may be accessed after 9:00 am:

- Board of Education Office (Visitors go to the Board Office)
- Cape May County High School (Visitors go to the High School Office)
- George E. Bailey Memorial Wing (Visitors go to the Transportation Office)
- Ocean Academy (Visitors go to the Ocean Academy Office)

In addition, visitors are asked to comply with the following:

- All visitors MUST report to the nearest school office upon arrival;
- All visitors MUST show identification before receiving a school pass; and
- All visitors MUST display the above school pass when in the building.

Regarding pick-up of children:

- Parents/guardians must call ahead to pick up child(ren).
- When a non-parent/guardian is picking up a child(ren), the parent/guardian must notify the school office in writing of who will be picking up the child(ren) from school. The non-parent/guardian will be required to show identification before the child(ren) will be permitted to leave.

All staff is asked to accompany anyone in the building without a visitor's badge to one of the school offices so they may sign-in and receive a badge.

School Visitors

ALL visitors to the school must report to the school office where they will sign the visitor's log and be given a visitor's badge. It is the responsibility of each staff member to accompany any visitor who is not wearing a badge to the school office.

During the school day, minor children who are not students of CMCSSSD should not be in the building. Exceptions to this would be an extenuating circumstance approved in writing by the Supervisor and Superintendent. For example, if a child/grandchild of an employee is attending an extra-curricular activity provided within our district and there is a half hour difference in schedules, a district-wide celebration, such as a graduation, or a young person who has been BOE approved as a volunteer. It is very difficult to remain attentive to our jobs and to supervise the students for whom we are responsible when our own children/grandchildren need supervision.

Smoking

State Law prohibits smoking on school property. See Board of Education Policy # 7434; Adopted January 16, 2007.

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Cape May County Special Services School District

July 1, 2009 – June 30, 2010

MONTH	DAY	ACTIVITY	DAYS IN SESSION
July	2	Half-day for Extended School Year Staff	20
July	3	Schools Closed – Independence Day Observed	
July	6	Extended School Year Program Begins	
July	31	Extended School Year Program Ends	
September	2	Opening Day Convocation – All Staff	17
September	3	Full-day Staff In-service	
September	7	Schools Closed – Labor Day	
September	8	Schools Open – Students Early Dismissal	
September	9-11	Early Dismissal for Students	
October	9	County-wide In-service Day – Schools Closed	20
October	12	Schools Closed – Columbus Day	
November	5-6	Schools Closed – NJEA Convention	17
November	25	Early Dismissal	
November	26-27	Schools Closed – Thanksgiving Holiday	
December	23	Early Dismissal	17
December	24-31	Schools Closed – Winter Break	
January	1	Schools Closed – New Years Day – Winter Break	18
January	4	Schools Reopen	
January	18	Schools Closed - Recognition of Martin Luther King	
January	25	Schools Closed - Staff In-service	
February	12-15	Schools Closed – Presidents' Holiday	18
March	16	Early Dismissal – Staff In-service	23
April	1	Early Dismissal – Spring Break	16
April	2-9	Schools Closed - Spring Break	
April	12	Schools Reopen	
April	26	Early Dismissal for Students – Staff In-service	
May	17	Early Dismissal for Students – Staff In-service	20
May	31	Schools Closed – Memorial Day	
June	21	Early Dismissal for Student	17
June	22	Early Dismissal for Student	
June	23	Early Dismissal - Last Day of School Students/Staff	
Total Student Days in Session: 10-Month School Year (Sept. 09 – June 10)			183
Total Student Days in Session: Extended School Year (July 09 – June 10)			203

*PLEASE NOTE: Student Early Dismissal Days for staff in-services do not apply to Cape Educational COMPACT.

Storm Days: To conform to a 180 day school year, days will be added to or subtracted from the total number accordingly at the end of the school year. In the event that emergency closings exceed three (3) days, the option to shorten remaining scheduled holiday periods may be exercised.

Approved by the Board of Education on April 21, 2009

Recycling Program - It's the Law

All newspapers and magazines will be placed in a box in your classroom. The recycling crew will pick up the newspapers and magazines for recycling.

All glass, plastic and aluminum containers are not to be disposed of in trash containers throughout the school. Maintenance will provide a container in the teachers' room, cafeteria, and other designated areas for disposing of those items. Each staff member is responsible for placing the glass, plastic, and aluminum containers from their class or personal use in a recycling container by the end of each day.

Separation of Recyclables

Below are listed the items which are presently recyclable. Containers have been provided in spaces throughout the building that will enable each of us to separate items efficiently and easily.

Place the following items in **Large Brown Bags**:

- Newspapers/Magazines
- Paper/Office Paper
- Junk Mail

Place the following items in **Blue Recyclable Containers** with a liner:

- Glass (bottles and jars)
- Aluminum and Tin Cans
- Plastic Bottles (soda, water, detergent)

Do Not Recycle the following as these items are to be placed in the Trash Containers with Plastic Bag Liners:

- Food Contaminated Paper
- Carbon Paper
- NCR Paper
- Waxed Paper
- Ceramic Glass
- Window Glass
- Drinking Glasses
- Tupperware Type Plastic
- Plastic Yogurt, Sour Cream, or Cottage Cheese Containers
- Plastic Bottles with a #1 or #2 inside the recycle symbol

General Information

- Corrugated cardboard boxes must be broken down and placed outside the classroom/ office doors after the children leave the school building.
- Stack pizza boxes in hallway for pick-up, after children leave the school building.

Heavily painted or crayoned paper is not recyclable. Place in trash container.

Request for Special Services

The Child Study Team offers a myriad of services:

Consultation ✧ Behavior Intervention Plans ✧ IEP's
In-services ✧ Counseling ✧ Home Visits ✧ Assessment
Speech Therapy ✧ Physical Therapy ✧ Occupational Therapy
Case Management ✧ Change of Placement

To access these services, fill out the Related Services Department Request for Service form. The school secretary will forward the request to the Child Study Team. The Supervisor of Related Services will review the request and assign appropriate staff. It is anticipated that student staffing will be held prior to requesting Special Services Intervention.

Right To Know

You Have A Right To Know About Hazardous Substances In Your Workplace And Community

You can get copies of the Right to Know Survey, Community Right to Know Survey, and Hazardous Substance Fact sheets from your designated Right to Know County Agency in Cape May County: (609) 465-1208.

The Act is enforced through the following three state agencies work together to implement the RTK Act:

New Jersey Department of Health and Senior Services
Right to Know Program
P.O. Box 368
Trenton, New Jersey 08625-0368
(609)984-2202

New Jersey Department of Environmental Protection
Bureau of Chemical Release Information & Prevention
P.O. Box 405
Trenton, New Jersey 08625-0405
(609)292-6714

New Jersey Department of Labor
Division of Workplace Standards
225 E. State Street, P.O. Box 386
Trenton, New Jersey 08625-0386
(609)292-7036

Board of Education Meeting Dates 2009 - 2010

*July 7, 2009	9:30 a.m.	Organization Meeting
	10:00 a.m.	Regular Meeting
August 18, 2009	9:30 a.m.	Regular Meeting
September 15, 2009	7:00 p.m.	Regular Meeting
October 20, 2009	7:00 p.m.	Regular Meeting
November 17, 2009	7:00 p.m.	Regular Meeting
December 15, 2009	7:00 p.m.	Regular Meeting
January 19, 2010	7:00 p.m.	Regular Meeting
February 16, 2010	7:00 p.m.	Regular Meeting
March 16, 2010	7:00 p.m.	Regular Meeting
April 20, 2010	7:00 p.m.	Regular Meeting
May 18, 2010	7:00 p.m.	Regular Meeting
June 15, 2010	9:30 a.m.	Regular Meeting
*July 6, 2010	9:30 a.m.	Organization Meeting **Regular Meeting

*First Tuesday

**Regular Meeting immediately following the Organization Meeting

Approved by the Board of Education July 7, 2009

District Policies and Procedures

The following district policies and procedures are on the district website, www.cmcspecialservices.org, under the School Policies tab:

#3321/4321: Acceptable Use of Computer Network(s)/Computers & Resources
#1550: Affirmative Action for Employment & Contract Practices/Employment Practices Plan
#8462: Child Abuse and/or Neglect
#5512.02: Cyber-Bullying
#4150: Discipline
#3216: Dress and Grooming
#7436: Drug Free Work Place
#4420: Employee Evaluation
#3221: Evaluation of Professional Staff
#8335: Family Education Rights and Privacy Act
#3431.1: Family Leave
#5512.01: Harassment, Intimidation and Bullying
#7422: School Integrated Pest Management Plan
#8505: School Nutrition
#7434: Smoking on School Grounds
#3218: Substance Abuse
#3211/4215: Code of Ethics
#3281/4281: Inappropriate Staff Conduct
#3322/4322: Staff Members use of Cellular Telephones

Payroll Information

Under no circumstances will paychecks be given out before the established pay dates that are listed on page 7. If you request a vacation day or personal day on a pay date, please notify your school/department secretary of what you would like to have done with your paycheck.

Please notify the business office of any changes in your dependent status (i.e., marriage, divorce, births, deaths and children reaching age 23) on the Change in Employee Status form. This would affect your coverage for your Health Benefits, Prescription, Dental, and Pension. Changes in voluntary deductions will only be made in the 1st payroll of the month.

Due to new accountability regulations, all staff members will be required to show identification once every three (3) years in order to receive their paycheck.

If you have any questions, changes, or problems concerning your payroll deductions, please email the Payroll Assistant, Gail Johns, at the following email address: gjohns@cmcspecialservices.org. If you have an issue that needs immediate attention call Gail Johns at extension 7732.

Please note the following:

- 10-Month Contracted Employees first pay received September 3, 2009
- 10-Month Contracted Employees receive 22 equal pays from September 3, 2009, through June 24, 2010
- 12-Month Contracted Employees first pay received July 9, 2009
- 12-Month Contracted Employees receive 26 equal pays from July 9, 2009, through June 24, 2010



Mandated Programs

The following state programs and services are mandated:

- Courses to meet high school graduation requirements
- Services and programs for all disabled pupils, ages 3-21
- Holocaust and Genocide Instruction
- The study of New Jersey for elementary grade pupils
- Drug and alcohol education, including tobacco and anabolic steroids taught at every grade level within a comprehensive health education program. A minimum of ten (10) clock hours per school year is required in grades 7-12. The four areas of concern to be addressed are:
 - ▶ Substance Use and Abuse Information
 - ▶ Self-Awareness
 - ▶ Interpersonal Skills
 - ▶ Decision-Making
- Health, safety, and physical education of at least 2 1/2 hours per week for all pupils except kindergarten
- Accident and fire prevention throughout the grades
- Instruction in the Constitution of the United States starting no later than the beginning of the seventh grade and continuing into high school
- Family Life Education implemented comprehensively through the coordinated sequential elementary/ secondary curriculum

Press Releases

The Office of the Superintendent is responsible for **all** news releases, publicity, media attendance, and/or information bulletins pertaining to the individual classrooms, schools or the district.

Press releases about school or classroom events, awards, etc. are to be written and then e-mailed with photographs attached to the Superintendent for approval. Please list the names of all the people in the photograph from left to right. Likewise, invitations to the press to attend special events must also be submitted to the Superintendent for approval prior to inviting the press. Remember that students must have written permission on file prior to publishing of their photo. This can be verified through the individual school secretaries.



Food Services cont.

Staff Meals: The student breakfast menu is available to staff in the student dining rooms from 8:45 am to 9:30 am daily. Breakfast includes juice or milk and the cost is \$3.00. The student lunch menu is also available to staff in the student dining rooms during scheduled lunch periods. Lunch includes juice or milk and the cost is \$4.00.

Field Trips: An estimated count of those included on the field trip should be submitted 48 hours prior to the scheduled field trip. You may call ext. 6619 or ext. 6617 to leave a message. Check in with the kitchen the morning of your trip with the final count at ext. 6617. The cafeteria staff will need a lunch ticket for any student that requires a school packed lunch for the field trip. Please bring the tickets with you when picking up the lunches. One lunch will be provided for each ticket submitted. If extra lunches or extra items are required an additional fee will apply. Teachers/aides are reminded that they must pay for their own lunch for field trips. The School Nurse must review field trips to note if there are medical concerns for any students who will be on the trip.

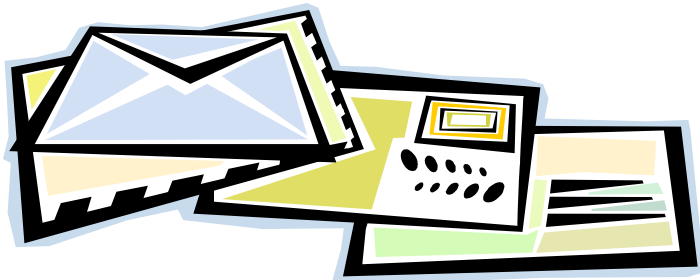
Guest Speakers

The District encourages utilization of community resources; however, no guest speakers or outside presenters are to be invited into the Special Services School District without prior Board of Education approval.

Mail

Mail is received from the county mailroom and sorted in the central office. Due to Cape May County Regulations, **no personal mail will be accepted.** Mail is picked up/dropped off in the Board Office between 9-9:30 am. All mail that needs to be stamped and sent on any given day **must** be in the Board Office before 9 am.

A mailbox is maintained in the school offices for each staff member. Incoming mail will be placed in the mailboxes daily. Please check your mailbox at least twice daily, morning and afternoon.



Pay Dates 2009 – 2010

This schedule is for the following categories:

Overtime Hourly Employees Substitutes 1:1 Aides ESY

Working From	Working Through	Pay Date
May 10	June 10	June 25, 2009
June 11	June 24	July 9, 2009
June 25	July 8	July 23, 2009
July 9	July 22	August 6, 2009
July 23	August 5	August 20, 2009
August 6	August 19	September 3, 2009
August 20	September 2	September 17, 2009
September 3	September 16	October 1, 2009
September 17	September 30	October 15, 2009
October 1	October 14	**October 29, 2009
October 15	October 28	November 12, 2009
October 29	November 11	November 25, 2009 (Wed.)
November 12	November 25	December 10, 2009
November 26	December 9	December 23, 2009 (Wed.)
December 10	*December 18	January 7, 2010
December 19	January 6	January 21, 2010
January 7	January 20	February 4, 2010
January 21	February 3	February 18, 2010
February 4	February 17	March 4, 2010
February 18	March 3	March 18, 2010
March 4	March 18	April 1, 2010
March 19	*March 26	April 15, 2010
March 27	April 14	**April 29, 2010
April 15	April 28	May 13, 2010
April 29	May 12	May 27, 2010
May 13	May 26	June 10, 2010
May 27	June 9	June 24, 2010
June 10	June 23	July 8, 2010

*Early cut off due to holiday

**Taxes only deducted

STAFF PROCEDURES

Cell Phones

Cell phones should be kept on silent/vibrate mode throughout the day. Cell phone usage is limited to emergency situations only. Use of personal cell phones is prohibited in the presence of pupils as per Board Policy #3322 and #4322.

College Courses

The Board will reimburse the cost for tuition for those employees whose contractual agreement provides for this benefit, after one (1) year of working in the district. The course must be in the field of the employee's assignment or a related field and **must be approved by the Superintendent before the course is taken. Please review your contractual agreement for specific details.**

Procedures:

1. Complete the Application to Register for College Course form. This form must be completed prior to registration for the course. The completed form should be submitted to the Superintendent and will be returned to you when signed. Receipt of the application, signed by the Superintendent, permits you to register for the course. The Superintendent's Office/Business Office will not retain a copy of this form.
2. As soon as you enroll in the course, submit a Request for Purchase Requisition form with a receipt showing the portion of your payment allocated to tuition. Attach a copy of the Application to Register for College Course form. The Business Office will retain the Request for Purchase Requisition until step 3 is completed.
3. Once the course is completed, you must submit proof of course completion (grade for each course taken) to the Business Office Bookkeeper. When the documentation has been submitted, the Request for Purchase Requisition will be processed.

Early Departure

Requests for early departure are discouraged as it is disruptive to the educational program. If early departure becomes necessary or unavoidable, complete the Early Dismissal form. The form must be filled out and approved by the Principal/Supervisor in advance. Please schedule personal appointment times before/after school allowing travel time based on your scheduled work hours. Note time of departure on sign-in sheet to comply with requirements of Workers Compensation Insurance.

Education Technology

The Education Technology Department (ETD) provides training to all staff members during regularly scheduled technology trainings as well as upon request for specific hardware or software topics. In addition, the ETD will respond in a timely way to all/any issues or problems with computers, printers, software, etc. through the Technology Specialist's office. All requests for assistance must be submitted in writing via either the ETD Request for Assistance form or a direct email to the Technology Specialist. The ETD Request for Assistance form is available on the office door of the Technology Specialist and in the Office of the ETD in the GEB Memorial Wing. All staff and students are required to sign the District's Acceptable Use Policy Consent Form. The AUP form is available in the Education Technology Office and on the district website, www.cmcspecialservices.org under the School Policies tab.

All staff members are required to obey the following precautions in an effort to maintain the District's Local Area Network's operation at the optimum level of performance for the good of all:

- **DO NOT** connect any computer, hardware and/or electronic equipment into the District's Local Area Network via an Ethernet port unless you received prior authorization in writing from the Education Technology Supervisor.
- **DO NOT** use the District's Local Area Network and the World Wide Web in such a way that would be harmful to the maintenance and District's intended use of its LAN.
- **DO NOT** copy and/or download software and/or any other electronic data (e.g. music) in violation of federal copyright laws.

In the event of an Emergency Situations please contact the EDT Secretary at ext. 7731.

Facilities Use – In-House

Policy #7510 states, "The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, private social function, or any purpose that is prohibited by law." There are occasions when a staff member wishes to use a space in the building for a special activity or event. In order to coordinate the use of the spaces in the building, a Request for Use of Facilities In-House form must be submitted for processing to your Principal/Supervisor at least three (3) weeks prior to the date requested.

Food Services

Due to strict regulations, the Food Services Department cannot be responsible for storage and/or preparation of food brought from outside. There is a microwave oven located in the staff dining room available for staff use.

Building Maintenance and Custodial

- Each teacher and aide is responsible for helping to maintain a clean and orderly building.
- Each day, be sure that all paper and pencils are picked up from the floor and desks are cleared and cleaned.
- Place all chairs, with the legs pointing toward the ceiling, on top of the desks at the end of each school day.
- Make sure that the furniture is arranged according to your teaching plans for the next day.
- Teachers and aides are asked to sweep up any loose sand, pasta, or small toys at the end of each day as this is a safety hazard.
- Teachers are responsible for the neatness and cleanliness of their rooms.
- If you have a request for maintenance or for special custodial work, use the Maintenance Work Request form and give it to the principal's secretary.
- Do not stop a maintenance person or custodian during their normal daily work routine.

Communication

In the interest of speed and conservation of resources, e-mail will be the primary source of district communication. All staff members are advised to check their e-mail on a daily basis in order to remain informed. Questions about e-mail accounts may be directed to the Education Technology Supervisor.

Crisis Management

In the event of an emergency, the school district has a Board of Education approved Crisis Management Plan that includes an on-site Crisis Management Team. The team members have procedures in place and communicate with each other to ensure efficient handling of any emergency situation. Every office and classroom should have a copy of the procedures.

Child Study Team Records

The Child Study Team records are confidential. They will be maintained in the Child Study Team offices. The records are available for review to instructional staff through the principal or case manager on a need to know basis. Instructional staff reviewing the Child Study Team records must sign the flow chart located in the front on the left side of each file. The IEP, which each classroom teacher received in September, is also confidential. The IEP may be shared with other professional staff members by the classroom teacher, or reviewed in the principal's office, again, on a need to know basis. The teacher's copy of the IEP is a working copy. Teachers may write comments and date the various types of progress attained by each student on their IEP copy. This working copy will play a very important part in developing the next IEP.

Extended Leave

Extended Leave of Absence, as defined in the Contractual Agreement, must be approved by the Board of Education. An Extended Leave of Absence form is to be completed and submitted to the Superintendent two (2) weeks prior to the Board of Education meeting. The Extended Leave request must have a doctor's note attached.

I.D. Badges/Key Card

When in district, all employees are **required** to wear their I.D. badge at all times. District employees are issued an I.D. badge, which serves as an entry key card, shortly after being hired. Anyone in need of an I.D. badge must contact their supervisor to make an appointment with the Maintenance Department.

Itinerant Services

Staff members working in out-of-district locations (i.e., homes, day care centers, preschool programs) should familiarize themselves with the layout of the environment, number and location of exits, and evacuation plans (when available). In order to optimize their personal safety, staff members should adhere to the following guidelines when providing out-of-district services:

- Have your current schedule on file and notify the office of any change in your daily routine.
- Do not carry a purse; lock it in your car when you arrive at your destination.
- Always make it clear that you are there at the request of the family; do not be confrontational.
- You may require that pets be secured before you enter a residence.
- Always make it clear that someone is expecting you after the current appointment.
- If you become uncomfortable, leave the setting.

Late Arrival

If you arrive late, you must sign-in and complete a Late Arrival form.

Leaving School Grounds - Staff

Leaving school grounds during the school day is discouraged. In the event that leaving during the school day becomes necessary for any reason, approval from the Principal/Supervisor must be obtained first on the Request to Leave School Grounds On Approved School Business/Personal Business form. Time of departure and return must be noted on the sign-in sheet to comply with requirements of Workers Compensation Insurance.

Length of School Day for Staff Members

The length of each staff members' working day shall be according to the negotiated contract. Arrival and departure times for all instructional/related services staff will be 8:15 am to 3:15 pm Monday and Tuesday; 8:15 am to 2:45 pm Wednesday, Thursday, and Friday, unless otherwise stated in the negotiated contract. Teachers are expected to be in their assigned areas ten minutes prior to the scheduled arrival of their students.

Unassigned instructional time should be used to plan for the school days instructional program, to meet with Child Study Team members, to work with individual pupils or to participate in staff meetings. On staff meeting days, the length of the school day may be extended if necessary to complete all items on the agenda.

Money and Valuables

Please do not bring money or anything of value into the school building. The School Board Insurance Policy does not cover valuables or money lost by individuals in school.

Parking

Parking areas for staff, administration, and visitors are clearly marked. Parking is only permitted in the assigned area for your classroom or office location. Staff vehicles are not permitted in the Auto Shop/Receiving Department/Loading Dock Areas, Fire Lanes, or unmarked areas at any time.

Personal Days

Personal leave days are for the purpose of meeting a need that cannot otherwise be met outside the regular school day. Requests for a personal leave day must be submitted at least three days prior to the request date on the Request for Temporary Leave form. No more than two staff members may be absent in a school/department on any given date for personal or professional reasons. Personal leave days are not permitted before and/or after a vacation.

Professional Development

Professional development hours may be accumulated through a combination of district provided professional development activities, use of professional improvement days, and attendance at eligible professional development activities outside of the district. Professional development activities should be related to your Professional Development Plan (PDP) and incorporate New Jersey's Professional Development Standards.

Work Samples

Appropriate work samples for each student should be filed for use in parent conferences and staff meetings. From this file a beginning, mid-year and end-of-year sample will be turned into the office for each student, in each subject, on the last day of the school year.

GENERAL GUIDELINES

Audio/Visual Materials

Films, tape recordings, videos, filmstrips, etc., which provide supplementary enrichment and reinforcement activities for your lessons, may be ordered/requested through the Media Center. Audio-visual equipment must be reserved in advance through the Media Center.

The use of audio-visual materials should be directly related to your weekly lesson plans and therefore be included in your written plans under the subject by title.

Our Video Distribution Center (VDC) is in place with cable reception. The goal continues to be to bring cable, satellite, and videos into "live" school activities. Only requests that are pre-approved by your administrator will be processed.

Blood and Body Fluid Spill Clean-up

In the event of a blood and/or body fluid spill please notify the Custodial Department immediately at ext. 7761 as they are trained to use Personal Protective Equipment and procedures when dealing with a spill of this nature. The procedures required for blood fluid spill cleanup and decontamination in schools are essentially the same as the cleaning procedures that are normally used.

Blood is the most important body fluid associated with HBV and HIV transmission. The other body substances capable of transmitting HBV and HIV would rarely, if ever, be encountered under normal school conditions. HBV and HIV are not transmitted through feces, nasal secretions, saliva, sweat, tears, urine, or vomitus unless they contain visible blood. Therefore, only blood is of concern in schools. In addition, only free-flowing blood, capable of entering the body through cuts or breaks in the skin or by splashing or aerosolization into the mouth, nose, or eyes, will transmit the viruses.



Student Leaving School Grounds

No student is to be allowed to leave the school grounds at any time, other than by approved transportation or approval of the building principal. Any individual who requests a student to leave with them, or any student who requests to leave school, must be sent to the school office for approval.

Student Management

Make sure that the students assigned to you are always within your sight and hearing.

When students are changing classes, they are expected to arrive at the next class within a few minutes. It is the staff member's responsibility to alert the main office if a student hasn't arrived to class promptly. The principal will then assign someone to find the student. Teachers are expected to monitor hallway behavior.

Students are not to be physically handled except as provided by New Jersey Statutes Article 18A: 6-1 which states: "...any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

- to quell a disturbance, threatening physical injury to others;
- to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
- for the purpose of self-defense; and
- for the protection of persons or property;..."

Teacher Consultation Hours

It is sometimes necessary for a teacher to consult with a student or with both parents and a student. The time for such a meeting should be mutually convenient and should not interfere with a teacher's classroom management. Staff may use the school office telephone to arrange parent conferences.

It is strongly recommended that Parent/Teacher Conferences and telephone Parent/Teacher Conferences be documented. Maintain all documentation in the student's classroom file.

Time-Out/Supervised Study Materials

Each teacher will develop a folder of appropriate independent work of review materials, as well as current work that may be utilized in the Time-Out or Supervised Study Program. Sufficient materials should be available so that the student assigned to either program may receive the full value of the time spent within the program. All work completed will be returned on a daily basis to, and evaluated by, the teacher responsible for the student's regular classroom program. This folder should be current and updated weekly.

Professional Development Cont.

Each staff member is responsible for keeping track of his/her hours by completing the "Record of Professional Development Hours" form, and maintaining documentation for professional development activities. The State of New Jersey requires that the district provide the name and position of any staff member who has failed to satisfy this requirement.

The district's Professional Development Committee serves as a liaison with the county Professional Development Board, and is available to act as a resource for staff members. Copies of the Standards for Required Professional Development of Teachers, Professional Development Plan (PDP), and Record of Professional Development Hours form are available on the district website.

Requests for Professional Development

The Standard Operating Procedures for requesting professional development may be found in the school office. Requests for professional development must be submitted on the Professional Improvement Experience Request form to the Principal/Supervisor, a minimum of ten (10) working days prior to the regularly scheduled Board meetings. The timeline must be followed in order to obtain prior approval by the Board of Education, which is mandated by State Regulations. The annual schedule of the Board of Education meeting dates, which are usually held on the third Tuesday of the month, may be found on page 5.

After the Board of Education approves a request for professional development you will receive a Requisition for Professional Development/Travel form. After the experience is finished return the form within 30 days of the experience having answered completely the three questions listed on the bottom of the form. Reimbursement cannot be made for amounts larger than previously approved by the Board. In addition there are new regulations which prohibit reimbursement for in-state hotels, meals, and mileage more than \$0.31 per mile.

Request for Purchase

A Request for Purchase Requisition form must be completed according to district procedures and submitted to the Principal/Supervisor. If the request is approved, it will then be forwarded first to the Business Administrator and then to the Superintendent for approval.

Payment for **any materials ordered without the necessary approval** will be the **responsibility of the staff member**. A Request for Purchase Requisition form to reimburse a staff member for mileage, tuition, etc., must be processed through the procedures, include all receipts and be received in the business office no later than the 8th of each month.

Sick Leave

An employee who anticipates a day of disability should make every reasonable effort to notify the Building Principal or designee no later than the day before the absence, to allow sufficient time for the securing of substitute services. Notice of the disability should include a reasonable estimate of the duration of the disability. An employee who becomes aware of his/her illness or disability on the morning of the absence must call the school secretary as per each school's procedure. An employee who becomes disabled during the school day must inform the Principal as promptly as possible and request permission to leave the school premises. In all instances, the employee himself/herself should call the Principal to report sick leave. An agent may be appointed by the employee to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.

An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating the reason for the employee's absence, as personally known to the physician; and, if the employee is not immediately returning to work, the anticipated duration of the employee's disability. After any surgical procedure, a note from the doctor should be submitted to the appropriate school nurse verifying fitness for duty.

The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.

Sign-In/Out Sheets

All staff members are required to sign-in and out at the school office upon arrival each morning and when leaving the building at the end of each school day. This is your best proof of attendance if any question is raised later. Worker's Compensation Insurance will not be in effect unless you have signed in.

Staff Assignments

All projects and teaching assignments will be scheduled by the Principal/Supervisor. All staff members are expected to assist in the supervision of all students. Staff members may also be required to provide student supervision during bus arrivals and departures, in the hallways and cafeteria, and to perform other duties of a reasonable nature.

All teacher aides and 1:1 aides may be assigned and re-assigned as needed during the school day.

Student Activity Fund

The Student Activity Fund books and records are subject to and are audited on a regular basis. We must be able to account for all expenditures and deposits at all times.

- All receipts and disbursements of clubs, classes, and any other student activity funds will be handled through a single checking account maintained by a designated school secretary. No one is to open a separate account.
- All cash and checks are to be deposited with a designated secretary the day it is received. No money is to be kept by staff members.
- All disbursements must be made through and approved by the principal. Disbursements will be made only on a properly signed Student Activity Fund Request for Purchase form.
- When money is needed in advance for a given activity, a requisition must be presented at least three school days prior to the date needed. No cash is kept in the building.

At the close of the activity, receipts or sales slips, plus any unused cash, are to be returned to the designated school secretary. All expenditures must be supported by appropriate invoice, bills, or receipts.

Student Discipline Referral Form

A Student Discipline Referral Form must be completed on each student when his/her behavior requires case manager or principal intervention. This form should be forwarded immediately to the responsible authority before counseling can take place.

It should be understood that in a Crisis Intervention situation, removal of the student/students involved or removal of the remaining student/students from the immediate space to prevent injury and maintain safety takes precedence. A Student Incident Report should be completed and forwarded to the principal or his/her designee at an appropriate time following the crisis situation, so meaningful and appropriate counseling can take place.

A Violence, Vandalism and Substance Abuse Incident Report, which is available in the Principal's office, must be completed in every incident where there is an assault on a child or staff member with or without a weapon. The throwing of equipment or furniture may require a Violence, Vandalism, and Substance Abuse Incident Report.

Student Illness and/or Injury

If a student becomes ill, or injured during a school day, he/she should be taken to the school nurse. The nurse will determine whether or not the student should go home. If an emergency occurs, contact the nurses' office for help immediately. Whenever a student is injured during the school day, the teacher responsible for the student at the time he/she is injured will complete a Student Accident Report and submit it to the school nurse.

Lesson Plans cont.

Assessment Plans will be ready for Administrative review on the Friday before implementation. Administrators will review plans online; however, each teacher is required to have a binder of printed plans for a substitute that remains in the classroom.

Protective Eye Devices

New Jersey Statutes 18a:40-12.1: Protective Eye Devices Required for Teachers, Pupils and Visitors in Certain Cases states: "The Board of Education of every school district shall require each pupil and teacher in the public schools of the district to wear industrial quality eye protective devices while attending classes in vocational or industrial art shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or services of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught, exposure to which might have a tendency to cause damage to the eyes. Visitors to such classrooms or laboratories shall also be required to wear such protective devices."

The term eye protective devices as the law provides, shall not be limited to white or tinted, plain lenses, but may include safety glasses ground to prescription. It shall not include prescription lenses of ordinary glass.

Reporting to Parents

Annually, each student's IEP (Individualized Education Program) is revised and reviewed with the student's parents at an Annual Review Conference. In addition, it is the teacher's responsibility to follow the respective school's procedures in reporting progress to parents.

Student Absence

Students are recorded as present or absent from school each day. If a student is absent from school without notification from home, the school secretary or other assigned staff member will call each student's home to determine the reason for the absence. Each teacher is responsible for maintaining daily attendance information in the **Realtime** database.

All data must be recorded by 10:00 am each day for morning arrivals. Afternoon arrivals must be recorded by 1:00 pm. If a student is absent from class and his/her name is not on the absentee list, notify the school office immediately. The school secretary will contact the student's last period teacher and notify the appropriate staff, who will institute procedures to locate the student. The paging system may be used if necessary.

Staff Meetings

There will be general staff meetings when deemed appropriate. These meetings will be concerned primarily with administrative details, but may also include curriculum, in-service, or other school matters. During staff meeting days, the length of school day may be extended if necessary to complete all items on the agenda.

Telephones/Messages

Please notify your family members and friends not to call the school or your cell phone unless it is important or an emergency. Calls made on school telephones must be logged and may be made only for school business. The office telephones may be used for official school business only. Personal telephone calls are to be made on the pay telephones or by using a calling card. Unless an emergency exists, personal calls are to be made before or after school hours.

Staff members will not be permitted to leave their assigned areas to receive or make telephone calls. Messages will be taken by the secretary and placed in your mailbox. In an emergency, you will be notified immediately.

Check your voice mail daily and delete as appropriate to allow room in the phone system.

Typing Procedures

Please do not ask the secretaries to do personal typing. Typing for school related work must be turned into the Principal/Supervisor one week prior to when the material is needed. Principal/Supervisor will assign the work to a secretary as time becomes available and place the completed work in your mailbox.

Workers' Compensation Procedure

IF YOU ARE INJURED ON SCHOOL GROUNDS OR WHILE ON A SCHOOL APPROVED FUNCTION, YOU NEED TO ADHERE TO THE FOLLOWING PROCEDURES:

- Always have your signature documented on the sign-in/out sheet for your department. This will be the only proof you have of being injured on the job.
- Report any injury (no matter how minor) to a school nurse **IMMEDIATELY**.
- If a prescription is needed, **DO NOT USE YOUR PRESCRIPTION CARD**. You will be reimbursed through Workers' Compensation.
- The Safety Coordinator in the business office will then prepare an accident investigation report and will meet with the employee and supervisor and enforce compliance with any safety recommendations.

TEACHER/PUPIL INFORMATION

Assessment

Staff members are expected to attend informational and training sessions for all State Assessments. Each teacher is also required to have either a grade book or objective tracking sheets to document student achievement. These books should be readily available to an administrator.

Classroom Interruptions

Avoid classroom interruptions. Be concerned that the students who belong in class are there to participate in planned educational activities. Do not allow students or staff from outside of class to enter and disrupt the flow of a class.

Display of and Salute to Flag: Pledge of Allegiance



New Jersey Statutes 18a:36-3c: Display of and Salute to Flag: Pledge of Allegiance states: "Require the pupils in each school in district on every school day to salute the United States flag and repeat the following pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," which salute and pledge of allegiance shall be rendered with the right hand over the heart, except that pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to

whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by standing at attention; the boys removing the headdress."

Students cannot be required to stand during the National Anthem or other patriotic songs. They can and should be required to remain quiet.

Field Trips

Arrangements for all field trip transportation will be completed by the designated school secretary through the Transportation office. Trips will be provided on a first come, first served basis. A list of students participating in the field trip must be submitted to the Transportation office on the Field Trip Request form. Trip cancellations must be received by the Transportation office at least one and one-half hours in advance of the scheduled departure. Departments originating the field trip request shall be assessed a one hour charge, *per bus requested*, at the current hourly rate for transportation services, for each cancellation that is not in accordance with this procedure.

Field Trips cont.

All field trips must have prior Board of Education approval and requests must conform to the following procedures:

- **All field trips are to have a specific educational objective or benefit to the students participating. All requests must reference a New Jersey Core Curriculum Content Standard.**
- All field trip requests must be submitted on the Field Trip Request form on the month preceding the month of the field trip. (Example: field trip requests for November must be in the principal's office by October 1st.)
- All field trip requests must be reviewed by the school nurse to determine if any student requires nursing services.
- At least one week prior to any field trip, notices are sent home to notify parents of all the information necessary concerning the trip.
- A list of all students participating and the staff members supervising the trip must be turned in to the Principal's office on the day of the trip prior to the trip leaving the school grounds.
- All field trips are to be adequately supervised by professionally certified staff.
- Arrangements for all field trip transportation will be completed through the Transportation office.
- Arrangements for all field trip lunches to be provided by the district will be completed through the Food Services office. A list of students participating in the field trip must be attached to the Field Trip Request form.
- Arrangements for expenses such as admissions must be made with the Principal upon submission of the Field Trip Request Form.

Leaving School Grounds for Walks etc.

If your class takes walks around the Technical School, Nursing Home, Veterans Cemetery, etc., you are no longer on school grounds! Teachers should have a blanket permission slip from the student's parent/guardian permitting them to take students off school grounds during the school year. The permission slip should state that it is for a one-mile radius from the school at various times throughout the school year. Before leaving school grounds the school office must be notified.

Lesson Plans

Lesson plans are expected to be written using OnCourse, the web based lesson planning software provided by the district. All lessons are to be correlated with the appropriate NJCCCS and grade level indicator. Lesson plan objectives should indicate what the student will do or learn; not what the teacher will do. Each lesson should indicate how the teacher will assess that the objective has been met. OnCourse is located on the district website, www.cmcspecialservices.org, under the Staff Resources tab.