

Educational Services Commission of New Jersey



NuView Academy

Parent/Student Handbook

2023 – 2024

ESC NJ
1660 Stelton Road
Piscataway, NJ 08854
(732) 777-9848
www.escnj.us

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August 2023

Dear Parents and Guardians

Welcome to the 2023 – 2024 school year. We are excited to have our students back and are committed to working together to provide the best educational experience for you and your child.

We encourage you to be an active participant in your child’s education. The educational success of your child is based on a collaborative effort from all members of your child’s educational team. Our faculty/staff are committed to communicating with you regularly to foster collaboration between the school and home settings. Your feedback and suggestions in the implementation of your child’s Individualized Education Program (IEP) is extremely valuable.

It is essential you complete and send back the forms in your packet to ensure we have current information. Please keep us advised of any changes to the information, especially emergency contact, **as it is very important that the school be able to reach a responsible adult during school hours.**

In addition to the regular home-school communication from teachers and therapists, we use the district website (www.escnj.us) as a form of communicating news and events. You can also follow us on social media to get the latest ESCNJ news: Facebook/The Educational Services Commission of New Jersey; Twitter/ESCofNJ; Instagram/ ESCofNJ.

We are confident that with your continued support we will be able to provide for a successful, safe, and healthy school year. Please review the Parent/Student handbook which contains information that may be of assistance to you. Please reach out to your school administrator if you have any questions.

ACCIDENTS/INJURIES

The school nurses will advise you of any health-related issues, accidents, or injuries occurring at school. Classroom staff is required to immediately report all accidents and injuries to the school nurse. Health office documents and treats the injuries, and then calls the parent/guardian. All atypical Tonic/Clonic and/or prolonged seizure episodes are also reported to the school nurse. Our school nurse completes an accident/injury report and staff witnesses prepare notations whenever a student is involved in an accident. Parents are then contacted by the Health Office.

In the event a student requires medical treatment or observation, the local township Rescue Squad is telephoned. The local police dispatcher advises the rescue squad which area hospital is to be used. (School staff / parents / guardians are not able to determine which hospital is to be used). If the police dispatcher offers a choice and parents/guardians are in contact with the school, the school nurse will request the most convenient nearby hospital. A school staff member will follow/accompany the rescue squad to the hospital. Parents/guardians must immediately come to the hospital. Many hospitals will not initiate medical services until a parent/guardian is present. School staff cannot intervene on behalf of the parent/guardian.

IMPORTANT REMINDER: HAVE A DAYTIME TELEPHONE NUMBER OR EMERGENCY PHONE NUMBER AT WHICH YOU OR YOUR DESIGNATED REPRESENTATIVE CAN BE REACHED ON FILE IN THE SCHOOL OFFICE. KEEP IT CURRENT. THIS IS EXTREMELY IMPORTANT.

The Educational Services Commission of New Jersey pays for and provides a “School Time” accident insurance policy for each student through the McCloskey Insurance Company. The school office staff can provide you with claim forms for you to file directly with McCloskey Insurance on school related injuries. The insurance will provide reimbursement for some charges based on the insurance companies’ schedule of benefits. Additional medical expenses are the responsibility of the parent/guardian and may be submitted to your own insurance carrier. Parents also have the option to purchase expanded medical insurance by contacting www.bobmcloskey.com or calling 800-445-3126.

BEHAVIOR MANAGEMENT

1. Positive reinforcement of appropriate behavior is the basis of our behavior management strategies. School/program staff will set appropriate limits on students' behavior and closely communicate with parents/guardians on all behavior management plans to ensure a consistent approach to behavior at school and home. The school/program Case Manager will keep each student's home district case manager informed of all plans and updates.
2. Staff will provide support for students to follow school and classroom rules. Each student is expected to adhere to a Pupil Code of Conduct that includes the following:
 - a. Students shall respect the rights of students and staff.
 - b. Students shall treat school property in an appropriate manner.
 - c. Students shall refrain from possession of dangerous substances or devices that may be harmful to one's self or others.
3. If a student is observed engaging in a serious aggressive behavior that is harmful to self or others or disruptive to the educational program the following will occur:
 - a. The teacher will notify the parent/guardian of the observed behavior.
 - b. The teacher will take baseline data to determine the frequency/duration of the behavior and

- determine any behavioral characteristics or antecedents.
- c. If the behavior is found to be impeding student progress, disruptive to other students, or endangering the safety of the student or others, the classroom teacher will make a request to the school/program administrator that a meeting be held to discuss the behavior, possible causes, and potential interventions.
 - d. A draft behavior management plan will be written by the classroom teacher in consultation with a BCBA and submitted to the school/program administrator for approval.
 - e. The following elements must be included in the draft behavior plan:
 - i. An operational definition of the behavior(s) to be decreased and those to be increased
 - ii. Baseline Data (e.g., frequency, duration, and/or intensity of the behavior(s))
 - iii. Assessment Results
 - iv. Hypothesized function of the behavior/results of assessments
 - v. Proactive and Reactive strategies
 - vi. Expected behavioral outcome
 - vii. Method of data collection
 - viii. Crisis Plan (if applicable)
 - ix. Start date and review date
 - f. Parents/Guardians will have input to this plan before it is finalized. The behavior plan will then be signed by the teacher, behavior analyst (BCBA), administrator, and parents.
 - g. The student's district case manager will be provided a copy of the plan.

All ESCNJ schools follow the ESCNJ Policy on the use of Restraint/Seclusion (ESCNJ Board Policy #5561) in crisis situations where a student is placing self or others in clear physical danger. A copy of this detailed policy may be obtained by contacting the school office. All behavior incidents that result in a physical restraint/seclusion must be documented using the Restraint/Seclusion Incident Report form. Parental notification will be given before the end of the school day on which the incident occurred. A written report will be sent to the parent within three (3) school days of the incident.

BUS TRANSPORTATION

Each school district (your town/city Board of Education) provides for your son/daughter's transportation. They use their own vehicles or contract directly or indirectly with private bus companies. **ESCNJ schools do not arrange, schedule, or hire bus drivers/aides for bus transportation.** Each parent/guardian should report scheduling problems to their local school district transportation coordinator or to the district Director of Special Services in the community where the student resides.

Parents should discourage students from carrying potentially dangerous objects onto the school bus (sharp edged toys, pencils, etc.). Due to choking concerns, as well as bus regulations, students should not eat food while on the school bus.

Each morning and afternoon, school staff will physically greet your child and accompany them off/on the school bus. Students with parental permission may also be allowed to walk independently to their classrooms under the general supervision of staff. This promotes student independence and may be suggested by your son/daughter's teacher. Staff will also check with drivers/aides to acknowledge problems. Drivers should fill out a written incident report to report serious problems, which will be forwarded to your school district transportation coordinator. School staff will also receive any notes, packages, and medication sent to school with bus drivers and deliver them to the respective teacher or school nurse. **Please do not ask the bus driver to pass along verbal messages to school staff.** A written and signed note is acceptable or you may personally telephone the school office or health office.

If you have any questions regarding the whereabouts of your son/daughter's bus:

- a) Call the school to confirm arrival or departure time.
- b) Call the bus company (they may have direct radio contact with the vehicle).
- c) Call the local school district transportation office.

Routine bus pick-up in the afternoon is between 2:25 and 2:35 PM. If the bus is going to be late (after 2:45 PM) in picking up the students, designated school office staff or the bus company will call your home to inform you of this fact. Please remember to report any bus problem you have directly to your **district transportation coordinator**. Keep the school office advised of your concerns as well. Please call your son / daughter's school office if they can be of help.

CALENDAR

The school calendar is adopted each year by the Board of Directors of the Educational Services Commission of New Jersey. A copy is included at the end of this document.

Please note that when the school has an early dismissal (1:30 PM) your student should arrive home approximately one hour earlier than usual. Our Back to School Night is scheduled for Thursday, September 21, 2023, and all parents are strongly urged to attend. Students will be dismissed at 1:00 PM on this day.

CONFIDENTIALITY

Your home phone number or child's photograph will not be provided to another student or family without your written consent. If you wish after school or weekend contact between students, send in a note to your son/daughter's teacher. The teacher will advise the other family of your interest.

Your child's complete student record is located at your local school district's Child Study Team office. The school's student file, located in the main office, contains only those elements of the student record which the local school district sent to the Commission, as well as descriptions of student progress, correspondence, and educationally relevant information generated by school staff. Health records are located in the Health Office. Classroom teachers retain copies of the IEP. Student records in both locations are kept in locked file cabinets. Related service providers retain copies of their discipline's evaluation report. Certified staff having responsibility for designing and/or implementing your child's individual education program has access to student records. Parents/Guardians and students over the age of eighteen (18) can make an appointment with the school office to review the student file.

Federal Law prohibits any information about your child to be shared with persons or agencies outside of our school district, your home school district, and certain federal or state agencies, without your consent. This information includes the name, photograph or a video of your child. At the start of each school year, parents are requested to give permission for the photographing or video recording of their child during school events or field trips. Such photographs or videos may be seen by other parents in the school, shown at parent meetings, placed on our website, or social media channels (Facebook, Twitter, Instagram, and YouTube). Separate permission slips would be requested if a photograph or video recording would be used for another purpose. All such requests are completely optional on the parent or guardian's part.

We ask parents to be sensitive to the confidentiality of all ESCNJ families. **Do not post photos or videos of other ESCNJ students on social media** sites (Facebook, Instagram, etc.) without first obtaining permission from the student's parent/guardian.

DISCIPLINE

Positive reinforcement of acceptable behaviors will be an ongoing effort of our staff. Whenever it becomes necessary to set limits on inappropriate behaviors, students may receive a verbal reprimand and/or be temporarily removed from a classroom activity. More serious problems may result in loss of privileges, such as going on a trip. In each instance, the classroom staff, in conference with our school child study team members, will attempt to bring about meaningful and positive changes in behavior. The needs of each student will be assessed individually, and parents/guardians will be advised of our concerns. Parents/guardians may be asked for suggestions and/or cooperative follow-through to remedy problems.

If a student's behavior seriously disrupts the school program and is unsafe to the student and/or other students and staff, suspension may be considered as a positive effort to ensure safety. The parent/guardian will be advised of this situation and every effort will be made to safely return the student to the classroom and/or the school program as soon as possible. The parent/guardian, the Educational Services Commission of New Jersey District Superintendent, and your local school district Director of Special Services will be advised of the need for any suspension. The parent/guardian and sending school district may be asked to assist in planning for the safe return of the student.

DRESS CODE

All students are expected to dress in a manner that is comfortable, safe, clean, tasteful, and not distracting to other students. Any item of clothing promoting drugs or alcoholic beverages is not allowed (e.g. shirts advertising beer, etc.). Slogans promoting anti-social behavior or insensitivity to others are prohibited. The above includes shirts, jewelry, etc.

Students may wear sweaters or sweatshirts indoors as needed and all outer garments are available whenever the students go outside.

For safety reasons, non-prescription sunglasses may not be worn inside the school building. Flip flops and open toed shoes are discouraged.

DROPPING OFF/PICKING UP YOUR CHILD

1. Parent/guardian is requested to notify the school in writing if anyone other than a parent/guardian or district bus driver is to pick up a student. For your child's safety, the person will be asked to provide identification to support your written request.
2. Only a parent/guardian may routinely pick-up a student from school. Your written authorization and phone call will be required prior to any other person picking up your son/daughter. To ensure student's safety, the person will be asked to provide identification at the time of pick up.
3. Parents (and all visitors) must first sign in at the school office. You must be issued a visitor identification badge prior to walking through the building. Parents of preschool (only) aged students may walk their child down to the classroom through 9:10 AM. If you arrive at school after 9:10 AM, please wait at the office until an aide can escort your pre-school child to the classroom.
4. When a parent/guardian is picking up or dropping off a student, that person must come into the office and sign the student in/out. You may park in the visitor spaces. To avoid traffic problems in the morning, park your vehicle **before 8:50 AM or arrive after 9:05 AM (Exception per paragraph below)**
5. Parents who routinely drive their son/daughter to school do not have to come into the school to sign in. You may stay in your vehicle and get on line with the other school buses and drop your son/daughter off

- at the curb. A school staff member will escort your child to class. **SAFETY MATTER: YOU MUST USE THE CURB SIDE (only) TO TAKE STUDENTS OR EQUIPMENT OUT OF YOUR VEHICLE.**
6. Parents/guardians picking up students before **2:10 PM** are requested to wait at the office. Your child will be brought from the classroom to meet you at the office. To avoid traffic problems in the afternoon, park your vehicle **before 2:10 PM or after 2:30 PM.**
 7. If you want to routinely (daily) drop off and/or pick up your son/daughter at the curb, please advise the office and we will issue you a bus number. **Paragraphs 5 & 6 above DO NOT** apply to students/families that are assigned to a school bus route.

ELECTRONIC COMMUNICATION AND RECORDING DEVICES

“Electronic communication and recording device (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. As per ESCNJ policy (Board Policy# 5516) “A student is not permitted to bring, possess, or use an ECRD on school grounds at any time.” Cell phones or GPS / tracking devices that can record, receive, or transmit conversations or images are not permitted during the school day. The listening-in feature on such devices should be turned off during school hours (9:00 AM – 2:30 PM).

EMERGENCY CLOSING OF SCHOOL

Regular sessions of school are canceled only in case of emergency. Heavy snowstorms or serious weather conditions are the principal reasons for emergency closings of schools. Other emergency closings have been caused by breakdowns in water or electric services.

1. **ALL DAY CLOSINGS:** When school must be closed for an entire day, you will be notified through the SchoolMessenger Alert system, an automated call and email system to notify families of school closings/delays. Registering your personal preferences on the SchoolMessenger Alert system is easily done through your home computer. Directions and additional information on the SchoolMessenger Alert system are included at the end of this handbook. Whenever possible, the school’s telephone answering system will play a recorded message when there is school closing or delayed opening. You may call your son/daughter’s school after 6:00 AM for a recorded message. In addition, school closings will be announced over the following: WCTC – AM 1450, WMGQ – FM 98.3, WNJN – FM 101.5 and News 12 – Cablevision TV. The announcement will say “Educational Services Commission of New Jersey – closed at all locations”. You can also check the following websites: www.escnj.us , www.wctcam.com , www.magic983.com .
2. **DELAYED OPENINGS:** Any ESCNJ delayed openings will be notified through the SchoolMessenger Alert system. In addition, they will be announced on the radio as follows: “Educational Services Commission of New Jersey – delayed opening at all locations.” Our standard delayed opening is one (1) hour. School starts at 10:00 AM on Delayed Opening days. You may also call the school after 7:30 AM or for a recorded message before 7:30 AM You can also check the district website: www.escnj.us

If your local school district is having a delayed opening, they may not dispatch the school bus at the regular time. For further information, call your school district. If your local district is closed for weather/safety reasons, please consider safety first before sending your son/daughter to school. Remember that if your district is closed, there may not be anyone on duty at your school district transportation office to assist you with bus emergencies. If the weather will cause significant travel delay and your son/daughter has toileting or medication needs, be advised that a prolonged bus trip might best be avoided.

3. **EARLY DISMISSAL:** When it becomes necessary to close once school is in session, we will use the SchoolMessenger Alert system in addition to making every effort to telephone families. Parents/guardians are requested to:
- Provide supervision for their child if they will not be at home when students arrive. Working parents/guardians, in particular, are requested to plan ahead and to provide for the supervision of their son/daughter should an early closing become necessary.
 - Keep the school advised of your phone number or a neighbor's number so that supervision for your child can be secured during an early closing.
 - Consider your child's specific needs regarding toileting and medication. Parents may pick up their child, at their discretion, prior to the start of early dismissal and possibly avoid lengthy bus rides home during poor weather conditions.

FIELD TRIPS

During the course of the school year, our Board of Directors approves a variety of educational field trips. Permission slips will be sent home for all educational trips. Students may not attend scheduled trips without written permission on the prescribed forms. Unfortunately, telephone consent is not acceptable. Parents volunteering as school field trip chaperones are required to ride the school bus with students and school staff. **Siblings under the age of 18 years are not permitted on school field trips.**

FIRE DRILLS & SECURITY DRILLS

In accordance with state regulations, our school conducts fire drills and one school security drill (a non-fire evacuation, lockdown, bomb threat, or active shooter situation) per month. For fire drills, bomb threats, and evacuations, our pupils are required to leave the building in a prompt and orderly fashion. Students are assisted, as needed, while exiting and re-entering the building. This practice teaches all students an important skill in the event of an emergency.

HARASSMENT, INTIMIDATION and BULLYING (HIB) POLICY **THE ANTI-BULLYING BILL of RIGHTS ACT**

The Board of Directors prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for students to learn and achieve. HIB is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Educational Services Commission of New Jersey has a policy regarding instances of HIB (Board Policy# 5512). The policy, along with additional information about the district's anti-bullying program, may be found on the district's website: www.escnj.us. Each school has a designated anti-bullying specialist. All schools in New Jersey recognize the first full week of October as the Week of Respect when special activities with character education themes are taught. These also occur throughout the school year. You may anonymously report HIB to your child's school by using the HIB Families Incident form found at this link: [HIB Incident Form: Families \(nj.gov\)](http://HIB Incident Form: Families (nj.gov))

The intent behind the Anti-Bullying Bill of Rights Act is to strengthen standards for preventing, reporting, investigating, and responding to incidents of bullying; and reduce the risk of suicide among students. HIB is defined as any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristic; that takes place on school property, at any school sponsored function, on a school bus, or off school grounds that

substantially disrupts or interferes with orderly operation of the school or the rights of other students, and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of emotional harm to his person or damage to his property;
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment at school for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

HAZARDOUS SUBSTANCES

Notice of any construction or other activities involving the use of any hazardous substances will be posted in the school at various times throughout the year. Information sheets regarding hazardous substances being used or stored are available at the school. In addition, ESCNJ Policy M7422 School Integrated Pest Management Plan is attached for your reference at the end of this handbook.

HEALTH SERVICES

The school nurses and medical consultant are employed by the Educational Services Commission of New Jersey to advance the well-being of the students at school. The school nurse is on duty each day between 8:30 AM and 3:15 PM.

Parents/guardians must complete the student's Health Packet and return to the school nurse. This packet contains several forms including the Physical Exam form, Authorization for Non-prescription Medication, Scoliosis Screening Permission, Universal Child Health Record, etc. When the school nurse calls a parent/guardian to inform them that their student is not feeling well and needs to be picked up, parent/guardian should make every effort to pick up their child within one hour. Following an illness, the school nurse may use their discretion to request the student be seen by a doctor before returning to school.

In order to keep illnesses to a minimum among our students, our school physician, Dr. Christine Nazarian, has instituted the following procedures:

- Students with fever need to be home until they are fever free for 24 hours (body temperature less than 100.5 Fahrenheit degrees).
- Hand washing is the most effective means for stopping the spread of infection.
- In the event of illness at school, parents or other designated person must be available to pick up a sick student. Please keep emergency numbers in the school office up to date.
- Following a hospitalization or visit to the emergency room, a student must have a note for medical clearance in order to return to school. Note should include any restrictions/limitations for the student.

1. **COMMUNICABLE DISEASES:** In order to prevent the spread of communicable disease and to insure rapid recovery with a minimum of after-effects, parents/guardians should keep students at home when they show evidence of any of these symptoms:

Earache	Enlarged Glands	Running Nose	Vomiting	Fever
Diarrhea	Skin Eruption	Red/Tearing Eyes	Sore Throat	Serious Cough

If any of these symptoms are identified at school, the parent/guardian may be notified, and the student may be sent home from school. Students should be symptom-free for 24 hours before returning to school.

Communicable diseases can best be controlled if parents/guardians would please keep their son/daughter at home and contact the school if their son/daughter has any of the following ailments:

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION* (Per State regulations)</u>
Chicken Pox	Six days from 1st day of eruption
Measles	Six days minimum after appearance of rash if feeling well enough
German Measles (3-day)	Four days after appearance of rash
Mumps	Seven days after onset
Pertussis (Whooping Cough)	Twenty-one days with doctor's note

<u>DISEASE</u>	<u>PERIOD OF EXCLUSION* (Per State Regulations)</u>
Scarlet Fever	Must have doctor's note 24 hours after injection, 48 hours after oral antibiotic
Ringworm	Must have doctor's note
Impetigo	Must have doctor's note 24 hours after starting treatment
Pinkeye	Must have doctor's note 24 hours after starting treatment

A written note from the family physician must be returned with the student if they are to return before the specified time.

*The treating physician may determine exceptions.

For a complete list of school exclusions related to communicable diseases, please click on link below:
https://www.nj.gov/health/cd/documents/topics/outbreaks/School_Exclusion_List.pdf

2. **RETURN TO SCHOOL AFTER SERIOUS ILLNESS, INJURY, OR HOSPITALIZATION:**

The following protocol will be implemented when the student returns to school following a prolonged medical/surgical treatment.

- **The student's parent/guardian MUST accompany their son/daughter on the first day returning to the school setting.**
- **The parent/guardian, the student and school nurse will meet to review the medical/surgical treatments necessitating the student's prolonged absence.**
- **Any limitations in activities will be noted.**

3. **ADAPTIVE PHYSICAL EDUCATION:** If a student is to be excused from physical activities, a doctor's note is required stating the length of time the student is to be excluded and/or what activities can be permitted/excluded.

4. **IMMUNIZATION AND VACCINATION:** The following immunizations are mandated by New Jersey Health Code for attendance in school. The code mandates the following:

- a) Immunization against Diphtheria, Pertussis (Whooping Cough) and Tetanus including at least one booster after age four. Another booster will be required by 6th grade or comparable age of 11-12 years.
- b) Immunization against Polio including at least one booster after age four.
- c) Immunization against measles, mumps, rubella, including one booster.
- d) Immunization against Hepatitis B.

- e) Immunization against meningitis at 6th grade for students born January 1997 and after.
- f) Immunization against influenza 1 dose annually for preschool and kindergarten students.
- g) Immunization against varicella or history of the natural disease.

5. **HEARING, VISION, HEIGHT, & WEIGHT SCREENINGS:** During the school year, each student is weighed and measured and is also screened for vision and hearing problems. Parents/guardians will be notified if the pupil needs further referral.

A pupil may be exempt from the above if they are contrary to the pupil's religious beliefs or are medically contraindicated by the family physician. A written statement to that effect will be required. Pupils with incomplete immunization records must be excluded from school after notification of the parent/guardian.

6. **SCOLIOSIS (curvature of the spine):** All students between the ages of 10 and 18 will be examined bi-annually. By law, screening for Scoliosis will be performed by the school nurse for all students ages 10 through 18 unless it is performed by the student's own physician. A report from the physician must be provided to the nurse.

7. **POLICY ON MEDICATION:** When a student is required to take any medication during school hours, including over the counter medications such as Tylenol, only the school nurse will administer the medication in compliance with the regulations that follow. The medication must be brought to school in the original container, appropriately labeled by the pharmacist.

If your son/daughter is to receive medication at school, be certain to complete the forms provided by the school nurse. Written instructions signed by parent/guardian and physician will be required and will include:

- a. Student's name
- b. Purpose of medication or diagnosis
- c. Name of medication
- d. Time to be administered
- e. Dosage
- f. Duration of administration

NOTE: ALL CHANGES MUST BE UPDATED BY WRITTEN DOCTOR'S ORDERS.

8. State regulations require that only a school nurse may give medications to students while they are in school. When our staff school nurse is absent, we will almost always have a substitute school nurse. On occasion we may be unable to have a nurse in the building to give students their medications.

If your son/daughter is one of those students who receive medication during school, we will ask that you confer with your son/daughter's physician for direction and complete a form forwarded to you by the school nurse. The school will do everything possible to have a nurse in the building to give students their medications. However, to avoid last minute complications we need to know in advance how to handle your son/daughter's special needs, whenever a nurse is not available. Therefore, please complete and return the health office forms as soon as possible.

9. **POLICY ON ALLERGY/ASTHMA:**

The health office maintains a list of students with allergy and asthma. In order to keep this information current please provide this data at the beginning of the school year. If your son/daughter is highly allergic and susceptible to the allergic reaction known as Anaphylaxis, an Individual Action Plan will be implemented with your participation. An action plan, as well, will be completed for students who are

being treated for asthma.

The most important aspect of management of students with peanut allergy in the school setting is avoidance. Parents are requested to confer with the classroom/Health Office prior to sending in snacks for the classroom (i.e., Birthdays, etc.)

LATENESS

Parents bringing students to school are encouraged to be at school at the beginning of the school day (9:00 AM). Repeated tardiness prevents full implementation of educational programs as per your son/daughter's Individualized Education Plan. Students who arrive after 10:45 AM or leave before 12:45 PM will be recorded "absent half day" and students who arrive after 11:45 will be marked "absent" that day. A school menu lunch may not be available if students arrive after 11:00 am. In this event a sandwich will be prepared for them. Parents/guardians must come into the office with their son/daughter and sign in whenever a student is brought to school. Please remember we only accept a student when transportation home is assured. By district policy, school staff may not transport students home. If you bring your son/daughter to school, it is your responsibility to arrange their transportation home. You may assure transportation home by:

- a) Calling your school bus driver
- b) Calling your school bus driver's company
- c) Calling your school district's transportation office
- d) Picking up your son/daughter yourself by 2:30 PM

Our school office can assist you by providing phone numbers, etc.

LOST AND FOUND

Please contact your child's teacher if an article of clothing or other personal item is missing. You may also contact your child's school bus driver. A Lost and Found box is maintained in the school. Please label clothing, sneakers, lunch boxes, etc. with the student's name. The school is not responsible for the loss of any personal item.

NO SMOKING POLICY

Smoking is prohibited in any Educational Services Commission of New Jersey school building or on campus.

OFFICIAL CORRESPONDENCE

Official school correspondence will always be sent to you on school stationary and will be signed by a school administrator, teacher, therapist, school nurse, etc. Should you receive any other correspondence regarding school activities and scheduled student or parent programs, please telephone the school office for clarifications.

PARENT INVOLVEMENT

ESCNJ welcomes and encourages parent involvement. Parents are encouraged to attend parent trainings offered at your child's school. The parent trainings are designed to give you practical knowledge about the philosophy and techniques used in our schools. Parents are also encouraged to actively participate in the school's Parent-Teacher Organization.

All parents/guardians are strongly encouraged to read the student journal on a regular basis and to communicate with school staff members on your child's behavior and skills at home. Parents may also choose to communicate

with your child's teacher and therapists through email. Please also keep us informed about changes in the home that may affect a student's behavior.

PARKING REGULATIONS

Parents/guardians and visitors may park in the designated visitors parking area. Please **DO NOT** block traffic and fire lanes.

To avoid traffic problems in the morning, park your vehicle **before 8:50 AM or arrive after 9:05 AM**. To avoid traffic problems in the afternoon, park your vehicle **before 2:10 PM or after 2:30 PM**.

PERSONAL PROPERTY

For safety purposes, please be aware:

1. Students are not permitted to bring to school any kind of knife, handcuffs or weapons, toy replicas of these items are also prohibited.
2. Students are not permitted to sell or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the Principal. Trading of items in exchange for money or other items is also not permitted.
3. The school cannot be responsible for damage or loss to personal toys, cell phone, iPod, iPad, etc. brought into school. These items should only be brought to school with the permission of the classroom teacher.
4. Students may not have cigarettes, lighters, matches, scissors, or pocket knives in their possession or in their school lockers, etc.
5. School desks, school lockers, or cubbies are **not** considered private personal property, and as school property **they are subject to periodic inspection or search by the school principal**.

PEST MANAGEMENT NOTICE

All schools in our district are in compliance with the NJ School Integrated Pest Management Act. Our goal is to provide a healthy and safe school environment with minimal use of pesticides. Enclosed in your parent packet you will find:

1. Annual Integrated Pest Management Notice for school year 2023 – 2024
2. ESCNJ Policy #M7422: School Integrated Pest Management Plan

PREPARING YOUR CHILD FOR SCHOOL

If you wish to send in a note, special instructions and/or information for a given day, you may give it to your child to bring in, placing it in their lunch or book bag, pin it to a garment, or hand it to the school bus driver. **Please do not ask your child's bus driver to pass along verbal messages**. You could also send an email to your teacher with the information.

If you are purchasing breakfast/lunch, send in the appropriate amount of money for your child's breakfast/lunch account or send along a nutritious lunch. Lunches requiring refrigeration should contain a reusable frozen cooling packet. Lunches are stored in student lockers or cubbies, not in refrigerators. Lunchtime varies between 11:00 – 12:30.

We know that each parent/guardian wants their child to be comfortable in a clean, healthy school environment. Our staff works very hard toward this end. Classroom staff may provide instruction on hand washing, nail care,

hair grooming, and selecting clothing. However, a healthy school environment also requires that each student be regularly bathed at home. Classroom teachers are required to advise the school nurse regarding student hygiene problems. Students presenting health risks to others are not permitted to attend class. If you are having difficulty bathing/showering your child, please feel free to telephone and discuss this problem with your child's teacher or the school nurse.

If your child is to be involved in a toilet training program at school, please send in the following:

1. Changes of clothing to be kept at the school.
2. Disposable diapers (three-four week supply).
3. Wipes

When your daughter is menstruating, please send her with the following:

1. Sanitary napkins with adhesive strips (we only keep an emergency supply on hand).
2. Extra clothing as needed.

If your child is to receive medication at school, be certain to complete the forms provided by the school nurse. Please send the medication in a secure container. The school staff will collect the medication and deliver it to the school nurse who is responsible for dispensing all medications.

PROGRESS REPORTS

Parents/guardians will receive four (4) written reports of student progress. These reports are prepared September – June and mailed to you, and to your school district. A brief narrative report is prepared at the end of the Extended School Year (summer) program. The reports reflect progress on goals determined at each student's IEP Annual Review meeting, hosted yearly by your local school district. Parents/guardians and ESCNJ staff participate in this meeting (usually held at the school) and assist in developing these goals. Parents/guardians requesting additional information on student progress are directed to write, telephone, or e-mail the classroom teacher / therapists as often as needed.

PUPIL CODE of CONDUCT

1. All certified staff will educate/train students in accordance with the following School Code of Conduct guidelines:
 - a. Pupils shall not be allowed to leave the school without written permission from parent/guardian, and only to an adult authorized by the parent.
 - b. Pupils must avoid verbal or physical abuse of peers and staff.
 - c. Pupils shall refrain from the inappropriate use of property.
 - d. Pupils may not use drugs, alcohol, and paraphernalia or smoke in or on school property.
 - e. Pupils shall refrain from possession of dangerous substances or a device that may be harmful to one's self or others.
2. All certified staff will prepare a list of rules for the instructional area appropriate to the age and cognitive functioning of the individual students. All staff shall keep pupils aware of the rules.
3. School administrator(s) and the assigned case manager will be advised by the teacher whenever a pupil fails to comply with the School Code of Conduct, so that a plan of appropriate positive action can be developed.
4. The Principal may bill the pupil or parent for a students' willful physical damage to property if this is

appropriate and may lead to positive changes in student behaviors.

5. The Principal may direct the case manager to contact the resident district case manager and the parent to request an immediate conference when a pupil fails to comply with the School's Code of Conduct by presenting a danger to self and others. The parent/guardian may be asked to accompany the pupil to school prior to his/her next day of attendance. In the event of potential unsafe behaviors, the parents/guardians may be asked to come to the school on the same day the problematic situation exists for a brief meeting and/or, if necessary, to assist with decision making regarding alternate arrangements for the student to be transported home that afternoon.
6. If a pupil is dangerous to self or others and is suspended, the resident district and parent will be notified by the Principal in writing. The district will be asked to review the student's behaviors in light of his/her disability. The district may share its recommendations and conclusions regarding the suspension.
7. The district may be requested to convene an IEP meeting to review with the parent/guardian the school's ability to safely accommodate the individualized needs of the student and/or to develop a Behavior Improvement Plan (BIP) to safely provide a program for the student.

ROLE OF AFFIRMATIVE ACTION OFFICER

Matthew Scanlon and Gary Molenaar have been appointed to serve in the position of Affirmative Action Officer (AAO) for the Educational Services Commission of New Jersey (ESCNJ) for the 2023 – 2024 school year.

The major responsibility of the AAO is to coordinate and implement the Commission's efforts to comply with Federal and State Laws to ensure that students, employees, and applicants for jobs are treated in a respectful and equitable manner. In general, these laws prohibit discrimination based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, AIDS and HIV status.

In addition, it is the responsibility of the AAO to ensure that information regarding these regulations is disseminated to students and staff in order to ensure that their individual rights are protected and that they will refrain from discriminating against or harassing others. The AAO is also responsible for handling formal complaints and grievances regarding allegations of discriminatory practices.

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

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

Any questions or issues related to the topics listed above should be brought to the immediate attention of the respective school/program administrator. You may also contact the ESCNJ AAO's, at (732) 777-9848 Ext. 3310 or Ext. 5010, or e-mail Dr. Scanlon at mscanlon@escnj.us or Mr. Molenaar at gmolenaar@escnj.us. Their offices are located on the second floor of 1660 Stelton Road, Piscataway, NJ 08854. In addition, please note that copies of the ESCNJ Comprehensive Equity Plan, respective policies, grievance procedures, and annual reports are available in your school's office, in the Commission's central office, as well as on the Commission's website: www.escnj.us.

SCHOOL MEALS

Commencing with the first day of school, a nutritious state approved hot or cold meals and beverage can be purchased at the school. NJ State standards and the Educational Services Commission of New Jersey determine school lunch prices. Free or reduced meals application forms are provided to each parent/guardian and are available in the school office.

Applications are approved based on income standards set by the State of New Jersey. Please return the application form whether or not you wish to participate in the free/reduced meal program. Meals must be served in total, that is, a student may not purchase a portion of the meal.

Meal Program

A monthly menu for breakfast and lunch (subject to change) is sent home and posted on the website. Students may purchase breakfast and lunch for one (1) to five (5) days per week. Juice may only be served to students allergic to milk; a doctor's note is required. You can specify 1% white milk, or low-fat chocolate milk. Breakfast and lunch money may be sent in daily, weekly or monthly, **but must be paid in advance**. All lunch accounts must be current to the day. Students may not "charge lunch." Over payments or student absences resulting in a credit will be carried over as a credit balance for the current or following school year. Feel free to call the office for information on your son/daughter's meal account.

SCHOOL SCHEDULE

We send each family a school calendar. The school day is 9:00 AM – 2:30 PM. Students can be received at the school no earlier than 8:55 AM and must be picked up by 2:30 PM. All Students are escorted/supervised enroute to the school bus. Ambulation skills, following directions, and social skills training are practiced throughout dismissal activities.

Be advised that the schools have early dismissal at 1:30 PM on the following dates: October 26, 2023; November 15 & 16, 2023; December 7, 2023; January 25, 2024; February 22, 2024; March 21, 2024; April 18, 2024; April 24 & 25, 2024; May 23, 2024.

On September 21, 2023 – Back to School Night, dismissal is at 1:00 PM

STUDENT ABSENCE

We look forward to providing a quality educational experience for your son/daughter every day school is in session. Regular attendance is important for your son/daughter's progress. **If your child will be absent, please telephone the health office between 8:00 AM and 9:00 AM.** If you are leaving a message, please state the date and reason for the absence. Please send in a note following your child's absence. The only excused student

absences are for illness, death or serious illness in the family, religious holidays, or school district transportation problems. Students absent for more than five days are reported to your local school district.

Your child's attendance is recorded daily and regularly reported to your local school district and filed with the New Jersey Department of Education. Each day your child is in attendance provides us with an opportunity to provide for their educational needs.

TECHNOLOGY LITERACY INSTRUCTION

Classroom instruction at ESCNJ schools includes methods to enhance student technology literacy. Students in need will also be trained on speech augmentation devices and switches to access equipment necessary for activities of daily living. Use of instructional technology (e.g., SmartTV, interactive whiteboards, computers, tablets, etc.) is integrated into daily instruction.

TELEPHONE & E-MAIL CONTACT

Parents/Guardians may telephone the school during school office hours, typically 8:00 AM – 4:00 PM.

It is best to reach classroom teachers between 8:30 AM – 8:50 AM and 2:30 PM – 3:15 PM. At other times of the day, they are teaching in the classrooms and should not be interrupted. The office secretary can also take your message and convey it to the teacher.

Your child's classroom teacher, speech and language specialist, case managers, physical education or music teacher can be reached via email as follows:

Teacher first initial, last name and @escnj.us – For example: Susan Smith's email would be: ssmith@escnj.us.

Parents/guardians are requested to provide the school office with your email address. All Important notices are sent out via email.

VISITORS & CLASSROOM OBSERVATION

You are encouraged to visit the school to observe your son/daughter. Please plan your visit during a time when educational needs are stressed. Visits during lunch, recreational recess, arrival and dismissal are discouraged. All visitors must sign in at the office and be issued a visitor identification badge. **Visitors may not walk directly into the school without first signing in.**

Classroom observation rooms are available for use so that you can observe and listen to classroom activities without disturbing the classroom. Although an appointment is not necessary to request a classroom observation, you must first report to the school office. The observation rooms are also used as offices by speech staff. Therefore, you may have to wait, briefly, until the staff member using the office is notified and he/she concludes working with a student. You can telephone the office to request an appointment in advance in order to avoid waiting time. Observations are limited to one-half hour. Longer periods may be requested through special arrangements with the Principal. **At no time is a parent/guardian permitted to leave the observation room and enter the classroom area.** If you want to visit the classroom or have contact with your son/daughter, return to the school office and present your request. Please remember observation rooms also serve as staff offices and office contents must be left undisturbed. Your cooperation will be appreciated.

Although observations are always welcomed, due to student confidentiality issues and other personnel factors, we do not provide for the video or audio recording of classroom programs or individual related services therapy sessions. Classroom observations are limited to: parents/guardians and adult care takers (baby sitters)

accompanied by the parents. Parents/guardians may not invite other visitors without the express permission of the principal or written request by your district child study team. Resident district CST members and school staff routinely schedule observations with the school office. ESCNJ Board approved college practicum students and their college faculty supervisors can schedule classroom observations through the school office.

Parents/Guardians are reminded that non-adult brothers/sisters are not permitted during observations or classroom visits. Parents/Guardians may call the school office to schedule a tour of the school facility for your son/daughter's brothers/sisters

All parents/guardians are invited to meet the entire staff during our Fall Parent Back-To-School Night, Thursday, September 21, 2023, at 7:00 PM. Fall and Spring Parent/Guardian Conferences are scheduled for November 15 & 16, 2023 and April 24 & 25, 2023. Additional conferences and visits can be scheduled.

***** IMPORTANT REMINDER *****

PLEASE MAKE SURE THAT YOU HAVE A CURRENT TELEPHONE NUMBER AND EMERGENCY PHONE NUMBER ON FILE IN THE SCHOOL OFFICE AT WHICH YOU OR A DESIGNATED ADULT CAN BE REACHED

In summary, we hope this handbook is helpful to you. If you have any questions, please call your son/daughter's school. We strongly believe that parents/guardians and school staff working together can provide a terrific learning experience for your son/daughter. Our best wishes to you for a healthy and successful school year.

Appendix A

Annual Integrated Pest Management Notice 2023 – 2024 School Year

Dear Parent, Guardian, or Staff Member:

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

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

The IPM Coordinator for ESCNJ is:

Name of IPM Coordinator:	Ryan Cushing
Business Phone number:	(732) 777-9848 Ext. 6560
Business Address:	1660 Stelton Road Piscataway, NJ 08854

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

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

The following items must be included with this annual notice:

- A copy of the school or school district's IPM policy (attached).
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan. (N/A)
- A list of pesticides that are in use or that have been used in the past 12 months on school property.

Educational Services Commission of New Jersey

M7422 – School Integrated Pest Management Plan

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all facilities operated by the Educational Services Commission of New Jersey.

IPM Coordinator (IPMC)

The Business Administrator shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM Plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs. The IPM Plan shall provide a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students' parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan is required to be implemented not later than June 12, 2004. The Board directs the Superintendent to develop regulations/procedures for the implementation of this policy.

N.J.S.A. 13:1F-19 through 13:1F-33

First Reading: December 19, 2003

Adopted: January 23, 2004

Educational Services Commission of New Jersey

Integrated Pest Management in NJ Schools

Chemical List Summary: July 1, 2020 – June 30, 2021

	<u>Product Name</u>	<u>EPA Registration</u>
NuView Academy	Proverde Broad Spectrum	N/A
Future Foundations Academy	N/A	N/A
Bright Beginnings Learning Center	PT Pressurized Fly Bait	499-568
Piscataway Regional Day School	Advion Ant Gel Bait	100-1498
Center For Lifelong Learning	Advion Ant Gel Bait	100-1498
Academy Learning Center	Advion Ant Gel Bait	100-1498
ALL Schools	Roundup Pro	524-475
ALL Schools	TRIMEC 992	2217-65R

Appendix B

SchoolMessenger Alert

ESCNJ Parents/Guardians,

ESCNJ will be using the SchoolMessenger Instant Alert system to provide notifications via phone, text, and/or email to families. This system is the primary mode of communication with the school community regarding school closures, delayed openings/early dismissals, and any special ESCNJ or school based program announcements.

Your contact information (phone number(s) and email) have been transferred from our student information system database into SchoolMessenger. As parent/guardian, you have the ability to change or to customize the information that is in the SchoolMessenger system that will be used to send instant alert notifications to you when needed. To access this, you must download the SchoolMessenger app from either Apple's app store or Android's Google play page. Once the app is loaded you will need to create a SchoolMessenger app account using the same email address that you have provided to your child's school.

Once you have created an account, you will be able to:

- Input and edit your notification preferences to determine how you will be contacted with SchoolMessenger instant alert messages from your school and/or ESCNJ
- Add contact information for other caretakers of your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

A brief user guide of key features of the SchoolMessenger system will be sent home to you to assist with account setup and changing notification preferences. You may also access the SchoolMessenger Welcome page at the following link <https://go.schoolmessenger.com/#/home> .

At this link you may Sign up or Login on the top right hand corner of the webpage. Enter the email that you have provided to your child's school. You may also download the SchoolMessenger App for use on your smartphone at the SchoolMessenger website.

Please take a moment to download the app and to check your contact information. While information such as school closures, delayed openings, and early dismissals will be posted on our website (www.escnj.us), the SchoolMessenger system will provide your family with the most immediate notification of emergencies, school closings, and school specific program information direct to your phone and/or your email. Should you choose to not download the app, you will still receive notifications from the SchoolMessenger system. Please contact your child's school office with any questions or to seek assistance.

Appendix C

Calendar

Appendix D

School/Program Contact Information

Appendix E

School/Program Specific Procedures
