



# ENGLEWOOD PUBLIC SCHOOL DISTRICT

## Donald A. Quarles Early Childhood Center

186 Davison Place, Englewood, NJ 07631

### Student / Parent Handbook

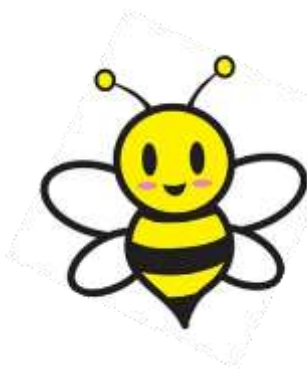
2018-2019

DISTRICT POLICIES, REGULATIONS & PROCEDURES

STUDENT CODE OF CONDUCT

ACADEMIC POLICIES & PROCEDURES

CAMPUS POLICIES & PROCEDURES



**Be Excellent!**

The content of this handbook is current as of June 2018. All information contained in this publication is subject to change. For the most current information and policies referenced in this handbook, go to the district website: [www.epsd.org](http://www.epsd.org).

# Welcome to the 2018-2019 school year!

## Message from your Superintendent

It is with great pleasure that I welcome you to the Englewood Public School District. Englewood is a district rich in history with its best years yet to come. As we begin another school year, we pride ourselves on being better than we were yesterday. This will be our legacy.

As you read our school handbook, please remember that together we can achieve anything; together we will make our schools the best! Thank you for being part of our school community.

With Raider Pride,

*Robert Krawitz*

## Board of Education Members 2018-2019

Molly Craig-Berry, Board President  
Dalia Lerner, Board Vice-President  
Henry Pruitt III  
George Garrison, III  
Kim Donaldson  
Angela Midgette-David  
Brent Watson  
Elisabeth Schwartz  
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## Message from the Board of Education

On behalf of the Englewood Board of Education, we are proud to welcome you to the Englewood Public School District for the 2018-2019 School Year. We are committed to delivering the best educational experience possible to every student in our community.

The Board serves as the policy-making body for the district. It reviews and adopts policies on almost every aspect of the school district. This manual was prepared to serve as a resource for students and parents alike. Please use this handbook to get an understanding of regulations and procedures that affect all of us. If you still need clarity, please feel free to contact any member of our administration.

<b>Englewood Public School District Directory 2018-2019</b>			
<b>School Name</b>	<b>Mailing Address City Zip</b>	<b>Phone Fax</b>	<b>Grade Span</b>
<b>DISTRICT OFFICE</b>			
Englewood Superintendent of Schools	50 Durie Avenue Englewood 07631	P 201-862-6000 F 201-862-6226	PK - 12
<b>ELEMENTARY SCHOOLS</b>			
Donald A. Quarles Early Childhood Center	155 Davison Place Englewood 07631	P 201-862-6115 F 201-871-4751	PK-K
Dr. John Grieco Elementary School	50 Durie Avenue Englewood 07631	P 201-862-6167 F 201-871-5884	1-2
Dr. Leroy McCloud Elementary School	325 Tenafly Road Englewood 07631	P 201-862-6203 F 201-871-8573	3-5
<b>MIDDLE/JUNIOR SCHOOLS</b>			
Janis E. Dismus Middle School	325 Tryon Avenue Englewood 07631	P 201-862-6005 F 201-833-9103	6-8
<b>HIGH SCHOOLS</b>			
Dwight Morrow High School/ Academies @ Englewood	274 Knickerbocker Rd Englewood 07631	P 201-862-6039 F 201-833-9620	9-12

<u>SCHOOL</u>	<u>GRADES</u>	<u>ARRIVAL TIME</u>	<u>DEPARTURE TIME</u>	<u>Early Dismissal</u>	<u>Delayed Opening</u>
Donald A. Quarles Early Childhood Center	Pre-K – Kindergarten	7:55 a.m.	2:15 p.m.	12: 30 p.m.	10:00 a.m.
Dr. John Grieco Elementary School	Grades: 1-2	8:25 a.m.	3:00 p.m.	1:35 p.m.	10:25 a.m.
Dr. Leroy McCloud Elementary School	Grades: 3-5	8:25 a.m.	3:00 p.m.	1:25 p.m.	10:30 a.m.
Janis E. Dismus Middle School	Grades: 6-8	7:45 a.m.	2:30p.m.	12:35 p.m.	10:00 a.m.
Dwight Morrow High School/ Academies @ Englewood	Grades: 9-12	7:50 a.m.	3:00 p.m.	12:54 p.m.	10:00 a.m.

## Emergency Announcements

In case of snow, ice, or other unusual conditions such as power outages and excessive heat, school officials may decide to close school, delay school opening, or send students home early. News about these decisions is communicated as soon as the decision is made in these following ways:

- Posted on the EPSD website.
- District message in English and in Spanish.
- E-mail sent by SchoolMessenger, a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media for those who elect to receive emergency announcements.
- Called in to television stations: Channel 12, Channel 4, Channel 9, Channel 5 and Channel 7 <http://7online.com/>
- Posted on FIOS 1 News, NY 1.

Here is what happens in each situation when the school schedule changes:

**Schools Closed-** All school buildings are closed. The decision is usually announced by 5 a.m. - 6 a.m. on all information outlets. Extended Day and Aftercare are also closed. All school activities are canceled unless otherwise announced.

**Delayed Opening-** Schools will open two hours later than usual. The decision is usually announced by 5 a.m.-6 a.m. The morning bus route schedule is also delayed by two hours. Field trips are canceled. Breakfast is served on a two-hour delay. The Extended Day program will begin at its normal time. In the event that delayed opening occurs on a half day, the early release is canceled and students remain until the regular daily dismissal time.

**Early Dismissal-** Schools will dismiss two hours early, if conditions require. This decision is normally announced by 11:30 a.m. Extended Day will be closed. Extracurricular activities, team practices, field trips, and recreation programs in schools and on school grounds will be canceled. Please check with the Aftercare program for hours.

## Englewood Public Schools Days of Attendance

<u>Month</u>	<u>Students</u>	<u>Teachers</u>	
<u>August</u>	<u>0</u>	<u>1 All Staff</u>	<u>New 2 days</u>
<u>September</u>	<u>17</u>	<u>17</u>	
<u>October</u>	<u>22</u>	<u>23</u>	
<u>November</u>	<u>17</u>	<u>18</u>	
<u>December</u>	<u>15</u>	<u>15</u>	
<u>January</u>	<u>21</u>	<u>21</u>	
<u>February</u>	<u>18</u>	<u>18</u>	
<u>March</u>	<u>20</u>	<u>21</u>	
<u>April</u>	<u>17</u>	<u>17</u>	
<u>May</u>	<u>22</u>	<u>22</u>	
<u>June</u>	<u>14</u>	<u>15</u>	
<u>Total</u>	<u>183</u>	<u>188</u>	

**Last day of school for students is June 20 and June 21 for teachers.**  
**There are three (3) emergency closing days built into the calendar.**

**JULY**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**AUGUST**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**SEPTEMBER**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**OCTOBER**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**NOVEMBER**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**DECEMBER**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**EPSD 2018-2019  
SCHOOL CALENDAR**

<b>JULY 4</b>	Independence Day/District Closed
<b>AUGUST 28-29</b>	New Teacher Orientation.
30	Teachers Orientation Day One & Day Two All Staff /No Students
31	District Closed
<b>SEPTEMBER 3</b>	Labor Day/District Closed
4	Opening Day for Students (Full Day)
10	Rosh Hashanah/District Closed
19	Yom Kippur/District Closed
<b>OCTOBER 8</b>	All Staff /No Students- Prof. Develop
<b>NOVEMBER 6</b>	All Staff /No Students- Prof. Develop
8-9	NJEA Convention-Schools/Offices Closed
21	Early Dismissal Staff & Students
22-23	Thanksgiving/District Closed
<b>DECEMBER 21</b>	Early Dismissal Staff & Students
24-31	Winter Recess/ District Closed
<b>JANUARY 1</b>	New Year's Day/District Closed
2	Schools Reopen
21	MLK Birthday/District Closed
<b>FEBRUARY 15 &amp; 18</b>	President's Day/District Closed
<b>MARCH 11</b>	Superintendent's Day/ All Staff /No Students- Prof. Develop
<b>APRIL 15-18</b>	Spring Break/Schools Closed & Offices Open
19	Good Friday/District Closed
<b>MAY 27</b>	Memorial Day/District Closed
<b>JUNE 18-20</b>	Early Dismissal Students
19	Graduation Day- DMHS Office Closes @1pm
20	Last Day (Students)- Rain Date for Graduation
21	Last Day (Staff)
<b>Make-up Days:</b>	Summer hours begin Monday, June 24, 2018 and end August 26, 2018. Offices open Monday - Friday 8:00 a.m.-3:00 p.m. with 1 hour for lunch.
1-Apr 18,	District Closed
2-Apr 17,	New Teachers Only
3-Apr 16	Schools Closed/Offices Open
Or add on end of the year;	Early Dismissal Students/ Staff
June 21,	Staff Only in Attendance
June 24,	Early Dismissal Students Only
June 25	
Staff 26	

**JANUARY**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**FEBRUARY**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

**MARCH**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**APRIL**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**MAY**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**JUNE**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Approved by BOE: 1/25/2018

## **Back to School Night Dates for 2018-19 School Calendar**

September 11-Quarles Pre-K-Half Day for all Quarles Students  
September 12-Quarles Kindergarten-Full Day for all Quarles Students  
September 20-Grieco-Half Day for Grieco Students  
September 25-McCloud Students-Half Day for McCloud Students  
September 26-JDMS-Half Day for JDMS Students  
September 27-DMHS/A@E-Half Day for DMHS/A@E

## **Parent/Teacher Conference Dates for 2018-19 School Calendar**

October 10 & 11-JDMS P/T Conference-Half Day for JDMS Students  
October 16 & 17-Quarles Pre-K & Kindergarten P/T Conference -Half Day for all Quarles Students  
October 24 & 25-DMHS/A@E P/T Conference-Half Day for DMHS/A@E  
November 1 & 2-McCloud P/T Conference-Half Day for McCloud Students  
November 13 & 14-Grieco P/T Conference-Half Day for Grieco Students  
February 5 & 6-JDMS P/T Conference-Half Day for JDMS Students  
February 12 & February 13 -McCloud P/T Conference-Half Day for McCloud Students  
March 5 & 6 -Quarles Pre-K & Kindergarten P/T Conference-Half Day for all Quarles Students  
March 12 & 13-DMHS/A@E P/T Conference-Half Day for DMHS/A@E  
March 20 & 21-Grieco P/T Conference-Half Day for Grieco Students

## **Testing Days for the High School**

June 12, 13, 14 & 17- DMHS/A@E -Half Day for DMHS/A@E

## **Marking Periods**

1 <sup>st</sup> Marking Period Begins: September 4	Ends: November 12
2 <sup>nd</sup> Marking Period Begins: November 13	Ends: January 28
3 <sup>rd</sup> Marking Period Begins: January 29	Ends: April 8
4 <sup>th</sup> Marking Period Begins: April 9	Ends: June 18

## **ADMINISTRATION**

Communication with the staff of Quarles School is vital to creating an inclusive environment. The administration understands the importance of ongoing regular communication with parents/guardians. Note that all concerns should first be addressed with your child's teacher. If further discussion is necessary, you may make an appointment with the principal/supervisor by calling the main office at 201-862-6117 or 201-862-6115. Please note that classroom teachers are not with their students during the lunch/playground or the related arts periods.

## **AFTER SCHOOL PROGRAMS**

The After School Program for Pre-K and Kindergarten students will be managed by the Bergen Family Center. For information regarding the program, please contact the Bergen Family Center at 201-568-0817.

## **ARRIVAL**

Students who are brought to school by car can be dropped off in our driveway where school personnel will receive them from your car. Please **DO NOT** get out of your vehicle and be attentive to moving traffic. We want to minimize the amount of wait time on the car line so that children can be taken to their appropriate location quickly and you may be on your way. Students will be directed by school staff. Kindergarten will go to the gym, and Pre-K will go to the music room. **All students need to be on their class lines by 7:55 a.m.**

Children participating in the breakfast program must be escorted to the cafeteria by school personnel and may not arrive before 7:30 am. . Please note that parents are not permitted in the music room, cafeteria, or gym.

Students who arrive after 8:00 a.m. **MUST OBTAIN A LATE PASS FROM THE MAIN OFFICE.** They will be escorted by one of our school staff to his/her classroom to ensure their safe arrival. **PARENTS ARE NOT PERMITTED TO WALK STUDENTS TO CLASSROOMS AT ANY TIME.**

## **ATTENDANCE**

**ABSENCES MUST BE REPORTED EACH DAY.** If your child will be absent, please call 201-862-6117 by 8:15 a.m. Attendance is taken at the beginning of each day and the parents of children with an unexcused absence will be called.

## **LATENESS:**

Arriving to school late interferes with instruction and causes class interruptions. Parents/Guardians are responsible for making sure that their child arrives to school on time every day. Please note that for every (3) days late, your child will accumulate (1) absence.

## **CHILD ABUSE REPORTING**

Federal law mandates that suspected child abuse/neglect be reported immediately and directly to the local Division of Child Protection and Permanency (formerly DYFYS) by all school personnel.

## **CHILD CUSTODY**

Restraining orders and custody papers must be on file in the school main office. If one parent has sole custody of a child, the school must be notified upon enrollment and a copy of the custody arrangement **MUST BE** submitted to the school. If a non-custodial parent is not authorized to pick up the child, the custodial parent must provide the school with a certified copy of the court order confirming that one parent does not have visitation rights. Without such a court order the law grants parents joint custody, and the school is not allowed to refuse release of the child to either parent.

## **CHILD STUDY TEAM**

The Child Study Team (CST) facilitates student eligibility determination for Special Education and related services in accordance with federal and state requirements. The CST at Quarles School includes a school psychologist, learning consultant, and a social worker to evaluate and plan Individualized Educational Programs (IEP) for students experiencing learning difficulties. The team also provides appropriate consultation, counseling, and monitoring services for students, parents and staff.

## **CLASS PARENTS**

Each class has two class parents to assist the teacher with the organization of class events and to act as a liaison between the teacher and other parents in the class. The class parents may also ask you for your assistance with certain school events. We hope that you will take these opportunities to get involved in our school.

## **COMMUNICATION**

A variety of methods of parent-teacher communication have been created to ensure that regular, on-going, two-way communication is established and maintained. The goal is to keep parents informed of the day-to-day happenings and special events. Your child's teacher will be happy to speak to you about school matters and concerns. In general, arrival and dismissal times are not a time for lengthy conversations. However, your child's teacher welcomes your questions, suggestions, and comments and will let you know when it is best to contact him/her. **Please check your child's backpack each day for important notices. Please also make sure that your contact information (address & telephone number) is up to date with the main office so that we can reach you.**

## **CONCERNS**

Parents/guardians are encouraged to speak directly with the classroom teachers and administrators regarding any difficulties or differences that may arise while the child is attending Quarles School. Individual meetings or special conferences will be scheduled to resolve any conflicts.

## **CURRICULUM: PRE-SCHOOL**

In Pre-Kindergarten, the teachers follow The Creative Curriculum. It is a state-approved, comprehensive, research-based curriculum that features exploration and discovery as a way of learning. This curriculum is based on five fundamental principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social–emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher–family partnerships promote development and learning.

## **CURRICULUM: KINDERGARTEN**

The Kindergarten curriculum offers developmentally appropriate experiences to enhance growth and to meet the academic and social/emotional needs of all children. We continually aim to integrate the curriculum and align the content with the experience of the learner. A 90-minute Literacy Block and a comprehensive Mathematics program, are part of the Kindergarten curriculum.



## **DISMISSAL**

Children are released to the appropriate bus/childcare program or parent/guardian at the end of each day. It is distressing to children to be left after regular school hours. **Districtwide procedures are in place to contact the appropriate authorities (Social Services, Police) if a child is continually left at school after the 2:15 pm dismissal.**

Please see our school district's policy **8601- Pupil Supervision After School on the EPSD website [www.epsd.org](http://www.epsd.org).**

If your child does not go on a bus at dismissal, he/she will be directed to the cafeteria where you **MUST** sign the student out with photo identification. If it is necessary to pick up your child prior to dismissal, please be informed that you must report to the main office to sign your child out **NO LATER THAN 1:30 p.m.** Please remember that parking is not permitted in the parking lot or in the driveway as buses begin to pull in at this time of the day.

If your child rides the bus home after school and there is no authorized adult to pick him or her up at the bus stop, the student will be returned to Quarles School and has to be picked up by an authorized adult.

## **DELAYED OPENINGS**

In the event that the school district has a delayed opening, you will be notified of the school's opening through a call system. Delayed openings are typically 2 hours from the start time at 8:00 a.m.

## **EARLY DISMISSALS**

In the event that Quarles has an early dismissal, the time for early dismissal is 12:30 p.m. Please make sure to visit our webpage [www.epsd.org](http://www.epsd.org) for future early dismissal dates and check your child's backpack as there will also be notices of early dismissals.

## **FAMILY INVOLVEMENT**

Quarles School Staff will help in arranging opportunities for parent participation that take into account parental work, personal schedules, as well as family obligations. Parents will be informed of different volunteer roles and involvement opportunities that are available. Parent workshops will also be available throughout the year.

## **FIELD TRIPS**

Field trips and other special activities are used to enhance the educational program. Permission slips signed by a parent/guardian are required for all trips. If there is a cost associated with a trip, parents/guardians will be notified in advance. If the cost of the trip presents a family burden, please inform your child's teacher.

The number of chaperones needed for trips is based on the nature of the activity and the capacity of the school buses. Siblings or other family members may not attend field trips. In order to be empathetic to all children, souvenir purchases will be limited to items for the entire class.

A bag lunch is provided for those students who regularly receive school lunch. For those children who bring lunch from home, all food must be brought in disposable containers. Glass bottles are not permitted.

## **FIRE, SECURITY, AND EVACUATION DRILLS**

D.A. Quarles School believes that the safety and security of all of our students and staff is of the utmost importance. Fire Drills will be held once a month. Off-site evacuation, on-site evacuation and building lockdown drills will be conducted throughout the school year. The drills are designed to test evacuation plans and identify any weaknesses as well as provide realistic training for staff and students.

## **HOMEWORK POLICY**

In addition to reading together nightly, worthwhile homework assignments and special projects will extend the learning that was initiated in the classroom.

Assignments will:

- ❖ serve a valid educational purpose
- ❖ be reasonable and consistent with the child's abilities, needs, and interests
- ❖ extend the child's knowledge and allow the child to work at his/her own pace
- ❖ provide a challenging reinforcement for lessons that have been previously taught
- ❖ engage parents in their child's learning

## **INTERVENTION AND REFERRAL SERVICES (I&RS)**

An Intervention and Referral Service committee is a multidisciplinary, school-based, problem-solving group. The primary purpose of the I&RS committee is to assist teachers with strategies for educating students with learning, behavior, and/or health-related problems. The I&RS committee seeks creative ways to maximize the use of available general education resources. An I&RS team consists of teachers, parents, the principal, and the supervisor. As necessary, an enrichment teacher, a school nurse, and Child Study Team staff representatives can be a part of an I&RS team.

## **504**

Section 504 is a federal law that originates from the Rehabilitation Act of 1973, and is currently part of the Americans with Disabilities Act (2009). In order to be considered for 504 eligibility, a student must: 1) have a physical or mental impairment that substantially limits one or more major life activities, 2) have a record of such an impairment, 3) or be regarded as having such an impairment. If eligible, a child can receive a 504 plan, which would provide reasonable accommodations within the school setting. If you think your child may need a 504 plan, please contact the school supervisor.

## **Harassment, Intimidation, and Bullying (HIB)**

Harassment, intimidation, or bullying, a gesture, written, verbal, or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus, is prohibited and will not be tolerated. During the review of the school district's Student Code of Conduct each year, discussions with students include expected behavior and general guidelines, as well as consequences and appropriate remedial actions, reporting procedures, and investigation and responses to incidents of harassment, intimidation, and bullying. When incidents of harassment, intimidation, and bullying are reported to school officials, they will be immediately investigated, regardless of whether the acts are a violation of the Student Code of Conduct or the Harassment, Intimidation, and Bullying statute. For additional information or concerns regarding HIB incidents, please contact Quarles HIB Coordinator and Supervisor.

## **LOST AND FOUND**

Please inquire as soon as possible if your child is missing anything. It is much easier to return a lost item if it is labeled with the owner's name. **REMEMBER TO LABEL EVERYTHING.** Labeling reduces confusion. There is a *Lost and Found* Box located outside of the cafeteria. Unclaimed items will be donated to charity on a monthly basis.

## MEALS AND SNACKS

Children in Pre-Kindergarten and Kindergarten will have snack time. We ask parents to send a healthy snack and drink to school every day for snack time. Kindergarteners eat lunch in the cafeteria with their class, and in preschool lunch is served family style in the classroom setting. Breakfast and lunch will be provided by the school for a fee, reduced fee or free to qualified families. **Please note that while your application is being processed for approval as free or reduced, you are responsible for any costs incurred during the review process.** We encourage you to return your lunch forms as soon as possible in order to expedite the processing time.

### CAFETERIA

Each school operates a cafeteria program that provides breakfast each morning before school and a lunch meal. All students are required to complete a lunch form application on a yearly basis. Please return the application to your child's school on the first day of school. You can also access a copy of the application, price list and school menu on our district website under Cafeteria. Information on prices and menus for both breakfast and lunch may be obtained from your child's school. If you have any questions, please direct your calls to Ms. Heather Waldron, 201-862-6214, or the Director of Food Services at 201-862-6020.

- **Pomptonian Food Service**

Pomptonian is committed to creating a healthy food environment. They believe that giving students a variety of healthy options will encourage them to make nutritious choices. Pomptonian is pleased to have won NJASBO's prestigious Above and Beyond award for this successful program. The Farm Stand is proven to increase fruit and vegetable consumption by allowing students to choose from their favorite fruits and vegetables. A selection of fresh vegetables with low-fat dip is available daily, as well as at least three fresh fruit choices. This innovative, healthy food option is offered on every serving line each day.

- **Wellness Policy/Nutrient Standards for Meals and other Foods-Policy 8505**

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA) funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

HEALTHY EATING: Students should eat breakfast prior to coming to school or during the Breakfast Program at school. Snack Suggestions: non-sugary cookies, fresh fruits, vegetables and/or a small juice

- **SCHOOL NUTRITION PROGRAMS-Policy 8540**

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by

the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

- **OUTSTANDING FOOD SERVICE CHARGES- Policy 8550**

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will: provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears in excess of \$40.00 which would total 2 weeks of meals, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of \$40.00 which would total 2 weeks of meals, at which time the student will not be served school breakfast or lunch, as applicable.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or Business Administrator shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate. Also, the Business Administrator will utilize an approved collections bureau for uncollected balances.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and

Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

- **PayForIt.net**

PayForIt was developed by QSP, LLC and is your portal to convenient, secure meal account management of your child's lunch account. We make it easy to apply funds to your child's account and check your account balance. No more worrying about having cash for lunch, no more lost or stolen lunch money. Convenient, easy and secure...prepaying with PayForIt makes your life easier. By letting parents fund their children's account from the comfort of their home or office, night or day.

- **Prices**

<u>Prices:</u>	<u>Regular:</u>	<u>Reduced:</u>
Breakfast	1.10	.30
Lunch	2.60	.40

## **OUTDOOR ACTIVITIES**

Outdoor play is an integral part of the daily curriculum. The American Association of Pediatrics recommends that children play outside every day when it is not raining, etc. The staff uses their judgment in determining when children will go outdoors and how long they will remain outside. Dress your child appropriately for variable weather conditions. Children are expected to participate in all scheduled activities.

## **PARENT TEACHER ORGANIZATION**

All parents are members of the Quarles Parent Teacher Organization (PTO). The PTO raises money to provide additional programs and materials for the children. Some of these include field trips, assemblies, and special events. The PTO also provides a monthly forum for parents to make suggestions, express concerns and offer solutions. The PTO coordinates class parents, telephone chains and prepares newsletters for parents. Fundraising efforts are the only source of income for our PTO. We encourage your involvement by attending meetings and assisting in the organization of fundraising events.

## **PARKING**

Parking at Quarles School is extremely limited. Please make note of any parking regulation signs as traffic authority will ticket cars in violation. Parking is not permitted in the parking lot, in the circle, or in front of the school. **It is against the law to leave your car engine running when you exit the car. Please also avoid “double parking” as this is a hazard and may result in a traffic fine.**

## **PARENT-TEACHER CONFERENCES**

Twice a year, individual Parent-Teacher conferences will be held. The first conference will be held in November and the second conference will be held in March. Conferences are an opportunity for the teacher and parents/guardians to share openly in their experiences of the child. A sign-up sheet will be posted before the conferences.

## **POSITIVE BEHAVIOR**

D.A. Quarles Early Childhood Center is a PBSIS School. **Positive Behavioral Support In Schools** is a nationwide program that addresses how schools plan for and deal with problem behaviors. By promoting and encouraging positive behaviors, schools across the country have experienced dramatic improvements in overall discipline problems. Quarles “Bee” Excellent Everyday Program recognizes that the goal of good discipline is effective self-regulation of behaviors. Quarles School’s objective is to guide children in developing appropriate behavior and self-esteem. Natural and/or logical consequences for behavior may be used to help the children become responsible for their own actions.

## **PROMOTION & RETENTION**

A student’s achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level is assessed and evaluated before he/she is promoted. Efforts are made to identify students who may benefit from additional support early on in the school year. In the event that a student struggles to meet criteria to move on to the next grade level, parents/guardians will be notified 8 weeks prior to the end of the school year of retention for their child.

## **RELATED ARTS ROTATION**

Quarles students receive a 40-minute daily enrichment in the areas of art, music, physical education, Spanish, Mandarin, media, and literacy/science. Your child’s teacher will inform you of the related-arts schedule.

## **RELEASE OF CHILDREN**

In the interest of safety, children will **ONLY** be released to custodial parent/parents and legal guardians, or to persons listed by the parent/guardians on the Emergency Card. Special pick up requests must be made in writing by parents on a daily basis. **All adults picking up children will be asked to provide a photo identification.**

## **TRANSPORTATION**

If your child rides the school bus, parents/guardians are required to accompany their child to the bus stop and meet the bus at the conclusion of the school day. Unless attending an after-school program, children must ride the same bus in the morning and the afternoon. Children that are not met by an authorized parent/guardian will be returned to the school. The parent/guardian will be required to pick up their child at Quarles School. The goal of the Englewood School District is to provide all children with a safe and enjoyable ride to and from school. It is important that all children remain seated, keep their heads, arms, and feet inside the bus, stay buckled at all times and obey the bus driver and bus assistant. The staff and administration will work with the students to help them understand and follow these safety rules.

## **VISITING SCHOOL/ SECURITY**

Parents/Guardians and interested adults are welcomed and encouraged to visit the school. Visitors should make arrangements in advance. Visitors must ALWAYS enter the campus through the main door and must sign in at the MAIN OFFICE anytime they visit the school. ALL VISITORS are **required** to show **photo identification** in order to receive a visitor's pass. NO ONE is allowed to walk freely among the school campus. DO NOT walk your child to his/her classroom at any time. Due to the nature of our campus set-up and the safety of everyone at Quarles, we appreciate your cooperation in this matter.

## **WEATHER CLOTHING/ DRESS CODE – Policy 5511**

The Optional School Uniform Dress Provision of this Policy shall be implemented in accordance with N.J.S.A. 18A:11-7 and 18A:11-8.]

The Board's School Uniform Dress Provision of this Policy is not mandatory and parent(s) may choose for their student not to comply with the school uniform requirement. Pursuant to N.J.S.A. 18A:11-8b., the student will not be penalized academically or otherwise discriminated against nor denied admittance to school if the student's parent(s)/legal chooses not to comply with the school uniform requirements.

It is within this motto that Quarles School must remind students and families of the District Dress Code throughout the school year:

Boys and Girls: Burgundy or White Shirts (polo/knit or button down)

Boys: Navy Blue or Khaki Pants (NO DENIM)

Girls: Navy Blue or Khaki Skirt or Pants (NO DENIM)

Footwear: Solid Black Shoes/Sneakers (Rubber bottoms)

Note: Cool weather option ~ burgundy knit vests or sweaters

Physical Education/Gym Uniforms

Grey top (t-shirt or sweatshirt)

Navy bottom (shorts or sweats)

Remember to dress your child appropriately for the day. All students will go outside at varying times during the school day. Please adhere to the Dress Code Policy and contact the office with any questions or concerns.

## **ANONYMOUS REPORTING OF WEAPONS**

**PAX** is a nonpolitical nonprofit organization working with all Americans to help bring an end to gun violence against children and families. PAX's two innovative programs -- SPEAK UP and ASK (Asking Saves Kids) -- offer practical solutions for protecting children from gun violence. Call 1-866-SPEAK-UP (1-866-773-2587 or 1-800-773-2587) to report a weapon threat at school. More detailed information can be found using Pax's website: [www.paxusa.org](http://www.paxusa.org).

## **GUNS AND WAR TOYS**

The Early Childhood Center strives to provide an atmosphere of respect and cooperation by teaching children the value of caring for one another. Accordingly, no item of a violent or aggressive nature will be allowed in the school.

This includes, but is not limited to:

- ❖ Clothing depicting aggressive or violent characters
- ❖ Clothing representative of war or war activities
- ❖ Weapons - including all types of toy guns (including squirt/water guns, knives, slingshots, swords, etc.)
- ❖ Aggressive or violent character toys

The Quarles staff respects the rights and desires of individual families in making these items or characters available to their children at home. However, we ask that parents/guardians respect the School's desire to provide an atmosphere without the direct influence of such characters and behaviors.

### **HEALTH OFFICE**

Nurse's Office phone : 201-862-6112

Main Office fax : 201-871-4751

The goal of the nurse's office is to work with parents/guardians in order to provide the best health care and information. The school nurse must work within state guidelines, laws, and district policies. The policies and procedures of the health office are listed below. Please contact the school nurse with any questions.

### **ACCIDENTAL INJURY**

If a student becomes injured at school or if an accident warrants, parents/guardians will be notified to pick up their child as soon as possible. An accident report will be completed by the school and kept on file. If your child sees a doctor or receives medical treatment due to an injury at school, please notify the school nurse.

### **EMERGENCY INFORMATION CARDS**

Please keep the information on these forms **up to date!** Emergency Contact Cards are the only way we have to contact you. Inform the school **immediately** if any changes in address and/or phone numbers are made. Children may not attend any program without an emergency card on file. All persons listed on the Emergency Information Card should be able to reach the Quarles School within 30 minutes.

### **IMMUNIZATION-Policy 5320**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 Immunization of Students in School.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.

### **ILLNESS OR MEDICAL DISMISSAL**

If a student visits the nurse's office early in the day with minor complaints, he/she is encouraged to stay in school



and will be monitored throughout the day.

Students who are ill and need to go home *must* be signed out by a parent/guardian or an adult that the parent/guardian designates in writing.

Students will be excluded from school for the following medical concerns:

- A temperature of 100 degrees or greater. The student should not return to school until he/she is fever free for 24 hours.
- Vomiting
- Suspicious rashes
- Possible conjunctivitis (pink eye)

A student who has been diagnosed with strep throat should not return to school until he/she is on medication and/or free of fever for 24 hours.

If your child does not feel well and/or had a fever either the night before or in the morning, **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL!**

Children are not only uncomfortable when sick, but may be contagious to other children and staff until treated. If a child becomes ill at school, parents will be notified and asked to pick up their child **AS SOON AS POSSIBLE**. In cases where the child returns to school and does not seem to be fully recovered, parents will be contacted and asked to take their child home.

## **MEDICATION**

For the purpose of this policy, “medication” means: any prescription drug or medication prescribed over-the-counter (aspirin, Tylenol, Advil), or nutritional supplement. This also includes cough drops. Medication will be dispensed in school only when a pupil’s health and continuing attendance in school so require this as prescribed by a physician. Only a licensed nurse is allowed to administer medication. The following are required:

1. *Written orders from a physician* must be provided detailing:
  - The diagnosis or illness
  - The name of the medication
  - The dosage and time of administration of the medication
2. The parent/guardian must provide written request for the administration of the prescribed medication at school.
3. The medication should be brought to school in the original container, and appropriately labeled by the pharmacy.
4. The medication should be kept and administered in the Nurse’s Office.  
All medication orders are valid for the school year. They must be renewed annually.

## **SCREENINGS**

All health screenings will be performed according to N.J. State School Health guidelines. Screenings may include height, weight, blood pressure, and vision and hearing screenings.

## **ANNUAL SCHOOL INTEGRATED PEST MANAGEMENT PLAN-Policy 7422**

The Annual Integrated Pest Management Notice and the *Asbestos Hazard Emergency Response Act (AHERA)* yearly notification can be found on the EPSD website [www.epsd.org](http://www.epsd.org) . The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. 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 school property in the Englewood School District.

### **Lead-testing requirements for New Jersey schools**

On July 13, 2016 the New Jersey State Board of Education adopted regulations requiring testing for lead in drinking water in public schools throughout the state. The regulations require "testing for lead in all drinking water outlets within 365 days of the effective date of the regulations, "which was July 13, 2016. All districts are directed to develop a lead sampling plan that will govern the collection and analysis of drinking water samples. Samples must then be sent to a certified testing laboratory for analysis.

### **Technology Usage for Students**

The Englewood Public School District provides access for students and staff to state-of-the art computer technology, electronic mail and the Internet. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with the guidelines listed below: Circumventing District Internet Filtering/Possession or use of the software that circumvents the school district's Internet filtering system is prohibited. Violations will result in disciplinary action and the removal of technology access.

In order to use the technology available in the district, it is mandatory that all students obtain a district technology ID. Technology IDs will be issued to students only after the Technology Acceptable Use Agreement is returned to school with all the required signatures.

### **Network Guidelines**

1. Follow the rules explained to me by school staff.
2. Demonstrate appropriate behavior.
3. Be courteous to others and respect their documents and files.
4. Use the equipment with care.
5. Use only software that my teacher has assigned to me.
6. Connect only to sites on the Internet that have been allowed by the teacher.
7. Understand that the computer systems have been set up for me and may not be changed in any way.
8. Use only "school-appropriate" language, pictures, and other data on the computers or network; abide by any email instructions given to me by my teacher to protect me and to promote the health of our network.
9. Follow the copyright laws that protect programs, data, books and pictures.
10. Tell the teacher about problems.
11. Leave all materials, equipment, and parts in the lab or computer area so that the systems will be in good working order for next year.

12. Help to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.
13. Bring no food or liquids near the computers.
14. Get teacher's permission for using the Internet, computer or lab.

If these guidelines are violated, a student's computer and network privileges may be suspended and other school discipline and/or appropriate legal action may be taken.

# ACKNOWLEDGMENT

I have received a copy of the Englewood Public School District Handbook. I have read and understand the contents. I agree that I shall abide by the policies and procedures contained in the Student Handbook.

I understand that the policies and procedures are evaluated continually and will be updated periodically. The school has the right to amend these policies and procedures at any time and will attempt to issue timely updates to you, should a change in policy or procedure occur.

To indicate your assent to the terms and conditions stated above, please sign and return this Acknowledgment to the main office by September 30 of each recurring school year.

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Student Name Print

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Student Signature

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Parent Signature

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Date Signed

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School