



# ENGLEWOOD PUBLIC SCHOOL DISTRICT

## Dr. Leroy McCloud Elementary School

325 TENAFLY ROAD, ENGLEWOOD, N.J. 07631

### Student / Parent Handbook

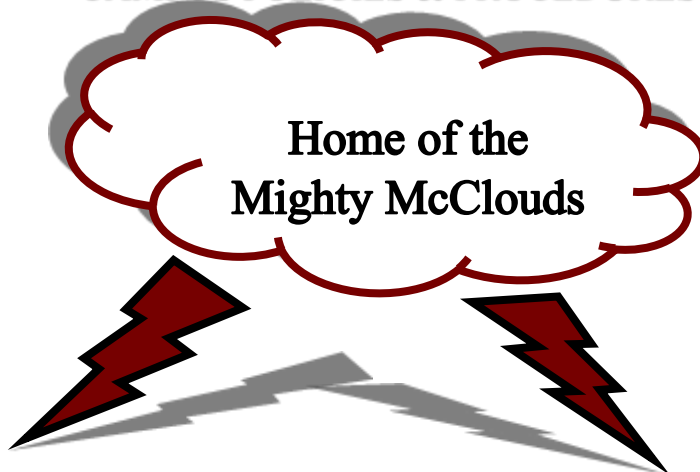
2018-2019

DISTRICT POLICIES, REGULATIONS & PROCEDURES

STUDENT CODE OF CONDUCT

ACADEMIC POLICIES & PROCEDURES

CAMPUS POLICIES & PROCEDURES



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  
Michelle Marom

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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 District Closed
31	
<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,	
2-Apr 17,	
3-Apr 16	
Or add on end of the year;	
June 21,	
June 24,	
June 25	
Staff 26	

- District Closed
- New Teachers Only
- Schools Closed/Offices Open
- Early Dismissal Students/ Staff
- Staff Only in Attendance
- Early Dismissal Students Only

**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

## **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

## **McCloud School Hours**

Regular school hours are from 8:25 a.m. – 3:00 p.m. each day. Students should not arrive before 7:30 a.m. or remain on the campus after 3:00 p.m. unless they are participating in a supervised activity. Classroom teachers will meet their students at the designated line-up locations at 8:25 a.m.

Early dismissal school hours are from 8:25 a.m. – 1:25 p.m. The above procedures are designated for the safety and well-being of the students.

Dismissal preparation, parents/guardians are encouraged not to pick up their child from school between the hours of 2:30 p.m. – 2:59 p.m. If alternate dismissal procedures are necessary, please notify the office/teacher by 2:30 p.m.

## **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.

## **ADAPTIVE EQUIPMENT**

Children should not wear their eyeglasses during Physical Education class or while on the playground unless prescribed as necessary during those times. In addition, the School Nurse should be informed of students wearing any hearing aids, braces or prostheses.

## **ANONYMOUS REPORTING OF WEAPONS:**

- If you know about a student carrying a weapon at school, or talking about bringing a weapon to school...
- If you hear someone threatening violence with a weapon...
- If you know about someone’s plans to hurt anyone at school...

1. Don't ignore it. Don't assume it's a joke. No threat is a joke.
2. Don't try to solve the problem yourself.
3. Call 1-866-SPEAK-UP to anonymously report the threat.
4. The call is toll-free. Your tip will be transcribed and forwarded to the proper local authorities so the threat can be resolved safely. In case of an immediate emergency, please call 911. You have the power to prevent school violence by just reporting weapons or threats of violence at school. Use your voice. **Remember Call 1-866-SPEAK-UP. That's 1-866-773-2587.**  
([www.paxusa.org](http://www.paxusa.org))

## **BICYCLES/SCOOTERS**

Students who ride bicycles or scooters to school **MUST** wear helmets. Failure to do so will result in the bicycle or scooter being confiscated and the Student Resource Officer (S.R.O.) being contacted. At the discretion of the S.R.O. a summons may be issued to the parent/guardian of the student. In addition, the student must follow the safety rules as identified by the state of New Jersey.

## **BIRTHDAY ACKNOWLEDGMENT**

Due to the number of nut allergies and to promote healthy eating, birthdays will be celebrated one day a month in each classroom: Please use the following guide for the appropriate items. If you have any questions, please call the Nurse at 201-862-6148.

Birthday Celebration Dates: Sept. 14, 2018, Oct. 12, 2018, Nov. 16, 2018, Dec. 14, 2018, Jan. 18, 2019, Feb. 14, 2019, March 15, 2019, April 12, 2019, May 17, 2019, and June 7, 2019.

**Acceptable Food/Drinks for Birthday Celebration:** • 100% juice, water • Fruit smoothies • Fruit and cheese kabobs, fruit salad • Veggie tray with low fat dip • Whole grain crackers with cheese cubes • Pretzels, low fat popcorn, rice cake, graham crackers and animal crackers • Ham, cheese or turkey wraps with low fat condiments • Low fat granola bars • Whole grain tortilla chips with salsa

Please read labels to ensure that items are not manufactured or made on surfaces that process nut products. Any food items brought in that are not in accordance with the above will not be served. Acceptable gift items: Pencils/Pens (with your child's name engraved on it if you'd like) or eraser.

## **BUS BEHAVIOR EXPECTATIONS AND CONSEQUENCES**

Englewood transportation policy provides bus transportation to students as outlined in Policy 8600. In addition, a bus aide is provided in order to ensure the safety of all students. Students who use Englewood School/First Student Bus transportation are expected to follow the Bus Behavior Standards. Violation of the Bus Behavior Standards will be addressed in the same manner as a violation on the school grounds. Violation of the District's Code of Conduct (Policy



5600) is grounds for suspension of the student’s privilege of riding on a school bus and may be grounds for disciplinary action by the school. Please note that no parents or other adults are allowed on the bus unless preapproved by the school administrator.

### **BUS BEHAVIOR STANDARDS**

<b>STUDENTS WILL</b>	<b>ON OR AROUND SCHOOL BUSES, STUDENTS WILL NOT</b>
1. Comply with the Behavior Standards for School Bus Students.	1. Fight, push, shove, or trip other passengers.
2. Board and exit the bus in an orderly, safe manner (in a straight line).	2. Push while boarding or exiting the bus.
3. Remain seated while on the bus.	3. Get on or off the bus while the bus is in motion.
4. Talk with other students in a normal voice.	4. Make excessive noise.
5. Keep all parts of the body inside the bus windows.	5. Put objects out of bus windows or hands out of the windows.
6. Keep aisles, steps, and empty seats free from obstruction.	6. Open the windows unless told by the driver or bus assistant.
7. Treat the driver, bus assistant and students with respect.	7. Engage in horseplay or stand up while bus is driving.
8. Be at their assigned bus stop at pick up.	8. Eat, drink, or litter on the bus.
9. Treat the bus and other private property with care.	9. Use profane or abusive language or make obscene gestures.
10. Wear seat belt at all times.	10. Harass or interfere with other students.
	11. Disrespect, distract or interfere with bus driver.
	12. Sit in the bus driver seat.
	13. Open or try to open the bus door.
	14. Throw or shoot objects inside or out of the bus.
	15. Tamper with bus controls or emergency equipment.

### **CONSEQUENCES**

#### **Level 1 & 2 Infraction:**

First Report....Warning, principal/student conference, parent/guardian notification

Second Report...Two lunch detentions, principal/student conference, parent/guardian notification

Third Report.... 2 School Days off the bus, parent/guardian conference

**Level 3 & 4 Infractions:**

First Report....2-3 School Days off the bus, parent/guardian meeting

Second Report...5 School Days off the bus, parent/guardian meeting

Third Report....10 School Days off the bus, parent/guardian meeting

Further reports may result in suspension for the remainder of the school year.

**C.A.R.E. PROGRAM**

The purpose of the C.A.R.E. Program is to hold students accountable for their behavior and their school assignments while they remain in school after having committed an infraction. Education cannot proceed effectively without good, consistent discipline. Discipline is the training of the mind and character in order to improve the quality of life. Discipline provides the orderly conduct needed to operate the school. Students are expected to behave in a mannerly and cooperative way to promote their educational, social and emotional development. Students who do not comply with the expected Code of Conduct Standards will be disciplined in accordance with the Englewood Board of Education Policies.

Any infraction disrupting the C.A.R.E. Program expectations will result in the following;

- 1st Incident: Verbal Warning = Re-teaching expectations
- 2nd Incident: Strike One = Redirection and re-teaching expectations
- 3rd Incident: Strike Two = Redirection, re-teaching expectations, additional supports/interventions
- 4th Incident: Strike Three = Additional day of C.A.R.E.

**C.A.R.E. INFRACTIONS**

Leaving seat without permission
Excessive Talking: examples include but are not limited to the following; inappropriate conversation, profanity, etc.
Disruptive Noise (tapping, whistling, loud yawns, sighs, etc.)
Sleeping/appearance of sleeping
Disrespectful to staff/students
Disruptive Behavior/Uncooperative
Verbal Altercation
Other Student Code-of-Conduct violations

Students who receive three strikes due to infractions while in the C.A.R.E. Program will be assigned an additional day. Students who do not complete all of their classroom assignments given by their teachers must complete the assignment(s) for homework.

### **C.A.R.E. STUDENT EXPECTATIONS**

- Students will be assigned a specific seat.
- All C.A.R.E. activities/assignments must be completed on the day assigned.
- Students must stay in their seats unless given permission from the C.A.R.E. instructor.
- Food, drinks, candy and PEDs are a distraction to the classroom and they are not allowed.
- The student will take two scheduled restroom breaks during the day.
- Students must be alert and participating in all C.A.R.E. activities.
- Lunch will be eaten in the C.A.R.E. room.
- Students are expected to follow school rules and procedures while in the C.A.R.E. Program.
- Absences from C.A.R.E. will be made up before returning to regular classes.

### **A typical day in the C.A.R.E. Program will include the following**

- ELA Support
- Support - Social Worker
- Classwork Students must bring their school-related materials to the C.A.R.E. Program. Students will not attend any extracurricular activities during their time in the C.A.R.E. Program (school activities, sports, etc.).
- Lunch
- Character Education
- Restorative Conference if applicable

Students must bring their school-related materials to the C.A.R.E. Program. Students will not attend any extracurricular activities during their time in the C.A.R.E. Program (school activities, sports, etc.).

The C.A.R.E. program...

- Takes place during the regular school day
- Is taught by a certificated teacher
- Provides Character Education Awareness instruction
- Provides academic instruction that reflects classroom objectives
- Includes a Community Service component
- Includes individual and group counseling opportunities
- Transitions students back into their homeroom class
- Monitors students' progress

## 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

### **USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (CELL PHONE) Policy 5516:**

Students are permitted to bring or possess cellular telephones on school district property with the following stipulations:

- Cellular telephones are to be kept out of sight and turned off during the school day, including lunchtime. The use of a cellular telephone is not allowed at any school function during school hours (i.e. sporting events, field trips, assemblies). Phones may not be used to talk, take pictures, play games, record or text during school hours, including recess.
- Any use of a cellular telephone on a school bus that disrupts or affects the safety of the transportation of students will result in disciplinary action.
- Whenever possible, cellular telephones should be locked in the student's locker or out of sight in the student's schoolbag during the school day.
- The ringing or signaling, or the use of cellular telephones during the school day will result in the confiscation of the cellular telephone.

**First Infraction**-Students will have their cell phone taken away and returned at the end of the day. Teacher contacts parent.

**Second Infraction**-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it. Teacher contacts parent.

**Third Infraction**-Students must hand in their cell phone to the school administrator and pick it up at the end of the school day for the remainder of the school year. School administrator contacts parent. A student who refuses to surrender a cellular telephone to a teacher or principal, or uses or possesses a phone when privileges are revoked is subject to suspension.

**TOYS:** Students may not have toys, hand-held games, iPods, MP3 players or any other electronic device in school. Any violation of this policy will result in the student's property being confiscated and returned to a parent/guardian after the STUDENT informs parent/guardian of the incident. Please note, the school will not assume any responsibility for lost or damaged cell phones or electronic devices.

### **CHANGE IN STUDENT INFORMATION**

It is important that the Main Office be notified immediately of address changes, telephone number changes and emergency information during the academic school year. Accurate emergency numbers must be maintained on file.

### **College & Career Readiness (C&CR)**

C&CR is designed to be embedded into the daily curriculum of all elementary classrooms across entire grade levels to impact schoolwide structures. Our curricula presents skills/strategies at different levels and settings in order to support all students on their path to college readiness. These skills include academic and behavioral knowledge (cognitive abilities-academic proficiency in reading, writing, math, and science, etc. non-cognitive abilities-values, beliefs, attitude, social and cultural awareness).

### **Our Primary Focus**

**Student Success Skills:** communication skills, educational self-advocacy, study skills

**Organization:** mental and physical organization within agenda/planner, organizational tools, time management, goal setting, note-taking strategies (3 formats)

**Lessons:** emphasis on writing to learn, inquiry, collaboration, organization, reading to learn in all content areas

**Partnerships:** classroom, school, family, community

## **DISCIPLINE**

McCloud Elementary School's discipline policy seeks to ensure that all students are treated equitably. These standards of conduct apply to students during school hours, before and after school while on school property, traveling to and from school and at all school-sponsored events. Furthermore, these standards of conduct apply off of school grounds when such conduct can be demonstrated to negatively impact the educational process or endanger the health, safety, welfare or morals of our school community. See C.A.R.E. Program.

It is of utmost importance that there is cooperation between the school and the home. Parents will be kept informed of their child's conduct in school. Any student that is suspended from school must complete all homework assignments and make up all classwork.

## **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 McCloud 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)

The Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with schoolwork, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of



blocked vision or restricted movement. Appropriateness of dress shall be determined by the school administration in accordance with Board Policy.

<b>Prohibited Clothing/Items</b>		
Strapless, straps less than 1” wide, racerback, or backless dresses or blouses, and halter tops	Low-hanging or sagging pants, including exposure of any undergarments	Slippers, flip-flops, platform shoes, or strapless sandals
All undergarments (brassieres, etc.) must be fully covered	Shorts, skirts, and dresses shorter than mid-thigh (fingertip) length	‘Skate’ or ‘Light-up’ type shoes of any kind (Light-up shoes must remain turned off and the control must remain at home/backpack.)
Blouses or shirts of a transparent or mesh material revealing a bare midriff or shoulders	Tights, leggings, spandex, and other types of form fitting clothing must be accompanied by skirts, shorts, or dresses of appropriate length	Clothing, hats, jewelry, or accessories that display inappropriate messages or symbols
Tops or dresses that reveal cleavage	Pants with numerous holes, tears, etc. (Must wear leggings under the pants)	Hoodies/hats covering the head may only be worn outside
Crop tops that are so short they cannot be tucked in	Muscle shirts and oversized tanks must have a t-shirt worn underneath	

If the student does not follow the dress code, he/she will be sent to the office to contact the parent requesting a change of clothing and/or will remain in CARE for the remainder of the day. Violations are not negotiable; our students will present themselves appropriately. Due to changes in fashion, it may become necessary to modify the dress code or to include additional items at the judgment of the administration.

*Please adhere to the Dress Code Policy and contact the office with any questions or concerns.*

## **DRILLS**

Every precaution is taken to make sure your child is safe during regular school hours. During the school year we will conduct fire drills, lockdown drills and occasionally, an evacuation drill to make certain that students learn proper safety procedures and adhere to all safety guidelines.

## **EDUCATIONAL TRIPS**

Supervised and planned educational outings are an important part of the instructional program. A signed permission slip from a parent or guardian is required for all field trips. All students will need to have a General Permission Slip on file. This General Permission Slip will permit students to participate on walking trips within the community of Englewood in addition to school-related functions at Grieco Elementary, DMAE, Janis E. Dismus, and Winton White Stadium under the supervision of McCloud Staff/Teacher. If a student has three or more non-academic Level 1 or one Level 2, 3 or 4 behavior infractions, a chaperone will be required as per the principal's discretion.

## **GRADE-LEVEL PROMOTION REQUIREMENT**

Passing Language Arts Literacy and Mathematics is a requirement for promotion. Students who fail either subject will become a candidate for retention. Teacher assessments and report card grades will all be reviewed to establish Summer School recommendations and promotion.

## **HEALTH OFFICE - Policy 5320:**

**IMMUNIZATION REQUIREMENTS: PRIOR TO ATTENDING SCHOOL, DOCUMENTATION MUST REFLECT THAT YOUR CHILD HAS RECEIVED THE FOLLOWING VACCINES:**

DPT 3 doses Hepatitis B 3 doses 6th Graders: TD Booster OPV 3 doses Varivax 1 dose (if last DPT received more than 5 years ago) MMR 2 doses 6th Graders: Meningitis

## **ABSENCE PROTOCOL - Policy 5200**

**IF YOUR CHILD IS ABSENT FOR ANY REASON, PLEASE CALL 201-862-6155 BEFORE 8:30 A.M. ON THE MORNING OF THE ABSENCE.**

- Parents/guardians who do not inform the school of their child's absence will receive a call from the school.
- Please send in a note on the day of your child's return.
- You must provide a doctor's note for any absence due to contagious illnesses such as flu, pink eye, ring worm, chicken pox, extended illness, etc.
- If your child is absent for ten (10) consecutive days, your child will need to be re-registered. In this case, it is possible that a Home Liaison or Truant Officer will make a

home visit. DCPD (Division of Child Protection and Permanency) will be informed and the Englewood Police Department will be contacted.

- Please note that every three (3) days tardy are equivalent to one (1) day absent.

## **EMERGENCY NUMBERS**

Accurate emergency numbers must be maintained on file. Any emergency contact person must be local and available to pick up your child if you are unable to do so. Each child is required to have an EMERGENCY CARD on file.

## **FLU INFLUENZA VIRUS**

a. Hand-washing is the MOST EFFECTIVE way to prevent the spread of germs.

i. Use warm water and soap, rubbing vigorously for a FULL MINUTE.

ii. Encourage teachers and students to wash hands at the following times:

1. At the beginning and end of the day
2. After coughing, sneezing, or blowing your nose
3. After using the bathroom
4. Before and after eating
5. Hand sanitizer and tissues will be available in all classrooms and in other areas of the school.

iii. Proper hand-washing techniques will be reinforced to staff and students.

b. Students should not be sent to school if they have the following symptoms in the morning before school or if they had them in the past 24 hours:

1. Fever of 100.0 or above
2. Vomiting
3. Stomach ache/cramps
4. Loose bowel movements
5. Cough (severe/ongoing)
6. Eye discharge, itch, whites (sclera) of eyes are red/pink

c. Students who are sent home with a fever must be free of these symptoms for at least 24 hours before returning to school. Students sent home with a suspected contagious illness MUST bring a doctor's note upon return to school.

d. Students with a fever and flu-like symptoms will be given a mask to wear and placed in a specific area of the Nurse's Office until they can be picked up.

- e. Enlist the assistance of the bus aides to monitor students returning without medical clearance or who come to school with flu-like symptoms. Teachers will also be aware of students who should not return to school.
- f. Maintain contact with the Englewood Health Department.
- g. Encourage parents to view pod-cast on EPSD site for influenza information.
- h. Nurse's Office (cots) and bathrooms will be sanitized daily with approved infection control material.

## **HEALTH SCREENINGS**

Heights/Weights, Blood Pressures for all grades  
Hearing/Vision for 4th graders, 6th graders  
Scoliosis for all 5th graders

## **MEDICATION RULES**

### **Only the Nurse can administer medications:**

- Medicine must be in the original container with the child's name on it.
- A school medical form with signed permission from the parent **MUST BE** given to the School Nurse, be approved by the principal, include written orders signed by the student's private physician, stating the name of the medication, purpose of its administration, proper timing and dosage, possible side effects and when it should be discontinued. The form is available at [www.epsd.org](http://www.epsd.org). No over-the-counter medications are allowed in school.

## **PHYSICAL EXAMS**

Please submit yearly physicals for your child; forms can be obtained at [www.epsd.org](http://www.epsd.org).

## **ALLERGIES, CHRONIC ILLNESSES, SURGERIES, INJURIES, SPECIAL NEEDS**

The Health History Questionnaire filled out at registration addresses medical issues. It is imperative that you contact the School Nurse about any severe allergies that require emergency medication.

**WHEN NOT TO SEND CHILD TO SCHOOL:** See “FLU Protocol”

## **HARASSMENT, INTIMIDATION, AND BULLYING - Policy 5512**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, 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. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

### **Harassment, Intimidation, and Bullying Definition**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) 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 physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the

school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Dr. Leroy McCloud Elementary School’s administration and staff take allegations of harassment, bullying and intimidation very seriously by any student who feels as though he or she were a victim as described in the abovementioned H.I.B. definition and should report the incident to a staff member immediately. This incident will be shared with the principal, who will initiate an investigation by the school’s Anti-Bullying Specialist. The guardians of all students involved will be notified of the incident. In some cases, where extended investigations are needed, guardians will receive updated information within 10 school days. Parents reserve the right to request information about the incident. All findings will be forwarded to the Superintendent of Schools, who will share the incident with the Board of Education at the following Board of Education meeting. The Superintendent of Schools reserves the right to amend and/or impose further consequences.

These processes, along with schoolwide behavioral expectations, are in place to better ensure a safe and productive school community.

## **HOMEWORK**

Students have daily homework assignments that must be completed and submitted the following day or by the due date. Homework accounts for 5% of the grade. Projects will also be assigned along with a timeframe for completion. Projects account for 15% of the grade. Projects not submitted by the due date must be made up and submitted within an allotted period of time. All due dates and make-ups will be established by the teacher.

All homework must be made up when your child is absent from school. When your child is absent and needs his/ her homework assignment, please telephone the school office (201-862-6155) the morning of the absence. The classroom teacher will be notified and will make a folder, which will include the homework assignments. Homework assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

## **HONOR ROLL**

Students in Grades 4 through 6 who maintain A’s and/or B’s in all academic subjects will make the Honor Roll.

- Fourth and fifth grade students who make honor roll for 3 marking periods will earn a silver medal at the end of the school year.
- Fourth and fifth grade students who make honor roll for 4 marking periods will earn a gold medal at the end of the school year.

- Sixth grade students who make honor roll for 3 marking periods will earn a silver sash at the end of the school year.
- Sixth grade students who make honor roll for 4 marking periods will wear a gold sash at the end of the school year. Honor Roll assemblies will be held every marking period to acknowledge all honor roll recipients.

## **IVY PROGRAM**

This program was designed to provide an advance academic approach to addressing the curriculum. The program's rigorous project-based activities are designed to improve the cognitive skills, assist in the development of critical, inductive, deductive, and creative thinking skills, and challenge students in the development of information fathering. This process proactively engages student participants with a love for learning and a quest for knowledge.

## **JURISDICTION**

All students shall be under the jurisdiction of the school during regular school hours, from the time the student arrives to school each day until he/she leaves the school campus in the afternoon. In case a student rides a bus, he/she shall be under the jurisdiction of the school from the time he/she boards the bus until the time the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school-sponsored activity, either at school or away from school. In disciplinary matters, the Board's authority may extend beyond the limits set forth above, in accordance with state law.

## **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.

## **ATTENDANCE REQUIREMENTS FOR PROMOTION**

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances will permit the promotion of a student who has been in attendance fewer than one hundred sixty-two (162) days out of one hundred eighty (180) days for a student enrolled at the elementary, middle, and high school levels, including the granting of high school course credit. A request to consider extenuating circumstances must be articulated by parents/guardians to the School Principal, who will approve or deny the request.

## **LOCKERS (5TH GRADE ONLY)**

Each 5th grade student will be assigned a school locker at the beginning of the school year. The following rules pertain to the use of that locker:

1. Each student will have his or her own locker combination, which should not be shared with other students.
2. Each student will be responsible for the condition of the locker. Magnets are the only objects that can be applied to the inside of your locker doors. Tape will leave a residue and damage the paint. (Any student damaging a locker will be responsible for the repair cost.)
3. Each student will keep only his/her own possessions in his/her locker. Students are prohibited from using any locker other than the one assigned to them.
4. No student should have any possessions in the locker that are contrary to school rules, dangerous to others, or anything that the student was specifically directed not to bring to school. Please be advised that an administrator reserves the right to inspect the contents of the lockers and to remove anything contrary to school rules and/or detrimental to the school or students.
5. All lockers are school property and are subject to inspection at any time by a school administrator.

## **PARENT-TEACHER CONFERENCES**

We welcome your requests for conferences. It is very important that you remain informed about your child's progress in school. Parent-Teacher Conferences can be requested and scheduled throughout the school year. Do not wait for the "formal" conference to confer with your child's teacher about your concerns. Please call 201-862-6155 to arrange a conference with your child's teacher.

## **PHYSICAL EDUCATION**

Physical Education is an integral part of the instructional program. All children are required to participate unless a doctor's note is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's note is required. Sneakers are required and sweats are recommended.

## **PLAYGROUND INDOORS/OUTDOORS RULES**

Unless there are severe weather conditions, such as rain, snow, or the temperature is below 37 degrees, all children will go outside for recess:

- Be Respectful: Use kind words -Play by the rules-Share the equipment-Respect personal space and property-Stop think and decide before you act



- Be Responsible: Make safe decisions-Stay in assigned areas-Get help when needed-Line up on your signal-Clean up trash
- Be Safe: Use equipment correctly-Dress for the weather-Take turns and share equipment-Follow safety rules
- Build Relationships: Include all students-Welcome others-Play cooperatively-Be a good sport

**STUDENT PERFORMANCE AND EVALUATION**

Report Cards will be mailed home four times a year.

<b>ENGLEWOOD PUBLIC SCHOOL DISTRICT GRADING</b>			
<b>*Letter Grade</b>	<b>*Numerical Grade</b>	<b>*Letter Grade</b>	<b>*Numerical Grade</b>
<b>A</b>	95 – 100	<b>C+</b>	77 – 79
<b>A-</b>	90 – 94	<b>C</b>	73 – 76
<b>B+</b>	87 – 89	<b>C-</b>	70 – 72
<b>B</b>	83 – 86	<b>D</b>	65 – 69
<b>B-</b>	80 – 82	<b>F</b>	< - 65

**STUDENT EXPECTATIONS:**

**Cafeteria Expectations:**

- Use respectful language
- Use appropriate volume
- Keep your area clean
- Remain seated
- Keep hands, feet, and objects to yourself
- For indoor recess: Bring an activity to do at your seat when you have finished eating.

**Classroom Expectations:**

- Be alert and prepared
- Follow directions the first time they are given
- Use materials safely and responsibly
- Keep hands, feet, and objects to yourself
- Listen respectfully when others are speaking

**Hallway / Stairway Expectations:**

- Walk to the right
- Stay in line
- Go directly to your destination
- Keep hands, feet, and objects to yourself

- Move quietly through the hallways Restroom Expectations:
- Dispose of waste appropriately
- Wash and dry your hands before leaving
- Return to class promptly
- Keep restroom clean and graffiti-free
- Report problems or unsafe situations to the teacher

**Consequences for Negative Choices:**

- Verbal Warning
- Time-out
- Letter or phone call to parent/guardian •
- Provide verbal and/or written apology
- Parent/student/staff conference
- Loss of Recess • Student referred to Main Office
- Attend the C.A.R.E. Program
- In- or out-of-school suspension
- Any other consequence deemed appropriate by administration

**STUDENTS' RIGHTS AND RESPONSIBILITIES**

I have the right to be happy and be treated with kindness in this school.

This means that no one will laugh at me or hurt my feelings.

*I have the responsibility to treat others with kindness. This means I will try to be a good friend to others by not...*

**Laughing at others**

**Teasing others**

**Trying to hurt the feelings of others**

**Calling others unkind names**

**Bullying**

I have the right to be and feel safe in school.

This means that no one will behave in a way that will harm or frighten me.

*I have the responsibility to make this school safe by not...*

**Threatening anyone**

**Hurting anyone**

**Running inside the building**

**Hitting anyone**

**Intimidating or threatening others by making statements inclusive of the following words:**

**Bomb, Dead, Death, Gun, Kill, Knife, Shoot, etc.**

**Kicking anyone**

**Pushing anyone**

**Punching anyone**

I have the right to be accepted and respected in this school.

This means that no one will treat me unfairly.

*I have the responsibility to accept and respect other individuals by not...*

**Using disrespectful gestures or body language**

**Touching things belonging to others without their permission**  
**Being rude**  
**Misusing bathroom facilities**  
**Writing on the walls and/or furniture**  
**Chewing gum**  
**Touching the walls or the hallway displays**  
**Littering with paper or food**

*I have the right to be educated in a clean and safe environment...*

**This means that no one will do anything to litter or damage any part of the building.**

## **TEXTBOOKS**

Textbooks are furnished to your child by the Englewood Board of Education on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

## **TRAFFIC SAFETY**

The safety of the children is our primary concern. Please adhere to the dismissal plan. Teachers will escort all students to their appropriate dismissal locations at 3:00 p.m. Any child who is not picked up by 3:15 p.m. will be brought to the office. No child should be left outside. School ends at 3:00 p.m. It is imperative that all children are picked up no later than 3:05 p.m.

## **VISITORS**

(8:00 a.m. – 4:00 p.m.)

All visitors (including parents) to the schools **MUST**:

- Enter Main Entrance of the school building via Front Door. They must receive clearance from Security to enter.
- Proceed to Security Desk to receive an Identification Badge after providing proper identification and then report to the Main Office.
- A visitor who wishes to proceed to areas in the building must confirm his or her location with the office prior to entering the educational areas. A visitor shall not interrupt the instructional program, speak to or disturb students or distract teachers. A visitor who wishes to confer with a teacher must make arrangements via telephone/email for a conference at a later date.
- The Principal reserves the right to set the parameters of all parent/guardian visits to McCloud Elementary School.

## **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