



2018 - 2019



***PARENT - STUDENT
HANDBOOK***

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Mayor and Board of Education

Mayor	Joseph R. Smith
Board President	Marlene Smith
Board Vice President	Johanna Lopez
Board Member	Mark Balsam
Board Member	Angela Culquimboz
Board Member	Jessica Diaz

Administration

Superintendent /Principal	Richard R. Corbett, Ed. D.
Business Administrator / Board Secretary	Robert Clark
Supervisor of Curriculum and Instruction	Elizabeth Maize
Confidential School Secretary	Karen Rivadeneira

FACULTY AND STAFF
2018 - 2019

ADMINISTRATION:	Assignment
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<i>Clark, Robert</i>	Business Administrator
<i>Rivadeneira, Karen</i>	Confidential School Secretary
<i>Maize, Elizabeth</i>	Supervisor
<i>Costeira, Nicole</i>	Testing Coordinator/Teacher
SCHOOL NURSE:	
<i>Ciesla, Mary Ann</i>	School Nurse
FACULTY:	
<i>Pereira, Veronique</i>	Teacher
<i>Busanich, Wendy</i>	Teacher
<i>Giorgio, Matthew</i>	Teacher
<i>Fardin, Stephany</i>	Teacher
<i>Perkins, Jennifer</i>	Teacher
<i>Mages, Michael</i>	Teacher
<i>Machcinski, Joyce</i>	Teacher
<i>Herskovitz, Odamaris</i>	Teacher
<i>Brown, Derris</i>	Teacher
<i>Bras, Diana</i>	Teacher
<i>Luniewski, Isabella</i>	Teacher
<i>Melanie Ferrer</i>	ESL
<i>Carvalho, Michael</i>	P.E. Teacher
	Art
<i>Feder, Caryn</i>	Music
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SPECIALTS:	
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<i>Rugani, Jeanine</i>	Teacher
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<i>Coppola, David</i>	Teacher
<i>Jablonsky, Vanessa</i>	Teacher
<i>Lieberman, Seth</i>	Teacher
CHILD STUDY TEAM:	
<i>Nascimento, Frank</i>	CST
<i>DeLeon, Inelda</i>	CST
<i>Schlam, Karen</i>	CST
AIDES:	
<i>Rios, Patricia</i>	Aide
<i>DiMatteo, Nora</i>	Aide
<i>Haley, Karen</i>	Aide
<i>Mira, Luiza</i>	Aide
<i>Medina, Sofia</i>	Aide
<i>Owens, Anayah</i>	Aide
<i>Moran, Christ</i>	Aide
<i>Villanueva, Tara</i>	Aide
CUSTODIAL STAFF	
<i>Pinto, Maribel</i>	Custodian
<i>Makowski, Mark</i>	P/T Bus Driver
LUNCH ROOM	
<i>Torres, Wanda</i>	Cafeteria
<i>Cocharan, Yvette</i>	Cafeteria
<i>Febus, Rose</i>	Cafeteria

Introduction

Superintendent's Message

At East Newark School, all students are welcome and we are very happy to have you here with us. Our Parent-Student Handbook (PSH) is your guide to success and will answer many of the questions you have about procedures, expectations and policies. We recommend that you keep it available and refer to it throughout the year.

In order for any school to function properly, communication and cooperation between the school and parents of our students is required. If we can accomplish our goal of a balanced blend of accountability – one in which the community, the school, the home, and the child together share the responsibility for educational outcomes – then, indeed, we ensure that each child receives a quality education.

The purpose of this PSH is to provide a handy concise reference of information about our school. Parents are urged to read and discuss the concepts and procedures contained herein with their children. This PSH is one link in a chain of communication we hope to foster between our school and the community.

Mission Statement

The East Newark School District's mission is to provide every child with an educational foundation which will serve to achieve the NJ New Jersey Student Learning Standards so that he/she will be able to reach their potential.

To accomplish this, the Board of Education will provide the support necessary so that staff and students can:

- Work cooperatively in a safe, supportive and challenging learning environment,
- Practice good citizenship and foster respect and understanding in a multicultural society,
- Fully integrate technology into the educational programs,
- Use problem solving strategies in oral, written, and practical situations,
- Continue to support the development of the professional and paraprofessional staff.

East Newark School Philosophy

The educational program of East Newark is designed to support and activate the intellectual, social and emotional growth of each child.

We believe that in order to be a responsible adult participating in a democratic society, each student through the instructional support of teachers and parents, should develop an understanding of his/her own abilities. We also believe that each child is blessed with gifts particular to him/her and that, together with parents; we have a joint responsibility to help develop them. A responsible citizen must be capable of making reasonable, informed decisions. A diverse society requires an appreciation of differences and the proper means of resolving conflicts. Students must develop positive attitudes about

lifetime learning so that, as adults, they will be able to adapt to the changing expectations of future economics and work forces.

We believe that through the positive educational experiences, students will acquire the fundamental skills, knowledge and understandings which will serve as a firm foundation for future educational and/or career endeavors.

Letter to parents from the BOE

Dear Parents:

We are pleased to report to you that all of our teachers are “highly qualified” and that you have a right to inquire about your child’s teacher.

The rights of parents are explained further in our Board of Education policy number 9240 (see page 17 of this handbook).

Parents with children identified as having special needs have additional rights which are distributed and explained by the Supervisor of Curriculum and Instruction.

Please feel free to call the Board of Education Office at (973) 481-6800 if you have any questions.

For other information please log onto www.eastnewarkschool.org

Sincerely,

The East Newark Board of Education

Board of Education Policies and Procedures¹

The East Newark Board of Education maintains two volumes of district policies and regulations that govern the operation of our school. These policies and regulations are available for public inspection and are maintained in the East Newark Board of Education office located within the school at 501-11 North Third Street, East Newark, NJ. Please call (973) 481-6800 to schedule a time.

Harassment, Intimidation, Bullying (Prohibiting Harassment, Intimidation, and Bullying on School Property, at School Sponsored Functions and on School Buses)²

The East Newark Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment.

The East Newark Board of Education prohibits acts of harassment, intimidation or bullying against any pupil. “Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act

¹ N.J.S.A. 18A: 11-1

² Legal References: N.J.S.A. 18A37-13, N.J.S.A. 18A37-14, N.J.S.A. 18A37-15, N.J.S.A. 18A37-16, N.J.S.A. 18A37-17, N.J.S.A. 18A37-18, N.J.S.A. 18A37-19

that is reasonably perceived as being motivated either by any actual perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristics, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. is motivated by an 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
- B. by any other distinguishing characteristics; and
- C. a reasonable person should know, under the circumstances, that the act (s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear or harm to his/her person damage to his/her property; or
- D. has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.³

The East Newark Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The East Newark Board of Education has developed guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspensions or expulsion.

The East Newark principal or principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. Oral reports shall be noted and shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based on an anonymous report.

Any school employee, pupil, or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must report the incident to the appropriate school official designated by the administration. The East Newark Board of Education shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

In addition, since bystander support of harassment, intimidation or bullying can support these behaviors, the East Newark Board of Education prohibits active or passive support of harassment, intimidation or bullying. The East Newark School District encourages students to support those who walk away from these acts when they see them, constructively attempt to stop them or report them to the designated authority.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a

³ N.J.S.A. 18A:37-15 (3) (b) (2).

larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Affirmative Action Plan⁴

The East Newark Board of Education firmly supports the concept of Affirmative Action as guaranteeing its students the best possible education for living in a democratic society.

Therefore:

- Personnel in all categories shall be selected and employed solely on the basis of competence for the position in question, without discrimination on the basis of race, religion, marital status, national origin, sex, gender orientation, age or handicap.
- Before being presented to the Board for adoption, textbooks and all other materials shall be reviewed to determine whether or not they portray any group as stereotypes.
- Courses shall be designed and developed to challenge students intellectually or physically at their level of competence, without regard to sex.
- When provided, competitive sports programs shall be balanced to present an equal challenge to either sex and as far as possible, to provide for participation of the handicapped.
- Placement of students in classes and programs shall be made on basis of the individual student's needs.
- All existing facilities owned or operated by the Board of Education shall be studied to discover practical means to provide optimum access to handicapped persons. Future facilities will be designed to conform to federal and state requirements with regard to access for the handicapped persons.

In order to implement this policy, the Superintendent has appointed an Affirmative Action Officer. The Affirmative Action Officer shall assist the Superintendent in developing, implementing and coordinating an Affirmative Action Plan to assure full and equal employment and educational opportunities in the East Newark School District. This plan shall comply with all applicable laws and regulations. For further information call (973) 481-6806 or log on to the district website at www.eastnewarkschool.org

Student Records

State and Federal laws ensure the accuracy and confidentiality of student educational records. Without prior parental consent, only the parents/legal guardians and authorized individuals having legitimate educational interests will have access to your child's educational records. The public school of last enrollment or graduation will keep in perpetuity a permanent record of a pupil's name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parent (s) and citizen status.

If a child was classified as educationally handicapped, records are available in the Child Study Team Office and are not released by the Child Study Team Office unless permission is given by the parent (s) or in the case of the adult student, only by that adult student.

⁴ Legal References: ESEA Title IX, P.L.94-142, P.L. 93-112, Section 504, NJSA 52:32-1 et seq., 18A: 6-5,6 18A: 18A-17, 18A: 29-2, 18A: 36-20, NJSA 10: 5-1 et seq. NJAC 6:4-1.3 (b) 20 U.S.C.A 681, 20 U.S.C.A. 1730 (d)

You may inspect and review your child's records. An appointment must be made by a written request to your child's principal. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading or inappropriate; you have the right to challenge that information. If there is agreement between you and the school, the necessary steps to amend or correct the information contained in the record will be taken. If agreement is not reached, you may request a school review through the principal's office. At the school a review officer (the superintendent or his/her designee) will provide you with the opportunity to present your views and reasons for the challenge. You may bring with you, at your expense, any individual who may be of assistance. Following the school review, if the review officer does not agree, you have the right to invoke the due process procedures set forth in N.J.A.C. 6:28-2-7.

You have a right to obtain a copy of the East Newark Board of Education policy relative to pupil records. You also have a right to receive copies applicable to state and federal laws upon request. Upon graduation or permanent departure of a pupil from the school system, a copy of the entire pupil record will be provided to you upon request.

Residency

According to NJ laws N.J.S.A. 18A:38-1 and N.J.A.C. 6A:28-2, Boards of Education are required to provide a free public education to any student who lives in the district with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.

It is prohibited for any parent or guardian to register or enroll their child in East Newark School or Harrison High School claiming that his or her child is a resident of East Newark when such a student is ineligible due to residency. It is also prohibited for any person to knowingly assist or permit an ineligible student to register or enroll in the Borough of East Newark School District or Harrison High School, or to knowingly permit his or her name, address or other residence to be used in the registration or enrollment of any student seeking free education in the Borough of East Newark District or Harrison High School when the student is ineligible due to residency.

Notification to the Borough of East Newark School District when the student is no longer a resident must be provided immediately.

Any person(s) violating the provisions of this Ordinance (10-15), upon conviction, may be subject to a fine up to \$2000 and required to make restitution to the Borough of East Newark Board of Education.

The East Newark Board of Education employs an attendance officer⁵ who investigates residency issues.

⁵ N.J.S.A. 18A: 38-32.

Residency Requirements⁶

For renters/tenants “Affidavit Form A” and a “Certificate of Continued Occupancy” is required for all persons who rent. These forms must be signed and notarized by the owner.

Homeowners must produce a deed and a tax bill from the Borough of East Newark or mortgage papers for that property.

All applicants must supply one original of at least three of the following:

- A current PSE&G bill
- A current telephone bill
- A paycheck stub with current address
- An official mail (Governmental Agency)
- A bank statement with current address

All applicants must provide the following:

- Parent’s identification (Drivers License or alien registration card or passport or welfare card or some form of government identification),
- Student’s original birth certificate or some identification showing that student is son/daughter of parent,
- Custody papers (if parents are divorced or person is not parent, but has legal custody of student),
- Transfer card/unofficial transcript from where the student was previously enrolled, if applicable.
- Immunization Record,
- Physical exam by personal medical doctor,
- Health history.

Dismissal Policy “Pupil Supervision – After School Dismissal Plan”⁷

The following procedures have been developed to ensure the safety and security of your child as he/she walks to school and returns home.

The following applies under all circumstances where East Newark Public School students are transiting between home and school during school days:

- While walking to and from school, students must use sidewalks and cross intersections only where a Crossing Guard is stationed. They may walk on the street only within the confines of a cross walk and under the supervision of a crossing guard.
- The rear school doors will not be opened until 7:50 a.m.
- Students are to arrive no later than 8:25. Dismissal is 3:00 p.m. (12:40 for half day schedules.)
- During school hours, students may not leave school grounds except to participate in P.E., class trips, authorized school activities, or as indicated below.

Arrival

Students in grades Pre - K to 3 must arrive to school accompanied by their parents or adult guardians. An older student (grade 4 or higher) may serve to escort a younger student to school with permission

⁶ N.J.S.A. 18A: 36-19a.

⁷ East Newark Board of Education: Policy 8601.

from the parents / guardians. Parents must submit “Parental Permission Form #1” (See Appendix B) on or before the first day of school.

All students will report to the cafeteria between 7:50 a.m. and 8:15 a.m. for breakfast.

Unless otherwise instructed by the Principal, students are expected to arrive through the rear doors of the school and go directly downstairs to the cafeteria. At 8:30, these doors will be secured and students must enter through the main doors where they will receive a late pass. Penalties apply for students who are late more than four times.

Dismissal for Grades Pre-K to 3

Students in grades Pre-Kindergarten to 3 must be picked up by a parent or a person designated by the parent in writing (see Parental Permission Form #1).

Students in grades K to 3 will exit the building through the rear doors.

Parents are expected to pick up their children on time. Children not picked up on time will sit by the entrance to the main office. The East Newark BOE reserves the right to bill parents for child care if the child is not picked up on time.

Dismissal for Grades 4 to 8 (See Parental Permission Form #2 – Appendix C)

Students with parental permission (Form #2- Appendix C) in grades 4 to 8 will be dismissed through the front doors of the school. Once dismissed students are expected to go directly home or to the place specified by their parents / guardians. Students in any grade may not loiter on or around school property. Students may not re-enter the building without their parents, guardians or permission from their teacher.

Older students assigned to walk home with younger students will exit the building through the front doors and proceed directly to the rear entrance of the building to meet their younger student.

Absences, Tardy and Excuses

All pupils are required by law to regularly attend school. When parents/guardians feel it is necessary to keep a child home from school for any reason, they must notify the school and provide their name, the child’s name, grade, reason for the absence. If notice of absence is not received by the school, the school will attempt to contact the parent/guardian at home or at work, to determine the reason for the pupil’s absence.

Request for homework should be made when the parent calls the school to report an absence. Homework will be available for pickup after 3:00 p.m.

When parents/guardians are aware that an absence will occur for an extended period of time they are requested to notify the principal. Arrangements may be made for home instruction.

A written statement regarding the cause of absence from the parent/guardian of each child who has been absent from school or class for any reason. The Board reserves the right to verify such statements and to investigate the cause of each single absence and/or repeated absences or tardiness.

The written “excuse” note should include the student’s name, class assignment, date (s) of absence and reason for absence and must be signed by a parent/guardian. Unless medically excused, any student absent 15 days will be retained in grade for the following school year.

A pupil must present a doctor’s excuse upon return to school from an absence of five successive days or more. All pupils who have been quarantined or who have had a communicable disease must present a release slip from a doctor before being admitted to school.

Family vacations should coincide with regularly scheduled school vacation periods. Absences due to family vacations are unexcused. Any day(s) missed will be included in the student’s total absences.

Prior to making plans for extended travel during school days, parents must meet with the Principal. During this meeting they will be advised that:

- Absences due to travel are unexcused
- Children with 15 days or more of unexcused absences may be retained
- “The Board may report to the appropriate authorities, infractions of the State attendance law.” (East Newark Public School Parent Student Handbook. Page 15)
- The absences will be included in the child’s formal academic records.
- One child’s absence has a negative effect on the learning of the entire school.

Finally, the parent / guardian will be asked to explain the absence in writing to the Principal. Specifically,

- The dates of the absence
- The reason for the absence
- Acknowledgement that the absences are unexcused
- An explanation of what the parent will do to assist the child in compensating for missed work.

Please refer to Appendix D

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if present at any place where school is in session by authority of the board.

The Chief School Administrator shall direct development of procedures to disseminate and implement this policy.

*Participation in School Activities*⁸

Students who are absent from school may not attend after school activities or evening school sponsored events. Students who are absent from school may not compete in any intramural sporting event, practice or extracurricular activity that day. A student must be present until at least 12:30 p.m. on the day of a school activity in order to return for a school sponsored activity or game.

⁸ New Jersey State Board of Education Resolution, May 2, 1984, requires local boards to adopt policy on academic eligibility for extracurricular activities. Must address grade point average, attendance requirements and course failure rate. Wetherell v. Board of Education of Township of Burlington, 1988 S.L.D. 794

Late Arrival and Early Dismissal

From time to time, compelling circumstances may require that a pupil arrive late at school or be dismissed before the end of the school day. The school shall be notified in advance of such partial absences by written request of the pupil's parent/guardian, which shall state the reason for the late arrival or early dismissal. Justifiable reasons shall include:

- A. Medical disability
- B. Family emergency
- C. Such good cause as may be acceptable to the Principal.

No pupil shall be permitted to leave the school before the close of the day unless met in the school or nurse's office by a parent/guardian or a person authorized by them to act on their behalf. No pupil shall be released on the basis of an unverified telephone call. It is the responsibility of the parent/guardians to inform the school of any changes in the custody of a child, and to present to the Principal the legal documents which attest to this.

Excessive Tardiness

Children are expected to arrive on time for school daily. The rear doors to the school (student entrance) are secured promptly at 8:30 A.M. Students who arrive after 8:30 are to enter through the main door where they will receive a late pass. Students who arrive to school between 8:31 and 10:30 will receive a one quarter day absence and those who arrive after 10:30 will receive a half day absence. After accumulating four absences, students will receive recess/detention for that day.

Excessive Absences⁹

The Board believes that excessive absences are not conducive to quality academic achievement. When the administration is informed by the classroom teacher that a pupil has accumulated 10 absences a mandatory meeting with the parent, Supervisor of Curriculum and Instruction and the Principal is required. If the child accumulates 13 absences, a mandatory meeting with the Superintendent is required. A court summons will be issued to the parent(s) or guardians of a child accumulating 15 or more absences. Consideration will be given for documented chronic and/or prolonged illnesses. (See Appendix D)

The effect of excessive absences, excused or unexcused, upon a grade or promotion, shall be determined by the Principal in consultation with the teacher.

When a pupil is habitually and repeatedly absent or late, he/she shall be referred to the Intervention and Referral Services Committee or Child Study Team, and they shall consider the effectiveness and appropriateness to the pupil's needs of the educational program that is being offered to him/her. The Board authorizes the Chief School Administrator to suspend a pupil from a particular class or from school if sincere efforts by the staff and parents/guardians cannot rectify the pattern of absence or tardiness.

The Board may report to the appropriate authorities, infractions of the state attendance law.¹⁰ Infractions of board policy requiring the attention of enrolled pupils may result in the suspension or expulsion of the pupil from the regular program.

⁹ N.J.S.A. 18A:38-25, 26,27

¹⁰ N.J.S.A. 18A:38-31.

Religious Excuses¹¹

All absences occasioned by the observance of the pupil's religion on a day approved by the board as a religious holiday shall be excused, and no pupil so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a classroom test or homework given on the religious holiday.

By written request of a parent/guardian, a pupil attending East Newark School may be excused from school attendance for part of a school day for the purpose of attending religious instruction.

Student Safety¹²

We are all concerned about the safety and welfare of each child. Since the school assumes that each child will be in attendance, we must know if a child has been kept home for some reason. It is the responsibility of the parent/guardian to notify the school of a pupil absence. Parents/guardians have been requested to report a pupil's absence from school by a telephone call to the school on each day that a pupil is absent. Teachers are required to take attendance and send attendance cards to the office for both the a.m. and p.m. sessions.

The central office will call the parent/guardian's work number as well as emergency numbers on the child's emergency notification card as soon as possible after an unexplained absence has been noted.

If a parent/guardian cannot be reached, the office shall notify the Principal. The Principal shall promptly attempt to locate the absent child by taking appropriate steps such as inquiring of other pupils, staff members, brother or sisters at the receiving high school, neighbors and by the attendance officer.

If the Principal cannot reach the parent/guardian or locate the child, and if there is any reason to believe the child is missing, the Principal shall notify the East Newark Police Department that the child may be missing. This also includes all instances in which a pupil's parent/guardian withdraws the pupil from school during the school term and the school does not receive an official request for the pupil's records from another school within 15 school days or a parent/guardian withdraws a pupil at the end of a school term, and records are not requested by another district within 60 calendar days.

The Principal and staff who have knowledge of a missing child shall cooperate with the police in their efforts to locate the missing child.

Be aware, also, that the district has safety and security plans and procedures that have been developed in consultation with law enforcement, health and social service agencies, the fire department and the emergency management agency. These plans are discussed and implemented with our students each year. It is recommended that you familiarize yourselves with these plans.

¹¹ N.J.S.A. 18A:36 -14, 15, 16.

¹² N.J.S.A. 18A: 36-25.1.

Change of Address or Phone number

The School Office must be informed of any change of address or telephone number. It is very important for the school to have a current listing to contact parents or guardians if necessary.

Child Abuse / Neglect

All incidents of child abuse and/or child neglect, as well as any situation in which a child is missing, whether suspected or confirmed, will be reported to the proper authority as is mandated by statute and the East Newark Board of Education policy.

The basic purpose of New Jersey's Child Abuse Law is to identify children who may be physically or emotionally abused in order that protective steps may be taken. Under New Jersey law, school personnel or anyone else who has reasonable cause to believe that a child has been abused or neglected, must report the matter immediately to the Division of Youth and Family Services (877-652-2873).

The law provides the person reporting child abuse with immunity from any civil or criminal law suits arising from such a report. The law also states that any person who is aware that child abuse has been committed and fails to report it is himself/herself considered to be in violation of the law. A copy of this policy may be obtained from the school.

Acceptable Use Policy

The East Newark School will provide access to computers and electronic information services such as the internet for students and staff. Among these services are:

- a) email with the ability to communicate with people all over the world,
- b) public domain and shareware software of all types,
- c) software programs purchased for instructional purposes,
- d) information and news from many sources, and
- e) remote interactive discussion and lessons with other school districts.

The benefits of such information access to both students and teachers are great, but there are potential problems. The administration and staff will direct learners to appropriate and educationally valuable material. Moreover, the district will provide "internet content selection filters" for its network which will curtail the use of services and materials which are inappropriate for achieving the district's educational goals. Nonetheless, it is impossible to control every possible unacceptable activity. Therefore, the district has established standards of conduct related to the use of computer and network information services. Any attempt to violate the provisions of this policy and its regulations will result in disciplinary action which may include temporary or even permanent revocation of the student or staff member's authorization to use the system. In addition, users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws may result in litigation against the offender by the proper authorities.

I. Acceptable Uses of Computers and Electronic Information Services

- a) To support student learning as outlined in the curriculum,
- b) To support teacher learning and/or instruction as outlined in the curriculum, and
- c) To perform specific research and curriculum development tasks directed in writing by the administration.

- II. Unacceptable Uses of Computers and Electronic Information Services
- a) Any activity done under false pretenses,
 - b) Deleting examining, copying, or modifying files and/or data or email belonging to someone else without having received prior consent in writing,
 - c) Using services for unauthorized commercial purposes,
 - d) Any deliberate action that damage, disrupts, or alters the system or its programs, or one that causes the system to malfunction,
 - e) Forging or attempting to forge electronic mail messages,
 - f) Attempting to send harassing, obscene and/or threatening email
 - g) Attempting to gain unauthorized access to remote systems,
 - h) Attempting to “crash” the network system or its programs
 - i) Willfully introducing computer “viruses,” disruptive or destructive programs into the system,
 - j) Using the system for an illegal activity,
 - k) Using a program in a manner other than that for which it was intended,
 - l) Attempting to read, delete, copy, modify or view email without permission of the intended receiver,
 - m) Applying for a user ID under false pretenses,
 - n) Sharing a user ID that makes the lender responsible for its use,
 - o) Decrypting system or user passwords and
 - p) Attempting to send junk mail such as chain letters, etc.

Administrators and/or their designees will have access to all files. Therefore, users should have no expectation of privacy with respect to their files and email.

The East Newark School computer system, network, and Interactive Telecommunications System are to be used exclusively for educational applications that are sanctioned by the district.

See Appendix A for a copy of the parent/guardian responsibility contract that is to be signed and returned to your child’s teacher.

Rights of Parents (Policy 9240¹³)

The Board of Education recognizes that the parent (s) or legal guardian (s) of each child are ultimately responsible for the care and custody of that child, and that both parent (s) or legal guardian (s) shares that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child’s life and well-being.

The Board will presume that each natural or adoptive parent (s) or legal guardian (s) of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parent (s) or legal guardian (s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parent (s) or legal guardian (s) for access to their child, to their child’s teachers, and to information about their child.

¹³ Legal References: N.J.S.A. 18A:35-4.6 et seq; 18A:47-4; 18A:47-8
N.J.S.A. 6:3-6.1; 6:3-6.5; 6A:14-1.3 6A:14-2.9

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her un-emancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not that child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.

A child's parent (s), guardian (s) or legal custodian (s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the non-custodial parent or terminates the parental rights of the non-custodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the non-custodial parent whose parental rights have not been terminated to full access to his/her child's records.

School Calendar - See Appendix I

Back to School Night

East Newark invites parents to attend "Back to School Night" on September 20, 2018. This night has been established to acquaint parents with their child's classroom and teacher and new school policies. It is also an opportunity to explain Title I services to parents, including the criteria for qualifying for these services.

Parent Teacher Conferences

Parent/Teacher conferences will be held November 14, 15, & 16 and April 11 & 12. Parents are invited to schedule a meeting with their child's teacher at a time convenient to them. In addition to meeting with teachers, parents of children receiving Title I services will be invited to meet regarding their child's progress. Parents are always encouraged to meet with teachers regarding any situation that affects their child's education.

Report Cards / Progress Reports / Power School – Parent Portal

Report cards and progress reports are issued four times a year: Once at each of the Parent/Teacher Conferences and twice by mail. Parents are encouraged to communicate with teachers so that as a team, they will assure the students' educational progress.

Parents are encouraged to access the Power School portal on a regular basis, to see their child's progress throughout the school year. The web address is:

<https://eastnewarkschool.powerschool.com/public/home.html>. Your username and password will be made available to every parent during Back to School Night on September 20, 2018.

PARCC

The PARCC is used to assess student progress, are administered April 2018. Please refer to the 2018 – 2019 school calendar for specific dates. As always, but particularly during testing it is essential that students come to school well rested.

School Concerts

Due to scheduling limitations, dates for the Holiday and Spring Concerts are not determined until approximately one month prior. Since the performing arts are part of the New Jersey Student Learning Standards, students are expected to participate in both concerts. Athletic schedules should be amended as required.

Health Services

East Newark Board of Education employs a full-time Nurse (Certified by the State of New Jersey as a School Nurse) and a part-time Physician. Dental services are offered through Mobile Dentist Smile Program. To receive dental services students return the appropriate permission slip and present their insurance information. Students without insurance may also receive services.

Request for exemption from a school activity for medical reasons must be accompanied by a physician's note stating the necessity for exclusion. The physician's note should include the reason and the length of time that the student is to be excused from the activity. The nurse will notify the teachers involved.

Any student needing medical attention during the school day should report to his/her class and request a pass from their teacher. The pass will be signed by the nurse and should be presented to the classroom teacher when the student returns to class.

Any injury which occurs during the school day must be reported to the nurse who will, in turn, report it to the central office.

In the event a student is injured or becomes ill during the school day, the following procedure will be followed:

1. The responsible adult in the child's family will be notified.
2. First aid will be administered.
3. If no responsible adult can be contacted, medical aid will be secured from the school physician or medical center.

Title 18A:40-8 of the New Jersey Statutes deals with the exclusion of pupils whose presence is detrimental to others due to health and/ or cleanliness. "The Principal may, upon the recommendation of the school physician or the school nurse, exclude from school any pupil who has been exposed to a communicable disease or whose presence in the school room is certified by the medical inspector as detrimental to the health or cleanliness of the pupils in the school, and in the absence from the building of the school physician or nurse, the classroom teacher may exclude the pupil from the classroom and the Principal may exclude the pupil from the school building. The Principal or the classroom teacher, as the case may be, shall notify the parent, guardian or other person having control of the pupil of the reason for his exclusion."

"Any pupil absent or excluded from school by reason of having or suspected of having a communicable disease shall not be readmitted to school until written evidence is presented that risk of contagion is not

present. Such evidence shall be by a physician licensed to practice medicine or the medical inspector who has examined the pupil.”¹⁴

Students entering Kindergarten must be up to date with their immunizations.

You may take your child to your private physician or to the Kearny Board of Health, located at 645 Kearny Avenue in Kearny. To make an appointment please call (201) 997-0600.

Failure to comply with Federal and State regulations will result in your child’s exclusion from school.

If you have any questions please feel free to contact the school nurse at (973) 481-6804.

Screenings

Auditory (Hearing)

The purpose of a school auditory screening program is to identify students with any hearing loss that may impact their intellectual, emotional, social, speech or language development. Students in grades Kindergarten through 4th grade as well as 6th, and 8th grade students will be tested.

Vision (Eye)

Vision problems affect the development, adjustment, and achievement of the child. Grades Kindergarten, 2nd, 4th, 6th, and 8th will be tested. All other grades depend on available time.

Scoliosis

Scoliosis is a lateral curvature of the spine most commonly detected during the adolescent growth period. Students between the ages of 10 and 18 will be screened.

Measurement of Height and Weight

Annual height and weight measurements identify those children who do not appear to be growing normally. All grades are measured annually.

Blood Pressure Screening

High blood pressure in children can signal the possibility of serious underlying problems, such as heart or kidney disease. All grades will have blood pressure checked annually.

Physical Exams

Physical Exams will be performed by the School Physician annually students in grades 5 through 8. Questionable findings will be communicated to parents who will be advised to see their family doctor for evaluations and follow up care.

Personal Hygiene Skin, Hair and Nails

Washing your body with soap and water helps get rid of dirt, germs and oil on your skin. Washing your hands before eating and after using the bathroom helps keep germs from getting into your mouth.

Washing your nails removes dirt and germs from under them. Washing your face each day helps give it a healthful appearance. A daily bath or shower keeps the rest of your body clean.

¹⁴ N.J.S.A. 18A: 40 -10 and N.J.S.A. 18A:40 -11.

Your hair should be brushed each day to get rid of dirt and dead skin cells. Washing hair with shampoo keeps it clean and shiny.

Some germs cause skin problems even when the body is kept clean. Your parents, teachers, and school nurse may check for skin and hair problems.

How can you prevent skin and hair problems? Look at the attached chart which describes three common skin and hair problems. Study the chart; understand the cause of these problems and how to prevent them.

If have questions or require assistance, do not hesitate to contact the School Nurse at (973) 481-6804.

Skin and Hair Problems			
Problem	Signs of the Problem	How Caught	Treatment
Ringworm Skin infection caused by a fungus	<ul style="list-style-type: none"> • Round, red patch on skin • Ring like, painful sores that itch 	Touching infected people or objects	Doctor can give medicine
Head Lice Small insects that live on scalp	<ul style="list-style-type: none"> • Lice eggs in hair • Red spots and itching on scalp 	Using an infected person's comb, brush, or hat	Powdered medicine or a special shampoo is used on the hair
Body Lice Small insects that live in the skin	<ul style="list-style-type: none"> • Red spots on skin where insect sucks blood 	Wearing an infected person's clothing	Special cream is rubbed on body

Exercise

Everyone should try to be active 30 minutes or more each day. Exercise has many benefits. It can burn calories that the body would otherwise store as fat. It can also help people have:

- Stronger muscles
- Decreased appetite
- More energy
- Less stress
- A better self image

For children, exercise can be a fun way to play!

Rest

Sufficient rest is essential to your child's education. Therefore, any child observed to be sleeping in class will be sent to the nurses' office and excluded from school. You can usually tell if your child is getting enough sleep by the way he or she acts during the day. If your child seems tired long before bedtime or has difficulty waking in the morning, he or she should be put to bed earlier. On the other hand, if your child rises earlier than the rest of the family, then he or she is probably going to bed too early. A child who rises easily in the morning, is most likely receiving sufficient sleep.

Signs of Sickness

Call your health care provider if any of the following conditions are severe or last more than a few days:

- Sneezing
- Irritability, fatigue
- Flushed or pale complexion
- Diarrhea
- Constipation
- Headache
- Increased temperature (fever)
- Earache
- Swollen glands
- Rashes

- Coughing
- Runny nose
- Poor appetite
- Sore throat
- Convulsions (twitching, shaking)
- Croup (wheezing, rapid and difficult breathing)
- Pain in stomach, abdomen
- Nausea, vomiting

School Procedures / Discipline

East Newark School uses counseling, detentions and suspensions within its disciplinary procedures. Should an offense warrant, a student's exclusion from participation in activities, trips and/or graduation exercises is also within those disciplinary procedures.

We endeavor to treat disciplinary problems with as much flexibility as possible and always try to consider the seriousness of the individual problem. There is a continuous attempt to involve the student, teacher and parent/guardian in addressing discipline problems.

Student Dress

The Board of Education has adopted a Board Policy that requires students to wear school uniforms.

The uniform requirement will be simple to follow and includes:

1. A maroon shirt with the school logo in gold
2. Either khaki color, dark navy or black slacks/skirts/skorts/shorts
3. No Jeans
4. All attire should be neat and clean
5. Heavy/excessively long chains, spiked collars or bracelets, and choke collars are not permitted
6. Hats, caps, bandannas, visors, or other headwear shall not be worn inside the school. Only religious headwear is permitted.
7. Footwear is required; however, rollerblades, "Heelies", backless sandals/shoes, or flip flops are unsafe in our school environment and are not permitted.
8. Unless required for medical reasons, sunglasses may not be worn inside the building.

The high quality shirts are burgundy with our school logo. They can be purchased at:

Torres Fashions
309 Harrison Avenue
Harrison, NJ 07029
(973) 481-9344

The Principal, or designee, is responsible for enforcing the dress code. Non compliance will result in the following, per regulation R5511:

Compliance:

School administrators and teachers will use positive reinforcement to obtain compliance with school attire requirements. However, when a student fails to comply with the school attire policy, discipline is appropriate. The following discipline procedures shall apply:

First Offense:	Verbal counseling.
Second Offense:	Written warning and notification to parent/guardian.
Third Offense:	After school detention.
Fourth Offense:	One day school suspension.
Fifth and Subsequent Offenses:	Two days out of school suspension.

No restrictions on student freedom of dress and adornment which are contrary to law which might violate the rights of an individual student will be imposed.

General Expectations and Procedures

Cafeteria Rules

It is important that all students obey the cafeteria rules at lunch time. Teachers will discipline students who do not follow the rules listed below:

Inside:

1. Students are not permitted to “cut” in line.
2. Each student is responsible for cleaning up the area where he/she eats. All trash and trays are to be properly discarded.
3. Food or drink is not to be taken out of the cafeteria, except by permission.
4. Food or any other object may not be thrown. .

Students who do not follow these rules may be assigned an office detention.

Outside:

1. Weather permitting, students are sent outside either before or after lunch. Please be sure your child is dressed appropriately to play outdoors.
2. All students will walk to the park in double file lines.
3. Students are to line up by class at 12:40 p.m. or when indicated.
4. Students must play in designated areas only.
5. Students are not to engage in activities that might endanger other students (pushing, shoving, kicking, hitting, wrestling, etc.).

Assemblies

School wide or grade level assemblies are scheduled periodically throughout the school year. They are an important part of the learning experience and enhance our curriculum goals. Courtesy demands that

the students be respectful. Students should listen and not talk during the program. Students scheduled for an assembly should proceed to the assembly location with their teacher and be seated as quickly as possible. Students who do not follow the behavioral standards will lose their assembly privilege.

In the Classroom

Individual teachers deal with their classroom discipline. Students are expected to:

1. be on time for class.
2. be prepared for class.
3. be courteous to fellow students.
4. be respectful of the teacher.
5. Not disrupt the learning of the other students in the classroom.

School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. A student who intentionally defaces property, breaks windows, or does other damage to school property or equipment will be required to pay for the damage done or to replace or repair the item. The students may be subject to suspension. A formal complaint may be filed with the East Newark Police Department.

Cell Phones

The Board of Education recognizes that many parents have provided cellular phones for their children in an effort to facilitate parental contact. However, such devices can also be disruptive to the academic environment if not properly regulated. The following policies apply to students who bring cell phones to school:

- Students are not permitted to use cellular telephones (including making or receiving calls, sending or receiving text messages, taking pictures or videos) while school is in session, during recess, "After School," and while on class trips.
- Cellular telephones must be kept out of view and **TURNED OFF** during the school day. They may only be turned on and used outside the building after dismissal.
- Students are not permitted to wear their phone attached to their clothing.
- If a student violates the rules regarding cellular phones, the Principal, or designee, will confiscate the device, take disciplinary action, and contact the parent to pick up the phone. regarding cellular phone
- Students who violate the rules regarding cellular phones more than once will be barred from bringing a phone to school.
- The East Newark Board of Education will not be responsible for any lost or stolen electronic devices.

As always, the phone located in the main office is available for student use for important calls.

Electronic Devices

Electronic devices, including but not limited to, any device that connects to the internet, any device that has the ability to take photographs or to record or play audio and/or any device that enables a pupil to

send or receive communications must be turned off and out of view while the pupil is in the school building, on school grounds, or at any school sponsored function unless permission to be turned on has been granted in advance by the Building Principal or designee.

Games / Toys

Unless directed by their teacher, games and toys are not permitted in school.

Birthday Celebrations

Birthdays are recognized at the discretion of the classroom teacher. Outside food is not permitted.

Detentions

Students who persist in being disrespectful, exhibit dangerous behavior, or do not go to assigned teacher detention will be reported to the administration in charge and may be suspended.

Students who are assigned office detention are to report to the assigned room from 3:05 until 4:00 PM. They are to bring work with them and are to do school work during the entire detention. Students will be given an assignment if they do not bring work with them to the detention. If a student misses a school detention, he/she will be assigned two detentions. Students will not be admitted late for detention.

Protocols for Disciplinary Actions

School rules have been established to protect the children and to enhance the learning environment of East Newark School.

Following are unacceptable behaviors along with the disciplinary actions which will be taken. Please take time to read them carefully. Parents will be called by the Central Office on detention days.

A = Warning, Teacher detention, Phone call,

B = Multiple detentions, Letter home, Central Office detention,

C = Central Office detention, Referral to Principal, Meet with parent(s)

D = Referral to Principal/Superintendent for action, Suspension, Expulsion

1. Disruptive behavior in class or elsewhere in the building..... A, B
2. Dangerous behavior in class or elsewhere in the building..... A,B,C,D
3. Littering on school property.....A
4. Chewing gum or eating anything in class if not part of class activity..... A, B
5. Excessive tardiness A,B,C
6. Excessive absences A,B,C,D
7. Student disrespectfulness towards other students..... A, B,C,D
8. Student disrespectfulness towards teacher..... A,B,C,D
9. Not wearing BOE approved uniform..... A, B,C
10. Display/use of personal electronic equipment, i.e. cell phones, I-pods, etc. B,C
11. Playing games, cards, etc. not sanctioned by teacher..... B
12. Fail to attend teacher detention..... B,C
13. Harassment Intimidation and Bullying (HIB)..... C,D

14. Pushing or shoving.....	B,C
15. Eating or drinking in non assigned areas.....	A,B
16. Gambling of any kind	C
17. Forging a school related document	C,D
18. Placing graffiti on or defacing school property	C,D
19. Destruction of any school property	C,D
20. Igniting matches or lighters in school	C,D
21. Returning late from lunch.....	A,B,C
22. Failure to attend Central Office detention.....	B,C,D
23. Inappropriate behavior on a field trip.....	A,B,C,D
24. Making racial, ethnic or religious slurs.....	B,C,D
25. Possession of alcohol or tobacco	C,D
26. Possession of any other drug	D
27. Being responsible for a false alarm or bomb scare	C,D
28. Possession of firecrackers or any other dangerous material	C,D
29. Possession or distribution of hate materials	C,D
30. Threats of violence to students, staff, other persons or property	C,D
31. Theft	C,D
32. Possession of a weapon	D
33. Leaving school grounds without permission.....	D

Kindergarten Procedures

In the morning, students are to be brought to the side door by parents or guardians. Then children will enter and report downstairs where teaches will pick them up for class.

Each Kindergarten student must be picked up by a parent or by a person designated by the parent in writing. If the child is not to be picked up by this person, please send a note to the teacher indicating who will pick the child up. Those who you designate to pick up your child must carry identification.

A written excuse note is required for each absence, tardiness or early dismissal. Whenever possible, please notify the teacher ahead of time if student will have to leave early.

When sending money to school for any reason, please put it in an envelope and write the child's name and the purpose of the money on the envelope.

Please label with his/her name all items your child may take off or put away during the school day such as mittens, sweaters, raincoats, boots, book bags, and lunch bags or boxes. If your child has difficulty with his/her boots, place a plastic bag over his/her shoes and the boots will go on and off more easily. Children may be permitted to celebrate their birthdays in school. However, due to health reasons food is not permitted to be shared with classmates.

Academics

Homework

In order to reinforce the learning which takes place in the classroom and to provide an opportunity to explore resources beyond the school environment, meaningful homework assignments will be given.

Teacher(s') Responsibilities:

- Give the purpose of the assignment;
- Give the content of the assignment;
- Discuss the format/organization of the assignment;
- Discuss possible resources;
- Model how to do part of the assignment; when necessary
- Offering several examples;
- Answering student questions.

Student(s') Responsibilities:

- Have all necessary books, workbooks, notebooks, supplies needed to complete given homework assignments.
- Dedicate necessary time to complete homework.
- Utilize all information in order to complete homework assignments.
- Complete homework assignments to the best of your ability.
- Be as NEAT as possibly when completing your homework.
- Review and study homework before handing it in to the teacher(s).
- Limit distractions when completing your homework (NO TELEVISION, OR PLAYING GAMES).

Parental Responsibilities:

Parents are expected to support the school by providing an atmosphere at home that is conducive to effective studying, establishing daily routine, asking their child questions about the homework, and by taking an interest in their child's homework assignment. When appropriate, older siblings should also be encouraged to help their younger brother or sister with their homework assignment. Parents should discuss any difficulties related to the homework assignment with their child's teacher(s) and maintain contact with the teacher(s) regarding their child's progress. It is recommended that parents periodically sign homework assignments.

Types of Assignments

Homework assignments may take a variety of forms. Homework may include but is not limited to:

- Reading a class text and supplementary materials
- Reviewing class notes
- Supplementary reading
- Writing lab reports
- Problem solving
- Thinking/reflecting
- Planning
- Hands-on projects

Comprehensive literacy is the goal for every student. Students should include nightly reading of literature as part of their daily routine. Reading aloud by students to family members at early grades as well as sustained silent reading should be encouraged. Similarly, parents and older siblings should be encouraged to read aloud to younger students and emerging readers.

Time Allocation

Homework may take the form of daily, multi-day or weekly assignments or a long term project. The required time for a homework assignment depends upon the grade and age of the students and the purpose of the assignment. Whenever possible, teachers are to coordinate homework assignments with other teachers, so that students do not feel overwhelmed by the amount of homework they may receive for any given period of time.

Grades	Approximate Daily Time Allocation
Kindergarten	Lang. Arts 10 min. Math 10 min.
Grade 1	Lang. Arts 20 min. Math 15 min.
Grade 2 and Grade 3	Lang. Arts 30 min. Math 20 min. 10 min. Other
Grade 4 and Grade 5	Lang. Arts 30 min. Math 25 min. 15 min. Other
Grades 6, 7, and 8	Lang. Arts 30-45 min. Math 25 min. 20-30 min. Other

Grading

Homework is an integral part of the district’s recommended broad-based assessment of students. It is reviewed and evaluated by the teacher. Homework may be corrected, graded, and returned to the student. The homework/project grade is kept in the teacher’s record book and is averaged into the student’s grade as designated in the district’s grading policy. Teachers are expected to provide regular feedback to parents regarding completion and performance of homework assignments. This may be accomplished by asking parents to sign assignments or providing special interim notification on a regular basis as to the standing of the student regarding homework.

As stated earlier, parents are expected to support the school by providing an atmosphere at home that is conducive to effective studying, establishing a daily routine, asking their child questions about the homework, and by taking an interest in their child’s homework assignments. When appropriate, older siblings should also be encouraged to help their younger brother and sisters with their homework assignments. Parents should discuss any difficulties related to the homework assignments with their child’s teacher(s) and maintain regular contact with the teacher(s) regarding their child’s progress. It is recommended that parents periodically sign homework assignments.

Making up Missed Work

All regular school work, such as assignments, reports or projects, must be completed. Arrangements may be made with the appropriate teacher or teachers to arrange a reasonable timetable for the completion of missed work due to student absence.

Parents/guardians requesting a list of missed assignments should contact the main office before 10:00 am of the morning the assignments will be picked up by the parent/guardian and on the occasion when the pupil is absent for more than one day.

Basic Skills Improvement Program

Students who meet the state standards for qualification in the Basic Skills Reading, Math, and Writing/Language Arts will receive supplemental instruction through the Basic Skills Program.

Placement of a student in the Basic Skills Program is mandated by the State and is determined by student scores on the Terra Nova or PARCC.

Reporting Student Progress¹⁵

Progress Reports / Report Cards

Interim progress reports will be mailed home to students who are in danger of failing a subject for a marking period, who are not achieving expected academic progress, or who have significantly changed their level of achievement. Parents are expected to sign and return the interim report to acknowledge receipt. Students will receive progress reports four times a year.

Gifted and Talented

East Newark Public School is committed to an educational program that recognizes the unique value, needs and talents of an individual student. This program for academically gifted students in language arts and mathematics is an integral part of this commitment. These educational services are provided for K-8. The East Newark School District takes into consideration the National Association for Gifted Children (NAGC) standards to establish requisite and exemplary gifted program standards.

It is the intent of this program, to identify the student, afford this individual a program based on interest and needs, and to fully integrate the child's activities into the regular programs. The classroom teachers will devise individualized programs for small groups of students on the basis of similar interests and abilities.

The main role of the committee for the gifted and talented will be to guide the students. The committee will advise, indicate appropriate resources (people, places, printed material, visual material, games, etc.) and possible ways of working. The classroom teachers will evaluate the student's work. The individual student's interest and presumed capability will be the parameters for judging the worth of that student's work.

The aim of the program is educational enrichment, rather than educational acceleration. It is the attempt to introduce gifted children to a different mode of learning, one which will capitalize on the range of their abilities and which they can carry over to other aspects of their education, both in and out of school. The program also seeks to make students comfortable with themselves and their peers, as well as to introduce them to a great range of learning opportunities outside of the school.

The ultimate goal of the program is to develop within the student a desire for excellence and a sense of individual responsibility to the school community. It is also the hope of this program that it will benefit not merely the gifted child, but will extend into the entire classroom affecting our whole school population.

¹⁵ N.J.S.A. 18A: 35-4.9

ESSA / Title I Targeted Assistance Program

In an effort to provide scientifically based educational services designed to meet the needs of economically disadvantaged students and those who are academically challenged, the East Newark School District, in consultation with parents and community stakeholders offers NCLB funded supplemental services to qualified students. The intention of the East Newark Title I targeted assistance program is to improve student academic achievement and school performance. Your participation is vital.

Parental Involvement Policy

All parents are strongly urged to actively support the education of their children by recognizing that their involvement is essential to academic success. To facilitate and encourage parental support, the East Newark School District has reserved the following dates to meet with parents of Title I students:

- September 20, 2018 @ 7:00 p.m.
- October 15, 2018 @ 7:00 p.m.
- April 11, 2019 @ 7:00 p.m.

As the parent of a child receiving Title I services, you are asked to participate in these meetings which are designed to hear your concerns and recommendations. You will also have an opportunity to meet with your child's teacher to discuss his/her academic progress.

In addition to hearing your concerns, participating parents will receive:

- Assistance to help understand the state's academic standards, state and local assessments, and how to monitor your child's progress
- Literacy and technology training intended to assist you as you support your child's academic progress
- Parenting support services
- babysitting services and light refreshments

To indicate your support and acknowledge that your child will be receiving Title I services, you are asked to return the "Title I Parental Involvement - Memorandum of Understanding" found in Appendix E and return it to school as soon as possible, but no later than September 20, 2018.

Entrance Criteria

Students qualifying for Title I services have met at least one of the following criteria:

- Scored less than "Met Expectations" on the PARCC assessment in Math, Language Arts or Science
- Scores "Below Level" on the "i-Ready" ELA or math diagnostic assessment
- Scored at or below grade level on the "i-Ready" assessment
- Teacher recommendation based on classroom academic performance and observations
- Student receiving free or reduced lunch.

Port of entry students will receive Title I services based on:

- Parent and student interviews to determine academic and English language abilities
- A review of previous academic records
- Language Arts and Math assessments.

Exit Criteria

A student may demonstrate that he/she has met the goal of academic achievement and, therefore, no longer requires Title I services by meeting one of the following criteria:

- “Met Expectations” on the PARCC Language Art, Math and Science assessments.
- “On or Above Level” on the “i-Ready” ELA or math diagnostic assessment
- Teacher recommendation based on classroom academic performance and observations.

East Newark Targeted Assistance Program (TAP):

Students participating in the East Newark Title I TAP will receive:

- Extending Learning Time
 - After School
 - Summer School
 - Before School
 - During School (recreational/recess learning – 11:45 to 12:45)
- Opportunities for accelerated, applied learning, such as field trips to the “Liberty Science Center,” “Newark Museum.”
- In class support for Basic Skills Instruction in math and language arts
- Instruction from Highly Qualified teachers who receive ongoing professional development
- Parental support through adult Literacy and technology training

Appendix A

Student and Parent/Guardian Computer & Network Responsibility Contract

As the parent/guardian of this student, I have read the "Computer and Network Information Services Guide" and I understand the terms and conditions governing access to the East Newark School electronic network. I understand that the electronic network is designed for educational purposes and that the school has taken precautions to eliminate controversial materials. However, I recognize that it may not be possible to restrict access to all undesirable materials, and do not hold the school responsible for materials my child may access without school permission.

Further, I understand that the inappropriate use by my child of the network or a violation of the above referenced "Guidelines and Regulations" could result in short term or complete revocation of my child's internet access privileges, additional school discipline, the need to pay willful damage, and, depending on the violation, legal action where a criminal offense is involved.

My child and I understand the terms and conditions in the attached "Computer and Network Information Services Guide and Regulations" of the East Newark Board of Education. I hereby give permission for my child to use the electronic network for educational purposes

Print Name of User _____ **Grade** _____

Signature of User _____ **Date** _____

Print Name of Parent/Guardian _____

Signature of Parent/Guardian _____ **Date** _____

Appendix B

East Newark Public School
Parental Permission Form #1
“Parental Direction for Student Arrival”

It is the policy of East Newark Public School that all children in grades Pre Kindergarten to 3 be escorted from home to school, and from school to home by their parent, adult or older student (grades 4 or above) designated by their parent. Your children will be released only to those listed below. Furthermore, those in grades Pre Kindergarten to 3 will not be released without an escort. To ensure the safety of your child, those listed below may be required to produce identification.

Parent’s Name: _____

Child’s Name: _____ Grade: _____

The following individuals are authorized to escort my child to and from school, as per the East Newark Public School policy:

Name:	Phone:
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

I understand that any changes to the preceding list must be made in advance and in writing.

Signature of Parent or Guardian

Date

Copy as needed

Appendix C

East Newark Public School
Parental Permission Form #2
“Parental Direction for Student Dismissal”

Under the conditions set forth in the “Dismissal Plan,” parents may allow students in grades four and higher to be released unescorted to walk home from school. Parents / guardians who allow their children to be released unescorted to walk home are responsible for following all the requirements set forth in the “Dismissal Plan.” They will indicate their permission by providing the information required below, and signing this form.

Your signature below indicates that you have read, understand and agree to follow the “Procedures.”

Parent’s Name (Print): _____

Child’s Name: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

I agree to allow my child /children (listed above) to be released to walk home after school unescorted. I have read and agree to follow the policies of the East Newark Public School as indicated in the attached “Procedures for Arrival / Dismissal.”

Signature of Parent or Guardian

Date

Copy as needed

Appendix D

Protocol for student absences

Accumulated number of unexcused absences	Action Taken
1 to 9	Documented calls from the attendance officer
10	Mandatory meeting with parent, supervisor of special services and Principal
13	Mandatory meeting with parent and Superintendent
15 or more	Court Summons

Appendix E

Please detach, sign, date and return this page to your child's teacher on or before September 20, 2018.

By signing and dating this page, parents/guardians indicate that they have received a copy of the East Newark Parent Student Handbook (PSH). Questions regarding the PSH may be referred to the Principal. Requests for additional copies should be forwarded to Karen Rivadeneira, School Confidential Secretary.

I, _____ have received a copy of the East Newark PSH on behalf of my child(ren), listed below.

Signature of parent / guardian

Date

List child(ren) below:

Grade:

Copy as needed

Appendix F

**East Newark Targeted Assistance Program
Memorandum of Understanding
To be completed by the parents of all participating Title I
students
Return no later than September 20, 2018**

I, _____ the parent(s) / guardian(s) of
_____ have read and understand the
East Newark "ESEA" / Title I Targeted Assistance Program as explained on
page 30 of this Parent Student Handbook. I agree to support my child's
participation in Title I services, and to the extent possible, collaborate with the
teachers and the Principal to monitor my child's academic achievement while
contributing to the ongoing Title I planning process.

Signature

Date

Appendix G
Field Trip Permission Slip

The Parent/Guardian of _____ hereby give permission to have our child (ren) to attend field trips to any place in Harrison, East Newark and Kearny for Educational purposes including but not limited to Harrison Library, Harrison Middle School, Harrison High School, East Newark Recreational Center, East Newark Park and West Hudson Park.

The Parent/Guardian of _____ hereby release the Board of Education of the School District of East Newark from any and all liability or responsibility concerning these trips and hereby indemnify said Board against any cause of action whatsoever for any damage done by my child either to property or person.

Signature Of Parent/Guardian

Date

Appendix H

Photo Permission Slip

In an effort to keep you and the East Newark community informed regarding the education of our children, we will be maintaining a website (www.eastnewarkschool.org), using Twitter, publishing newsletters and may occasionally video a class for instructional purposes. Photos and videos may enhance our communications and with your permission, may include your child.

Please take a moment to indicate your permission regarding photos of your child to appear as described above by filling out the form below. We ask you to ***return this form As Soon As Possible.***

Thank you for you cooperation. I am sure the entire East Newark community will enjoy reading about the accomplishments of our children.

Sincerely,

Richard R. Corbett, Ed.D.
Superintendent/Principal

I, _____, ***give / deny (please circle one)*** permission to the East Newark Public School to include photographs of my child(ren) as listed below to be published in the Newsletter /website I understand that last names of children will NOT be included. Furthermore, I may withdraw this permission at anytime.

My child name:

My child's grade:

1) _____

2) _____

3) _____

4) _____

Signature

Date

Appendix I
School Calendar