



# Student/Parent Handbook



**2023 - 2024**

501-11 North Third Street  
East Newark, New Jersey 07029

Rosaura Bagolie, Ed. D. / Chief School Administrator  
Michael Cedeño / Child Study Team Coordinator  
Emidio D'Andrea / School Business Administrator  
Nicole Rios / Supervisor of Curriculum & Instruction  
(Preschool-Elementary School)  
Derris Brown / Supervisor of Middle School Curriculum & Instruction

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## ***Board of Education***

<b>Board President</b>	Carla Fernandes
<b>Board Vice President</b>	Jennifer Perez
<b>Trustee</b>	Laura Ditchkus
<b>Trustee</b>	Milagritos Martes
<b>Trustee</b>	Tatiana Costa
<b>Trustee</b>	Heather Leone
<b>Trustee</b>	Michael Mancini
<b>Board Secretary</b>	Emidio D'Andrea

## ***Administration***

<b>Superintendent /Principal</b>	Rosaura Bagolie, Ed. D., LDT-C
<b>Business Administrator</b>	Emidio D'Andrea
<b>Supervisor of Curriculum and Instruction</b>	Nicole Rios (Preschool-Elementary School)
<b>Supervisor of Curriculum and Instruction</b>	Derris Brown (Middle School)
<b>Coordinator of the Child Study Team</b>	Michael Cedeño
<b>Confidential Secretary to the Business office</b>	Karen Rivadeneira
<b>Confidential School Secretary</b>	Diana Bentancourth
<b>Confidential School Secretary</b>	Jennifer Suarez

**FACULTY AND STAFF 2023-2024**

<b>TEACHING FACULTY:</b>	<b>JOB DESCRIPTION</b>	<b>GRADE</b>
Jablonsky, Vanessa	Teacher	K
Lugo, Bethzaida	Teacher	1A
Ebrahimzadeh, Angela	Teacher	1B
Perkins, Jennifer	Teacher	2A
Rivadeneira, Tamara	Teacher	2B
Garcia, Evelyn	Teacher	3
Olimpio, Alexander	Teacher	4
D'Arco, Talia	Teacher	5
Pawlica, Joseph	Teacher	Social Studies
Viscuso, Janet	Teacher	Science
Hobday, Tawana	Teacher	Math
Feliciano, Sheila	Teacher	ELA
Garcia, Michelle	Teacher	P.E/Health
Jackson, Margaret	Teacher	Art
Colaiacovo, John, III	Teacher	Music/Tech
Cabrera, Ruth	Teacher	World Lang.
Fazio - Villeda, Jane	Teacher	Sp. Education
Pruiksmas, Jody	Teacher	Sp. Education
Machcinski, Joyce	Teacher	Reading Specialist
Rugani, Jeanine	Teacher	Math Interventionist
McDonald, Kayla	Teacher	ESL
<b>SCHOOL NURSE</b>		
Morin, Milka	School Nurse	
<b>CHILD STUDY TEAM/SPECIALIST</b>		
Cedeno, Michael	CST	School Psychologist
Vera, Nathaly	CST	School Social Worker
Carey, Breeah	CST	Speech
Guttman, Daniela	CST	M.A.T., BCBA
<b>CLASSROOM ASSISTANTS</b>		
McNeill, Vanessa	Paraprofessional	Kindergarten
Ubilla, Elsie	Paraprofessional	Kindergarten
Medina, Sofia	Paraprofessional	1st Grade (A)
Cabrera, Ruth	Paraprofessional	1st Grade (B)
Kazdin, Matthew	Paraprofessional	2nd Grade (A)
Maceda Ochoa, Violeta	Paraprofessional	2nd Grade (B)
DiMatteo, Nora	Paraprofessional	3rd Grade
Miranda, Georgina	Paraprofessional	3rd Grade
Torres, Cynthia	Paraprofessional	4th Grade
Yllescas, Nydia	Paraprofessional	5th Grade
Des Neves, Ana	Paraprofessional	MS Science/Social Studies
Dos Santos, Cristina	Paraprofessional	MS Math

## Superintendent/Principal's Message

*"The final weapon is the brain, all else is supplemental"*  
— John Steinbeck, *The Acts of King Arthur and His Noble Knights*

Dear Parent or Guardian:

I sincerely welcome the 2023-2024 school year with heartfelt anticipation and warm enthusiasm. As your Superintendent/Principal, I am committed to fostering growth and creating an effective educational environment that equips students for the future.

Guided by the empowering theme, "Knights Proud"! We strive for our knights to be **Prepared, Respectful, Organized, Unified, and Disciplined**. This is how our Knights Conquer and Win!"

This upcoming year is filled with the promise of going beyond surface-level understanding and embracing the importance of quality education in preparing students for tomorrow's challenges. To enhance the learning experience, we will integrate real-world applications, hands-on experiences, collaborative small-group instruction, and project-based initiatives into our curriculum. Together, we will foster a community that nurtures critical thinking, cultivates problem-solving skills, and ignites an insatiable passion for knowledge and lifelong learning.

Great news! We have leased a new school facility known as the East Newark School Annex. This location will house our business administrative staff and Child Study Team. It is located at 93 Grant Ave in Kearny. This facility will also be used for 21st-Century afterschool programming. The lease of this space allowed us to reduce class size for a more effective and focused learning environment.

We are excited to welcome new staff members to East Newark this fall. Let's wish them all a successful and exciting school year at East Newark! Please help me formally welcome and congratulate the following individuals on their new positions:

- Mr. Alexander Olimpio (4th grade), Ms. Talia D'Arco (5th grade), Ms. Janet Viscuso (Middle School Science), Ms. Tawana Hobday (Middle School Math), Ms. Michelle Garcia (P.E/Middle School Health), and Ms. Kayla McDonald (ESL/Bilingual).

Please join me in congratulating the following teachers on their new roles:

- Ms. Tamara Rivadeneira (Grade 2), Ms. Evelyn Garcia (Grade 3), and Mrs. Ruth Cabrera who has been appointed as our part-time World Language Teacher/Instructional Aide.

Some changes for the upcoming school year include updated district curricula at all levels. We have purchased a new reading program- Into Reading, along with Rigby Libraries for the elementary grades. This new program comes with a software program called Waggle, which is tied to the series and can be used to assess student learning within the curriculum. We have also purchased LinkIt!, which offers benchmark assessments similar to i-Ready. LinkIt! creates a portfolio for each student that includes their standardized scores and benchmark assessment results to create a comprehensive picture of their academic progress. It is available in English and Spanish and also tests for science proficiency.

We have added one additional period of music for instrumental classes in grades 3-5. The middle school will now have cycle courses that include Financial Literacy, Computer Applications, Research Design, Music and Technology, Digital Footprint, and Digital Newsroom. At all levels, there is a new Enrichment period for academic support and a G&T period for students who qualify. To meet our physical education requirement of 150 minutes of instruction, all grade levels will now have three periods of PE classes.

Of importance, **we are no longer using PowerSchool** for our student management system. We have adopted Genesis, and with this new system, all student forms, progress reports, report cards, and lunch applications will be done electronically. If you did not attend one of our Genesis training sessions, please contact the main office for an appointment. We are attaching

your username, password, and instructions for accessing the Genesis Parent Portal. Feel free to download the Genesis Parent App.

School lunches and fundraiser payments can now be done online by check or credit in our new program, Lunchtime. To make a payment, you must create an account by visiting the following website <https://www.schoolpaymentportal.com/ConsumerLogin.aspx?Logout=true>. There is also an app for this program called School Payment Portal Mobile.

To accommodate this new schedule, **school will now start promptly at 8:20 AM**. Students can enter the building as early as 7:50 AM for breakfast; after 8:20 AM, they will be marked late.

We were fortunate to have our 21st Century Grant renewed for this school year and will continue to offer programming from 3:00 pm-6:00 pm for students in grades 3-8.

For security reasons, we will no longer be using Facebook. All student information will be sent via ClassDojo. Please sign up to receive up-to-date news and notifications on school happenings and events.

Lastly, I express my appreciation for your commitment and dedication. I look forward to working together to make a lasting impact and building a community where passions are discovered, students thrive, victories are celebrated, and a promising future is realized.

Wishing you all a prosperous and fulfilling new school year ahead!

Sincerely,



Rosaura Bagolie, Ed.D., LDT-C  
Superintendent of School/Principal

## **Mission Statement**

The East Newark School District’s mission is to provide every child with an educational foundation which will serve to achieve the New Jersey Student Learning Standards (NJSLs) so that every student will be able to achieve 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 East Newark curriculum 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 unique talents, which must be cultivated by a team of parents and teachers. 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 workforces.

Finally, we strive to provide a positive educational experience so students will acquire the fundamental skills, knowledge, and understandings, which will serve as a firm foundation for future educational and/or career endeavors.

## **Our Slogan**

**“Knights Proud”**

## **District Vision & Goals**

Monthly agenda recommendations made by the superintendent to the board of education are guided by the district’s vision and goals. The district goals below were approved by the board of education at their July 11, 2023 meeting.

### **Our Vision**

*An enhanced school climate and culture with expanded educational opportunities that support student academic achievement.*

This vision is supported by achieving the following 2023 – 2024 District Goals:

### **Goal 1 - English Language Arts:**

*By June 2024, 40% of students in grades K-8 at East Newark Public School will be at or above grade level in English Language Arts, according to the LinkIt District Data.*

## **Goal 2 - Mathematics:**

*By June 2024, 30% of students in grades K-8 at East Newark Public School will be at or above grade level in Mathematics, according to the LinkIt District Data.*

## **Goal 3 - Science:**

*By June 2024, 4% of students in grades K-8 at East Newark Public School will be at or above grade level in Science, according to the LinkIt District Data.*

## **Goal 4 - Social Emotional Learning (SEL):**

*By June 2024, 75% of students in grades K-8 at East Newark Public School will participate in activities that promote positive interaction with peers and others through the use of Social Emotional Learning (SEL) Competences related to Responsible Decision Making.*

A detailed version of the District Goals that includes Action Steps and Timelines can be found on the district website. You are encouraged to follow our progress since it will be updated frequently throughout the year.

### **Board of Education Policies and Procedures<sup>1</sup>**

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, and Bullying (Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions, and on School Buses)<sup>2</sup> as per Board Policies 5512 Revised.**

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 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

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<sup>1</sup> N.J.S.A. 18A: 11-1

<sup>2</sup> 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

- 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.<sup>3</sup>

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.

Students who experience or witness acts of harassment, intimidation or bullying are required to report such acts to school staff immediately and not after student dismissal. After making a report to the school staff, students are encouraged to report the same incident to their parents.

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 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*.

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<sup>3</sup> N.J.S.A. 18A:37-15 (3) (b) (2).

**The District Anti-Bullying Coordinator is:**

Nicole Rios  
East Newark Public School  
501 N 3rd St.  
East Newark, NJ 07029  
[nrios@eastnewarkschool.org](mailto:nrios@eastnewarkschool.org)

**The School Anti-Bullying Specialist and 504 Coordinator is:**

Nathaly Vera  
East Newark Public School  
501 N 3rd St.  
East Newark, NJ 07029  
[nvera@eastnewarkschool.org](mailto:nvera@eastnewarkschool.org)

**Affirmative Action Plan<sup>4</sup>**

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 the 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](http://www.eastnewarkschool.org)

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<sup>4</sup> 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)

**The District Affirmative Action Officer, and Public Assistant Compliance Officer is:**

Nicole Rios  
East Newark Public School  
501 N 3rd St.  
East Newark, NJ 07029  
[nrios@eastnewarkschool.org](mailto:nrios@eastnewarkschool.org)

**Student Records**

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.

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 an 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 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.

You may obtain a copy of the East Newark Board of Education policy relative to student 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 officer<sup>5</sup> who investigates residency issues.

### **Residency Requirements<sup>6</sup>**

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 a current address
- An official mail (Governmental Agency)
- A bank statement with a current address

All applicants must provide the following:

- Parent’s identification (Driver’s 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 the parent,
- Custody papers (if parents are divorced or person is not a 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 a personal medical doctor,
- Health history.

### **McKinney-Vento**

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services.

### **The District McKinney-Vento Homeless Liaison is:**

Derris Brown  
East Newark Public School  
501 N 3rd St.  
East Newark, NJ 07029  
[dbrown@eastnewarkschool.org](mailto:dbrown@eastnewarkschool.org)

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<sup>5</sup> N.J.S.A. 18A: 38-32.

<sup>6</sup> N.J.S.A. 18A: 36-19a.

## **Dismissal Policy “Student Supervision – After School Dismissal Plan”<sup>7</sup>**

These procedures will be followed under normal circumstances 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 crosswalk 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 8:20 a.m. 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.

**School discipline procedures apply to students walking to and from school.**

### **Arrival**

Students in grades K to 3 must arrive at 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 from the parents/guardians.

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 8:20 a.m., these doors will be secured and students must enter through the main doors where they will receive a late pass. Penalties apply to students who are late more than four times.

### **Dismissal for Grades K to 3**

Students in grades 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**

Students with parental permission 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.

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<sup>7</sup> East Newark Board of Education: Policy 8601.

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 students.

### **Failure to Pick up Children on Time**

Parents are responsible for picking up their children promptly and knowing the days students will be dismissed early. Assigning staff to supervise students who are not picked up on time is costly and a disruption to the professional and personal schedule of our teachers. Parents who neglect to pick up their child on time may be charged up to \$45 per hour at the discretion of the Chief School Administrator.

### **Procedures for Picking Children Up During School Hours**

**Please do not send a sick child to school. Please ensure that students are fever free for at least 24 hours before returning to school.** If a student becomes ill during school hours, the school nurse will release the child to a parent or person(s) listed on the emergency information form.

**No child will be released to a minor during school hours.**

### **Emergency School Closings**

It is important for every parent/guardian to establish a plan that will enable their child to be picked up at East Newark School in the event that an emergency school closing is declared while school is in session. Although East Newark School will do everything necessary to ensure the safety of all of our students, it is the responsibility of the parents/guardians to make sure that their child is picked up. You must provide 3 emergency contact names along with their working phone numbers.

### **Attendance: Lateness & Excuses**

All pupils are required by law to regularly attend school.

The Department of Education defines five allowable reasons for absences:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- “Take Our Children to Work Day”;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving 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, and 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. Requests 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.

Parents shall provide a written statement regarding the cause of absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence and/or repeated absences or tardiness. A signed, written “excuse” should include the student’s name, class assignment, date (s) of absence and reason for the absence. Students absent in excess of 15 days are subject to grade retention for the following school year. District Policy 5410 states, “Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 157 days during the 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. Students with more than five continuous days of unexcused absences may be disenrolled (Policy 5200).

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.”
- 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.

Attendance need not always be within the school facilities. A pupil is “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.

### **Excessive Tardiness**

Children are expected to arrive on time for school daily. The rear doors to the school (student entrance) are secured promptly at 8:20 a.m. Students who arrive after 8:20 a.m. are to enter through the main door where they will receive a late pass. Students who arrive at school between 8:21 a.m. and 10:30 a.m. will receive a one-quarter-day absence and those who arrive after 10:30 a.m. will receive a half-day absence.

## **Excessive Absences<sup>8</sup>**

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.

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. 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.<sup>9</sup> Infractions of board policy requiring the attention of enrolled pupils may result in the suspension or expulsion of the pupil from the regular program. Students who are absent for five consecutive days may be disenrolled.

## **Religious Excuses<sup>10</sup>**

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.

## **Participation in School Activities<sup>11</sup>**

Students who are absent from school for any reason may not attend after school activities or evening school sponsored events. Students who are absent from school may not compete in or be a spectator at 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.

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<sup>8</sup> N.J.S.A. 18A:38-25, 26,27

<sup>9</sup> N.J.S.A. 18A:38-31.

<sup>10</sup> N.J.S.A. 18A:36 -14, 15, 16.

<sup>11</sup> 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.

The School Attendance Officer is:

Diana Bentancourth/Jennifer Suarez (alternate)  
East Newark Public School  
501 N 3rd St.  
East Newark, NJ 07029

[dbentancourth@eastnewarkschool.org](mailto:dbentancourth@eastnewarkschool.org) / [jsuarez@eastnewarkschool.org](mailto:jsuarez@eastnewarkschool.org)

**Please review the attendance policies below:**

### Department of Education State of New Jersey

**The Statue concerning school attendance reads in part as follows:**

**18A:38-25.** Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

**18A:38-26.** Such regular attendance shall be during all the days and hours that the public schools are in session in the district, unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school, but nothing herein shall be constructed as permitting the temporary or permanent exclusion from school by the board of education explicitly otherwise provided by law.

**18A:38-31. Violations of articles by parents or guardians; penalties.** A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be disorderly person and shall be subject to a find of not more than \$25.00 for first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court.

**In any such proceeding the summons issued therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.**

**\*PLEASE NOTE: VACATION DURING THE SCHOOL YEAR WILL BE CONSIDERED AN UNEXCUSED ABSENCE AND WILL BE SUBJECT TO THE ABOVE MENTIONED FINES.**

### **Student Safety<sup>12</sup>**

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's 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 twice daily.

The central office will call the parent/guardian's work number as well as the 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 about other pupils, staff members, brothers 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.

### **Updating Address, Phone Number, or Email**

All district correspondences will be provided through email. The school office must be informed of any change of address, telephone number, or email. It is very important for the school to have a current listing to contact parents or guardians if necessary, particularly for emergency purposes.

**IMPORTANT: Please be sure that the main office has several working phone numbers in case of an emergency. If any phone numbers change, you must notify East Newark School immediately.**

### **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

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<sup>12</sup> N.J.S.A. 18A: 36-25.1.

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 lawsuits 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.

### **Rights of Parents (Policy 9240)<sup>13</sup>**

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) share 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.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated 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.

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<sup>13</sup> 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

**School Calendars** - See Appendix A & B

### **Back to School Night**

East Newark invites parents to attend “Back to School Night” on September 21, 2023. 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 our Title I schoolwide program.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled for November 15, 16, and 17 and again on April 18 and 19 by appointment only. Parents are invited to schedule a meeting with their child’s teacher at a time convenient to them. Teachers cannot leave a class unattended to meet with parents, but every effort will be made to find a time that is convenient for everyone. Parents are always encouraged to meet with teachers regarding any situation that affects their child’s education.

### **Report Cards / Progress Reports / Genesis – 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 Genesis portal on a regular basis, to see their child’s progress throughout the school year. The web address is: <https://parents.c2.genesisedu.net/enps/sis/view?gohome=true>. Your username and password will be made available to every parent during “Back to School Night” on September 21, 2023.

### **New Jersey Student Learning Assessment (NJSLA)**

The NJSLA, used to assess student progress, is administered between April and May 2024. 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 the 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.

Requests 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.

If 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."<sup>14</sup>

## **IMMUNIZATION REQUIREMENTS**

**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.

### **Grade 6 Immunization Requirements**

The New Jersey Department of Health (NJDOH) under Chapter 14 N.J.A.C. 8:57-4 mandates the following two vaccines.

1. Tdap vaccine (Tetanus, Diphtheria, acellular Pertussis). Every child entering or attending Grade 6 shall have received one dose of Tdap given no earlier than the 10th birthday and five (5) years have elapsed from the last DTP/DTaP or Td dose.

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<sup>14</sup> N.J.S.A. 18A: 40 -10 and N.J.S.A. 18A:40 -11.

2. Meningococcal vaccine Every child entering or attending Grade 6 shall have received one dose of meningococcal vaccine (Menactra or Menveo).

Parents must provide their child's COMPLETE IMMUNIZATION RECORD that includes these vaccines PRIOR TO ENTRANCE INTO SIXTH GRADE in September 2023. Admittance to Grade 6 may be in jeopardy if this record has not been received.

A 10-year-old entering sixth grade will not be required to receive these vaccines until they turn 11 years of age. The NJDOH requires the dose to be received within TWO WEEKS of the 11th birthday.

According to N.J.A.C. 8:57- 2, a principal, administrator, or person in charge of a school shall not admit or retain any child whose parents have not submitted acceptable evidence of immunizations.

Visit the Kearny Board of Health Department for free vaccines at 645 Kearny Ave., Kearny, NJ, Monday-Friday 8:30am-4:30pm

If you are not able to receive an appointment prior to the start of school please be sure to provide proof of an appointment with the date and time in order to be admitted into the 6th grade on the first day of school.

Any newly registered 7th and 8th grader must also receive these vaccinations if they do not already have them.

Kindly, adhere to these regulations and submit copies of completed immunizations to the main office by September 1.

## **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 4<sup>th</sup> grade as well as 6<sup>th</sup>, and 8<sup>th</sup> grade students will be tested.

Vision (Eye): Vision problems affect the development, adjustment, and achievement of the child. This year, all students in grades P-8 will be eligible for eye exams by an optometrist and those who qualify will be fitted for glasses. Exams and glasses will be free of charge.

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 for 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.

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

<b>Skin and Hair Problems</b>			
<b>Problem</b>	<b>Signs of the Problem</b>	<b>How Caught</b>	<b>Treatment</b>
Ringworm: Skin infection caused by a fungus	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	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	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**

To screen for the coronavirus, any student, staff or visitors exhibiting the following symptoms will not be admitted: 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 Temperature 100°F or higher Ear ache Swollen glands Rash	Coughing Runny nose Poor appetite Sore throat Convulsions (twitching, shaking) Croup (wheezing, rapid and difficult breathing) Pain in stomach or abdomen Nausea, vomiting
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**School Nutrition Information and Policy**

While academic and athletic achievements are frequently used to gauge a school district's success, we believe that our children's health is equally important, especially when good nutrition enhances academic performance, athletic performance, and self-esteem.

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.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy. (See link for further information: [Policy 8505 - Local Wellness Policy/Nutrient Standards for Meals and Other Foods \(M\) \(schoolwires.net\)](#))

**The School Wellness Policy Coordinator is:**

Milka Morin - School Nurse  
 East Newark Public School  
 501 N 3rd St.  
 East Newark, NJ 07029

## **School Procedures/Discipline**

### **Cafeteria Rules**

It is essential that all students obey the cafeteria rules at lunchtime. Teachers will discipline students who do not follow the following rules:

Inside:

1. Students are not permitted to “cut” in line.
2. Each student is responsible for cleaning up the area where they eat. All trash and trays are to be discarded appropriately.
3. Food or drink should not be taken out of the cafeteria except with permission.
4. Food or any other objects may not be thrown.
5. Students may not sell, trade, or give food away to other students.
6. No glass bottles

Outside:

1. Weather permitting, students are sent outside before or after lunch. Please be sure your child/student is dressed appropriately to play outdoors.
2. All students will walk to the park in double-file lines.
3. Students must line up by class at 12:40 p.m. or when indicated.
4. Students must play in designated areas only.
5. Students should not engage in activities that might endanger other students (pushing, shoving, kicking, hitting, wrestling, tagging, 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 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 (Policy 5513)**

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. Students may request permission to use the phone located in the main office for important calls. The following policies apply to students who bring a cell phone 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 phones 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.
- 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.

## 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 very special and exciting days for all of us. As a school, we want to continue recognizing our students’ special day, while being sensitive to our School Nutrition Policy, student allergies and financial hardships.

With that said, beginning September 2022, East Newark School will celebrate student birthdays with **non-food celebrations**. **We do NOT allow any treats/items to be brought in to celebrate students’ birthdays. This includes cupcakes, juice, goodie bags, etc.** If these items are sent to school, they will not be sent to the classroom.

On the day of a student’s birthday, we will celebrate the special day with your child in the following ways:

- Students are invited to DRESS UP for school on their birthday. This is the only day students are allowed to wear something other than the school uniform.
- We will make a classroom announcement to celebrate the special day.
- Students will be invited to the main office to receive an acknowledgment from the principal.
- Birthdays occurring on weekends are recognized the following Monday. July birthdays will be celebrated in June. August birthdays will be celebrated in September.

## Party Invitations

To ensure fairness and inclusivity, we kindly request that students only distribute party invitations at school if they can provide one to each student in the class. If it's not possible to invite the entire class, we kindly ask that you refrain from handing out birthday party invitations at school.

We genuinely appreciate your understanding of the significance of respecting and adhering to these guidelines. Our topmost priority is the well-being of all our students, and your cooperation in this matter is greatly valued. Thank you for your ongoing partnership and support.

## Uniform Policy

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:

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

## Compliance:

The Principal, or designee, is responsible for enforcing the dress code. Non-compliance will result in the following, per regulation R5511: 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 in-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 and might violate the rights of an individual student, will be imposed.

## Chain of Command

Our school district has established a procedure outlining the steps to take when an incident, complaint or concern involving students or the school occur in which parents should follow the Chain of Command as outlined below:

- A. Contact the teacher involved. If the problem is not within the teacher's responsibility or is not resolved, then:
- B. Contact one of the school supervisors:  
Nicole Rios (Preschool-4th grade) at 973-481-6800 or [nrios@eastnewarkschool.org](mailto:nrios@eastnewarkschool.org)  
Derris Brown (5th-8th grade) at 973-481-6800 or [dbrown@eastnewarkschool.org](mailto:dbrown@eastnewarkschool.org)  
If not resolved at this level, then:
- C. Contact the Principal/Superintendent of Schools, Rosaura Bagolie, at 973-481-6800 or [rbagolie@eastnewarkschool.org](mailto:rbagolie@eastnewarkschool.org). If not resolved at this level, then:
- D. Contact the Board of Education through the Board Secretary, Emidio D'Andrea, at 973-481-6800 or [edandrea@eastnewarkschool.org](mailto:edandrea@eastnewarkschool.org).

## 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.

## Code of Student Conduct

### Knights PROUD Values

- **PREPARED**: In our school community, prepared means that students come to school ready to learn each day. We promote academic success for all learners by finding ways to use student interests for active learning.
- **RESPECTFUL**: In our school community, respectful means treating others how they want to be treated and ensuring all voices are heard and valued.
- **ORGANIZED**: In our school community, organized means taking turns, following directions and being ready to learn.
- **UNIFIED**: In our school community, we work together and engage in activities that foster collaboration and cooperation. We create a safe space where students can openly share ideas and perspectives, take risks when learning, and build positive relationships and connections.
- **DISCIPLINED**: In our school community, we work hard to ensure our students' safe growth and development.

## Community Expectations

Students	Staff	Parents/Caregivers
<ul style="list-style-type: none"> <li>● Establish and maintain positive relationships with all stakeholders</li> <li>● Be proactive in promoting and working toward making school a positive, supportive, safe, and welcoming place for all students and staff</li> <li>● Be respectful and courteous to fellow students, parents/caregivers, and school staff</li> <li>● Be knowledgeable about and follow discipline policies, regulations, and rules</li> <li>● Demonstrate PROUD values all the time, everywhere</li> <li>● Make every reasonable effort to participate actively in any conferences, activities, interventions, or appropriate programs recommended by school staff.</li> <li>● Recognize how actions affect other students and school staff, and make every reasonable effort to restore any relationships negatively affected by my behavior and actions</li> <li>● Proactively seek academic and/or social-emotional support from school staff, caregivers, and community members</li> </ul>	<ul style="list-style-type: none"> <li>● Establish and maintain positive relationships with all stakeholders</li> <li>● Prepare engaging lessons that meet the needs of diverse learning styles</li> <li>● Support students' backgrounds with regards to, but not exclusive to, culture, race, orientation, and gender identity or expression</li> <li>● Utilize professional development to become knowledgeable about restorative practices, discipline policies, regulations, and available resources to support students</li> <li>● Reward and acknowledge the positive conduct of students</li> <li>● Make every reasonable effort to keep students physically present in the community and use interventions to support restorative practices</li> <li>● Continue to recognize and eliminate disciplinary bias; strive to administer discipline in a consistent and equitable way</li> <li>● Create open communication between parents and caregivers; resort to parent/caregiver correspondences in a timely manner; share opportunities for family engagement, social-emotional learning, and community resources</li> </ul>	<ul style="list-style-type: none"> <li>● Establish and maintain positive relationships with all stakeholders</li> <li>● Prepare children to arrive at school ready to learn; create a supportive environment to complete work and other assignments for school</li> <li>● Model and hold children accountable for their behaviors at school with peers and adults</li> <li>● Be respectful and courteous to students, fellow parents/caregivers, and school staff</li> <li>● Nurture child development through opportunities in school and the community to create positive relationships and interactions to promote self-confidence and emotional well-being</li> <li>● Make every reasonable effort to participate actively in any conference, activities, interventions, or appropriate programs recommended by school staff</li> <li>● Expect communication regarding my child's well-being, including academic and/or behavioral/social-emotional needs in the school environment</li> <li>● Work in partnership with district and school staff regarding the academic and behavioral success of child(ren), which may include the use of outside services or programs</li> <li>● Maintain open lines of communication with the school and provide up-to-date contact information to school personnel</li> </ul>

The East Newark Code of Student Conduct (CSC) is intended to protect the children and to enhance the learning environment of East Newark School. We utilize Positive Behavioral Interventions and Support (PBIS) systems in an effort to create positive, predictable, equitable, and safe learning environments where everyone thrives. The following are unacceptable behaviors along with the disciplinary actions that will be taken. Please take time to read them carefully. Parents will be notified when students are scheduled for detention.

<b>Infraction</b>	<b>Level 1</b> Teacher Intervention	<b>Level 2</b> Teacher / Administrative Intervention	<b>Level 3</b> Administrative Intervention Suspension depending on severity of infraction
<b>Alcohol, Tobacco, Controlled Substances, Vaping, &amp; Inhalants</b>			
Possession and/or use of tobacco products, vaping, and inhalants		✓	✓
Use of alcohol and/or controlled substances			✓
Possession of alcohol and/or controlled substances			✓
Distribution of alcohol, controlled substances, tobacco products, and/or inhalants		✓	✓
<b>Physical Contact</b>			
Physical and/or inappropriate contact (peer to peer)	✓	✓	
Intended or Purposeful Physical contact (toward adults)			✓
Intended or Purposeful Physical aggression (toward adults)		✓	✓
Fighting or physical contact with the intent to harm another (peer to peer)		✓	✓
<b>Sexual-Based Infractions</b>			
Sexual misconduct or harrasment (e.g. inappropriate touching, unwelcomed sexual advances, indecent exposure, and other inappropriate verbal, written, or electronic misconduct)		✓	✓
Inappropriate display of affection	✓	✓	
<b>Threat to School Community</b>			
Threat to harm others (verbal, written, or electronic)	✓	✓	✓
Mass violence threat (verbal, written, or electronic)			✓
<b>Hallway Expectations</b>			
Inciting and/or participating in disturbance that directly affects the safety of others		✓	✓
<b>Transportation</b>			
Moving while a bus is in motion	✓	✓	
Disrupting or distracting behavior (e.g. throwing items inside or outside bus, loud noises, body outside of window)	✓	✓	
<b>Miscellaneous</b>			
Leaving school building / grounds without permission		✓	✓
Trespassing on school grounds		✓	✓
Creation of and/or sharing of weapons, fire arms, and/or explosives		✓	✓
Possession of weapons, fire arms, and/or explosives			✓

Classroom Disruption	✓	✓	
Dishonesty as a form of deception to avoid consequences or to put blame on others	✓	✓	
School equipment use without permission (technology, gym equipment, maintenance equipment)	✓	✓	
Inappropriate language that is offensive or demeaning to others		✓	✓
Defiance	✓	✓	✓
Defacing, vandalizing, and/or damaging school property		✓	✓
Theft or extortion	✓	✓	✓
Skipping class/late arrival to class	✓	✓	
Academic Dishonesty (ex. cheating, plagiarizing)	✓	✓	
Violating the dress code	✓	✓	
Unauthorized use of portable electronic communication devices / Violation of Acceptable Use Policy (technology)	✓	✓	✓
<b>Social-Emotional Wellbeing</b>			
Leaving others out with intent to isolate or alienate another student	✓		
Making comments in regard to perceived distinguishing characteristics of an individual or group of people	✓	✓	✓
Teasing, taunting, or unkind behavior toward another	✓	✓	
Harassment, Intimidation and/ or Bullying (including cyber bullying)		✓	✓
Demeaning acts or language towards an adult	✓	✓	

**Level 1 - Intervention and Responses:** These interventions are aimed toward minor disruptions of our Community Agreements. They acknowledge the harm done and the work needed to repair the relationships with the appropriate parties. Staff are encouraged to implement a variety of teaching and classroom management strategies. For these students, this may be their first infraction. In other instances, students will be allowed three occurrences of the same infraction and the use of three different interventions before it moves to Level 2, with one of the three interventions being parent contact. Interventions/Responses include, but are not limited to: Verbal correction, Loss of privileges, Parent contact via telephone or email, Reflection sheet, Conferences, Detention.

**Level 2 - Intervention and Responses:** These interventions shall involve the school administrators who aim to correct behavior by stressing the negative impact of the behavior while keeping the student in school. If an infraction falls in both Levels 2 and 3, the severity of the action will determine which level the infraction will fall under. These interventions are appropriate when the same staff member has referred the student after three repeated infractions and using three different interventions. Support has been put in place in the classroom and/or school community to address behavior, but the behavior has continued to affect the learning of the student and others negatively. Interventions/Responses include, but are not limited to: Behavior contracts, Counselor referral, Parent contact/conference, Loss of privileges, Discussion with administrator, Possible referral to IEP or 504 team, Detention, Possible referral to I&RS, In-school suspension with a required restorative conference upon return.

**Level 3 - Administrator Intervention and Responses:** These interventions shall involve the removal of a student from the school environment because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior. These interventions are appropriate when documented interventions and supports have been implemented, but the behavior continues to escalate and disrupt the educational process. If an infraction falls in both Levels 2 and 3, the severity of the action will determine which level the infraction will fall under. Interventions/Responses include, but are not limited to: Required parent/guardian conference, In-school or out-of-school suspension with required restorative conference upon return, Loss of privileges, Alternative educational placement/setting, Permanent expulsion for certain offenses, as specified in Board policy.

The unabridged version of the Code of Student Conduct is adopted annually by the Board of Education and is made available to staff, students, and parents on the district website ([www.eastnewarkschool.org](http://www.eastnewarkschool.org)).

### **District Approved Communication**

ClassDojo is a web service that connects teachers, students and families through communication features, such as a feed for photos and videos from the school day, and messaging that can be translated into more than 35 languages. The district has approved ClassDojo as a method of communication as we have adopted a schoolwide program. Teachers are not to modify the classes unless it is to add or archive students. Parents who use this system agree to electronic communications, videos and photographs.

Please be advised that while communications between teachers and parents are private within the application they are not private to the administration and are subject to FERPA regulations.

Additional methods of communication that are District approved include GenMessaging through Genesis, School Messenger, the East Newark School Website, as well as letters, memos, and flyers as approved by the administration. These methods collectively enhance and ensure more effective communication throughout the district and ensure compliance with our Board policies and regulations.

### **Kindergarten Procedures**

In the morning, students are to be brought to the side door on Davis Street by parents or guardians. Then children will enter and report downstairs where teachers 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 a 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.

<b>Grades</b>	<b>Approximate Daily Time Allocation</b>
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. Other 10 min.
Grade 4 and Grade 5	Lang. Arts 30 min. Math 25 min. Other 15 min.
Grades 6, 7, and 8	Lang. Arts 30-45 min. Math 25 min. Other 20-30 min.

### **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 the completion and performance of homework assignments. This may be accomplished by asking parents to sign assignments or providing special interim notifications on a regular basis as to the standing of the student regarding homework.

### **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 in the morning. The assignments will be picked up by the parent/guardian when the pupil is absent for more than one day.

### **Reporting Student Progress<sup>15</sup>**

#### **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.

### **After School Programming**

- Academic enrichment is open to all students in grades K–8 from 3:00 p.m. to 4:00 p.m.

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<sup>15</sup> N.J.S.A. 18A: 35-4.9

- Knight Academy, for students in grades K–2, will offer enrichment classes on Tuesdays and Thursdays from 4:00 p.m. to 6:00 p.m.
- The 21st Century program offers enrichment classes Monday through Friday for students in grades 3–8, from 4:00 p.m. to 6:00 p.m.

## **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. Moreover, the Gifted and Talented Program will provide resources for independent study as well as promote a learning environment in which students can become leaders in real-world professional and community service settings. In order to address all aspects of the Common Core State Standards while motivating students to develop 21st-century learning and thinking skills, the program will use a multi-process approach.

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.

The program's goals and objectives are to offer students experiences that will stimulate them academically, socially, and emotionally so they can reach their full potential in managing change and developing a feeling of responsibility for oneself, the school, the community, and society. As well as, gain the knowledge and skills needed for success in the twenty-first century through collaboration, networking, and communication.

## **ESSA / Title I School-Wide Program**

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services.

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 ESSA funded supplemental services to students. The intention of the East Newark Title I School-Wide program is to improve student academic achievement and school performance. Your participation is vital.

## **Parent and Family Engagement Policy 2415.04/2415.50**

As per Policy 2415.50, “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- a. That parents play an integral role in assisting their child’s learning;
- b. That parents are encouraged to be actively involved in their child’s education at school;
- c. That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- d. The carrying out of other activities, such as those described in section 1116 of the ESEA.

All parents are strongly urged to participate in 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 facilitate and encourage parental support, the East Newark School District has reserved the following date to meet with parents:

- September 21, 2023 at 5:15 pm

### **Comprehensive Health Education**

In accordance with the Board of Education's policy regarding Health and Family Life Education, the parent or guardian of pupils enrolled in the district will be notified annually of their rights regarding a child's participation in the Family Life Program. Consequently, the following State-mandated procedures and program descriptions are outlined for your understanding.

Definition: Family Life Education (N.J.A.C. 6:29-4.2)

"Instruction to develop an understanding of the physical, mental, emotional, social, economic, and psychological aspects of interpersonal relationships; the physiological, psychological, and cultural foundations of human development, sexuality, and reproduction, at various stages of growth; and to provide the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing strong family life for themselves in the future thereby contributing to the enrichment of the community."

Rights:

1. The school district will provide the parents/guardians with an outline or description of the curriculum. The said "Descriptions" are noted herein.
2. All Family Life Curriculum Guides, including a listing of materials used in the program, will be available for parental review in the Principal's Office of the respective schools.
3. Any parent/guardian wishing to review the family life materials must call the school for an appointment.
4. Parents/guardians who feel that any segment of the Family Life Program that is in conflict with their normal or religious beliefs may request that the child be excused from that portion of the instruction by submitting a signed statement to the respective building principal.
5. If a student is excused from any portion of the family life education program, the student shall be given no penalty against their promotion/graduation.
6. Students excused from participating in the program will be assigned to alternate school activities, for that period of time, at the direction of the building principal.
7. The building principal will notify appropriate instructional personnel whenever a student is excused from participating in the Family Life Program.

Descriptions: After completing the K-8 Health/Family Life Education Curriculum, students will be able to:

- know fundamental information required to make health and family related decisions
- distinguish no-risk, low-risk, and high-risk health behaviors
- gather, evaluate, and utilize health information
- make decisions about health and family behaviors

- apply stress-management skills
- demonstrate assertive and refusal skills
- set goals and establish a plan for achieving them.
- sustain decisions about health behaviors in real-life situations
- appreciate health, honesty, respect, and social responsibility

Concepts related to the above-listed descriptions are taught and reinforced at all grade levels. However, the content obviously changes as appropriate to the age/grade level of the student.

East Newark's Family Life Curriculum follows the guide of the New Jersey Department of Education. The major emphasis is on the understanding and prevention of health and family problems that might have a bearing upon young people. It is very comprehensive and gives credit to all of the concerned individuals involved in its development.

### **Information from the East Newark School Nurse**

Dear Parents/Guardians:

With the beginning of another school year and in order to maintain a healthy school environment, I am asking you to review the following guidelines regarding illness and disease:

COVID-19: Any child and/or family member who is experiencing symptoms of COVID-19 should contact their physician IMMEDIATELY. In addition to contacting your physician, please notify the school nurse.

FEVER: Any child with a fever of 100 degrees or more will be excluded from school. Children with a fever of 100 degrees or more may not return to school until their temperature is normal (below 100 degrees for twenty-four hours.)

RASHES: Children with undiagnosed rashes must be seen by their physician and a note which includes diagnosis and treatment is required for readmission to school.

STREP THROAT, CONJUNCTIVITIS (pink eye), and IMPETIGO: In these cases, children must be seen by a physician and treated with antibiotics for at least 48 hours before they can come back to school. A note from the physician stating that the child is non-contagious is required.

CHICKENPOX: Children must be out of school for 7 days after the rash breaks out. All lesions must be completely dried up in order for the child to return to school. The child must be checked by the school nurse before going to the classroom.

HEAD LICE: All cases of head lice must be reported to the school nurse. A child must be free of all lice and be checked by the nurse before readmission.

MEDICATIONS: Below, you will find the guidelines set forth by the State of New Jersey regulating the administration of medications in school.

1. All medication must be prescribed by your child's physician. You must provide written orders from the doctor stating the reason for the medication, the dosage and the time of administration.
2. The parent or guardian must provide a written request for the medication to be given.
3. The medication must be brought to school in the original container, appropriately labeled by the pharmacy or the physician.
4. The school nurse or her designee will administer the medication in school and/or on a school trip.

5. No "over-the-counter" medication may be administered in school unless the parent/guardian can come to school to give it.

**EMERGENCY NUMBERS:** In the event a child becomes ill at school, the parent/guardian or designated person will be notified to come pick the child up from school. Please make sure the school has the correct numbers and that someone will be available to pick the child up in a reasonable period of time.

**OTHER ILLNESSES /SYMPTOMS:** In the morning, if your child complains of a runny nose, heavy or frequent cough, diarrhea, stomach pains, nausea, vomiting, headache, or sore throat, he/she should not be sent to school. If your child is absent for more than five days, he/she must return with a doctor's note.

### **EAST NEWARK BOARD OF EDUCATION NOTICE:**

Electronic Surveillance Monitoring Devices: The East Newark Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, transportation vehicles, and on school property. As a result, in accordance with board policy, all school buildings, transportation vehicles, and other school property within this school district may be monitored and/or recorded using such devices.

At any time, as the situation warrants, recorded or live recordings may be viewed and or referenced by school administration personnel, as well as government and law enforcement authorities.

In our school buildings, transportation vehicles and other school property, electronic surveillance monitoring devices may monitor public areas, including, but not limited to, entrances, hallways, cafeterias, athletic areas, playgrounds, gyms, interior of transportation vehicles, parking lots and other interior and exterior areas.

Cameras will not be located in private areas such as restrooms.

# Appendix A

## East Newark School Calendar

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 days

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 days

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

17 days

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 days

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 days

	12:40 Dismissal
	No School
	Faculty Meeting – No After School
	Board Meeting (7:00 pm)
	PTO Meeting (6:15 pm)



### 2023-2024 School Calendar

East Newark Public School  
501-11 North Third Street  
East Newark, NJ 07029  
973-481-6800  
973-485-1344 (Fax)

[www.eastnewarkschool.org](http://www.eastnewarkschool.org)

Aug 31 New Teacher Orientation  
 Sept 1 All Staff Orientation  
 Sept 4 No School (Labor Day)  
 Sept 5 School Starts- 12:40 Dismissal (Faculty PD)  
 Sept 21 12:40 Dismissal (Back to School Night)  
 Oct 9 No School (Columbus Day)  
 Oct 27 12:40 Dismissal (Faculty Professional Dev)  
 Nov 9-10 No School (NJEA Convention)  
 Nov 13 No School (Veteran's Day)  
 Nov 14 12:40 Dismissal (Faculty Professional Dev)  
 Nov 15-17 12:40 Dismissal (Parent/Teacher Conferences)  
 Nov 22 12:40 Dismissal  
 Nov 23-24 No School (Thanksgiving Recess)  
 Dec 13 12:40 Dismissal (Holiday Concert)  
 Dec 22 12:40 Dismissal  
 Dec 25- 29 No School (Winter Break)  
 Jan 1 No School (New Year's Day)  
 Jan 15 No School (Martin Luther King Jr. Day)  
 Feb 19-23 No School (President's Day Recess)  
 Mar 15 Dismissal (Faculty Professional Dev)  
 Mar 28 12:40 Dismissal  
 Mar 29-April 5 No School (Spring Recess)  
 April 17 12:40 Dismissal (Faculty Professional Dev)  
 April 18-19 12:40 Dismissal (Parent/Teacher Conferences)  
 May 27 No School (Memorial Day)  
 June 13 12:40pm **Dismissal for 8<sup>th</sup> grade only\*\***  
 June 17-20 12:40 Dismissal for students  
 June 21 School Closed (Juneteenth)  
 June 24 Last Day of School\*  
 Total School Days: 184

\*NOTE: The calendar includes two snow days for anticipated school closings for inclement weather or other emergencies. If more days are needed, they will be taken from the April holiday break first and if additional days are needed beyond the April break, days will be added through June 30. *If no inclement weather or emergency days are used during the school year the last day of school will be on June 19.*

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 days

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 days

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22 days

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 days

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13**	14	15
16	17	18	19*	20	21	22
23	*24	25	26	27	28	29
30						

16 days

## Appendix B

East Newark Afterschool/21st Century Program Calendar						
2023-2024						
September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
18 days						
January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
18 days						
April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
11 days						
October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
18 days						
February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
13 days						
May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
18 days						
November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
10 days						
March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
15 days						
June '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
15 days						
December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
11 days						
<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #f06292; margin-right: 5px;"></div> <span>No after school activities</span> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #fff9c4; margin-right: 5px;"></div> <span>First Day / Last Day</span> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #90caf9; margin-right: 5px;"></div> <span>21st Century only, no afterschool program</span> </div> </div>		<p>90 days of Afterschool 114 days of 21st Century</p> <p><b>* Afterschool is available for grades K-8, Monday-Thursday</b></p> <p><b>* 21st Century is available for grades 3-8, Monday-Friday</b></p>				