

**NEWTON PUBLIC SCHOOL  
PRESCHOOL**

**AT CAMP AUXILIUM**

*14 Old Swartswood Road*

*Newton, New Jersey*

*(973) 383 - 7202*

**STUDENT PARENT HANDBOOK**

**2019 - 2020**



# **Newton Public Schools Vision and Mission Statement**

## **Vision Of Education:**

Free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of the Newton Board Of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in that society.

## **Mission Statement:**

The mission of the Newton Board Of Education is to educate the whole child.

We believe today's students will become tomorrow's leaders. Therefore, it is our expectation that all students shall achieve the New Jersey Student Learning Standards at all grade levels, and graduate ready for college, careers, and life.

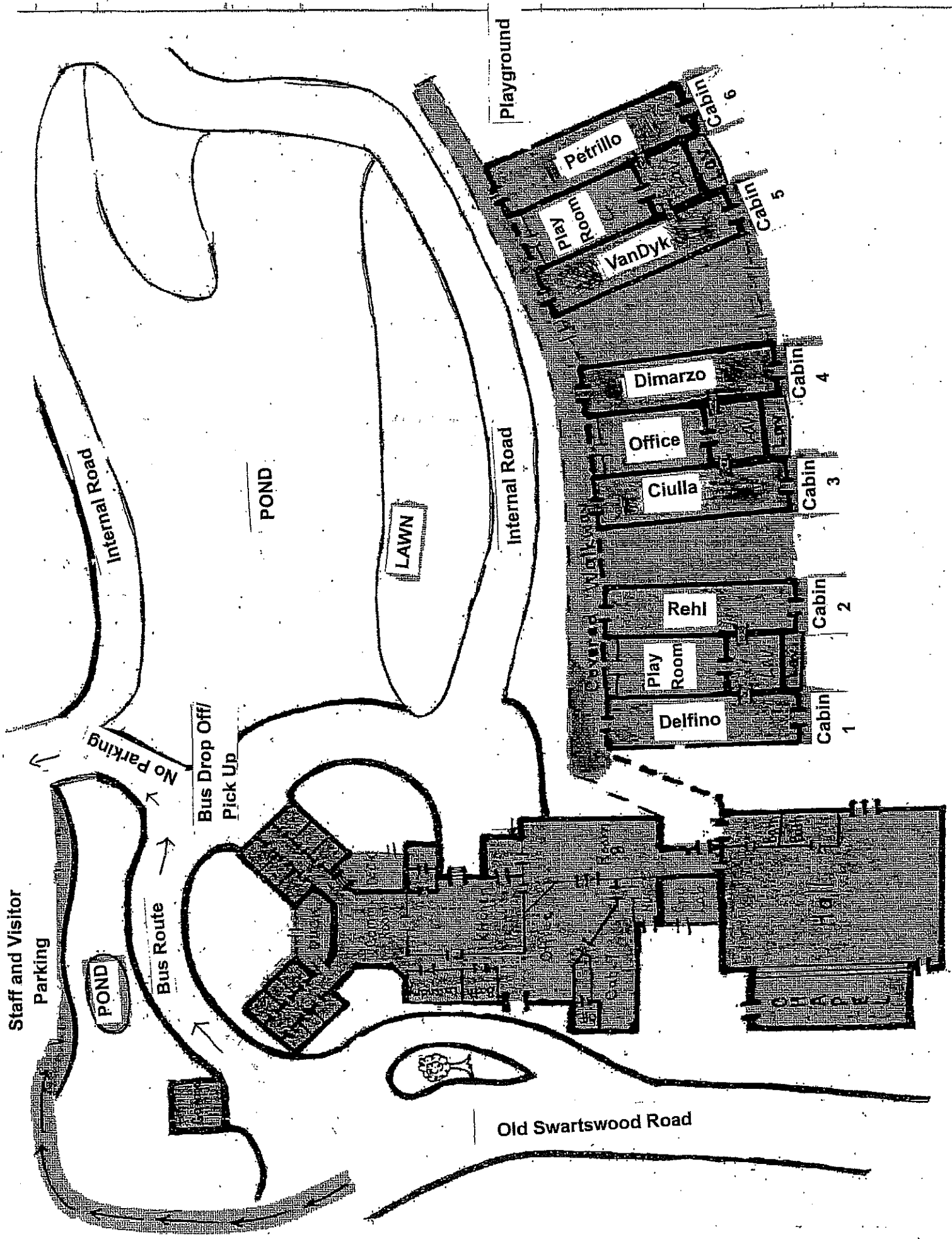
We believe success in an unlimited commodity, and every child can be successful. Therefore, we focus all that we do on student learning, whether that comes through academics, athletics, the arts, student activities, or community service.

We believe in the power of diversity. Therefore, we look to identify the unique talents of our students, and help them to build those talents into strengths by expanding their knowledge and skills.

We believe in the value of care. Therefore, we put trust, respect, and support at the heart of our school culture, and safety, security, and sustainability at the center of our physical environment.

We believe parents, teachers, support staff, and citizens must partner in order to help children achieve their highest potential. Therefore, we organize ourselves as community schools to ensure we allocate sufficient resources to the social, emotional, and physical well-being of our students as well as their academic achievement.

<b>District Administration</b>			
Dr. G Kennedy Greene		Superintendent	
Dr. Fred Savio		Business Administrator/Board Secretary	
Joseph Vankirk		Director Of Facilities Services	
Mary Decker		Director of Information Services	
Jennifer Pasquali		Director of Preschool & SPecial Services	
<b>Preschool Staff at Camp Auxilium - Main Office</b>			
<b>Phone Ext.</b>	<b>Name</b>	<b>Title</b>	
4323	Jennifer Pasquali	Director	
1302	Judy Cooper	Master Teacher	
1303	Sean Mulligan	Security	
1231	Gina Kithkart (Fax 973- 383-8768)	School Nurse	
<b>Child Study Team</b>			
1116	Megan Young	School Psychologist	
1114	Jenifer Yawger	School Social Worker	
1201	Keri Carrino-Bracchi	Speech and Language Therapist	
1201	Alekasasha Wannemacher	Speech and Language Therapist	
Sue Bloodgood & Debbie Grimm		Occupational Therapist	
Gabi Heller		Physical Therapist	
<b>Teacher and Teacher Assistants</b>			
<b>Phone Ext.</b>	<b>Teachers</b>	<b>Cabin</b>	<b>Teacher Assistants</b>
1301	Elizabeth Delfino	#1	Christine Campana & Misty Tripoli
1314	Jessica Rehl	#2	Valerie Russel and Giselle Caterinicchia
1315	Renee Ciulla	#3	Kimberley Schwartz
1310	Kayla DiMarzo	#4	Katherine Michaels
3111	Shannon Vandyk	#5	Amanda Grullon
1313	Nicole Petrillo	#6	Lisa HOlder



Old Swartswood Road

Staff and Visitor  
Parking

POND

Bus Route

Bus Drop Off/  
Pick Up

No Parking

POND

LAWN

Internal Road

Internal Road

Playground

Cabin 9

Cabin 5

Petrillo

Play  
Room

VanDyk

Dimarzo

Office

Ciulla

Cabin 4

Cabin 3

Rehl

Play  
Room

Delfino

Cabin 2

Cabin 1

CHAOWU

## SCHOOL CALENDAR 2019 - 2020

The Board of Education reserves the right to revise the 2019 - 2020 calendar as conditions warrant.

Sept. 2 (Monday) School Closed	Labor Day –
Sept. 3 (Tuesday) – School Closed	Teacher In-Service
Sept. 4 (Wednesday) – School Closed	Teacher In-Service
Sept. 5 (Thursday) <b>Students – School Opens</b>	<b>First Day For</b>
Oct. 14 (Monday) - School Closed	Teacher In-Service
Nov. 4, 5, & 6 (Mon. – Wed.)	Parent/Teacher Conferences – <b>(Early Dismissal)</b>
Nov. 7 & 8 (Thurs. – Fri.) School Closed	NJEA Convention -
Nov. 27 (Wednesday)	<b>Early Dismissal</b>
Nov. 28 & 29 (Thurs. & Fri.) Recess - School Closed	Thanksgiving
Dec. 20 (Friday) <b>(Early Dismissal)</b>	Winter Recess -
Dec. 23 thru Jan. 1 School Closed	Winter Recess –
Jan. 2 (Thursday)	<b>School Reopens</b>
Jan. 20 (Monday) Day-School Closed	Martin Luther King
Feb. 17 (Monday) School Closed	Presidents’ Day -
April 9 (Thursday)	<b>Early Dismissal</b>
April 10 (Friday) School Closed	Spring Recess –
April 13 thru 17 (Mon. – Fri.) School Closed	Spring Recess –
April 20 (Monday)	<b>School Reopens</b>
May 25 (Monday) School Closed	Memorial Day –
June 23 (Monday)	Tentative Last Day of School

The above calendar reflects 187 student school days (191 days for staff). There is an allowance of 7 emergency closing days in the calendar. If not needed, they will be subtracted from the last day of school, the 23<sup>rd</sup> of June. Should more than 7

emergency closing days be used, the additional days will be subtracted from the Spring Break Recess beginning with Friday, April 17<sup>th</sup> then Thursday, April 16<sup>th</sup>, then Wednesday, April 15<sup>th</sup>, etc.

### EMERGENCY CLOSING OF SCHOOL:

**OUR ALERT SYSTEM** is used to notify all parents with regard to emergency closings and important announcements. Additionally, all school closings, delayed openings, and early dismissals will be posted on the school website, made available on our phone line (973 383-7202 ext. 400) and announced on **radio station WSUS (102.3)**. **Please make sure that you are signed up for our instant alert.**

DELAYED OPENING of school due to an emergency:

**Camp Auxilium Preschool – Doors open at 10:30 am Breakfast will not be served on a delayed opening days.**

EARLY DISMISSALS: Preschool will release at 12:30 pm.

### REGULAR SCHOOL DAY:

**School Hours: 8:30am – 2:30pm. Students arriving after 8:30 am must be signed in by an adult in the preschool office located between cabins #3 and #4 and will be marked as tardy.**

### SCHOOL HOURS FOR 2019 - 2020

- Preschool - 8:30 am to 2:30 pm
- Kindergarten – 8:27 am – 2:40 pm
- Grade 1 – 8:27 am – 2:40 pm
- Grade 2 - 8:27am – 2:40 pm
- Grade 3 - 8:27am – 2:35 pm
- Grade 4 - 8:27am – 2:35 pm

**ATTENDANCE POLICY:** Regular and punctual attendance is expected for all students.

**Excused Absences**

Absences are considered excused for observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education.

The following absences will not count toward truancy if the absence is supported by a written letter from a parent and in the case of illness or medical / dental appointments, a written letter from a physician upon the student's return to school. **All doctor's notes must be received within one week of the recorded absence or one week from the student's return to school.**

- Illness
- Family illness or death
- Medical or dental appointments that cannot be scheduled at a time other than the school day

**Unexcused Absences**

Any absence that does not fall into the category of an Excused Absence or is without appropriate supporting documentation will be considered unexcused.

**Procedure**

The laws of the State of New Jersey require regular attendance for all pupils enrolled in public schools. Therefore, on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month an attendance report will be run and reviewed by the Director. Students who have recorded four or more unexcused absences that count toward truancy at any point during the school year will have their attendance reviewed every week. The following actions will be taken for unexcused absences:

**Seven Absences**

When a student reaches seven unexcused absences, the Director (or designee) will contact the parent/guardian to determine causes for the absences and develop an informal plan to remedy the situation. The Director will discuss the importance of regular school attendance and subsequent school actions, including possible truancy charges if 10 unexcused absences are reached.

**Eight and Nine Absences**

When a student reaches between eight and nine unexcused absences, the Director will contact the parent/guardian to determine the causes of the continued absences and to inform the parent that a referral may be made to the Preschool Intervention and Referral Team to develop a written plan of action. The parent will be invited to participate in the PIRT meeting in accordance with the procedures of that committee and a copy of the PIRT plan will be given to the parent. A letter will be sent home explaining that a referral has been made.

**Ten or More Absences**

When a student reaches ten or more unexcused absences, the Director will contact the parent/guardian to determine the causes of the absences.

**REPORTING ABSENCES:**

If your child is absent for any reason, please follow the procedures outlined below.

- ◆ Between 6:00 a.m. and 9:00 a.m. call the school nurse at ext. 1331.
- ◆ Please provide your child's name, teacher's name, your name, and brief reason for the absence.

**In order for these procedures to work, you must call the school.** If you do not contact the school prior to 9:00 a.m., we will attempt to contact you. We will call the number you provided in Powerschool. **If during the year your number changes or you wish us to call another number, you must update your child's information through the parent portal immediately.**

**ATTENDANCE – TARDINESS:** Students entering school late (at 8:30 a.m. or after) must report directly to the office to sign in.

**ATTENDANCE – PARTIAL ABSENCES:** It is recognized that from time to time compelling circumstances will require that a student arrive late or be dismissed before the end of the school day. Should it become necessary for appointments to be made concerning medical or dental appointments, attendance at religious services, etc., the school should be notified in advance when possible of such absences by **written** request from the student's parent or guardian. **Parents of a student, who are routinely checked out early, are subject to be called by an administrator to schedule a meeting to discuss this issue and the importance of keeping the student in school for the entire day.**

**CHANGE OF ADDRESS:** One of the greatest problems schools may have during the day is locating parents in the event of an emergency. Please be sure to contact the school when your address or place of employment changes. **The school reserves the right to ask for proof of residency.**

**LOCATION OF SCHOOL CROSSING GUARDS:**

High and Division	Madison and Halsted
Division and Main	Jefferson and Halsted
Main and Ryerson	Spring-Sparta-Halsted
Main-Barrett-Lawnwood	Sparta and Merriam
Lawnwood and Woodside	Pine and Merriam
Mill-Water-Trinity	Gardner and Merriam

**ARRIVAL AND DISMISSAL PROCEDURES:** The success of our pick up and drop off procedures is contingent on **every driver following the rules** in order to ensure the safety of all students. We expect parents to act as role models. For parents who choose not to utilize district provided transportation to and from school and elect to drop off and pick up their children please abide by the following safety procedures:

- Parents may **ONLY PARK** in the visitor lot and **MUST** walk their children to the drop off/pick up location.
- Cars are **NOT PERMITTED** to park along the interior causeway between the two ponds. This is the bus route.
- Cars are **NOT PERMITTED** to park along Old Swartswood Road or in front of the Camp Auxilium Main office.
- If you need handicapped parking, please contact Mr. Mulligan (security) or Mrs. Pasquali (Director) to discuss alternate procedure.

**DRESS CODE:** Clothing must be appropriate for the educational environment.

**SCHOOL PROPERTY:**

Articles the students use during the course of the school day are issued by and are the property of the Newton Board of Education. Students are expected to treat and handle such material with concern and care such as the concern for the property rights of others. Littering around the building or on the school grounds will not be allowed. Lost or damaged school property will result in the student being assessed a fine. Damage to or vandalism of school property will be dealt with in a stringent manner and cost for replacement or repair, shall be paid by the offender. All debts and/or obligations, financial or academic, will be met in that school year before report cards will be issued in June. In accordance with New Jersey School Law, Title 18A:37-3, "Parents are responsible for any school property lost or damaged by the student."

**TOBACCO:**

The Newton Board of Education recognizes that the use of tobacco in any form is dangerous to the health of students. The use of tobacco by students is prohibited at all times in school buildings. The use of tobacco is prohibited on school grounds, by adults as well.

**EQUAL EDUCATIONAL OPPORTUNITY:** The Newton Board of Education unequivocally commits itself to the development and maintenance of a school climate in which all participants, regardless of sex, or ethnic, racial or religious background will be treated with respect and given the opportunity to work and learn in a harmonious environment.

**EXPLOITATION:**

The Newton Board of Education prohibits the taking of pictures of district pupils and buildings for commercial purposes without the written approval from the superintendent and written consent from the parents.

**AFFIRMATIVE ACTION /504:**

It is the policy of the Newton Public School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, handicapping condition, age or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1 et seq. and Section 504. Title IX inquiries and issues related to harassment, etc. may be directed to Samantha Castro, Affirmative Action Officer: 973-383-7573 x 3224. Section 504 inquiries may be directed to Jennifer Pasquali, ADA/504 Coordinator: 973-383-7440 x 2323. The affirmative action officer and building representatives shall review the following areas: Curriculum Content, Staff Training, Pupil Access, District Support, and Pupil Evaluation.

**FIELD TRIPS:** Teachers make every effort to provide the kind of experiences which are directly related to the areas of the curriculum under study. The Board of Education may assume the costs of the transportation of the field trip. Students cooperatively bear any other costs involved with the trip. **Permission slips must be signed and returned to school before a student will be allowed to go on the field trip.** If a parent chooses not to include his or her child on the trip, please inform the teacher so other arrangements can be made for the child on the day of the trip.

**FIRE/SECURITY DRILLS:** Fire drills are conducted once each month. Security drills are also conducted once each month.

## VISITORS:

**ALL VISITORS and PARENTS must report to the OFFICE upon entering Camp Auxilium grounds to secure a visitor's pass, even if you have an appointment. You will be entered into our Raptor System using your driver's license or State issued ID card.**

At times, there is a request to have a friend or relative join us as a visitor to our school. Although this is the exception rather than the rule, there are occasions where we have allowed this privilege. Before any visitor will be allowed to stay the entire day, or any part thereof, certain requirements must be met.

1. A parental permission slip of the host parent and visiting parent must be received at least two weeks prior to the requested date.
2. If school is in session where the visitor attends school, a note must be presented confirming the visit by the visitor's building principal.

## EARLY DISMISSAL:

No student is to leave school grounds, during the school day, without prior written permission from the parent or guardian. It is understandable that at times compelling reasons will require a student to be dismissed early from school. Should it be necessary for an early dismissal for a doctor's appointment, etc., *written permission must be submitted*. Also, the pupil who will be dismissed from school will only be released to the parent or guardian.

**If you know prior to the time of dismissal that an aunt or uncle, etc., will be picking up your child, please advise your child's teacher in writing.** Without prior consent, no child will be released to any adult other than the parent or guardian. The party picking up the child shall first sign them out with the Office. Children should be signed out early only when absolutely necessary. The end of the day schedule is an integral part of the school day.

**EARLY DISMISSAL PROCEDURES:** On November 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 27<sup>th</sup> December 20<sup>th</sup> and April 9<sup>th</sup> we have scheduled early dismissals and we may occasionally need to dismiss children due to inclement weather. The early dismissal procedures are the same as regular dismissal procedures except dismissal is at 12:30 pm.

## POWERSCHOOL / POWER ANNOUNCE

### INSTANT ALERT:

Power Announce is an essential tool for notification and communication. Within minutes of an emergency,

school officials can use Power Announce to deliver a single, clear message to the students' parents or guardians by telephone, text message, or email. The system can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes. The system is internet based, allowing each family to maintain a secure, password protected online profile. Included on this page is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information.

## TO CREATE YOUR ACCOUNT:

1. Type [www.newtonnj.org](http://www.newtonnj.org); click Quick Links / Parent Portal / "Create Account" **OR** go to website:  
<https://newtonnj.powerschool.com/public/and> click "Create Account".
2. Enter the information you want to use for your username and password.
3. Under Link students to account, fill in your student's name, access ID (listed below), access password ID (listed below), and then your relationship to student.
4. **YOUR CONFIDENTIAL ACCESS ID is:** (contact the Main office for this information)
5. **YOUR CONFIDENTIAL ACCESS PASSWORD is:** (contact the Main Office for this information)
6. Click Enter. Your account is now created.

## TO ACCESS YOUR ACCOUNT:

1. Open the internet browser on your computer.
2. Type [www.newtonnj.org](http://www.newtonnj.org); click Quick Links / Parent Portal / "Parent Sign In" **OR** go to Website  
<https://newtonnj.powerschool.com/public> into the address bar.
3. Type your Username and Password exactly as you created in step #2 under "TO CREATE YOUR ACCOUNT".
4. View the information.
5. Remember to log off when you are finished.

Remember; keep your ID and password confidential so only you can access the information.

**The power announce link** allows you to setup your contact information for receiving emails, calls and text



messages from the alert system contained in power school.

**The Attendance tab** will allow you to check your child's attendance.

**To email a teacher with a question or concern**, click the blue teacher's name link. Please make sure your information is current at all times.

#### **PARENTAL CUSTODY:**

On occasion, we have situations where a parent requests that the child's other parent not be allowed access to the child or the child's records. According to state statutes, we can comply with this request only if we have a copy of the legal custody agreement or restraining order stating such restraint.

If, however, a parent feels their child is in danger from another parent or any other adult, they should speak to the building principal immediately so that a plan of action can be agreed upon. Please pick up forms in the office.

#### **STUDENT NAMES:**

A student must be enrolled in school by his or her legal name as it appears on the birth certificate. If a child's name has been legally changed, we must have a copy of the document, attesting to the name change.

#### **STUDENT ACCIDENT INSURANCE:**

The Newton Board of Education has purchased an accident medical insurance policy to cover the students of the Newton Public Schools during school hours, to and from school and at all school sponsored (on and off campus) and supervised activities. All accidents must be reported *immediately* to the school nurse or coverage may be denied. Remember: Claim forms can be obtained from the school nurse.

The coverage is considered "full excess". This means that you must first claim benefits under any other medical expense coverage you have. Any balance due after payment to your other carriers would be submitted to the administrator of this policy. You may obtain a claim form from the school nurse. Please be advised that there are limits to the coverage provided that may not cover all medical/dental expenses.

In addition, a 24 hour wrap around coverage insurance policy to add to school-time coverage provided by the school may be purchased for an annual premium of approximately \$59 with an additional \$10 for extended dental coverage. A brochure describing the coverage may be requested by contacting Colleen at the Business Office at 973-383-7392 ext. 4228.

#### **THE CAMP AUXILIUM HEALTH OFFICE:**

Please take a minute to read the following information regarding procedures and policies that are in effect in the health office. If you have any questions, don't hesitate to call me, Mrs. Kithcart, at 973-383-7202 x 1331.

**SCREENINGS:** Health screenings for students which include height, weight, vision, hearing, and scoliosis will be conducted according to state guidelines. A complete physical examination by your primary health care provider is required for school enrollment. Also, regular physical exams are strongly recommended at least once during each of the developmental stages: Early Childhood (pre-K to grade 3, Pre-adolescence (grades 4-6) and Adolescence (grades 7-12).

**MEDICATION:** If your child should require any medication during the school day, it *must* be brought to the nurse's office by a parent/guardian in its *original container along with a note from the doctor and a note from the parent/guardian*. Over the counter medication, including Tylenol, Advil, antacids, and cough/cold medication, must also have a note from the doctor and a note from the parent/guardian. *Students may not carry any medication*. Inhalers for asthma and EpiPens for anaphylactic reactions require completion of a special form. Please contact me as soon as possible. All medication orders must be updated yearly.

**ILLNESS:** For the health of students and staff, children should be kept home until they are symptom free (**no fever, vomiting, or diarrhea**) for **24 hrs**. Students diagnosed with strep throat should be on medication for 48 hrs. before returning to school. Other contagious diseases or skin conditions need to be cleared by your physician before returning to school. Following these guidelines will help prevent the spread of illness and will also allow your child to recover fully.

**CAREDOX.COM:** All paper health permission forms will no longer be sent home to parents. All forms will now be completed online at **caretox.com**.

**GENERAL HEALTH:** Please inform the nurse's office if your child has had any recent immunizations, has had a change in general health status, is scheduled for surgery, or has had any major injury. This information will help us be aware of any special needs and keep your child's health records up to date. Please feel free to stop in or call with any concerns or questions that you may have.

Thank you,

Gina Kithcart, R.N., BSN  
School Nurse

## **BIRTHDAY CELEBRATIONS:**

### **CLASSROOMS:**

Students are welcome to bring in a treat for their classmates. The main office also has a special recognition for this wonderful day.

### **PARTY INVITATIONS:**

While we understand why sizes of children's parties may vary; many uninvited children do not, and feelings are unnecessarily hurt.

Please be advised that invitations can be distributed within the school only if:

- the invitations go to each child in the class or
- all boys in the class are invited or
- all girls in the class are

If this is not possible, please see to it that invitations are distributed to the child's home.

**Please check with your child's homeroom teacher to ensure all students will enjoy this celebration. We have some students who have allergies to peanuts, strawberries, and milk products.**

## **CLASS TRIPS:**

Permission slips must be turned in on a timely fashion.

If lost, a parental written authorization will be acceptable. Without a written permission slip, **the student will not be permitted to attend the activity.**

## **GUIDELINES FOR PARENT PARTICIPATION**

### **ON CLASS TRIPS:**

- *We would hope parents enjoy the trip but all chaperones must realize their primary responsibility is the supervision and safety of the children assigned to them.*
- *Accept this as a serious responsibility.*
- *Be cooperative with teacher and tour guides at trip location.*
- *Use "common sense" rules concerning class behavior (keep children together, orderly, and quiet).*
- *No smoking will be allowed.*
- *Parents should dress properly (no short shorts or tank tops).*
- *Follow the time schedule.*
- *Follow the directions of the teacher in charge. The purchase of souvenirs is at the discretion of the teachers.*
- *Enforce quiet, during discussions and presentations.*
- *Report problems to the teacher.*

- *Display acceptable and appropriate public behavior for children.*
- *Realize that other adults or parents are entitled to go on trips and please do not expect to go on every trip.*
- *Younger children ARE NOT allowed to accompany parents on trip.*

## **EVACUATION PROCEDURES:**

### **Situation in Which a Danger is Clear and Present:**

Should an obviously dangerous and potentially life-threatening situation occur, all formalities stipulated for other emergencies will be waived and the sounding of the alarm system will initiate complete evacuation of a building in accordance with fire drill procedures. No restrictions shall be placed on who may sound such an alarm.

### **Situations in which a judgment must be made to determine the presence of a potential danger or concern:**

In all instances where immediate response is not called for, specific procedures shall be followed to enable a responsible individual to make an assessment of the magnitude of a situation. Only the principal, assistant principal, or a designee may initiate a response in less than imperative situation.

### **Procedures:**

Students and staff will exit the building by following standard fire drill procedures. Should the nature of the evacuation allow students to first gather their coats, such will be attended to prior to exiting the building.

Faculty members not involved in direct instructional activities will help with evacuation and the relocation of pupils to another school building, should the situation warrant it

In the event a determination is made that students will not return to the building for the remainder of the day, students will be dismissed from the alternate site prior to the regular dismissal time, in accordance with the stated early closing procedure.

## **RETENTION OF STUDENTS IN BUILDING:**

In the event of an emergency, (ice storm, electric wire down, tornado, air raid, etc.) where it would be in the best interest of the students not to be dismissed at the regular time, the building administration will evaluate the situation and take appropriate measures.

## **LOST AND FOUND:**

All items not claimed by the end of each month may be given away.

**STUDENT TRANSFER:**

When a child under the age of sixteen is withdrawn from the Newton Public Schools, a transfer card is issued.

The parents must come to the main office and sign a release form authorizing the school to forward the child's health and academic records to the new school, and giving us the following information as requested by the State of New Jersey Department of Education

**STUDENT TRANSFER CARD:**

1. School that the student is transferring to
2. Parent's new forwarding address

On the last day the student is enrolled at Newton Public Schools Preschool a transfer card will be issued. A copy of the transfer card and a copy of the child's health information will be given to the parents. The hard copy will be mailed to the new school.

The new school enrolls the transfer student upon receipt of the transfer card and counts the student absent each day following, for up to ten days. During the ten day period, the new school investigates the student's whereabouts or school status. If the student cannot be located within ten days, the new school reports the student to the Department of Education.

**Food Service**

**Cost of School Lunch  
For the 2019-2020 School Year:**

<b><u>REDUCED</u></b>	<b><u>REGULAR</u></b>
Elementary Lunch	\$2.70
Milk only	.60¢
.60¢	

Breakfast and lunch will be delivered to each classroom. Breakfast if provided free of charge for all students. Purchasing of lunch is optional. Our school cafeteria program utilizes a computerized Point-of-Sale System. For parents, this new system provides a convenient, secure, and accurate way to prepay your child's lunch account. This eliminates the need of having the correct money amount of each morning.

All students are assigned an identification number when they enroll in school. This number remains with that student until graduation. This is called a "PIN" number and must be used to purchase food in the cafeteria.

If your child receives free or reduced price lunch, this system will provide complete confidentiality for these students, as all students in the school now have a secret PIN number.

Parents can either send in prepayment money at any time or enroll in the **MyMealtime** program (see next page) for added convenience. Any amount you send will be credited to your child's account. You are only charged for the meal your child has purchased.

We strongly encourage parents to prepay using check rather than cash. Please include the child's PIN number on the envelope or check. If the money is to be divided between two or more students, please put this in writing and indicate how much is to go for each child. Your check should be made payable to **Newton School Lunch Program**. Students can still pay cash in line, however, the exchange of cash will slow down the lunch.

When your child enters his PIN number into the pin pad, the computer will show the cashier current balance, if any money is due for this meal, and any other personal notes you may want to attach to your child's record, such as dietary or spending restrictions.

At the end of each month, a letter will be sent home with your child indicating any negative balances. A negative balance indicates that your child has run out of money and has had to charge a school meal. All lunch charges are expected to be repaid in a timely manner.

**If your child exceeds three lunch charges, you will be contacted, so that you can provide your child with a lunch until all outstanding lunch charges are repaid.**

If you have any questions regarding your child's account, please call

**973-383-7573, ext. 4242.**

The cafeteria does not provide food items containing nuts. Only products made in a nut free environment are served.

**MyMealtime PREPAYMENT SYSTEM:**

**MyMealtime** is the new name for MyPaymentPlus. If you are a current user, you may log into your existing account via: MyMealtime.com.

**MyMealtime** is a prepayment system that allows you to make deposits into your children's accounts via the web at [www.MyMealtime.com](http://www.MyMealtime.com) or by phone at 800 - 755 - 0904.

**Free sign-up**

- Visit [www.MyMealtime.com](http://www.MyMealtime.com)
- Click "Create A New Profile"

- Follow the simple, onscreen instructions

**Use MyMealtime to:**

Access the system 24/7 via the Internet and by phone (where available)

Pre-payments means faster serving lines with more time to eat

- Make payments via credit cards or debit cards.
- Receive low balance email reminders
- Auto-pay means never having to think of money on account again
- Pay with VISA, MasterCard, Discover Card, or a debit card.
- Pay for meals
- Receive confirmation of payments via email
- Make split payments for multiple students in one or more district schools
- View student’s cafeteria purchases to track spending and ensure your child is making healthy choices
- Get the peace of mind that comes from knowing you will no longer have lost or stolen lunch money
- Use MyMealtime with confidence. MyMealtime is PCI and VeriSign certified
- Receive Live Chat or toll-free support from knowledgeable, friendly and courteous staff

Money deposited into **MyMealtime** will usually arrive at the site within a matter of minutes. On occasion you will see a delay of up to 48 hours. Please set your low balance email reminder early enough for funds not to fully deplete.

If you have problems or payment processing questions, you can call

800 – 755 - 0904 between the hours of 9:00 am - 6:00 pm EST. After hours, you will be asked to leave your number and you will be called the next business day.

Parents can also send emails to

[www.mymealtime.com](http://www.mymealtime.com).

Thank you for your support and enjoy the conveniences of **MyMealtime!**

**BREAKFAST IN THE CLASSROOM (BIC)**

All preschool children are provided a complete and nutritious breakfast daily. Starting at 8:40 am, students will be given their free breakfast in the classroom while their teacher begins their school day.

**NOTIFICATION OF RIGHTS UNDER FERPA FOR**

**ELEMENTARY AND SECONDARY SCHOOLS:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students under 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

(1) The right to inspect and review the student’s educational records within 45 days of the day the school received a request for access.

Parents or eligible students submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The officials are defined as personnel with assigned educational responsibility for the student.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**NOTIFICATION OF RIGHTS UNDER NEW JERSEY PPRA FOR ELEMENTARY AND SECONDARY SCHOOL:**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the school to notify you and obtain consent or allow you to opt your

child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of others with whom a respondent has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents;or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

**HARASSMENT, INTIMIDATION & BULLYING (HIB)**

As a school, we take many proactive steps to ensure the safety of our children. Conflicts occur and can be an opportunity for learning and growth. There are times, however, when a student’s behavior needs to be addressed in a more formal manner. The HIB process is designed to identify and remediate inappropriate behavior that may rise to the level of harassment, intimidation and/or bullying (HIB). HIB means *any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents that is reasonably perceived as being motivated by any actual or perceived characteristic: such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and takes place on school property, at any school-sponsored function, or off school grounds as provided for in N.J.S.A. 18A:37-15.3; and substantially disrupts*

*or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student. If you have a concern about an incident that may have occurred, please contact the building principal, Kevin Stanton.*

**NEWTON BOARD OF EDUCATION**

Dr. G. Kennedy Greene  
 Superintendent  
 Newton Public Schools  
 57 Trinity Street  
 Newton, NJ 07860  
 973-383-7392

Website: [www.newtonnj.org](http://www.newtonnj.org)

**2019-2020 Board Members**

Mrs. Stella Dunn, President  
 Mr. Edward Caffrey, Vice President

- |                                  |                    |
|----------------------------------|--------------------|
| Mr. Daniel Cruz                  | Mrs. Jenna Genung  |
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| Ms. Lisa Qarmout                 | Mr. Raymond Morris |
| Mrs. Tina Larsen                 | Mrs. Grace Dickson |
| Mrs. Ann Marie Cooke             |                    |
| Dr. Fred Savio - Board Secretary |                    |

Business Hours: Monday - Friday 8:00 am - 4:00 pm  
 Check calendar for dates and times

Meetings will be held at 7:00 pm in the Board Office, 57 Trinity Street, Newton, New Jersey  
 Any Special Meeting deemed necessary by the Board of Education will be notified individually and according to law.

## A Message From the Director

Dear Parents:

Welcome to Newton Public School Preschool at Camp Auxilium. The district is very pleased to be able to offer a free full day high quality preschool program to our families. Studies suggest that quality early childhood education offers a range of benefits to children, as well as to their families and their communities.

Some of the advantages of early childhood education include:

- **Improved social skills:** Children learn to engage better with other children and adults. The preschool environment allows children to acquire vital skills that allow them to listen to others and express their own ideas, make friends, share, cooperate, and become accountable for their actions.
- **Better performance in grade school:** Children who receive early education are known to have a reduced need for special education instruction in elementary school and beyond. Quality preschool programs help to build a strong foundation for the child's physical, mental, emotional, and social development that prepare them for a lifetime.
- **Improved attention spans:** Children are inclined to be curious and interested in discovering new things. Quality early childhood programs maximize opportunities for the discovery of new experiences, new environments, and new friends, while maintaining a balance with the ability to listen, participate in group tasks, follow directions, and work independently, all of which develop the vital life skill of concentration.
- **Enthusiasm for lifelong learning:** Children who receive quality early childhood education are reportedly more confident and curious, which causes them to perform better in grade school. Children learn how to manage challenges and build resilience in times of difficulty; settle easily at school to reap the benefits of education faster; and acquire a long-term interest in learning different things, including playing music, dancing, singing, construction, cooking, etc. .  
(<https://childventures.ca/blog/2017/04/benefits-early-childhood-education>)

I also want to encourage you to get involved in other ways. There will be opportunities throughout the year to visit and participate in a variety of classroom events.

When you have a chance, please review this parent handbook. It contains procedures, school rules, and important dates. All dates, as well as school closings, will also be announced on the Instant Alert System, and if there are any changes to the date of an event, we will let you know as far in advance as we can.

If you have not already done so, please set up your Power Announce Instant Alert profile. Instructions for doing that are located on page 20.

I look forward to working with all of you to make this a great school year. If you have any questions or concerns please do not hesitate to reach out to me. .

Sincerely,

Jennifer Pasquali  
Director of Preschool Education and Special Services  
Newton Public Schools  
973-383-7392 ext 4323  
[jpgasquali@newtonnj.org](mailto:jpgasquali@newtonnj.org)