

**NEWTON PUBLIC SCHOOL PRESCHOOL
AT CAMP AUXILIUM**

14 Old Swartswood Road

Newton, New Jersey

(973) 383 - 7202

**STUDENT PARENT HANDBOOK
2020-2021**



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.

District Administration			
Dr. G Kennedy Greene		Superintendent	
Donna Snyder-DeVita		Business Administrator/Board Secretary	
Joseph Van Kirk		Director of Facilities Services	
Mary Decker		Director of Information Services	
Jennifer Pasquali		Director of Preschool & Special Education	
Jessica Kucz		Director of Student Services	
Preschool Staff at Camp Auxilium - Main Office			
Phone Ext.	Name	Title	
4323	Jennifer Pasquali	Director	
1302	Judy Cooper	Master Teacher	
1303	Sean Mulligan	Security	
1331	Gina Kithkart (fax 973-383-8768)	School Nurse	
Child Study Team			
1116	Megan Young	School Psychologist	
1114	Jenifer Yawger	School Social Worker	
1201	Keri Carrino-Bracchi	Speech and Language Therapist	
1201	Colleen West	Speech and Language Therapist	
Sue Bloodgood & Debbie Grimm		Occupational Therapist	
Gabi Heller		Physical Therapist	
Teacher and Teacher Assistants			
Phone Ext.	Teachers	Cabin	Teacher Assistants
1301	Elizabeth Delfino	#1	Judy McNulty
1314	Jessica Rehl	#2	Valerie Russel and Giselle Caterinicchia
	Diane Buckley	PC	Helene Scott
1315	Renee Ciulla	#3	Tracey Edwards
1310	Kayla DiMarzo	#4	Katherine Michaels
3111	Shannon Vandyk	#5	Amanda Grullon
1313	Nicole Petrillo	#6	Lisa Holder

SCHOOL CALENDAR 2020 - 2021

The Board of Education reserves the right to revise the 2020 - 2021 calendar as conditions warrant.

Sept. 1 - 4 (Tue. - Fri.)	Teacher In-Service - School Closed
Sept. 7 (Monday)	Labor Day – School Closed
Sept. 8 (Tuesday)	First Day For Students - School Opens
Oct. 14 (Monday)	SCHOOL IS IN SESSION THIS DAY
Nov. 2, 3, & 4 (Mon. - Wed.)	Parent/Teacher Conferences - (Early Dismissal)
Nov. 5 & 6 (Thu. - Fri.)	NJEA Convention - School Closed
Nov. 25 (Wednesday)	Early Dismissal
Nov. 26 & 27 (Thu. & Fri.)	Thanksgiving Recess - School Closed
Dec. 23 (Wednesday)	Winter Recess - (Early Dismissal)
Dec. 24 thru Jan. 3	Winter Recess - School Closed
Jan. 4 (Monday)	School Reopens
Jan. 18 (Monday)	SCHOOL IS IN SESSION THIS DAY
Feb. 15 (Monday)	Presidents' Day - School Closed
April 1 (Thursday)	Early Dismissal
April 2 (Friday)	Spring Recess - School Closed
April 5 thru 9 (Mon. - Fri.)	Spring Recess - School Closed
April 12 (Monday)	School Reopens
May 31 (Monday)	Memorial Day - School Closed
June 22 (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 23rd 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 9th then Thursday, April 8th, then Wednesday, April 7th, 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, 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:

Preschool– Arrival begins at 10:45 AM. Breakfast will not be served on delayed opening days.

EARLY DISMISSALS: Please arrange to have your child picked up on early dismissal days. School will release at 12:45 PM.

REGULAR SCHOOL DAY:

School Hours: 8:45 AM – 2:45PM. Students arriving after 8:45 am must be signed in by an adult in the main office and will be marked as tardy.

SCHOOL HOURS FOR 2020 - 2021:

8:45 AM - 2:45 PM

ATTENDANCE POLICY : Regular and punctual attendance is mandatory for all students. During school hours, students are expected to be in class or other assigned areas no later than 8:30 AM at Merriam Avenue School.

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 4th Thursday of each month an attendance report will be run and reviewed by the school nurse. 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 school nurse will notify the Director of Preschool and will speak to the parent/guardian to determine causes for the absences and work with the parent develop an informal plan to remedy the situation. The importance of regular school attendance will be discussed.

Eight and Nine Absences

When a student reaches between eight and nine unexcused absences, the nurse will notify the Director of Preschool and 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 Intervention and Referral Service committee to develop a written plan of action.

The parent will be invited to participate in the I&RS meeting in accordance with the procedures of that committee and a copy of the I&RS 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 of Preschool will contact the parent/guardian to determine the causes of the absences and to determine whether the parent wishes to continue in the preschool program. Regular and consistent attendance is expected for the preschool program.

REPORTING ABSENCES:

If your child is absent for any reason, please follow the procedures outlined below. Between 7:00 AM. and 9:15 AM call the nurse' office 973-383-7202, dial ext. 1331 and leave the following information:

- a. Your child's name, grade and homeroom.

b. Your name and a 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 9:15 AM, 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 8:45 AM or after) must report directly to the office to sign in. Parent(s) or guardian(s) must submit a written note verifying any of the acceptable reasons for tardiness listed below for the absence to not be considered unexcused.

Acceptable reasons for tardiness are listed below:

1. Medical or dental appointment
2. Illness – with medical note
3. Religious observance

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.

CODE OF CONDUCT: (HIB Information located on inside back cover) At Merriam Avenue School we recognize that every interaction a child has with adults or peers can be a learning opportunity. The ultimate goal of our student code of conduct is to help every child at Merriam Avenue School succeed in school. It is our responsibility as teachers, counselors, and administrators to guide student learning in productive and healthy ways. Rules are meant to guide actions, structure learning opportunities, and help create a safe learning environment where all children can maximize their potential. With this in mind, it is important for each classroom teacher to collaborate with his or her students to create classroom rules that are age appropriate and that allow each student full participation in the classroom community. As a school community we value and will enforce the following expectations:

- Respect for self
- Respect for others
- Respect for environment

When school and/or classroom rules are broken our first responsibility as adults is to assist the child in learning how to correct his or her behavior. Consequences for negative actions should be part of helping the child learn from his or her mistakes and should not be solely punitive. Consequences without attendant instruction in how to improve have no value and should not be used to remediate negative or disruptive behaviors.

We recognize that the classroom teacher is a child's primary teacher here at school, and that teaching includes the social and emotional growth of the child as well as the academic. In fact social and emotional growth and academic growth are not two separate entities, but rather are integral and interconnected components of development that both need to be fostered for children to succeed. While many issues can be effectively resolved at the classroom level, it is important for the teacher to maintain communication with parents as well as school administration to keep them informed about any on-going or potential concerns.

It is every student's right to attend school in a safe and secure environment. In those cases when conduct is severe enough that it poses a threat to the orderly and safe learning environment of the classroom or school, significant

For the safety of all passengers on the bus, students are asked to adhere to the following conditions:

1. Enter and exit the bus in an orderly fashion.
2. Conversation will be at a reasonable tone. There should be no shouting, whistling or calling out to passers-by.
3. Students are to keep arms in the bus, not outside the window. Also, there should be no throwing of objects, of any kind, while on the bus.
4. All students will be seated with seatbelts on when the bus is in motion.

If a student has had repeated warnings about his/her behavior on the bus, the incident shall be reported to the Director. The specifics of the incident, in turn, will then be reported to the parent. Students may lose their privilege to ride the bus for a period of time due to inappropriate behavior.

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 costs 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."

LAWS IN NEW JERSEY REGARDING DRUGS:

Senate Drug Bill: No. 2449

It is illegal to distribute, dispense or possess with intent to distribute a controlled dangerous substance while on any school property or within 1,000 ft. of any school property or school bus or while on any school bus. This is considered a crime of the third degree and anyone found guilty will be subject to a term of imprisonment. If you should know or suspect this law has or is being violated, please report it to the police and the appropriate building principal immediately. School Drug Free Zones have been established.

SUBSTANCES OF ABUSE, TOBACCO, AND DANGEROUS WEAPONS: Substances of Abuse - The Newton Board of Education recognizes that substance abuse including alcohol abuse presents a growing problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The board believes that an educational and therapeutic approach to the problem is more effective than one which is solely punitive in nature.

To help combat this problem, the board will provide for the identification of students with potential and known dependency on substances of abuse. This program will include early identification and referral procedures as well as a strong guidance component. The board will further provide a comprehensive curriculum in drug and alcohol education as well as a program designed to develop a positive peer influence in the area of substance abuse. Staff will receive in-service training related to these programs.

The board will adopt regulations which provide for notification to parents/ guardians and sanctions of students suspected to be in possession of, distributing, or under the influence of substances of abuse; for emergency treatment when needed; for chemical abuse diagnoses; and for referral to appropriate community agencies.

The board supports the cooperation of administration with all enforcement authorities in the protection of drug free school zones, undercover operations, searches, and arrests.

The superintendent or designee shall enlist the aid of students, parents/guardians, teachers, and administrators, members of the community and representatives of involved agencies in a district wide effort to implement this policy.

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.

DANGEROUS WEAPONS:

The Newton Board of Education has adopted a Dangerous Weapons Policy that calls for immediate disciplinary action, including suspension and police notification, depending on the circumstances, for students who bring a weapon to school.

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 MAIN OFFICE upon entering the building 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.

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 Main Office. To avoid end of the day confusion, no student will be dismissed between 2:10 pm and 2:45 pm unless there is a true emergency. Children should be signed out early only when absolutely necessary. The end of the day schedule is an integral part of the school day.

POWERSCHOOL / SWIFTK12 INSTANT ALERT:

SwiftK12 is an essential tool for notification and communication. Within minutes of an emergency, school officials can use SwiftK12 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; 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; 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.

You may access your account from any location that has internet access. Remember; keep your ID and password confidential so only you can access the information. The power announce link allows you to set up 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.

CLASSROOM ASSIGNMENTS:

The Director of Preschool coordinates classroom assignments, which will best suit your child. Please do not plan on selecting your child's teacher. However, if you have experienced problems with specific individuals, you may share that information with the Director before June 30th.

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 PRESCHOOL 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 if they have the following symptoms: fever above 100.0 F, repertory symptoms (cough, congestion, runny nose, sore throat, shortness of breath, gastrointestinal symptoms (diarrhea or vomiting), new or explained loss of taste or smell, tested positive for COVID-19, had close exposure or lives with someone who tested positive for COVID-19, or traveled out of state in the past two weeks. Student's symptoms (fever, vomiting, diarrhea) must be resolved for 72 hours without the use of fever reducing medications. If staying home due to COVID-19 isolation or quarantine please refer to the timelines outlined in the school reopening document or contact the school nurse for guidance. Other contagious disease 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 **caredo.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: Until Further Notice, There Are No Celebrations

CLASSROOMS:

Students are welcome to bring in a treat for their classmates.

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 invited

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: Until Further Notice, There Are No Class Trips

Permission slips must be turned in in 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 Director, 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. (Sacred Heart Retreat.)

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.

Each principal/director will determine the safest areas for the student body, and determine when the situation allows a safe dismissal.

LOST AND FOUND:

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

CAFETERIA:

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

	REGULAR	REDUCED
Elementary Lunch	\$2.70	.40¢
Milk only	.60¢	.60¢
Snacks	.85¢ - \$2.25	

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 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 a 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 or by phone at 800 – 755 – 0904.

Free sign-up

- Visit 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. Thank you for your support and enjoy the conveniences of MyMealtime!

BREAKFAST IN THE CLASSROOM (BIC)

Preschool Program will provide a complete and nutritious breakfast to all students daily. Starting at 8:45 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 students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to 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 director, Ms. Jennifer Pasquali.

NEWTON BOARD OF EDUCATION

Dr. G. Kennedy Greene, Superintendent
Newton Public Schools
57 Trinity Street
Newton, NJ 07860
Phone: 973-383-7392
Website: www.newtonnj.org

2020-2021 Board Members

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Ms. Grace Dickson
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Ms. Lisa Qarmout

Ms. Donna Snyder-DeVita, 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 unless otherwise noted.
Any special meeting deemed necessary by the Board of Education will be notified individually and according to law.