

July 2020

On behalf of the entire Englewood on the Palisades Charter School Staff, Administration and Board of Trustees, we would like to take this opportunity to welcome all of our new and returning students and families to the 2020-2021 school year.

We are looking forward to developing a productive partnership with you to ensure that our students work hard towards achieving their highest academic potential.

We recognize that in order to be successful in school, our students need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share in the responsibility for your child's success and we want you to know that we will try our very best to do our part. We are asking that you guide and support your child's learning by ensuring the following:

1. Attend school daily and arrive on time.
2. Complete all homework and assignments provided by each teacher.
3. Allot a daily reading schedule to develop and improve literacy skills.
4. Keep an open line of communication between parents and students about school life and assignments in order to provide additional support in any subject areas if needed.
5. Provide awareness of what parents, administration, and teachers expect from them in order to have a successful school year.

Enclosed is important information that highlights our school's policies and procedures.

Index

- Mission Statement
- EPCS School of Choice
- Health and Safety Procedures
- Food/Drink Policy
- New Student Drop Off Plan
- New Student Dismissal Plan
- Student Discipline Code
- School Conduct and Discipline Policy
- Student Behavior Code
- Textbook Accountability
- Electronic Equipment
- Toy Policy
- Homework Policy
- Dress Code Policy
- Remote Learning Code of Conduct
- Birthday Party Policy
- Daily Schedule

- Absences/Unreported Absences

EPCS Mission Statement:

Englewood on the Palisades Charter School will provide nurturing, caring, child-centered, constructivist learning communities modeling skills and habits necessary for attaining a high degree of achievement in our increasingly complex, interdependent global society.

EPCS School of Choice:

The Englewood on the Palisades Charter School is a School of Choice. Families who choose our school are expected to uphold the mission, values, and policies that have been developed by the school. Parents who enroll their child(ren) in our school agree to adhere to all rules and regulations designed to promote a safe and productive learning environment.

Health and Safety

The Englewood on the Palisades Charter School (EPCS) in collaboration with our stakeholders, has developed a plan that takes into consideration the needs, safety and health of our students, families and staff that follows the guidance of the New Jersey Department Of Education Restart and Recovery Plan for the 2020-2021 school year. As we move forward, it is understood that this plan is being developed based on available data that supports all stakeholders, and the consideration of the 'Anticipated Minimum Standards" in four key subject areas that are outlined by NJDOE. Included below are some of the safety measures and precautions that will be implemented for this school year (this is not an all inclusive list).

- All staff and students will be required to wear a face covering while in the building. Accommodations will be provided for individuals who cannot wear a face covering due to medical or other conditions.
- All staff and students will have their temperature taken upon arrival. Anyone with a temperature of 100.4 °F or higher will be sent home and only be permitted to return to school if they present a doctor's note.
- Social distancing will be enforced as much as possible in the classrooms, hallways, bathrooms, and gymnasium.
 - Desks will be separated as much as possible within each classroom.
 - Hallways and the gymnasium will have social distancing decals and posters.
 - Only two students will be allowed to enter the bathrooms at a time. A designated staff member will be stationed outside each bathroom to monitor this procedure.
- Students will attend school in cohorts in order to minimize contact with others. Students will not leave the classroom except to use the restroom. Middle school teachers will travel from classroom to classroom rather than students.
- Middle school students will not be permitted to use lockers.
- Enhanced cleaning and sanitizing protocols will be implemented.
- Hand sanitizer will be provided in each classroom and other designated locations throughout the school.
- The amount of visitors allowed in the school building will be limited. All visitors will be asked a series of screening questions before being admitted and must wear a mask when in the building.

Face coverings will NOT be provided by the school. In preparation for the upcoming school year, please purchase face masks or coverings that your child is comfortable wearing for an extended period of time. Please practice taking the mask off and putting it back on safely with your child.

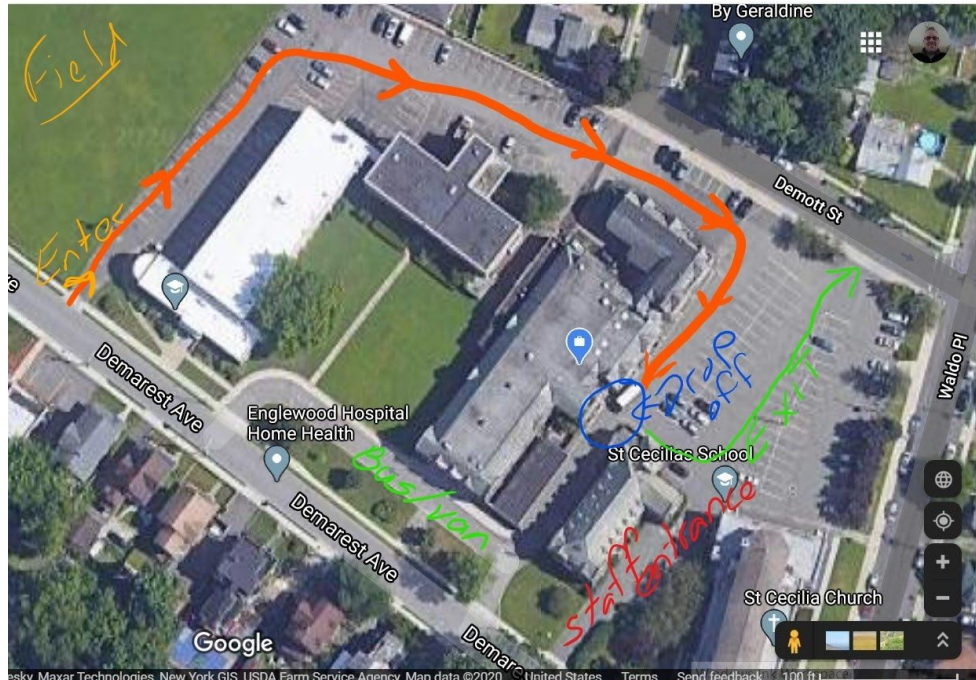
Food/Drink Policy:

- Snacks are NOT PERMITTED during school hours.
- There will be no refills for water during school hours. Please make sure students bring their own water bottles.
- Lunch will be provided at the end of the day as “grab and go” as well as breakfast for the following morning.

Student Drop Off Plan:

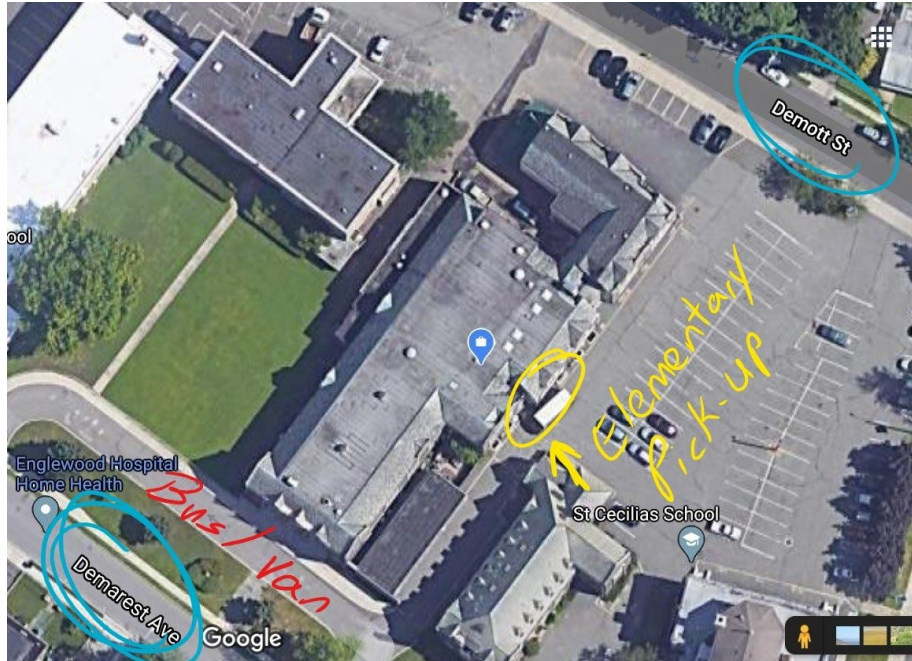
- All cars will enter on West Demarest Ave. by the field/gate and remain in a single file line.
- Drive down towards the Office of Concern Food Pantry, make a right and drive down through the parking lot parallel to Demott Street.
- Proceed up to the front door of the school where there will be four staff members taking temperatures while children REMAIN IN THE CAR.
- Once students are cleared, they may enter the building. Students will then proceed directly to their classroom (not the gym).
- Cars will circle back around the parking lot to exit through the Demott Street exit.
- Students who ride the bus or van will enter the building through the gym entrance on West Demarest Ave. (Temperatures will be checked upon entering the building at the door).
- Students that walk to school will enter the building through the gym entrance on West Demarest Ave. (Temperatures will be checked upon entering the building at the door).

Student



Dismissal Plan:

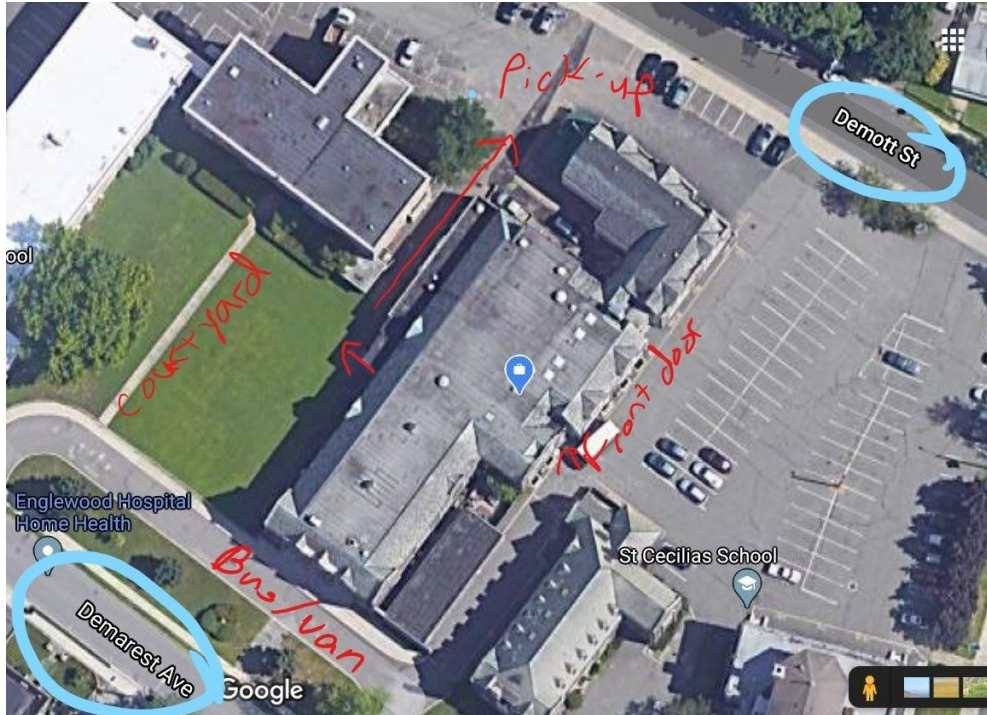
- Dismissal will take place from 12:00pm-12:15pm.
- Students not picked up by 12:15 pm will wait in the gym.
 - *Elementary School Dismissal Procedure*
 - Classes will dismiss from the gym.
 - Students will stand on socially distant decals to ensure that they are 6 feet apart.
 - Parents will line up at the door, on socially distant decals, and tell security guards their child's name and teacher's name. The security guard will then say the name on the walkie talkie and the teacher will release the child.
 - A security guard will remain in the hallways to maintain social distance of students being released.



Afternoon Pick-Up for Elementary School (Google Maps)

- *Middle School Dismissal Procedure*

- Middle school classes will dismiss from the courtyard side of the school.
 - Parents will line up at the gate in the parking lot by Demott Street, on socially distant decals, and tell the security guard the child's name and teacher's name. The security guard will then say the name on the walkie talkie and the teacher will release the child.
 - Students who walk or take the bus or van will be dismissed from the courtyard.
- Inclement weather.*
- In the case of inclement weather, parents will line up at the front door of the building. Students will be dismissed from their classroom with communication from the main office when parents are present.
 - One staff member will be outside to walkie-talkie to the main office so they can call down using the P.A. for pick-up.
 - Any students who walk, have siblings, or take the bus / van will follow the same procedures.



Afternoon Pick-up for Middle School

- Students who have siblings will be dismissed once called from the main office when family is present to pick them up.
- Bus/Van students will be dismissed to the bus from the courtyard.
- Students not picked up by 12:15pm will wait in the gym. A designated staff member will be assigned for supervision.
- In case of an emergency, it is the parent/guardian's responsibility to contact the Administration Office in order to grant permission to release their child(ren) to an adult who is NOT listed on the Emergency Card. All approved emergency contact people must have a valid U.S. ID.
- Parents must write a letter to the classroom or homeroom teachers to give their child permission to walk home.

Student Discipline Code:

School exists to meet the educational needs of all the students enrolled. There is a commitment on the part of this school to make certain that students have received the full benefit of a quality education. In order to fulfill this commitment, students' behavior must at all times support the mission of the school. When students interfere with the rights of others to learn, appropriate disciplinary action will be taken, which will include steps to help the students modify their behavior.

The process for improving a student's behavior will include the involvement of parents and all appropriate school personnel, as well as outside agencies if it is deemed necessary. Teachers, administrators, school nurse, and the school's Child Study Team are among the staff available to assist parents and students. Outside agencies include the County Mental Health Bureau, the

Youth Services Bureau, the Family Courts, Child Protective Services, and private professionals and organizations.

School Conduct and Discipline Policy:

Students have the responsibility to respect the rights of other students, staff and all persons associated with the educational progress of this school. All students must exercise the highest degree of self-discipline by observing and adhering to rules and regulations that have been established by the institution. It is EPCS's belief that by accepting and fulfilling their responsibilities, students will come to value the importance of a safe learning environment, and all of the privileges that come with their experiences.

Our school's Behavior Code depends on an acceptance of the following assumptions:

1. That the safety and welfare of all students must take precedence over the inappropriate actions of a few.
2. That no student has the right to interfere with the learning opportunities of others.

In an effort to be fair and provide due process:

- Students will be informed about the standards of behavior they are expected to meet.
- Students will be made aware of specific behaviors that propose penalties or some form of discipline.
- Students will have an opportunity to express or convey their views or rebuttals regarding incidents to the decision-making authority and,
- The decision-making authority will base its decisions on the incident(s) or matter(s) about which a student has been apprised.

Student Behavior Code:

The EPCS Behavior Code has been developed to help students regulate their behavior on school property or at school sponsored events in accordance with school guidelines. Self-discipline is, of course, essential to the effective operation of the school and for the total development of every student.

When students fail to exhibit self-discipline, they can expect discipline to be imposed upon them by the school administrators. When necessary, it can be expected that one or more of the following actions will be taken:

The imposed penalties usually will follow from minimum to maximum in accordance with the number of violations (for example, first offense—talk with the student and/or parent) received by the student. However, there may be times when a higher level of disciplinary action will be invoked due to the nature and/or degree of the infraction and/or inappropriate behavior.

Any disciplinary actions may be concurrent with or superseded by established penal law. If the severity of the violation requires notification of the police department; they will be contacted. If this action takes place, parents/guardians will be notified and a conference will be arranged.

Textbook Accountability:

It is the student's responsibility to account for all textbooks, workbooks, and all other school property issued for instruction by the classroom teacher. Students must understand that all property made available for their use must be returned in good condition. **Lost or damaged textbooks, workbooks and school related materials will be paid for by the parent/guardian. All school issued textbooks must be covered at all times.**

Electronic Equipment:

Students are **not** permitted to bring any electronic games, cell phones, iPod's, iPads, Tablets, Smart Watches or any computer games to school. Smart Watches, Cell phones and electronic games that are brought to school and used during the school day will be taken away from the student by administration and the parent/guardian will be notified. Students who continue to disregard these rules will have their equipment taken away, and a parent or guardian must retrieve the item(s) from the administrative office. The school will not be held responsible for lost, broken or theft of personal property.

Toy Policy:

Students are not permitted to bring any toys or card games to school except when requested by the teacher for a specific class activity. The school will not be held responsible for lost, broken, or theft of personal property.

Homework Policy:

Homework is an activity that is assigned to extend learning outside of the classroom. Learning is a continuing process that begins in the classroom under the direction of the teacher, and continues at home with meaningful follow-up activities. Homework is an integral part of the learning process. The student, teacher, parent, and the school administrators are all partners in this process. We believe that the information provided below will help strengthen this partnership, and will continue to ensure the success of our students.

The purpose of homework is:

1. To enrich and extend classroom learning and experiences.
2. To develop effective, independent work habits and study skills.
3. To provide essential practice of skills learned in school.
4. To extend class work, and where necessary, to implement, more fully, the course of study.
5. To encourage students to actively seek and prepare background information for classroom activities.
6. To encourage the use of out-of-school resources, i.e., the public library and museums.
7. To encourage students to prepare appropriately for tests.
8. To provide an opportunity to make up missed schoolwork.
9. To serve as a communication link between home and school in regard to the curriculum.

The amount of time in which students will spend on homework will vary according to grade, different course requirements and individual student differences, level of development, and needs. It is believed that students should be assigned homework on a daily basis. The following recommended time allocations for homework and reading at the various grade levels

are approximate. When necessary a greater amount of homework will be given, which might include additional reading, a research project, working on a long-term assignment, and/or preparing for the local and state assessment tests.

Reading Time Schedule:

| | |
|--------------|------------|
| Kindergarten | 20 minutes |
| Grade 1 | 20 minutes |
| Grade 2 | 20 minutes |
| Grade 3 | 20 minutes |
| Grade 4 | 30 minutes |
| Grade 5 | 40 minutes |
| Grade 6 | 45 minutes |
| Grade 7 | 45 minutes |
| Grade 8 | 45 minutes |

When a student is absent from school for an extended length of time (three or more days), **it is the parents' responsibility to contact the teacher to determine the specific work assignments that must be made up.** Parents may call the school to request the homework assignments. The assignments can be picked up from the Administrative Office at the end of the school day.

It is our expectation that the parent and/or guardian will:

- Create a positive attitude in the home towards school and homework by making homework a priority, checking the student's planner for daily assignments and teacher comments, and reviewing all communications sent home by the student.
- Establish and monitor a regular daily routine for the completion of homework by providing the time, place, and proper study environment.
- Be aware of and support the homework expectation of the child's teacher(s) and sign homework planners when requested.
- Keep ongoing communication with the teacher, especially if academic difficulties arise.
- If necessary, provide guidance while the child independently completes his/her assignments.

The student will be responsible for:

- Accurately recording homework assignments in their student planner.
- Maintaining and organizing their homework and class work.
- Making a demonstrated effort to complete all of their assignments.
- Managing his/her time so that all assigned tasks will be completed in a timely manner.
- Working each day towards the completion of long-term assignments so that they may be completed by assigned deadlines.
- Completing and submitting all assignments on time.

It is imperative that all students understand the importance of completing all required homework assignments. The classroom teacher will monitor all homework assignments. Students who do not adhere to this policy will receive a zero for each assignment not completed and/or

submitted. All zero grades will count against the student's grade for that specific subject and marking period.

Dress Code Policy:

It has been a tradition at EPCS that our students would wear uniforms to maintain a wholesome learning environment that will contribute to academic achievement. Due to the circumstances that we are presently facing, we are not asking our parents to invest into the total cost of a uniform for their child(ren) at this time. However, we are asking parents, if possible, to send their child to school dressed appropriately.

Elementary School: light blue shirt and appropriate jeans or pants. No leggings for girls.

Middle School: dark blue shirt and appropriate jeans or pants. No leggings for girls.

If you do not have the tops mentioned above, students will be permitted to wear appropriate tops. The items listed below will not be accepted in school:

- Spaghetti straps
- Tight, ripped, or low rider jeans
- Cut-out tee shirts
- Shirts with inappropriate words
- Short length shorts, skirts or skorts
- High heeled shoes
- All sandals must have straps around the ankles
- Hair bonnets, shower caps, robes, being shirtless, and being wrapped in blankets during remote learning.

Remote Learning Code of Conduct:

- Video must remain ON
- Students must be sitting at a desk or table - not laying down on a bed or couch
- Students must be dressed according to school dress code - no pajamas (students will not be allowed to attend Zoom if not dressed according to the school dress code)
- Students must have headphones with a microphone
- Must be in a quiet place free from distractions - siblings, pets, tv, not near someone talking on the phone or cooking
- No eating - drinking water is fine
- All supplies should be ready before logging in (computer charged, pencils, workbooks, textbooks, chargers)

Birthday Policy:

No birthday celebrations will be held in school due to safety protocols. Cakes, snacks, drinks, and goody bags will not be permitted until further notice. Teachers will acknowledge students' birthdays as deemed appropriate.

Schedule for In-person and Virtual Instruction

Englewood on the Palisades Charter School will operate using a hybrid model, beginning on Wednesday, September 9th.

- Mondays, Wednesday, and Fridays will be remote learning days for all students and staff from 8:00 am - 12:00 pm. Students will meet with their teachers virtually using either Zoom or Google Meet.
- On Tuesdays, Cohort A will have in-person instruction from 8:00 am - 12:00 pm. Cohort B will have virtual assignments to complete independently.
- On Thursday, Cohort B will have in-person instruction from 8:00 am - 12:00 pm. Cohort A will have virtual assignments to complete independently.
- Teachers will be unavailable to answer questions on Tuesdays and Thursdays from 8:00 am - 1:30 pm due to their schedule to teach in-person classes.
- Teachers will be available from 1:30 pm - 2:30 pm daily to answer questions or assist with academic work.

The in-person/virtual hybrid model:

- reduces our student capacity by fifty percent, allowing for social distancing in classrooms, hallways and common spaces.
- allows our students within their three marking periods to participate in all content areas, including Physical Education/Health, Music, Technology and Spanish.
- provides additional time for sanitizing and disinfecting between cohorts.
- allows all assigned cohorts to remain the same for each marking period.

Considerations:

- Since our first instructional school day falls on a Wednesday, Cohort A will attend in-person classes on this day. For the remainder of the year, they will attend in-person classes on Tuesdays.
- Special Education programming has been scheduled according to each child's IEP.
- We have done our best to place siblings in the same cohort; however it may not be possible in all situations.
- Meal services will continued to be provided in a Grab-and-Go manner

Schedule For the First Three Weeks in September:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|--|--|---|---|
| 9/7 - No School | 9/8 - First Day for Staff; NO STUDENTS | 9/9 - First Day for A DAY STUDENTS only (B DAY students will have remote assignments) | 9/10 - First Day for B DAY STUDENTS only (A DAY students will have remote assignments) | 9/11 -All students will have virtual meetings |
| 9/14 - All students have | 9/15 - A DAY STUDENTS | 9/16 - All students have | 9/17 - B DAY STUDENTS | 9/18 - All students have |

| | | | | |
|---|--|---|--|---|
| virtual learning | in-person instruction; B DAY virtual assignments | virtual learning | in-person instruction; A DAY virtual assignments | virtual learning |
| 9/21 - All students have virtual learning | 9/22 - A DAY STUDENTS in-person instruction; B DAY students virtual assignments | 9/23 - All students have virtual learning | 9/24 - B DAY STUDENTS in-person instruction; A DAY students virtual assignments | 9/25 - All students have virtual learning |

Absences:

Parents must notify the EPCS Administrative Office no later than 8:10am if a student is going to be absent, and it is not a pre-arranged absence. When calling the school to report an absence, please state the student's name, grade, teacher's name and why the student is going to be out.

Important:

If this Happens.....

If your child is absent from school for any reason

Please do this...

- Call the Administration Office after 8:10am.
- Send a note on your child's day of return.
- Doctor's note is required for any absence due to contagious illness (flu, ringworm, chicken pox, pink eye, etc.)

Students absent from school a total of 20 or more days without a medical excuse or other approved absences will risk retention for that school year.

- Students absent for extended medical reasons will be reviewed on a case by case basis

In case a child must leave school early

- Parent must come into the Administrative Office and sign the student out of school
- No early pick-up after 2:30pm.

Unreported Absences:

As stated above, it is the parent's responsibility to notify the Administrative Office when their child is going to be absent. If the Administrative Office has not received a call before 8:30am on the third day of absence, all attempts will be made to contact parents using the work and/or emergency numbers that were submitted to the office.

Continue to be safe and healthy, we look forward to seeing you in September.