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Board of Education Meetings

The Englewood Cliffs Board of Education Regular Business meetings are usually held at 7:00 p.m. in the Englewood Cliffs Upper School Media Center, 143 Charlotte Place.

Meetings for the 2016-2017 school year are scheduled as follows:
- July 11, 2016
- August 1, 2016
- September 7, 2016
- October 10, 2016
- November 7, 2016
- December 5, 2016
- January 4, 2017—tentative Re-Org Date
- February 6, 2017
- March 6, 2017
- April 3, 2017
- May 1, 2017
- June 5, 2017
### Administrative Personnel Directory

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Schools</td>
<td>Jennifer Brower</td>
<td>201-567-7292</td>
</tr>
<tr>
<td>District Principal</td>
<td>Siobhan Tauchert</td>
<td>201-567-6151</td>
</tr>
<tr>
<td>Business Administrator</td>
<td>Sue Anne Mather</td>
<td>201-567-7292</td>
</tr>
<tr>
<td>Supervisor of Curr &amp; Inst</td>
<td>Kimberly Dowling</td>
<td>201-567-6151</td>
</tr>
<tr>
<td>Supervisor of Special Services</td>
<td>Dawn Smith</td>
<td>201-567-6151</td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td>Colin Winch</td>
<td>201-567-6151</td>
</tr>
</tbody>
</table>

### School Time Schedules for Students - Grades K-8

<table>
<thead>
<tr>
<th>Period</th>
<th>North Cliff</th>
<th>Single Session</th>
<th>Delayed Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>8:30-8:45</td>
<td>8:30-8:40</td>
<td>10:30-10:40</td>
</tr>
<tr>
<td>1</td>
<td>8:45-9:20</td>
<td>8:50-9:10</td>
<td>10:40-11:00</td>
</tr>
<tr>
<td>2</td>
<td>9:20-9:55</td>
<td>9:00-9:20</td>
<td>11:00-11:20</td>
</tr>
<tr>
<td>4</td>
<td>10:30-11:10</td>
<td>9:50-10:10</td>
<td>11:40-12:10</td>
</tr>
<tr>
<td>5</td>
<td>11:00-11:40</td>
<td>10:10-10:30</td>
<td>12:10-12:20</td>
</tr>
<tr>
<td>6</td>
<td>11:40-12:20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12:20-12:50</td>
<td>10:50-11:10</td>
<td>1:00-1:20</td>
</tr>
<tr>
<td>8</td>
<td>12:50-1:30</td>
<td>11:10-11:30</td>
<td>1:20-1:40</td>
</tr>
<tr>
<td>9</td>
<td>1:30-2:05</td>
<td>11:30-11:50</td>
<td>1:40-2:00</td>
</tr>
<tr>
<td>10A</td>
<td>2:05-2:35</td>
<td>11:50-12:10</td>
<td>2:00-2:20</td>
</tr>
<tr>
<td>10B/</td>
<td>2:35-2:45</td>
<td>12:10-12:30</td>
<td>2:20-2:45</td>
</tr>
</tbody>
</table>

- **Note:** Lunch is cancelled. Lunch is on a 1 hour delay.

### Upper School and Gr. 3-8

<table>
<thead>
<tr>
<th>Period</th>
<th>Upper School</th>
<th>Single Session</th>
<th>Delayed Opening</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR/1</td>
<td>8:15-9:07</td>
<td>8:15-8:45</td>
<td>10:15-10:45</td>
</tr>
<tr>
<td>6a</td>
<td>11:57-12:17</td>
<td>10:55-11:10</td>
<td>12:55-1:10</td>
</tr>
<tr>
<td>6b</td>
<td>12:19-12:37</td>
<td>11:10-11:25</td>
<td>1:10-1:25</td>
</tr>
<tr>
<td>9 dis-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Equal Opportunity Employer

**Disclaimer:** The Administration reserves the right to make changes to the information contained in this publication to maintain order, safety, and discipline.

**Englewood Cliffs Emergency Numbers:**
For Police, Fire Department, or Ambulance
Dial 911
or
201-569-8300

**Early Dismissal/Single Session DAYS**

Schools are open at regular time.

- North Cliff school day ends at 12:30 p.m. on early dismissal days.
- Upper School day ends at 12:47 p.m. on early dismissal days.
- The afternoon pre-school classes are cancelled on single session/early dismissal days. Students are invited to join the morning session. *PLEASE NOTE* There will be no bus pick-up/drop-off for the afternoon students joining the morning session.
ATTENDANCE
The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.
Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.
Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. Described in policy #5410 More than 18 absences children will be retained. Additionally 3 tardies will be equal to 1 absence.
Good attendance has always been an essential academic prerequisite of a successful school career, and a student’s attendance record follows him or her long after graduation. It is furnished to high schools along with the academic record, and it may be requested by colleges or prospective employers after graduation.

HARASSMENT, INTIMIDATION & BULLYING
The Board of Education’s Harassment, Intimidation and Bullying policy prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment. Policy 5512 may be obtained from the Main Offices or on the district website at www.EnglewoodCliffs.org

CYBER-BULLYING
“Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that deliberately threatens, intimidates any individual or group, places an individual in reasonable fear of harm to the individual or damage to their property or has the effect of substantially disrupting the orderly operation of the school. This behavior is prohibited by the Englewood Cliffs Board of Education as stated in Policy 5512 which may be obtained in the Main Offices or on the district website at www.EnglewoodCliffs.org.

CHILD STUDY TEAM
The Child Study Team is comprised of a psychologist, a learning consultant, and school social worker. These specialists work with the administration, principals, teachers, school nurses, parents, and children to identify the child’s special education needs that require attention and impact on their educational performance. The child study team makes the necessary accommodations and/or modifications to ensure successful academic, social, emotional, and behavioral growth of each student with special education needs.
A referral to the Child Study Team may be made by a parent or teacher. The team conducts a meeting with the parents and teacher to determine if a comprehensive evaluation is warranted. Parental consent must be obtained to conduct any of the assessments identified in a formal evaluation plan discussed at a meeting with the child study team.
A meeting will be conducted to review the results of the assessments and to determine whether the student is eligible for special education and related services. If it is determined that a student has one or more of the disabilities identified in NJAC 6A:14, the student may be eligible for special education and related services. An Individual Education Program will be developed identifying specialized instruction and possible changes to the instructional program.
In addition, services for regular education students are available through the Intervention and Referral Services (I&RS). The purpose of the I&RS is to assist students experiencing some difficulty in the regular education program, as well as to provide interventions to students who are eligible under Section 504 of the Rehabilitation Act of 1973.
Parents who have questions relative to the need for these services for their children are invited to contact the Director of Special Services at (201) 567-6151 x213.

ENTRANCE AGE POLICY
Children will be admitted to kindergarten if they have reached the age of five years on or before October 15th of the year in which they apply for admission.
To register a child in the Englewood Cliffs Public Schools, the following records need to be furnished to the Main Office:
- A completed ECPS physical examination form signed and dated by a physician within twelve (12) months prior to registering;
- Three (3) proofs of residency (i.e., utility bill, major credit card bill, etc.);
- Copy of lease, deed, mortgage or stock certificate including telephone number of landlord or management office;
- Proof of age: (i.e., original birth certificate, passport/visa, alien card or other government issued identification)
EMERGENCY CLOSINGS*, DELAYED OPENINGS, AND EARLY DISMISSALS

EMERGENCY CLOSINGS
When school must be closed because of threatening weather, the Superintendent of Schools will monitor weather conditions before 5:30 a.m. Appropriate school personnel will be notified of the decision to close schools by the Superintendent. Parents will be notified by phone through our School Message system at the phone number(s) they have registered. The public may also tune into one of the following stations for announcements:

- WCBS Radio 88AM
- WCBS TV
- WNBC TV
- Connect Ed Email

DELAYED SCHOOL OPENINGS
In the event of inclement weather or emergency conditions, the Superintendent of Schools determines whether schools will be closed or if there will be a delayed opening of schools. If it is determined that conditions will improve sufficiently to allow for the arrival of staff and students, the Superintendent may authorize a one and one-half hour delay in the start of the school day. This alternative to closing schools permits a greater flexibility in meeting the 180-day minimum session requirement.

A delayed opening means the following:

- Classes will start one and one-half hours later than normal (see details below) and transportation will be provided one and one-half hours later than normal pickup. Lunch will be served according to an abbreviated school schedule.
- Staff, with the exception of Buildings and Grounds and custodial personnel, will report as soon after normal arrival time as possible, but no later than the delayed opening time noted below.
- In the event of a delayed opening, you will be notified through our school message system at the phone number(s) you have registered.

<table>
<thead>
<tr>
<th>Regular Arrival Time</th>
<th>Delayed Arrival Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper School</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>North Cliff School</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>10:15 a.m.</td>
</tr>
<tr>
<td></td>
<td>10:30 a.m.</td>
</tr>
</tbody>
</table>

EARLY DISMISSALS
All schools open at regular time.

- North Cliff School day ends at 12:30 p.m. on early dismissal days.
- Upper School day ends at 12:47 p.m. on early dismissal days.
- The afternoon pre-school classes are cancelled on single session/early dismissal days. Students are invited to join the morning session. *PLEASE NOTE* There will be no bus pick-up/drop-off for the afternoon students joining the morning session.

SCHOOL INSURANCE
Accident insurance is available to all parents of children within the Englewood Cliffs Public Schools. At the start of the school year, detailed information forms are distributed to the children. Review and decision to purchase is made by their parent/guardian.

HEALTH SERVICES
The Health Service Staff consists of one physician, two nurse-teachers, and medical consultants in specialized areas.

According to state law, physical exams are required when entering school, such as Pre-K, Kindergarten any other grade as a new student, evaluations from the CST, and sports physicals. It is highly recommended that physicals be submitted once during each of the following stages and grades: 1-3, 4-6 and 7-8. We are requesting Physical exams be submitted in grades K, 2, 5 and 8.

Height and weight, vision, color perception, hearing, blood pressure, and scoliosis screenings are completed and recorded on a permanent health card filed in the nurse-teacher’s office.

EMERGENCY HEALTH ASSISTANCE
In case of accident or illness, first aid is given, and the parent and/or guardian is notified if necessary. The pupil is not sent home without a parent or guardian’s permission or mutually agreed upon arrangements. When medication is necessary during school hours, a note to the school nurse-teacher from a doctor is required and the medication, properly labeled by the pharmacist, is to be brought to the school nurse-teacher.

School nurse-teachers are available for conferences with parents/guardians. Appointments may be arranged by calling one of the following numbers:

<table>
<thead>
<tr>
<th>North Cliff</th>
<th>Upper School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Candice Brierley</td>
<td>Mrs. Sheila Spector</td>
</tr>
<tr>
<td>201-568-4770</td>
<td>201-567-6151</td>
</tr>
</tbody>
</table>

LOCKERS
Lockers are provided to students to provide storage and protection for school and personal property. However, the lockers are not students’ property; they are the property of the Englewood Cliffs Board of Education. As such, all lockers are to remain locked using the district-provided lock at all times, and lock combinations are to be kept confidential.

**Please note that according to New Jersey Education Law 18A:36-19.2, the Superintendent or other administrator as designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. This notice shall serve as the required notification.**
SCHOOL LUNCH
All children remain in school for lunch. All lunch deliveries must be labeled with student name and grade and left on the shelves for student pick-up.

Englewood Cliffs PTA
The purpose of the Englewood Cliffs PTA is to provide a forum where parents, teachers, administrators, and other concerned adults can come together to discuss ways to promote quality education, strive to expand the arts, encourage community involvement, and work for a healthy environment. The Englewood Cliffs PTA serves the Englewood Cliffs Public School District and its two schools, the North Cliff School and the Upper School. The PTA is committed to representing and serving the members of its multi-cultural community and helping parents, teachers and administrators give their very best for all of the children of the district. Together we are a powerful voice for children. With your help, we can continue to work toward PTA's goal of a quality education and nurturing environment for every child.

For additional information regarding the ECPTA http://www.EnglewoodCliffspta.org

PTA Presidents/Committees:
President: Beatriz Cenizo-Macias
Vice President: Shraddha Munver
Secretary: Aditi Daga
Treasurer: Christina Theodorakos
Fundraising Vice President: Malak Atut

Honor Roll
To qualify for recognition on the Honor Roll, a student must earn the following in all Academic and Special subjects:

Highest Honors: All A’s, O’s, S’s
Honors: All A’s, Maximum 2 B’s, O’s, S’s
Honorable Mention: All A’s, B’s, O’s, S’s
Behavior: Satisfactory

HOMEWORK POLICY
1. Purpose:
   It is the practice of the Englewood Cliffs Public Schools to utilize homework for the purpose of augmenting classroom instruction and promoting self-discipline and a sense of responsibility among students. Homework is designed to enhance but not replace or reduce the need for classroom work or supervised study.

2. Objectives:
   Homework serves the following objectives:
   • To provide drill or practice on a concept or skill already taught;
   • To provide real-life application of material studied in class;
   • To develop appreciation for or knowledge of resources; and
   • To develop the personal aesthetic and/or cultural growth of the student.

3. Guidelines:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Up to 20 minutes</th>
<th>2-3 times a week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 2</td>
<td>20-30 minutes</td>
<td>3 times a week</td>
</tr>
<tr>
<td>Grade 3</td>
<td>30 minutes</td>
<td>3 times a week</td>
</tr>
<tr>
<td>Grade 4</td>
<td>30-45 minutes</td>
<td>4 times a week</td>
</tr>
<tr>
<td>Grade 5</td>
<td>45-60 minutes</td>
<td>4 times a week</td>
</tr>
<tr>
<td>Grades 6, 7, 8</td>
<td>60-90 minutes</td>
<td>4-5 times a week</td>
</tr>
</tbody>
</table>

PUPIL SAFETY
The Englewood Cliffs Public Schools encourages the practice of safety and takes seriously its responsibility for the care of the student body. Besides safety checks of school equipment, buses and buildings, regular practice is held for fire and school security drills as well as in emergency exit drills from school buses. All school activities are carefully supervised. Parents are urged to do their part by teaching bicycle safety, instructing children to cross only where there are crossing guards or traffic signals, and teaching respect for bus drivers who enforce rules to protect children.

For “Safety’s Sake,” we emphasize:
1. Instruction of children to use only routes where crossing guards are provided;
2. Parents are not allowed to park on school grounds or double-park around the school areas;
3. Children should proceed directly to school and return home immediately after being dismissed unless otherwise directed by parents; and
4. Children should refuse to enter strange automobiles or to accept rides with strangers, as hitchhiking is both illegal and dangerous.

SMOKING AT SCHOOLS
New Jersey state law prohibits smoking on school property. Smoking is also prohibited at outdoor events or any sports or school event when students are participating.
MEDICAL REQUIREMENTS

In compliance with Chapter 14 of New Jersey State Statutes, the following minimum requirements are necessary BEFORE entrance to any Englewood Cliffs Public School:

Immunizations:
- **DPT** – 4 doses, with 1 dose given on or after the 4th birthday.
- **OPV** – 3 doses, with 1 dose given on or after the 4th birthday.
- **Measles** – 2 doses, with 1 dose given on or after the 1st birthday and second dose given at least one month later.
- **Rubella** – 1 dose administered on or after the 1st birthday.
- **M.M.R.** – 2 doses, in lieu of individual immunizations for measles, mumps or rubella, with 1 dose given on or after the 1st birthday and the 2nd dose given at least one month later.
- **Hepatitis B** – 3 doses
- **Varicella** – 1 dose given on or after the 1st birthday.
- **TB Skin Test** – The Mantoux Tuberculin Skin Test is done after the 4th birthday (result required) or within 6 months prior to entering school from outside the US. A positive Mantoux test must be followed up with a chest x-ray and physician’s certificate.
- **Physical Examination** – A complete examination and medical history must be completed within 365 days prior to entering school.

**FOR STUDENTS ENTERING GRADES 6-8:**
- **Tdap** – 1 dose given on or after the 10th birthday.
- **Meningitis** – 1 dose given on or after the 10th birthday

**PROMOTION AND RETENTION**

A pupil will be promoted to the next succeeding grade level if he or she has demonstrated the proficiencies required for movement into the next grade. Proficiency will be determined by criteria including, but not limited to, grades reported on report cards, standardized test scores, and teacher observations.

More information may be found in **Policy 5410** which may be obtained in the Superintendent’s Administration Office.

**RELIGIOUS HOLIDAY POLICY**

1. No pupil who is absent from school because of a religious holiday may be deprived of any award or eligibility or opportunity because of such absence.
2. If a pupil misses a test or examination because of a religious holiday, he or she must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in the place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
5. Such an absence must NOT be recorded on any transcript or application or employment form or on any similar form.

**REPORTING TO PARENTS**

Report cards are distributed quarterly. Parent-Teacher conferences are held in December for grades K through 8 and special education. With prior notification, a teacher or parent may request a conference at any time during the school year. Dates for the issuance of report cards and parent conferences are as follows:

**Marking Periods Dates**

<table>
<thead>
<tr>
<th>Grades K-8</th>
<th>Marking Period</th>
<th>Date End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd: 11/14/2016</td>
<td>1/27/2017</td>
<td></td>
</tr>
<tr>
<td>3rd: 1/30/2017</td>
<td>4/10/2017</td>
<td></td>
</tr>
</tbody>
</table>

8th Grade final grades will be due on June 16, 2017

**Conference Dates**

Upper School & North Cliff
December 6, 2016—Tuesday afternoon and evening
December 7, 2017—Wednesday afternoon

**VISITING THE SCHOOLS**

School personnel are always interested in meeting with parents. If you wish to confer with teachers or others, please phone for an appointment to avoid interruption of class work and to make it possible to devote the proper amount of time to such a conference.

All visitors to any part of the school buildings are required to report to the school office first.

Visitors to the Central Administration Offices are requested to call for an appointment if they wish to see an administrator.
What to do if...

- **YOUR CHILD WILL BE ABSENT**
  - Call the Main Office/Attendance Office of your school, to report the absence and the reason for your child’s absence.
  - Send a note in with your child when he/she returns to school.

- **YOUR CHILD IS ABSENT, AND YOU WANT HOMEWORK ASSIGNMENTS**
  - Call the Main Office/Attendance Office of your school, and leave a message requesting homework assignments prior to **8:30 a.m.**

- **YOUR CHILD LEFT HIS OR HER LUNCH AT HOME**
  - Deliver it to the Front Doors, and leave on the shelves, the school secretary will notify the student to come and pick it up.

- **YOUR CHILD LEAVES SOMETHING ON THE SCHOOL BUS**
  - Call the bus driver or bus company to report the loss.

- **YOU WOULD LIKE A CONFERENCE WITH A TEACHER**
  - Call the main number of your school, and leave a message. The teacher will return your call as soon as possible, or email them.

- **YOUR PHONE NUMBER(S), ADDRESS, OR EMERGENCY CONTACTS HAVE CHANGED**
  - Notify the Main Office of your school immediately of any address changes. Notify the Main Office of your school of any phone number or emergency contact changes.

Who to call if...

On occasion, a parent may have a concern, suggestion, or request related to a school decision or policy. Many questions are easily and completely answered by communicating directly with the person in charge of the class or program. As such, each situation should first be addressed at whatever level the initial action was made, with appeals moving on to the next level in the chain of command. General information is always available for you at our website: www.englewoodcliffs.org.

Matters related to curriculum and homework:
1. Classroom or Subject-area Teacher
2. Supervisor of Curriculum and Instruction
3. Principal

Matters concerning school discipline:
1. Teacher (if applicable)
2. Supervisor (if applicable)
3. Principal

Matters concerning student health:
1. Upper School - Ms. Sheila Spector 201-567-6151 x215
2. North Cliff School - Ms. Candice Brierley 201-567-6151 x115

Matters involving specific school operations:
- **Building and Grounds** Mr. Frank Bolognini
- **Business Office** Mrs. Cheryl Ambrose
- **Special Education** Ms. Wanda Vitellaro
- **Transportation Office** Ms. Ilene Cohen

**Englewood Cliffs North Cliff School**
700 Floyd Street  
School Office 201-567-6151 x110  
Savaria Selvaggi

**Englewood Cliffs Upper School**
143 Charlotte Place  
School Office 201-567-6151 x210  
Addy Valdes

To resolve all matters **only** after you have followed the levels outlined above:

District Principal: Mrs. Siobhan Tauchert—201-567-6151

Dress Code Regulation
The following dress code has been developed in accordance with Policy No. 5511.

A. **General Rules**
1. Parent(s) or legal guardian(s) and students have the primary responsibility for the kind of attire to be worn in school. However, on some occasions it may become necessary to discuss dress with individual students.
2. Students’ dress should be clean and neat and in no way a distraction to the learning process. The Principal or his/her designee reserves the right to contact parent(s) or legal guardian(s) personally in order to verify parental approval for the way their child is dressed.
3. Hats are not to be worn in the school building.
4. Clogs (flip/flops) are not to be worn in the school building.
5. Shirts advertising alcoholic beverages or those with obscene or questionable printing on them will not be permitted.

B. **Prohibited Clothing and Articles**
1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Outdoor jackets, coats, or hats except when entering or leaving the building when there is a defect in the heating system;
4. Bare feet, unsafe footwear, cleated shoes, and footwear intended for beach;
5. Patches or decorations that are offensive or obscene;
6. Undershirts (underwear) worn without an outer shirt;
7. In the classroom. Clothing required for physical education classes;
8. Clothing that is overly soiled, torn, worn, or defaced;
9. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil’s doctor;
10. Portable audio and video devices;
11. Cell phones and other summoning devices, except as permitted in Policy No. 2360;
12. Clothing apparel and/or accessories which indicate affiliation with any gang associated with any criminal activity or have references to alcohol or tobacco;
13. Clothing containing profanity or sexual references or innuendos;
14. Clothing which includes racial or ethnic violence; and
15. Hats, hoods, visors, headbands and other headgear.
ANNUAL INTEGRATED PEST MANAGEMENT PLAN

This notice is in compliance with the New Jersey School Integrated Pest Management Act. The Englewood Cliffs Public Schools has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school’s IPM Policy 7422 which can be obtained from the Central Administration Offices.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheet (MSDS) (when one is available) of each pesticide product that may be used on school property. The label and MSDS are available for review by parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of the school pest management plan, Englewood Cliffs Public Schools may use pesticides to control pests. The United States Environment Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nonetheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose a risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants, and children should avoid unnecessary pesticide exposure.

Available upon request are:

- A copy of the school district IPM Policy 7422
- The date, time and place of any meeting (if one is to be held) for the purpose of adopting or modifying the school integrated pest management policy or plan.
- A list of pesticides that are in or that have been in use in the past 12 months on school property.

ASBESTOS MANAGEMENT PLAN

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisurbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Ace (AHERA) which requires school to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, samples (or assumed) and treated according to condition and potential hazard.

The law further required an asbestos management plan to be in place by July 1989. Englewood Cliffs Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of the Englewood Cliffs Public Schools to comply with all federal and state regulations concerning asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work.

You are welcome to review a copy of the asbestos management plan in school district central office during regular business hours. Mr. Frank Bolognini is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 201-567-6151.

DRUG-FREE SCHOOLS AND COMMUNITY ACT

It is the responsibility of the Englewood Cliffs Public Schools to reinforce the concept that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any activity is clearly prohibited. Compliance with this standard is mandatory. In the event of violations, disciplinary sanctions consistent with local, state and federal law up to and including expulsion and referral for prosecution will be imposed.

Students suspected of being under the influence of drugs and/or alcohol will be referred to the school nurse who will notify the building principal/supervisor who may refer them for testing, according to the Englewood Cliffs of Education policy.
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Englewood Cliffs Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education record. However, the Englewood Cliffs Public Schools may disclose appropriate designated “directory information” unless parents have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Englewood Cliffs Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbook, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs, and

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters upon request, with three directory information categories – names, address and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.

If you do not want Englewood Cliffs Public Schools to disclose directory information from your child’s education record without your prior written consent, you must notify the District in writing by September 27, 2013. The Englewood Cliffs Public Schools has designated the following information as directory information:

<table>
<thead>
<tr>
<th>Student Name/Grade level</th>
<th>Participation in officially recognized activities and sports</th>
<th>Addresses/Telephone listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email addresses</td>
<td>Photograph/Date &amp; place of birth</td>
<td></td>
</tr>
<tr>
<td>Dates of attendance</td>
<td>Degrees, honors &amp; awards received</td>
<td>Most recent educational agency or institution attended</td>
</tr>
<tr>
<td>Grade level</td>
<td>Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)</td>
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</tbody>
</table>

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should 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 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with 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 20202-5901

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged communications, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use -
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to the student who is 18 years old or an emancipated minor under State law.

The Englewood Cliffs Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Englewood Cliffs Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Englewood Cliffs Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Englewood Cliffs Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution purposes.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901
HAZING

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the person(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources, however, any formal disciplinary action will not be taken solely on the basis of an anonymous report. There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

Nothing in this Policy prohibits the Affirmative Action Officer from complying with the requirements of the district’s Affirmative Action Program as outlined in Policy 1550 and N.J.A.C. 6A:7-1.1 et seq.

The Building Principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs for all school staff, pupils, parents and interested community members on the district’s Hazing Policy. Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization, is prohibited.

RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education will permit access to school pupils on school premises and access to certain information about individual pupils for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing thirty working days before the planned activity and must be approved in advance by the Superintendent. The Superintendent shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent’s judgment, carries a substantial likelihood of disrupting the educational program of this district.

Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the pupil information directory, compiled in accordance with Policy No. 8330.

Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's exclusion from participation in all recruitment activities and/or from a listing in the pupil information directory distributed for recruitment purposes.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

DIABETES MANAGEMENT

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of pupils with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a pupil with diabetes who is experiencing severe hypoglycemia.

The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a pupil with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon the written request of the parent or legal guardian and as provided in a pupil’s individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so as reflected in the pupil’s individualized health care plan.

The Principal or school nurse shall, for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil’s condition, how to treat hypoglycemia, who to contact in an emergency, and parent(s) or legal guardian(s) contact information. Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in pupils with diabetes.

SEXUAL HARASSMENT

The Board of Education does not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a pupil record, in which it will be subject to the Board of Education policy and regulations regarding confidential pupil records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and pupils that electronic surveillance may be used in school buildings and on school grounds through publication in pupil and staff handbooks, school calendars, notice sent home with pupils, or any other effective means to publish the district’s use of electronic surveillance equipment in school buildings and on school grounds.
**DISTRICT POLICIES**

The policies below, as well as all others, are available upon request. For copies, please contact 2361 Programs.

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Mission Statement

It is the mission of the Englewood Cliffs School District to strive for excellence in the academic, personal/social, and creative development of each individual student. This will be accomplished through the positive collaboration of our entire school learning community.

The educational community will create a safe, nurturing environment that honors the cultural diversity of our students and our society. The educational family will develop responsible citizens that will respect and take pride in our national heritage.

Vision Statement

It is the vision of the Englewood Cliffs School District to become a community of learners. Working collaboratively we will unite students, parents, staff, and the community in the creation of a safe and nurturing educational environment that will foster academic achievement and stimulate a life-long love of learning. Our district will encourage self and social awareness, promote character development and honor diversity in order to prepare students to contribute responsibly to the advancement of our democratic society.