

SHOOT FOR THE  
STARS



ROSS RENAISSANCE

**WILLIAM H. ROSS III ELEMENTARY SCHOOL  
2016-2017 STUDENT / PARENT HANDBOOK**

*Dr. Michelle CarneyRay-Yoder, Principal*

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## **MARGATE CITY BOARD OF EDUCATION**

The Margate City Board of Education has adopted a Mission Statement. The Mission Statement is based on the beliefs and values of the Margate City Board of Education and is the standard by which decisions are made which affect the Educational Enterprise of Margate City.

### **MISSION STATEMENT**

The Margate City School District is committed to immersing our students in 21st century skill sets aligned with the New Jersey Core Curriculum Content and National Educational Technology Standards at all grade levels. Our mission is to prepare and inspire each student to realize his or her fullest potential and to be –

**M**otivated  
**A**chieving  
**R**esponsible  
**G**lobal  
**A**spirational  
**T**olerant  
**E**mpowered Citizens

### **EDUCATIONAL GOALS**

The following goals signify the educational aspirations of our school system. Their purpose is to provide a sense of direction for the educational programs of our schools. Assessment of progress towards the goals should provide the basis for planning for their attainment.

The Board believes it is important to recognize that a child's learning is affected by many experiences beyond the school day. The family and, more generally, society share in the responsibility for a child's education.

### **EDUCATIONAL GOALS**

(Not in any order of importance)

#### **LEARN HOW TO BE A GOOD CITIZEN**

Develop an awareness of civic rights and responsibilities.  
Develop attitudes for productive citizenship in a democracy.  
Develop an attitude of respect for personal and public property.  
Develop an understanding of obligations and responsibilities of citizenship.

## **LEARN HOW TO RESPECT AND GET ALONG WITH PEOPLE**

Develop appreciation and respect for the worth and dignity of individuals in our own and other cultures.

Develop an understanding of the political, economic, and social patterns of the rest of the world.

Develop awareness of the interdependence of races, creeds, nations, and cultures.

Develop respect for individual worth and understanding of minority opinions and acceptance of majority decisions.

Develop a cooperative attitude toward living and working with others.

## **LEARN ABOUT AND TRY TO UNDERSTAND THE CHANGES THAT TAKE PLACE IN THE WORLD**

Develop an awareness and the ability to adjust to a changing world and its problems.

Develop understanding of the past, identify with the present, and possess the ability to meet the future.

## **DEVELOP SKILLS IN READING, WRITING, SPEAKING & LISTENING**

Develop ability to communicate ideas and feelings effectively.

Develop skills in oral and written English.

## **UNDERSTAND AND PRACTICE DEMOCRATIC IDEAS AND IDEALS**

Develop loyalty to the principles of the United States Constitution.

Develop knowledge and appreciation of the rights and privileges in our democracy.

## **LEARN HOW TO EXAMINE AND USE INFORMATION**

Develop ability to examine constructively and creatively.

Develop ability to use scientific methods.

Develop reasoning abilities.

Develop skills to think and proceed logically.

## **UNDERSTAND AND PRACTICE THE SKILLS OF FAMILY LIVING**

Develop understanding and appreciation of the principles of living in the family group.

Develop attitudes leading to acceptance of responsibilities as family members.

Develop an awareness of future family responsibilities and achievement of skills in preparing to accept them.

## **LEARN HOW TO BE A GOOD MANAGER OF MONEY, PROPERTY, AND RESOURCES**

Develop an understanding of economic principles and responsibilities.

Develop ability and understanding in personal buying, selling, and investment.

Develop skills in management of natural and human resources and man's environment.

## **DEVELOP A DESIRE FOR LEARNING NOW AND IN THE FUTURE**

Develop intellectual curiosity and eagerness for lifelong learning.

Develop a positive attitude toward learning.

Develop a positive attitude toward continuing independent education.

## **LEARN HOW TO USE LEISURE TIME**

Develop ability, appreciation, and interests which will lead to productive and enjoyable use of leisure time.

Develop a positive attitude toward participation in a range of leisure activities (physical, intellectual and creative).

## **PRACTICE AND UNDERSTANDING THE IDEAS OF PHYSICAL AND MENTAL HEALTH**

Establish an effective individual physical fitness program.

Develop an understanding of the body.

Establish sound personal health habits and information.

Develop a concern for public health and safety.

## **APPRECIATE CULTURE AND BEAUTY IN THE WORLD**

Develop abilities for effective expression of ideas and cultural appreciation (fine arts).

Cultivate appreciation for beauty in various forms.

Develop creative self-expression through various media (art, music, writing, etc.)

Develop special talents in music, art, and literature.

## **GAIN INFORMATION NEEDED TO MAKE JOB SELECTIONS**

Promote self-understanding and self-direction in relation to student's occupational interests.

Develop a knowledge of specific information about a particular vocation.

## **DEVELOP PRIDE IN WORK AND A FEELING OF SELF-WORTH AND SELF-RESPECT**

Develop a feeling of student pride in achievements and progress.

Develop students' capacity to discipline themselves to work and play constructively.

Develop students' feelings of positive self-understanding, self-worth, self-awareness, and self-assurance.

Develop a responsibility of moral behavior and, in an ethical sense, of values and goals to be applied in free society.

## **GAIN A GENERAL EDUCATION**

Develop background and skills in the use of numbers, natural sciences, mathematics, and social sciences.

Develop a fund of information and concepts.

Develop special interests and abilities.

## **PROCESS GOALS**

- To ensure that each child has a right to have the opportunity for success in school each day.
- To foster the type of environment which encourages two-way communication among parents, teachers, pupils, and administrators.
- To ensure that instruction bears a meaningful relationship to the present and future needs of the student.
- To have an instructional program which is flexible enough to take into account the interests of students.
- Recognize that a school is a social institution; thus, relationships among various groups and individuals which comprise a school have a direct effect upon its climate for learning.
- Ensure that specialized and individualized kinds of educational experiences are available for meeting the particular needs of every student.
- Ensure that teachers have significant opportunities for participating in the decisions affecting the operations for the schools in which they work.
- Provide comprehensive guidance and counseling services of high quality for the use of our students.
- Ensure that the resources available for education are used with maximum efficiency.
- Ensure that instruction, administrative, and supportive staffs are of high quality in every respect.

## **SCHOOLWIDE ENRICHMENT FOR ALL THROUGH PROJECT-BASED LEARNING**

At Ross School, we believe that children of every ability level should be given opportunities to stretch their learning as far as they can take it. Our enrichment program is designed to encourage divergent and critical thinking that will reach beyond the classroom and span different subject areas. Project-based instruction is an authentic instructional model or strategy in which students plan, implement, and evaluate projects that have real-world applications beyond the classroom. Learning activities that are interdisciplinary, long term, and student centered are emphasized as opposed to short, isolated lessons.

All of our students will be participating in enrichment projects within each of their specific subjects. The classroom embedded enrichment projects will be placing special emphasis on problem solving, working together, and incorporating a multi-disciplinary approach.

Each teacher will be completing at least two enrichment projects in their classrooms during the 2016-2017 school year. The students will be assessed through various types of teacher assessments. The finished products will vary with each project.

## DISTRICT DIRECTORY

**BOARD OF EDUCATION Phone: 822-1447**  
**8103 Winchester Avenue, Margate, NJ 08402**

Mr. Jim Olivo	Board President
Mrs. Catherine Horn	Board Vice President
Mrs. Joanne Kulzer	Board Member
Mrs. Lisa Youngblood	Board Member
Mrs. Tracy Santoro	Board Member
Dr. Joel Frankel	Board Member
Mr. Jim Swift	Board Member
Mrs. Susan Palaia	Board Secretary

**BOARD OFFICE STAFF- Phone: 822-1686**

Mr. John DiNicola	Superintendent
Mrs. Susan Palaia	Business Administrator
Mrs. Teresa Osborne	Superintendent's Secretary
Mrs. Jennifer Germana	Assistant to Business Administrator
Ms. Helen Wallace	Payroll/Health Benefits Clerk
Dr. Glenn Budnick	Medical Inspector
Mr. John Hughes	Bus Driver
Mr. Kurtis Woodrow	Director of Facilities and Maintenance

**CHILD STUDY TEAM - Phone: 822-2080 x145**

Dr. Michelle CarneyRay-Yoder	Director of Special Education
Dr. Jacque Jones	School Psychologist
Mrs. Christy Stack	Social Worker
Mr. Mark Winterbottom	Learning Disabilities Teacher/Consultant
Mrs. Victoria Morreale	Speech/Language Therapist
Mr. Kevin O'Hare	Speech/Language Therapist
Mrs. Carol Gitto	Secretary to the Director of Special Education
Mrs. Trish Caffrey	Secretary to the Child Study Team

**CURRICULUM - Phone: 822-2353**

Mrs. Audrey Becker	Director of Curriculum and Instruction
Mrs. Laureen Cohen	Supervisor of Instruction

**SPECIAL PROJECTS (No Child Left Behind; Municipal Alliance; Affirmative Action) - Phone: 822-1686 x366**

Mr. John DiNicola	Director of Special Projects
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**COMMUNITY EDUCATION/RECREATION - Phone: 823-6658**

Mr. Andrew Miles	Director/ Athletic Coordinator
Ms. Joy Kanter	Recreation Assistant

**FOOD SERVICE - Phone: 703-4100**

Mrs. Jennifer Michener	Director
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**TECHNOLOGY - Phone: 822-2353**

Mr. Michael Morris	Coordinator
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**PERFORMING ARTS CENTER - Phone: 487-7783**

Mr. John DiNicola	Director of the Performing Arts Center
Mr. Wayne Netherby (Part-time)	Theater Manager/ Rental Coordinator

## WILLIAM H. ROSS III ELEMENTARY SCHOOL (GRADES PreK-4)

101 North Haverford Avenue, Margate, NJ 08402

(609) 822-2080

**Dr. Michelle CarneyRay-Yoder**  
Coordinator

Principal/ Director of Special Education/ 504 Coordinator/ Anti-Bullying

**Mrs. Carol Gitto**

Secretary

**Mrs. Audrey Becker**

Director of Curriculum and Instruction

**Mrs. Laureen Cohen**

Supervisor of Instruction

**Mrs. Tracy Barth**

Kindergarten

**Mrs. Theresa McGonigle**

Kindergarten

**Mrs. Christa Toner**

First Grade

**Mrs. Theresa Brennan**

First Grade

**Mrs. Jessica Cuevas**

Second Grade

**Mrs. Deborah Fawley**

Second Grade

**Mrs. Sandra LeVan**

Second Grade

**Mrs. Meredith Mallen**

Third Grade

**Mrs. Kimberly Reeves**

Third Grade

**Mrs. Veronica Valencia**

Third Grade

**Mrs. Kristina Baronowitz**

Fourth Grade

**Ms. Joanne Adams**

Fourth Grade

**Mrs. Erin McGuigan**

Fourth Grade

**Mrs. Barbara Cunningham**

Special Education

**Ms. Chrissy Catona**

Special Education

**Mrs. Suzanne Forte**

Special Education

**Mrs. Anita Grimley**

Special Education

**Ms. Mindi Martins**

Special Education

**Mr. Michael Lamey**

Basic Skills

**Mrs. Chauncey Fitzgerald**

Basic Skills

**Mrs. Diane Grassi**

Nurse/ Kindergarten Health

**Ms. Lisa Carey**

Physical Education

**Mrs. Carley Cross**

Health

**Ms. Margo Juliano**

Art

**Mrs. Rosemarie Barbera**

Performing Arts

**Mrs. Amy Hughes**

Computers/ Media Center

**Ms. Tracy Magel**

Spanish/ ELL

**Mr. Mauricio Saavedra**

Spanish/ GT/ BSI Support

**Mrs. Christy Stack**

Social Worker/ CST Case Manager/ Counselor/ Anti-Bullying Specialist

**Mr. Mark Winterbottom**

Learning Disability Teacher/ Consultant

**Mr. Kevin O'Hare**

Speech Correctionist

**Mrs. Victoria Morreale**

Speech Correctionist

**Mrs. Charlene Baang**

Paraprofessional

**Mrs. Holly Ferry**

Paraprofessional

**Mrs. Janice Saul**

Paraprofessional

**Mrs. Patty Holland**

Paraprofessional

**Mrs. Carol Reilert**

Paraprofessional

**Ms. Kristin Holder**

Paraprofessional

## EUGENE A. TIGHE MIDDLE SCHOOL (GRADES 5-8)

7804 Amherst Avenue, Margate, NJ 08402

(609) 822-2353

**Mrs. Audrey Becker**

Principal/ Director of Curriculum and Instruction

**Mrs. Cyndie Eastman**

Secretary

## **BACK-TO-SCHOOL NIGHTS**

William H. Ross Elementary School – Wednesday, September 21, 2016 ~ 6:00 – 8:00 p.m.  
Eugene A. Tighe Middle School – Thursday, September 22, 2016 ~ 6:00 - 8:00 p.m.

## **CHILD STUDY TEAM**

The Child Study Team consists of a school psychologist, learning disability teacher/consultant (outside consultant), a social worker, and two speech/language therapists. The services of a psychiatrist and other consultants are contracted as needed. It is the function of this team to analyze the learning difficulties of children and recommend procedures to teachers and parents to help the children succeed in school. School professionals or parents may refer a student to the Child Study Team for evaluation through a written request if they believe the student is experiencing physical, sensory, emotional, communication, cognitive, or social difficulties. The request may be submitted to the building principal, classroom teacher, or directly to the Child Study Team.

## **INTERVENTION AND REFERRAL SERVICES**

The mission of the Margate School District's Intervention and Referral Services (I&RS) Team is to assist students with academic, behavioral, and/or health concerns. The I&RS Team works collaboratively with colleagues and parents to develop action plans, utilizing school and community resources in order to ameliorate the issues identified. The I&RS Team is committed to facilitating student potential.

## **SPECIAL EDUCATION ADVISORY MEETINGS**

Parents/guardians are welcome to participate in the District's Special Education Advisory Meetings along with teachers and Child Study Team members. The main goals of the committee are (1) to provide information to parents and community members about the special education programs and services offered in the Margate Schools; (2) to promote positive dialogue between parents and teachers in efforts to improve existing educational programs and develop new ones; (3) to offer parents and teachers opportunities to gain additional information in the field of Special Education. The meetings are always scheduled immediately after the District Curriculum Meetings. Should you have specific questions concerning the Special Education Advisory meeting, please call Dr. Carney Ray, Director of Special Education at 609-822-2080, x300.

## **DISTRICT CURRICULUM MEETINGS**

Parents/guardians are welcome to participate with the building principals and other district professional staff. Meetings are held at least times a year. Mrs. Lauren Cohen, Supervisor of Instruction, articulates the meetings and topics for presentation, which cover curriculum and instruction, assessment, technology, and professional development. Principals are present to answer questions and support Supervisor of Instruction. All levels of student programs and all content areas are open to discussion. The meetings are open to any parent/guardian interested in learning more about the K-8 curriculum. Should you have any questions or concerns regarding the curriculum meetings or the district curriculum in general, please contact Mrs. Cohen at 822-2353 or [lcohen@margateschools.org](mailto:lcohen@margateschools.org).

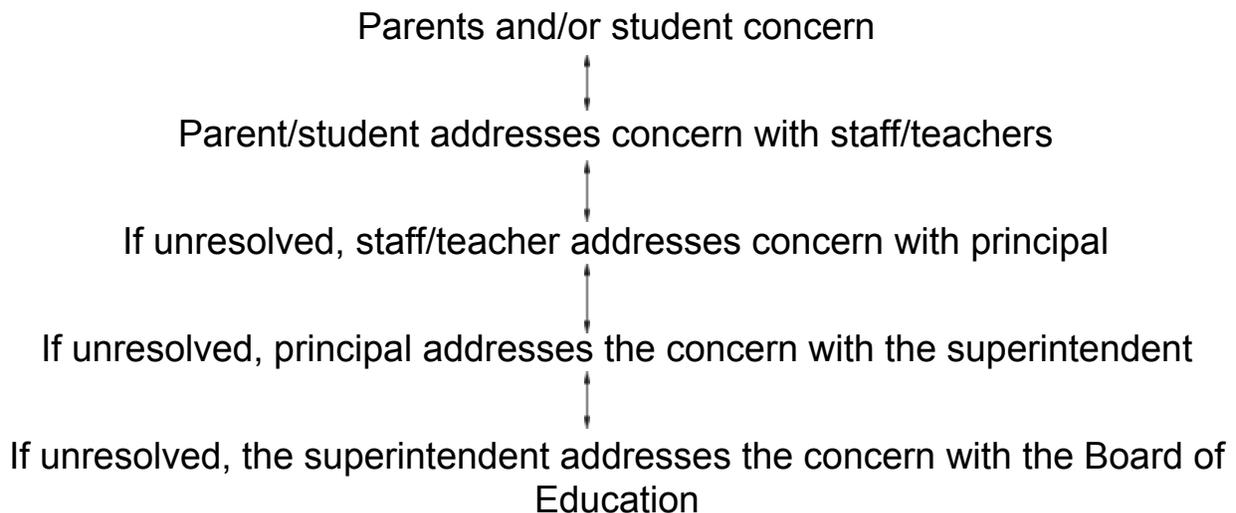


## COMMUNICATION GUIDELINES FOR PARENTS AND STUDENTS WITH CONCERNS

The following guidelines are incorporated so that students and their parents may bring their concerns to the attention of appropriate parties so that their concerns may be expressed, considered, and handled fairly.

- Students or parents are first requested to discuss their concerns with the classroom teacher or parents.
- If the parties concerned feel that the discussion with the teacher has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach an amicable conclusion in terms of all parties concerned.
- If the matter is not satisfactorily resolved it may be appealed to the Superintendent of Schools. The appeal to the Superintendent should be in writing specifying the nature of the problem.
- The Superintendent shall attempt to resolve the matter as quickly as possible and shall communicate his/her decision in writing with reasons to the parties concerned.
- If the parties involved do not deem the decision rendered by the Superintendent satisfactory, they may request a review by the Board of Education. Such a request shall be submitted in writing. A committee for the Board of Education shall review the appeal and may in its discretion conduct a hearing. The Board of Education shall render a written decision.

### Below is the communication system in effect for all concerns:



### MARGATE EDUCATIONAL FOUNDATION (MEF)

The MEF is a community-wide, cooperative effort to identify, secure, and distribute resources to enhance the quality of education in the Margate Public Schools.

## PUPIL INFORMATION

### ENTRANCE REQUIREMENTS

Children must be 5 years old on or before October 1 to be eligible for entrance into kindergarten, or six years old by that date to enter first grade. Parents must present the child's birth certificate and appropriate immunization records at registration.

New Jersey State Sanitary Code – Chapter 14, requires the following immunizations:

- DPT Series plus a booster after the age of 4 years.
- Oral Polio Series plus a booster after the age of 4 years.
- Hepatitis B Vaccine – Series of 3
- Hib Vaccine – at least one dose
- Varicella Vaccine – (chicken pox)
- Measles, Mumps & Rubella Vaccine after age one, plus a booster after the age of 4 years.
- Chicken Pox – one dose on or after 1st birthday or proof of disease immunity.

The district has a spring registration and orientation program for children starting Kindergarten the following September. Parents should contact Dr. Michelle CarneyRay-Yoder at (609) 822-2080 x300 at the William H. Ross School for more information.

### REGISTRATION

Registration is completed for students at the school they attend - either Tighe or Ross. Appointments are highly suggested to register and transfer students. Any questions about registration, please contact the school your child attends.

### PROGRESS REPORTS/REPORT CARDS/CONFERENCE DATES

During the year, teachers and parents arrange a conference to discuss and report the school progress of children in grades kindergarten through eighth. Parents should be sure to attend all of these conferences. In order to help parents plan to keep their schedules flexible during the conference times, the tentative dates for each school are listed below. **SCHOOLS ARE ON ABBREVIATED SESSIONS DURING CONFERENCES.**

### 2016-2017 CONFERENCE SCHEDULE

WILLIAM H. ROSS III ELEMENTARY SCHOOL - Grades Pre-K through 4

November 16, 17, 18, 2016 (**Thursday, Evening, November 17, 2016**)  
March 15, 16, 17, 2017 (**Thursday, Evening, March 16, 2017**)

Times for Conferences:

- Day Conferences: 1:30 p.m. to 3:05 p.m.
- Night Conferences: 6:00 p.m. to 8:00 p.m.

**Report cards** are sent home with each child in grades K-4 three times a year on December 7, March 8, and June 15.

**Interim reports** will be sent home with each 3<sup>rd</sup> and 4<sup>th</sup> grade child on October 26, February 8, and May 10.

Parents are always welcome to discuss the progress of their children with the teacher. Please make appointments with the teachers so that they will be sure to be here when you come. Do not request a conference during school hours because teachers cannot leave the class unattended.

We must keep in mind that all children differ and require individual thought in making the report to parents, whether it is conference or report card. It is recommended that you inquire about your child's progress especially if he/she appears to be failing.

## **PROMOTION**

Students shall be promoted after demonstrating reasonable progress in the mastering of appropriate instructional objectives as defined by the District.

The decision to retain a student will be made by the building principal after consultation with the child's teacher, parents and superintendent. Retention should occur after other appropriate means have been investigated such as compensatory education, counseling, or Child Study Team services. In addition, the student may be required to attend summer school and be placed on activity restriction (loss of reward activities like class trips) if they do not meet the requirements of promotion. See district policy and regulations for more information.

## **RECORDS**

Our district has the responsibility to compile and maintain pupil records and to regulate access to and security of such records. The records shall contain only such information as is relevant to the education of the pupil.

Parents are advised that they do have the right to examine their child's cumulative folder. Any parents wishing to examine the records are invited to call the school office to arrange for an appointment.

When a student permanently departs from our school system, a complete set of his/her records will be forwarded to the transferring school upon request.

Board of Education policy concerning pupil records is available on the district's web page. It comprehensively addresses all the procedures and regulations concerning pupil records.

## **HOMEWORK**

Homework should never be designed to provide learning. If children were to learn through homework, we would have no need for schools. Homework should provide the practice to fix learning and experience some independent research.

The assignment of homework and seeing that it is completed in an acceptable manner will help greatly in developing responsibility on the part of the child.

No specified amount of homework will be mandated, but teachers should use discretion in the amount of homework assigned.

The suggested maximum as outlined here will serve as a good guide and lend some uniformity.

Kindergarten	- 10 min. each day maximum
Grade 1	- ¼ hr. each day maximum
Grade 2	- ¼ hr. each day maximum
Grade 3	- ½ hr. each day maximum
Grade 4	- ¾ hr. each day maximum

Homework assignments should be designed to meet the needs of the individual. Therefore, different children in the class may receive different assignments.

Please use the *On Course* Parent Portal Information in order to access your child's grades, attendance, discipline, and homework.

Long-term assignments may be given to older children, but the teacher should regularly check on its progress.

### **STEM Mission Statement**

It is our goal to prepare students to meet the 21<sup>st</sup> Century challenges they will face in a changing global economy with confidence and success. We believe that current science education should be focused on the elements of STEM, shifting from rote memorization and text driven instruction to an active, hands-on, team-based approach. Simply put, STEM is the practice of unifying Science, Technology, Engineering, and Mathematics as students solve problems related to real world issues.

The skills of a STEM education embedded in our science program are meant to help prepare students for the competition they will face in the modern workforce by engaging them in challenges involving problem solving, teamwork, creativity, innovation, and the application of science and mathematics concepts.

### **BEHAVIOR**

All schools promote the idea of a safe and orderly climate to facilitate a positive learning environment. Accordingly, students are held accountable for their behavior. To this end, each school has developed a comprehensive discipline code of conduct that is sent home at the beginning of the school year. We respectfully request that parents/guardians review this code with their children as appropriate.

### **SAFETY TO AND FROM SCHOOL**

Parents are advised that Winchester, Monmouth, Huntington, and Douglas Avenues have been identified as the major routes for children to use. Along with the Margate City Police Department, we urge our children to use these routes at all possible times. The assistance of parents is vital in helping to instill good safety habits.

The crossing guards are supervised by the Margate City Police Department. Please review the crossing guard locations with your child. The crossing guards are on duty at the following times:

\*Morning: 7:45 a.m. to 8:20 a.m.

\*Afternoon: 2:45 p.m. to 3:15 p.m.

Essex & Amherst

Gladstone & Amherst

Jerome & Ventnor

Granville & Monmouth

Jerome & Amherst

Children are required to walk to and from school on the sidewalks in a safe manner, especially when crossing streets. Children are not to disturb or destroy private property. Children behaving in an unsafe manner to and from school will be dealt with firmly by the school officials.

Children riding bicycles are required by law to (1) wear a helmet, (2) keep to the right of the street as close to the curb as possible, (3) ride in a single file with only one child on each bicycle, (4) refrain from trick riding, (5) remain astride the bicycle when riding and have both hands on the handlebars and both feet on the pedals.

It is advisable that each bicycle be locked in the bicycle rack to prevent theft and unlicensed use of their bicycles.

At Ross School, "**Lucky Kids**" parents may pick up their children in accordance to the procedures outline in the Lucky Kids handbook. ALL OTHER ACTIVITIES MUST USE DOOR #10 IN THE BACK PLAYGROUND AFTER 4:00 P.M.

## PLAYGROUNDS

Parents are asked to remember that students are not to bring dangerous toys, such as skates, etc. to school. It is important that students not arrive at school prior to 7:45 AM.

Please do not bring children to use the playground, during school hours. This is for the safety and security of all students. Dogs are **not permitted** on the playground, for the safety of all students during the school day.

## EMERGENCY SCHOOL CLOSING – STORMY WEATHER

In the event of stormy weather or other unforeseen reasons causing the close of school, announcements will be made on the district web site, over the radio stations WFPG and WOND, as well as TV Channels 2, 4, and 6. Also, a Global Connect message will be sent to all households via the computerized phone system. Thus, there will be no need for parents to wonder if school will be in session. If no announcements are made, school will operate under the usual schedule. Anyone may also find school closing information on the district website.

To prevent unnecessary loss of school time, there may be a delayed opening. When an early morning storm strikes or an ice storm makes walking or driving hazardous, we may open school as much as two hours later. By then, weather conditions may make it much safer to walk or drive to school. Please use the same means of communication listed above (school closings).

## SAFETY DRILLS

Schools are required to carry out periodic fire drills as well as lockdown drills every month.

**ATTENDANCE**  
**WILLIAM H. ROSS III ELEMENTARY SCHOOL – Pre-K - 4**

**WILLIAM H. ROSS III ELEMENTARY SCHOOL – Grades K - 4**

7:45-8:00	Playground coverage for early dropoff Children are supervised in the playground by staff members Children enter school with homeroom teacher and report to homeroom Students are marked late after 8:15 Lunch/Recess: K-4 Dismissal through assigned doors
8:00-8:15	
8:15	
LATE	
11:15-11:55	
2:55	

**Abbreviated Session Schedule**

8:15-12:45

Grades K-4

*Abbreviated Session dates: See district calendar at the back of this handbook.*

**ABSENCES AND EXCUSES**

It is the policy of this Board to require that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of this State pursuant to N.J.S.A. 18: 38-25 and 26, N.J.A.C. 6: 8-4, 2 (d2). The educational programs offered are predicated upon the presence of pupils in school and require continuity of instruction and classroom participation. The regular contact of pupils with one another and their participation in a well-planned instructional activity under the tutelage of a teacher are vital in order for them to master course proficiencies.

The Board shall require from the parent/guardian of each child who has been absent from school or from class for any reason a written statement of the cause for the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence. The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen (16). The district also interprets this law to include tardiness when lateness to school or to class diminishes classroom instructional time. It is acknowledged that the district Child Study Team, in compliance with state code and law, may adjust attendance standards for classified students.

**ATTENDANCE PROCEDURES (Regulation 5113)**

School attendance is the basic responsibility of the student toward the learning process. Parent/guardian is responsible for notifying the school each morning when the child is absent. It is the responsibility of the parent/guardian to maintain a personal written record of each absence, lateness, or early release as verification data to be provided to the school in the event of an attendance appeal.

Absence from school or classes due to **approved religious** holidays (**NJSA 18A:36-16**), school-sponsored field trips, and other school-sponsored activities for which the student has obtained appropriate permission shall count as days of being in attendance under this policy.

No pupil in grades Kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

## **ABSENCES AND EXCUSES**

In order to be considered excused, all absences must be explained in writing by a parent/guardian upon the child's return. One or two consecutive days can be excused if explained in writing from the parent/guardian; however, any medical absence after three or more consecutive days requires a doctor's note from the treating physician upon return to school. E-mails are not an acceptable form of school notification of a pupil absence. If an e-mail is received, parent will be notified that a signed note from the parent is required. Attendance in homeroom will be the accounting method for daily attendance and for the purpose of recording attendance for the New Jersey State School registers.

The following absences are excusable:

1. Illness or Injury (Doctor's note from the treating physician required after 3 or more consecutive days)
2. Quarantine (with a doctor's note from the treating physician)
3. Death in the Immediate Family
4. Medical or Dental Appointments (with a doctor's note from the treating physician )
5. Approved Religious Holiday by NJSA 18A:36-16
6. School Sponsored Activities
7. Required Court Appearance (with court documentation)
8. Extenuating Circumstances (as determined by the Principal)
9. Short-term Suspension

All other absences are unexcused.

A written explanation of each absence from the parent/guardian should be presented on the first school session following an absence. All absences will be coded unexcused in the computer until such a note is received. If the absence is to be excused, medical (from the treating physician), legal or other documentation must be presented. Any undocumented absence shall be classified as unexcused. Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused.

*E-mails are not an acceptable form of school notification of a pupil absence.*

**\* Vacations are considered unexcused absences regardless if a note is sent in.**

## **EXCESSIVE UNEXCUSED ABSENCES**

Students who accumulate excessive unexcused absences (more than twenty [20] per year) are subject to serious consequences including (1) a possible court complaint for truancy or (2) possible retention at their present grade level for non-attendance. The Principal has the right to review and make all determinations on a case by case basis.

The Principal will communicate with the parent/guardian regarding attendance status. Parents/guardians will be notified when a student is not in school unless a parent/guardian calls in a student's absence to the School Secretary.

**FULL DAY CREDIT:** A student shall be considered absent from school for participation in less than two (2) instructional hours (excluding lunch) during the school day, including all early dismissal days. (NJ 6A:32-4.3)

### **LATE ARRIVAL AND EARLY DISMISSAL**

Any time a student is late for school; the parent/guardian must accompany the student into the main office and sign the child into school. A written explanation from the parent/guardian must be supplied. Justifiable reasons may include the following:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Requirements of a student's individual health care plan;
3. Requirements of the student's Individual Education Program (IEP) or 504 Plan;
4. Alternate short or long term accommodations for students with disabilities;
5. Medical disability;
6. Family emergency;
7. Court appearance;
8. Extenuating circumstances, upon good cause shown, as may be acceptable to the school principal.

### **EXCESSIVE TARDINESS**

At school the responsibility of students is to learn. Efficient learning cannot take place if students are not in class and on time at the beginning of instruction. School starts promptly at 8:15 AM.

### **EXPECTATIONS OF STUDENTS AND PARENTS**

It is the responsibility of the parents/guardians to see that their child leaves home on time and arrives at school before 8:15 AM

### **Number of Tardies – Action Taken...William H. Ross III Elementary School**

When parents and students do not fulfill their responsibilities, the following will occur:

- Fourth Tardy: Warning Letter
- Fifth Tardy: Parent/Guardian mandatory conference with the Principal.
- Tenth Tardy and Subsequent Tardies: Detention. Referral to I&RS Committee. Student may be placed on an Attendance Contract.

The Principal has the right to review and make determinations on case by case basis.

### **STUDENT SIGN OUT and EMERGENCY PICKUP**

All students are expected to be signed out by a parent, guardian or approved emergency contact.

In an emergency, should your child need to be picked up by someone not on your approved list, please follow these procedures:

1. Inform the person who is picking up your child that day of a CODE WORD only you and they know. This should be changed every time you have to use this process.
2. Call the Ross School main office and inform them someone not on the approved list is picking up your child. Also, inform the main office of the CODE WORD.
3. At the time of pick up, the person assigned by you should share the CODE WORD as verification.

4. Please understand that should the information not match, the school will not release your child.
  - a. THIS SHOULD ONLY BE USED IN EXTREME EMERGENCY SITUATIONS.

### **MAKE-UP WORK AND EXAMINATIONS**

Students are responsible for making up all work missed to the satisfaction of his/her teacher. Whenever possible, the teaching staff will develop meaningful alternate make-up assignments in lieu of guest speakers, films, and other experiences that cannot be duplicated.

### **FAMILY LIFE EDUCATION POLICY**

The Margate City Board of Education shall maintain a family life education curriculum that provides material suited to each grade level, presented in a manner intended to foster respect for the human body and an understanding of how human sexuality affects personal and family relationships in conformance with the Core Curriculum Content Standards.

The curriculum, developed under the supervision of the Superintendent of Schools with the active participation of teachers, administrators, pupils, parents/guardians, physicians, members of the clergy and representative members of the community, shall be available to all parents/guardians. The board shall ensure compliance with all requirements of state and federal law concerning the content of the curriculum and distribution of materials. An outline of the curriculum and list of instructional materials for the grades of their children shall be sent to parents/guardians annually.

The Superintendent of Schools shall ensure that the curriculum developed is articulated to that of the elementary school(s), so that the transition from elementary to secondary approaches to this material will be easy for all pupils.

Any pupil whose parent/guardian presents to the school principal a signed statement that any part of the instruction in health, family life education or sex education is in conflict with their conscience, or moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result.

The board urges all parents/guardians to become familiar with these courses and to participate in their development.

The Margate City Board of Education alone, upon recommendation of the Superintendent of Schools, shall determine the content, sequence and materials of family life education.

#### Legal References:

- N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
- N.J.S.A. 18A:35-4.19 through -4.22 "AIDS Prevention Act of 1999"
- N.J.A.C. 6A:8-3.1 Curriculum and instruction
- N.J.A.C. 6A:8-4.2 Documentation of student achievement
- N.J.A.C. 6A:32-12.1 Reporting requirements
- Pupil Protection Rights Amendment - 20 U.S.C. 1232h
- No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

## **HEALTH PROGRAM**

The Board of Education employs a medical inspector, Dr. Glenn R. Budnick and two nurses, Mrs. Diane Grassi, William H. Ross III Elementary School and Mrs. Nancy Palamaro, E.A. Tighe Middle School.

The school nurse's duties include checking the height and weight of each child annually. Each child in grades K-6 and grade 8 is given an annual hearing screening with the aid of a calibrated audiometer. Children ages 10 years through 18 years will have an annual examination for the detection of scoliosis. The nurse will screen the eyes of children in grades K-8 annually.

### **STUDENT MEDICAL EXAMINATIONS POLICY**

Pupils who enter the Margate City School District for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempt from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law. At the parent/guardian's request, these immunizations may be administered by the school physician. NOTE: THIS IS PERMISSIVE, NOT REQUIRED.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions.

Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine, and reporting.

The Superintendent of Schools or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The Superintendent of Schools shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

## **CHILD ABUSE POLICY**

(A complete version of the Child Abuse Policy can be found on the district website.)

The Board of Education believes that the physical and mental well being of all children in its charge must be maintained as a prerequisite to achievement through the formal education process. The school district will cooperate with the New Jersey Division of Youth and Family Services (DCP&P) in identifying and reporting all suspected cases of child abuse or neglect.

The Board of Education directs the Chief School Administrator to make available to DCP&P confidential district records of any student alleged, either by school personnel or DCP&P, to be the recipient of abuse or neglect as defined by law. The Board further directs the Chief School Administrator to develop procedures for compliance with statutory requirement that instances of child abuse be reported. Such procedures shall:

- Inform all staff members having contact with students of their responsibility to report all cases of abuse, abandonment, cruelty or neglect resulting in physical or mental injury by other than accidental means.
- Require all school personnel to report suspected instances of child abuse to the building principal.
- Require prompt action to secure treatment of such injuries as result from abuse so as to protect the health of the child.
- Require that a report of each suspected case of child abuse including unexplained absence, be reported to the child study team, and to DCP&P as the law provides.
- Require that the Child Study Team follow the progress of the child and maintain communication with DCP&P on his/her behalf.

Legal Reference: N.J.S.A. 9:6-8 et seq.

## **COMMUNITY EDUCATION & RECREATION PROGRAM**

Margate Community Education & Recreation offers a wide variety of social, education, cultural, and athletic programs for residents of all ages. Program brochures are distributed during the summer, fall, and winter/spring with a detailed description of upcoming events and activities. For additional information, contact Mr. Andrew Miles, Director, at 823-6658.

## **PERFORMING ARTS CENTER**

The Margate Performing Arts Center, a function of the Margate Board of Education, is a state-of-the-art theater with a stage size of 48 ft. x 27 ft., and a seating capacity of 438. The center is home to the annual Tighe School play, Summer Performing Arts Camp, and the Margate Players Community Theater. The theater is used for all of the Tighe School assemblies, talent show, and graduation exercises. We are eager to have the theater in use as much as possible and to celebrate the arts in Southern New Jersey. For more information on the Dominick A. Potena Performing Arts Center, please visit the district website at [www.margateschools.org](http://www.margateschools.org) for handbook and contract. If you are interested in using the theater, please call Mr. John DiNicola, Director of Dominick A. Potena Performing Arts Center, at 609-822-1686, x366.

## **MARTIN BLOOM COMMUNITY PAVILION**

The Martin Bloom Community Pavilion is open during the day, after school, evenings, and weekends for various activities designed to benefit all of the members of our community. We

welcome all suggestions, and will continue to work to ensure that all community members have the opportunity to utilize the beautiful facility. For additional information, call Mrs. Marianne Christian, Coordinator, at 822-2285.

### **AFFIRMATIVE ACTION**

The Margate City Board of Education affirms its policy to ensure equal educational opportunity for all students and to prohibit discrimination because of age, gender, race, color, creed, religion, ancestry, national origin, marital status, affectional or sexual orientation, disability, or socio-economic status. Students with physical disabilities may qualify for an action plan to ensure equity under Section 504. Parents may contact their child's principal and/or school nurse for more information. Policy, plans and grievance procedures are located at the Board of Education Office with Mr. John DiNicola, Affirmative Action Officer, at 822-1686, x366.

### **LUNCH PROGRAM**

Students may bring their lunch to school or buy their lunch in school. The lunch menus will be sent home monthly. STUDENTS ARE NOT ALLOWED TO LEAVE THE SCHOOL PREMISES FOR LUNCH ON THEIR OWN.

### **LOST AND FOUND**

A Lost and Found Department is maintained in each school. If your child reports that he has lost something, please urge him/her to check with the department. Each year, many items are found but never claimed. Items found and not claimed are discarded after a reasonable time. Parents are urged to label all items of clothing.

### **DOGS ON SCHOOL PROPERTY**

The walking of dogs on school property is a serious health problem. It is also against the law. Persons who walk their dogs on school property may be fined \$25.00. The cooperation of all parents and students is requested in keeping dogs away from school grounds.

### **ROSS JOSTENS RENAISSANCE PROGRAM**

(Previously known as PRIDE)

Jostens Renaissance is a "proven educational enrichment program" which seeks to increase achievement by inspiring students and exciting them about their academic experience. Since 1988, Jostens and educators have partnered in, in the words of Richard Parkhouse, *changing futures and impacting lives* of students nation-wide. Renaissance promotes this phenomenon through the partnership of all stakeholders: students, teachers, administrators, parents, and community members (including business partners), expanding the stature of educators to the highest position of importance in a community – literally redefining the school-experience as one which provides a guarantee for all stakeholders involved.

As part of the Ross Jostens Renaissance Program, there will be many activities and events that will include the philosophy mentioned above. Some of the plans for the 2016-2017 Ross Jostens Renaissance Program are:

- ★ WAVE TICKETS: *Well Prepared---Always Respectful---Very Prompt-- -Excellent Behavior*
- ★ TINY TITAN AWARD: Five-times a year one student per homeroom is rewarded for being *Well Prepared---Always Respectful---Very Prompt-- -Excellent Behavior*

- ★ ABOVE & BEYOND AWARDS: When students fill their Above & Beyond Cards for going the extra-mile in class and for their classmates.
- ★ SCHOOL SPIRIT EVENTS
- ★ CHARACTER EDUCATION EVENTS
- ★ ACADEMIC PEP RALLIES
- ★ ASSEMBLIES
- ★ 3rd GRADE SPIRIT PATROL and 4th GRADE TINY TITAN TRAILBLAZERS: student leadership programs, similar to a Junior Student Council.
- ★ PHILANTHROPIC ACTIVITIES: to help programs in our area who need help. (examples: JFS Food Bank, Humane Society Animal Shelter, etc.)

Our goal at Ross is to create a school climate where students never want to leave, because they love school so much!

With Ross Jostens Renaissance, we believe in the 5 R's  
*What we **Respect**, **Recognize**, **Reward** and **Reinforce** will get **Results!***

### **HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Margate City School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses.

In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment; intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

### **HARASSMENT, INTIMIDATION and BULLYING/LEARNING DISABILITIES STRATEGIES TRAINING**

Throughout this school year, the Margate School District will be conducting student and parent workshops on the topics of Harassment, Intimidation and Bullying, in addition to; Learning Disabilities Strategies. There will be flyers and Global Connect messages sent home to notify parents of the training dates. Please check Wednesday Folders for more information.

# MARGATE CITY SCHOOL DISTRICT

## SCHOOL CALENDAR

### 2016-2017

Updated: May 2, 2016

<p style="text-align: center;"><b>September</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>M T W T F</b></td> <td style="padding-left: 10px;">1 &amp; 2 Staff In-Service</td> </tr> <tr> <td style="text-align: center;">- #/* 7 8 9</td> <td style="padding-left: 10px;">* * 5 Labor Day</td> </tr> <tr> <td style="text-align: center;">12 13 14 15 16</td> <td style="padding-left: 10px;">6 First day abbreviated for students;</td> </tr> <tr> <td style="text-align: center;">19 20 21 22 23</td> <td style="padding-left: 10px;">Staff In-Service</td> </tr> <tr> <td style="text-align: center;">26 27 28 29 30</td> <td></td> </tr> </table> <p style="text-align: center;">Teachers 21 Students 19</p>	<b>M T W T F</b>	1 & 2 Staff In-Service	- #/* 7 8 9	* * 5 Labor Day	12 13 14 15 16	6 First day abbreviated for students;	19 20 21 22 23	Staff In-Service	26 27 28 29 30		<p style="text-align: center;"><b>October</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>M T W T F</b></td> <td style="padding-left: 10px;">3 Rosh Hashanah</td> </tr> <tr> <td style="text-align: center;">- 4 5 6 7</td> <td style="padding-left: 10px;">12 Yom Kippur</td> </tr> <tr> <td style="text-align: center;">10 11 - 13 14</td> <td style="padding-left: 10px;">26 Abbreviated day for students; Staff</td> </tr> <tr> <td style="text-align: center;">17 18 19 20 21</td> <td style="padding-left: 10px;">In-Service</td> </tr> <tr> <td style="text-align: center;">24 25 #/* 27 28</td> <td></td> </tr> <tr> <td style="text-align: center;">31</td> <td></td> </tr> </table> <p style="text-align: center;">Teachers 19 Students 19</p>	<b>M T W T F</b>	3 Rosh Hashanah	- 4 5 6 7	12 Yom Kippur	10 11 - 13 14	26 Abbreviated day for students; Staff	17 18 19 20 21	In-Service	24 25 #/* 27 28		31		<p style="text-align: center;"><b>November</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>M T W T F</b></td> <td style="padding-left: 10px;">8 Students off; Staff</td> </tr> <tr> <td style="text-align: center;">1 2 3 4</td> <td style="padding-left: 10px;">In-Service</td> </tr> <tr> <td style="text-align: center;">7 -/* 9 - -</td> <td style="padding-left: 10px;">10-11 NJEA</td> </tr> <tr> <td style="text-align: center;">14 15 # # #</td> <td style="padding-left: 10px;">Convention</td> </tr> <tr> <td style="text-align: center;">21 22 X - -</td> <td style="padding-left: 10px;">16,17,18 K-8 Confer-</td> </tr> <tr> <td style="text-align: center;">28 29 30</td> <td style="padding-left: 10px;">ences; Abbreviated</td> </tr> <tr> <td></td> <td style="padding-left: 10px;">day for students</td> </tr> <tr> <td></td> <td style="padding-left: 10px;">23 Abbreviated day</td> </tr> <tr> <td></td> <td style="padding-left: 10px;">for ALL</td> </tr> <tr> <td></td> <td style="padding-left: 10px;">24-25 Thanksgiving</td> </tr> </table> <p style="text-align: center;">Teachers 18 Students 17</p>	<b>M T W T F</b>	8 Students off; Staff	1 2 3 4	In-Service	7 -/* 9 - -	10-11 NJEA	14 15 # # #	Convention	21 22 X - -	16,17,18 K-8 Confer-	28 29 30	ences; Abbreviated		day for students		23 Abbreviated day		for ALL		24-25 Thanksgiving
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