



**WILLIAM H. ROSS III ELEMENTARY SCHOOL
2019-2020 STUDENT / PARENT HANDBOOK**

Mrs. Audrey Becker, Principal

Table of Contents

- Page 3 - Mission Statement, Educational and Process Goals
- Page 6 – School Wide Enrichment for all Through Project-Based Learning
- Page 7 - District Directory
- Page 9 - Back-to-School Nights
- Page 9 - Child Study Team
- Page 9 - Intervention and Referral Services
- Page 9 - Special Education Advisory Meetings
- Page 10 - District Curriculum Meetings
- Page 10 - Communication Guidelines for Parents and Students with Concerns
- Page 11 - Margate Education Foundation (MEF)
- Page 11 - Pupil Information
 - Entrance Requirements
 - Registration and Transfers
 - Oncourse Portal
 - Progress Reports/Report Cards/Conference Dates
 - 2019-2020 Conference Schedule
 - Promotion
 - Records
 - Homework
 - STEM Mission Statement
 - Behavior and School Rules and Routines
 - Safety To and From School
 - Playgrounds
 - Emergency School Closing – Stormy Weather
 - Safety Drills
- Page 17 - Attendance
 - Regular School Schedule
 - Abbreviated School Schedule
 - Attendance Procedures
 - Absences and Excuses
 - Late Arrival and Early Dismissal
 - Excessive Tardiness
 - Student Sign Out and Emergency Pick up
 - Make-Up Work and Examinations
- Page 20 - Family Life Education Policy
- Page 21 - Health Program
- Page 21 - Student Medical Examinations Policy
- Page 22 - Child Abuse Policy
- Page 22 - Community Education & Recreation Program
- Page 22 - Performing Arts Center
- Page 23 - Martin Bloom Community Pavilion
- Page 23 - Affirmative Action
- Page 23 - Lunch Program
- Page 23 - Unpaid Meal Policy
- Page 23 - Lost and Found
- Page 23 - Dogs on School Property
- Page 24 - Tiny Titan Pride Program
- Page 24 - Harassment, Intimidation, and Bullying
 - Harassment, Intimidation, and Bullying/Learning Disabilities Training
- Page 26 - Margate City Schools – 2019-2020 School Calendar

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:

Motivated
Achieving
Responsible
Global
Aspirational
Tolerant
Empowered 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.

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.

SCHOOL WIDE 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 2019-2020 school year. The students will be assessed through various types of teacher assessments. The finished products will vary with each project. Many of the final projects will be on display during our annual STEM/Enrichment Project Showcase event the evening of Wednesday, May 27, 2020.

DISTRICT DIRECTORY

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

Mrs. Catherine Horn Board President
Mrs. Tracy Santoro..... Board Vice President
Dr. Joel Frankel..... Board Member
Mr. James Swift..... Board Member
Mr. Jack Sorensen Board Member
Mrs. Amy Brog Board Member
Mr. Joseph Pepe..... Board Member
Mrs. Jennifer Germana Board Secretary

BOARD OFFICE STAFF- Phone: 822-1686

Dr. Thomas Baruffi Superintendent
Mrs. Jennifer Germana..... Business Administrator
Mrs. Teresa Osborne..... Superintendent's Secretary
Ms. Carol Seiverd Payroll/Health Benefits Clerk/Transportation
Dr. Glenn Budnick Medical Inspector
Mr. John Hughes Bus Driver
Mrs. Jennifer Michener..... Food Service Director
Mr. Kurtis Woodrow Director of Facilities and Maintenance

CHILD STUDY TEAM - Phone: 822-2080

Mr. Ryan Gaskill 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. Lisa Theiss Secretary to the Child Study Team

CURRICULUM - Phone: 822-2353

Mrs. Audrey Becker Director of Curriculum
Mrs. Lauren Cohen..... District Supervisor of Instruction

AFFIRMATIVE ACTION OFFICER - Phone: 822-2353

Mrs. Lauren Cohen..... District Supervisor of Instruction

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

TECHNOLOGY - Phone: 822-2353

Mr. Michael Morris..... Coordinator

PERFORMING ARTS CENTER - Phone: 487-7783

Mrs. Audrey Becker..... Director of the Performing Arts Center

Mr. Wayne Netherby (Part-time) Theater Manager/ Rental Coordinator

WILLIAM H. ROSS ELEMENTARY SCHOOL (Grades PreK-4) – Phone: 822-2080

101 North Haverford Avenue, Margate, NJ 08402

Mrs. Audrey Becker..... Principal/Director of Curriculum

Mrs. Carol Gitto..... Secretary

*Mrs. Lauren Cohen.....Supervisor of Instruction

Mrs. Merri Mallen..... Kindergarten

Mrs. Theresa McGonigle..... Kindergarten

Mrs. Christa Toner..... First Grade

Mrs. Theresa Brennan..... First Grade

Mrs. Veronica Valencia..... Second Grade

Mrs. Sandra LeVan..... Second Grade

Mrs. Kristina Baronowitz..... Third Grade

Mrs. Jessica Cuevas..... Third Grade

Mrs. Kimberly Reeves..... Fourth Grade

Mrs. Erin McGuigan..... Fourth Grade

Mrs. Chrissy Campbell..... Special Education

Mrs. Katie DeSalle..... Special Education

Mrs. Anita Grimley..... Special Education

*Ms. Mindi Martins..... Special Education

Mr. Michael Lamey..... Basic Skills

Ms. Joanne Adams..... Basic Skills

Mrs. Diane Grassi..... Nurse/ Kindergarten Health

*Ms. Lisa Carey.....Physical Education/Health

Mrs. Margo Juliano-Thompson..... Art/ Special Education

*Ms. Lindsey Evans..... Performing Arts

Mrs. Amy Hughes..... Computers/ Media Center

*Ms. Tracy Magel..... Spanish/ ELL

*Mr. Mauricio Saavedra..... Spanish

*Mrs. Christy Stack..... Social Worker/ CST Case Manager/ Counselor/ Anti-Bullying Specialist

*Mr. Mark Winterbottom..... Learning Disability Teacher Consultant/ I&RS Coordinator

* Dr. Jacque Jones.....School Psychologist

*Mr. Kevin O’Hare.....Speech Correctionist

*Mrs. Victoria Morreale..... Speech Correctionist

Mrs. Holly Ferry..... Educational Assistant

Mrs. Janice Saul.....Educational Assistant
 Mrs. Patty Holland.....Educational Assistant
 Mrs. Carol Reilert.....Educational Assistant

* Works at both schools or are part-time

EUGENE A. TIGHE MIDDLE SCHOOL SCHOOL (Grades 5-8) – Phone: 822-2353
7804 Amherst Avenue, Margate, NJ 08402

Mr. Ryan GaskillPrincipal/Dir. of Special Education/Anti-Bullying Coordinator
 Ms. Cyndie Eastman..... Secretary

BACK-TO-SCHOOL NIGHTS

William H. Ross Elementary School – Wednesday, September 18, 2019 ~ 6:00 – 8:00 p.m.
 Eugene A. Tighe Middle School – Tuesday, September 17, 2019 ~ 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 *Margate Special Education Parent Advisory Committee* meeting, please call Mr. Ryan Gaskill, Director of Special Education at 609-822-2080, x300 or rgaskill@margateschools.org.

DISTRICT CURRICULUM MEETINGS

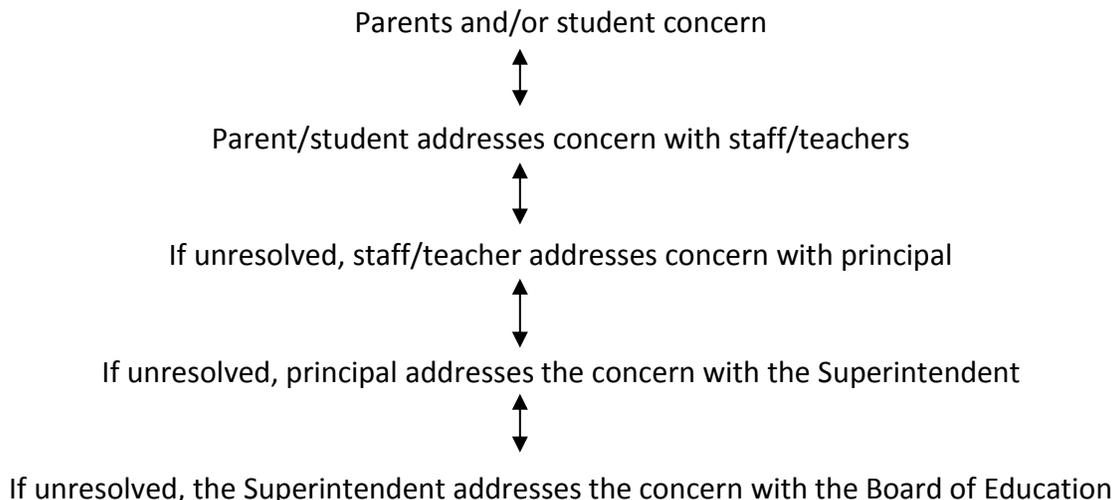
Parents/guardians are welcome to participate with the building principals and other district professional staff during these district-based meetings. Mrs. Laureen Cohen, Supervisor of Instruction, articulates the meetings and topics for presentation, which cover curriculum and instruction, assessment, technology, and professional development. Principals are present to answer questions specific to each of their buildings. All levels of student programs and all content areas are available for 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.

COMMUNICATION GUIDELINES FOR PARENTS AND STUDENTS WITH CONCERNS

The following guidelines are outlined 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.
- 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. This organization sponsors many events and special programs for the students in Margate Schools. Membership is open to all parents and guardians, and this group is a great way to volunteer and raise funds to support your child.

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 Mrs. Audrey Becker at (609) 822-2080 at the William H. Ross School for more information.

REGISTRATION AND TRANSFERS

Registration of new students and transfer of students to other districts is completed for parents or guardians at the school the child attends. Appointments are highly suggested to register and transfer students. Any questions about registration, please contact the school directly.

ONCOURSE PORTAL

Students and parents/guardians have a username and password to access assignments, grades, attendance, and discipline referrals through the online Oncourse portal using the website www.oncourseconnect.com during the school year. This site should be checked frequently, as it provides immediate access to current data on student performance. If you have difficulty logging in, please contact the school for assistance.

PROGRESS REPORTS/REPORT CARDS/CONFERENCE DATES

There are two pre-determined conference periods to discuss and report the school progress of children in grades K to 4. Parents are encouraged to attend both of these conferences. Scheduled times for conferences will be coordinated through your child's classroom teacher **SCHOOLS ARE ON ABBREVIATED SESSIONS DURING CONFERENCES; STUDENT DISMISSAL TIME IS 12:45 PM ON ALL CONFERENCE DAYS.**

2019-2020 CONFERENCE SCHEDULE

WILLIAM H. ROSS ELEMENTARY SCHOOL - Grades K through 4

November 13, 14, and 15, 2019 (Thursday Evening, November 14, 2019)

March 11, 12, and 13, 2020 (Thursday Evening, March 19, 2020)

Times for Conferences:

- Day Conferences: 1:30 p.m. to 3:00 p.m. (Nov. 13 and 15, Mar. 11 and 13)
- Night Conferences: 6:00 p.m. to 8:00 p.m. (Nov. 14 and Mar. 12)

Report cards are sent home with each child three times a year on December 11, 2019, March 11, 2020, and the final student day in June. **Interim progress reports** are sent home for students in grades 3 and 4 on October 23, 2019, February 5, 2020, and April 29, 2020.

Parents are always welcome to discuss the progress of their children with the teacher at any time during the school year. Please make appointments with the teachers in advance, so that they will be sure to be here when you come. 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. 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/guardians are advised that they do have the right to examine their child's cumulative folder. Any parent/guardian 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 provide the opportunity to reinforce classroom instruction and experience some independent achievement, responsibility, and effort on the part of the student. The assignment of homework and the evaluation that it is completed in an acceptable manner will help greatly in the continued learning of the child.

No specified amount of homework will be mandated, but teachers should use discretion in the quality and quantity of homework assigned. The suggested maximum as outlined here will serve as a good guide and lend some uniformity. Please keep in mind that each child works at a different rate, so these amounts are established as guidelines only. If you feel your son or daughter is struggling to complete his or her assignments in a reasonable amount of time or having difficulty with one particular class, please contact the teacher directly to discuss his or her performance. The suggested maximum as outlined here will serve as a good guide and lend some uniformity across grade levels:

Grade K	10 min. each day
Grade 1	15 min. each day
Grade 2	20 min. each day
Grade 3	30 min. each day
Grade 4	45 min. each day

Homework assignments are designed to meet the needs of the individual. Therefore, different children in the class may receive different assignments as determined by the instructor. Long-term assignments may be given, but the teacher should regularly check on and monitor its progress. Please use the Oncourse Parent Portal Information in order to access your child's grades, attendance, discipline, and homework.

STEM Mission Statement

It is our goal to prepare students to meet the 21st 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

(A complete version of the Discipline Code of Conduct can be found on the school website.)

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 which is available on our school website. We respectfully request that parents/guardians review this code with their children as appropriate.

WILLIAM H. ROSS SCHOOL - RULES AND ROUTINES

Dress Code

The standard for all clothing worn to school is modesty and self-respect. Research has found that children behave according to the clothing they are wearing. All of the district's schools are 100% air conditioned, so our comfort is assured. Please follow the following guidelines:

1. No tee shirts with inappropriate pictures or messages.
2. No hats worn inside.
3. No clogs or sandals on gym days.
4. No flip-flops at any time.
5. No roller sneakers or roller blades

In the event of improper attire, the parent will be called to bring in appropriate clothing for the child.

Bathroom Rules

1. Speak in a whisper.
2. Wash your hands.
3. Return to class promptly.

Assembly Rules

1. Sit flat--keep hands and feet to yourself.
2. Clap correctly at the right time.
3. Listen quietly.
4. Use an inside voice.
5. Be kind and respectful to other students and presenters.

Classroom Rules

1. Listen and follow directions.
2. Raise your hand to speak or leave your seat.
3. Keep hands, feet and objects to yourself.

Lunchroom Rules

1. Fill in every seat.
2. Raise your hand if you need help.
3. Talk quietly to people next to you.
4. Your table will be called to cleanup and for line-up.
5. You may not go back to your classroom or leave the lunchroom without staff permission.

Playground Rules

1. Respect people and property.
2. Play fairly, include others, and be careful not to cause physical harm by rough housing.
3. Stay in the playground at all times.

Playground Routine

1. Walk to the playground.

2. Return equipment to “the bag.”
3. Line up quickly when called.

Fire Drill and Safety Drill Routines

1. **No** talking during a drill.
2. If you are exiting the room please **walk**, single file, to the appointed outside location.
3. **All** must listen for instructions.

Classroom Arrival and Dismissal Routines

Children should arrive between 8:00 and 8:15 a.m.

MORNING DROP OFF LOCATIONS (for all students):

Playground

AFTERNOON PICK UP LOCATIONS

Kindergarten – DOOR # 1 (front entrance on Haverford Ave)

Gr. 1 – DOOR # 10 (Playground)

Gr. 2 and 3 – DOOR # 3B (Granville Ave)

Gr. 4 – DOOR # 6 (Granville Ave)

Multiple siblings exit with the youngest child.

Parents are required to notify their child’s teacher if he/she is a “walker.”

Teachers will dismiss to a waiting adult. If there is no one in the yard to pick you up, you must wait at the bench outside of the main office. After 3:30 p.m., you will be sent to Lucky Kids to wait. The first day is free. Subsequent unannounced visits to Lucky Kids will cost a \$20 daily fee.

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.

Essex & Amherst
 Jerome & Winchester
 Gladstone & Amherst
 Jerome & Amherst
 Granville & Monmouth

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

Haverford & Monmouth
 Haverford & Winchester
 Granville & Winchester
 Huntington & Amherst

All students are dismissed from the school building at either 2:55 or 12:45 p.m., as per the school calendar. 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 by the school officials and their parents will be notified.

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.

School safety rules require that bicycles are not to be ridden on the schoolyard at any time. Children shall dismount before entering the schoolyard. When leaving the schoolyard, riders must walk their bicycles to the sidewalk where they may mount them upon leaving school property. Any child violating the bicycle law will not be permitted to remove the bicycle from school property unless a parent or guardian accompanies the child from school. The principal of the building will secure the bicycle with a lock and only release the bicycle in the presence of a parent or guardian.

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.**

PLAYGROUND

Parents/guardians are reminded that students are not permitted to bring dangerous toys or items to school that could cause harm, such as skateboards, lacrosse sticks, skates, etc. It is important that students not arrive at the schoolyard **prior to 8:00 a.m.**, as there is no adult supervision before that time.

Please do not bring younger children to use the school playground during school hours. This is for the safety and security of all students. Dogs are **not permitted** on the playground at any time 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 posted on the district web site, distributed through an automated call message sent to all households via the computerized phone system, and when possible, posted on local news websites, radio, and television programs. If no announcement is made, please assume school will operate under the usual schedule.

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 two hours later at 10:15 a.m. By then, weather conditions may make it safer to walk or drive to school. Please refer to the same means of communication listed above (school closings).

SAFETY DRILLS

Schools are required to carry out periodic fire drills, as well as lockdown, evacuation, bomb threat, or security drills every month. Some drills are completed in the presence of local fire or police personnel.

Please do not be alarmed if your child mentions a drill was completed during school. In the event of a genuine crisis, an automated call will be made to all parents/guardians with information.

ATTENDANCE
WILLIAM H. ROSS III ELEMENTARY SCHOOL – PreK – 4

Regular School Day 8:15 a.m. to 2:55 p.m. **Abbreviated School Day** 8:15 a.m. to 12:45 p.m.
Abbreviated Session dates: See district calendar at the back of this handbook.

8:00-8:15 a.m.	Children are supervised in the playground by staff members
8:15 a.m.	Children enter school with homeroom teacher and report to class
8:16 a.m. and later	Students are marked late – Late students should come to the main office
11:15-11:55 a.m.	Lunch/Recess (FULL DAY): K-4
2:55 p.m.	Dismissal through assigned doors

ATTENDANCE PROCEDURE SUMMARY

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

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 Board shall require a written statement of the cause for the absence from the parent/ guardian of each child who has been absent from school for any reason. 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.

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 well-planned instructional activities under the tutelage of a teacher are vital in order for them to master academic proficiencies. **A parent/guardian is responsible for notifying the school each morning when the child is absent.**

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.

FULL DAY CREDIT: A student shall be considered absent from school for participation in less than four (4) instructional hours (excluding lunch) during the school day, including all early dismissal days. (NJ 6A:32-4.3)

ABSENCES AND EXCUSES

All absences must be explained in writing by a parent/guardian upon the child's return. If an e-mail is received, it must be from an address associated with a parent or guardian to be accepted. Any absence note must be received within three days of the absence. Such notes only verify parent/guardian awareness of the students' absence and will not be interpreted as an automatic excused absence. Any medical absences require a parent's note upon return to school. The following absences are excusable:

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

All other absences not outlined above shall be marked as unexcused. Student absences due to family vacations or travel are **not** considered as "excused" under state guidelines. 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. **Excessive absences will be subject to disciplinary action as indicated:**

3 Days - A letter will be sent home by the Principal to the parents/guardians to remind them of the unexcused absences and request adherence to the attendance procedures.

5 Days - A second letter will be sent home by the Principal to warn parents/guardians of consequences if absences continue.

7 Days - A third letter will be sent home by the Principal to warn parents/guardians of consequences if absences continue. The Principal or his/her designee may contact the parent/guardian to set up a conference in order to explain policy and warn of possible court proceedings.

10 Days - A Certified Letter will be sent home by the Principal to be signed by the parents/guardians and returned to the school. The Principal or his/her designee will contact the parent/guardian to set up a conference in order to explain policy and warn of possible court proceedings. The Principal or his/her designee may file a court complaint for truancy if the absences continue. The Principal may refer to the New Jersey Division of Child Protection and Permanency (DCP&P) for possible services to alleviate absences, if warranted.

20 Days - The Principal or his/her designee will file a (second – if applicable) court complaint for truancy with consultation from the Superintendent.

LATE ARRIVAL AND EARLY DISMISSAL

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. 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. If a child is to be dismissed early, he or she must be met in the school office by the parent/guardian or an authorized agent. 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 a.m.

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 a.m.

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 and Subsequent Tardies: Referral to the 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. If you know in advance that you will be picking up your child early, please send a note in for the teacher so they can have your son or daughter packed up for dismissal.

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.

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 New Jersey Student Learning 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

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 BOE Policy 5141.4 CHILD ABUSE AND NEGLECT 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 Child Protection and Permanency (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.

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 for handbook and contract. If you are interested in using the theater, please call Mrs. Audrey Becker, Director of the Dominick A. Potena Performing Arts Center, at 609-822-2353.

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 and grievance procedures can be obtained from Mrs. Laureen Cohen, Affirmative Action Officer, at 822-822-1686.

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.

UNPAID LUNCH POLICY

If a student comes to school without lunch money, they will be offered the option of a bagged lunch including a cheese sandwich or a turkey sandwich. The food service personnel will send home an IOU notice to the parent within one school day. The parent must pay the balance within 10 days. At the 10-day mark, the food service personnel will send a final notice. At this point the parent has 5 days to pay the balance in full. If it is not paid within 5 days, the child may not receive lunch. This policy is required so that the school is in compliance with the law beginning July 1, 2018

LOST AND FOUND

A Lost and Found Table is maintained in each school. If your child reports that he has lost something, please urge him/her to check on the table or inquire in the main office. 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.

GIFTED AND TALENTED PROGRAM

The Margate City School District creates selection criteria used to evaluate and identify students of exceptional academic ability for inclusion in the gifted and talented program. Each student's individual strengths and learning needs are monitored annually and addressed in the academic classrooms. Additionally, identified gifted students are offered a weekly enrichment opportunity to work with a teacher mentor on projects and topics of interest.

TINY TITAN PRIDE PROGRAM (POSITIVE SCHOOL CLIMATE AND CHARACTER EDUCATION PROGRAM)

Every year, students are exposed to instruction, special events, and guest speakers that promote the importance of a respectful school community that encourages strong personal character development. School-wide incentives are developed to encourage positive traits and reward students for high academic performance, strong school attendance, and good behavior. All staff members and students participate in the program, and each year the theme changes to keep the activities interesting and fun. As much as possible, we engage students in leadership roles to assist with planning events and implementing special projects.

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.

Guardians of both the alleged perpetrator(s) and the potential victim(s) will be notified by the building principal or her designee any time an allegation of harassment, intimidation, or bullying is investigated. All parties involved will receive written notice of the outcome of the investigation according to the state mandated timelines.

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 automated phone messages sent home to notify parents of the training dates. Please check Wednesday Folders for more information.

Insert school calendar for the year