

KEYPORT CENTRAL SCHOOL
Learners Today...Leaders Tomorrow



STUDENT HANDBOOK
2022-2023



Keyport Central School

335 Broad Street

Keyport, New Jersey 07735

Dear Parents/Guardians:

As the new school year begins, it is essential that you and your child are familiar with the operation of Keyport Central School. This handbook has been designed to give you specific information as to the Central School's rules, regulations, and policies.

Please take time to review this handbook and our website with your child. If at any time you need additional clarification of the information or have any other questions or concerns, please feel free to call the Central School Administration.

We are looking forward to an excellent educational experience this school year.

Very truly yours,

Kevin Flynn
Principal

Please sign, date and return this form to your child's teacher.

I acknowledge that I have read the policies and procedures contained within this handbook and know other policies and procedures can be located electronically on the district website at www.psdschools.org.

Student:

Date:

Parent/Guardian:

Date:

Keyport Board of Education
 Ruth Grabowski (President)
 Joseph Stahley (Vice President)
 Jack Hausmann
 Laura Abrahamsen
 Patricia Olsen
 Caitlin Cunningham
 Donna Spangler
 Joseph Stahl
 Jennifer Tevis

James McGrogan (Union Beach Representative)

Board of Education meetings are held in the cafeteria of the Keyport High School. All meetings begin at 5:30 PM. Please visit www.kpsdschools.org for additional information regarding the Keyport Board of Education.

<u>Administration</u>	(732) 212-6100
Dr. Lisa Savoia, Superintendent of Schools	Ext. 1000
Kevin Flynn, Principal	Ext. 2003
Noemi Vazquez, Vice Principal	Ext. 2002
Anthony Rapolla, Board Secretary/Bus. Admin.	Ext. 1001
Meagan Drapkin, Director of Curriculum	Ext. 3259
Erik Mammano, Director of Special Services	Ext. 3152
Jennifer Peirson, Director of Guidance	Ext. 3257
Stephanie Voit, Supervisor of Language Arts	Ext. 2246
Nicole Apruzzese, Supervisor of Mathematics	Ext. 2245
 <u>Main Office</u>	 (732) 212-6100
Gloria Marzario, Principal's Secretary	Ext. 2001
Amy Jones, Vice Principal's Secretary	Ext. 2000
 <u>Guidance Office</u>	 (732) 212-6100
Kristen Corsale, Guidance Counselor	Ext. 2008
Jessica Seelinger, Student Assistance Coordinator	Ext. 2265
 <u>Health Office</u>	 (732) 212-6100
Kimberly Chudzik, Nurse Ext.2010	Ext. 2010

2022-2023 School Calendar

KEYPORT SCHOOL DISTRICT | 2022-2023 CALENDAR

<p>AUGUST '22</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>23-25 New Teacher Orientation</p>	<p>FEBRUARY '23</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					<p>3 End of 2nd Marking Period 17 Early dismissal Staff/Students 20 President's Day School Closed</p>														
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***Doors open at 8:00a.m. for breakfast, students are marked tardy if not in class by 8:30a.m.**

**Bell Schedule
PK-8th Schedule**

AM HR 8:30-8:37
1 8:40-9:20
2 9:23-10:03
3 10:06-10:46
4 10:49-11:29
5 11:32-12:12
6 12:15-12:55
7 12:58-1:38
8 1:41-2:21
9 2:24-3:04

PSD 3 Scheduled Period 6-9, 12:15am-3:04pm

**Early Dismissal Schedule
PK-8th Schedule**

AM HR 8:30-8:39
1 8:42-9:08
2 9:11-9:37
3 9:40-10:06
4 10:09-10:35
5 10:38-11:04
6 11:07-11:33
7 11:36-12:02
8 12:05-12:31
9 12:34-1:00

***Doors open at 8:00a.m. for breakfast, students are marked tardy if not in class by 8:30a.m.**

PSD 3 Scheduled Period 6-9, 11:07am-1:00pm

***Delayed Opening Schedule - 10:30 - 3:04**

Attendance

The Keyport School District recognizes the positive impact that regular school attendance has on student achievement. Important information and instruction is missed when students are tardy and/or not in class.

Parents/Guardians should call the office when their child is absent indicating the reason for the student's absence. A written note must be turned in upon a student's return even if a phone call was made. **A student's absence will be recorded as unexcused if a note is not provided.**

Please also *note that a student may not attend/participate in after school extracurricular activities (athletics, club meetings, dances, etc...) unless they were in attendance for at least 4 hours of the school session.*

The following absences will be excused with proper notes/documentation:

- Observance of Religious Holiday
- Take Our Daughters and Sons to Work Day
- Medical/Dental Appointments
- Student's Illness (**A physician's note is required if a student is out for a period of more than 2 consecutive school days.**)
- Family Illness and/or Death
- Absence deemed excused by the principal upon written request by the student's parent/guardian

***Court referrals and/or student retention **may** occur for any student with 18 absences or more.

The Keyport School District attendance policy (#5200) can be found on the district website (www.kpsdschools.org).

School Visitations

Parents/guardians are welcome to visit our school for scheduled appointments, performances, and celebrations. Visitors may only enter through the Broad Street doors during the school day. All visitors must report to the office to obtain a pass before going to any other area of the building.

Important Dates

Back-To-School Night

September 20, 2022

Early Dismissals

September 7, 2022 (1st day of school)

November 23, 2022

December 22, 2022

January 13, 2023

February 17, 2023

May 26, 2023

Marking Period Dates

MP1 September 7, 2022 - November 16, 2022

MP2 November 17, 2022 - February 3, 2023

MP3 February 6, 2023 - April 19, 2023

MP4 April 20, 2023 - June 22, 2023

Parent Conferences

November 14, 2022 (night conference)/November 15 & 16/Early dismissal days

April 24, 2023 (night conference)/April 25 & 26/Early dismissal days

School Closures

September 26, 2022 (Rosh Hashanah)

October 5, 2022 (Yom Kippur)

October 10, 2022 (Staff PD)

November 10-11 (NJEA Convention)

November 24-25 (Thanksgiving)

December 23-January 2, 2022 (Winter Break)

January 16, 2023 (Martin Luther King Jr. Day)

February 20, 2023 (President's Day)

March 3, 2023 (Staff PD)

April 7-14, 2023 (Spring Break)

May 29, 2023 (Memorial Day)

June 19, 2023 (Juneteenth)

Weather Related Closures/Delays/Early Dismissals

You will be notified by an automated phone call and email in the event of a cancellation, delayed opening or early dismissal. School will open at 10:00AM for breakfast on **delayed opening** days and classes will begin at 10:30 A.M. Students are dismissed at 1:00 P.M. on **early dismissal** days. Parents who are not home should make arrangements for someone to pick up/receive their child. We can only release your child to someone listed on their **Emergency Contact Form**.

Grading

Grades 3-8 Core Subject Grading Policy

- Major Assessments (book reports, essays, projects, tests, etc...) = 50%
- Minor Assessments (graded classwork, participation, quizzes, etc...) = 35%
- Homework = 15%

Special Subjects

- Standards based for grades K-5
- Averages for grades 6-8
 - Participation = 50%
 - Mastery/Improvement of skills and concepts = 25%
 - Homework, quizzes and/or written assignments = 25%

Report Cards

Report cards are issued approximately every 10 weeks. Student progress can be monitored at any point through our parent portal system. A username and password is required to access the parent portal. Information regarding the parent portal system can be found at www.kpsdschools.org or by visiting the main office.

*Standards based in grades K-5 (subject averages also included for grades 3-5)

Honor Roll

- Principal's Honor Roll - no grade lower than a 93
- High Honor Roll - no grade lower than a 90
- Honor Roll - no grade lower than an 85

*Special area classes are included in the above determination for grades 6-8

*Honor Roll recognition is for grades 4-8

Graduation

- Students failing 1 or more classes during their 8th grade year may not be permitted to walk at the graduation ceremony.
- Valedictorian and Salutatorian honors will be awarded to the 8th graders with the highest and 2nd highest GPA during their middle school careers.

*Commencing with 2023 graduating class

*Class of 2022 and 2023 recipients selected using 8th grade GPA

Student Services

Intervention & Referral Services

Intervention and Referral Services (I&RS) is a forum from which school personnel, parents or students can seek assistance or solutions to students' academic, social, behavioral, and attendance issues and/or a combination of these issues. I&RS utilizes the resources of the entire school district and community services including, but not limited to, the Student Assistance Coordinator, hospitals, churches, service clubs, Big Brother/Sister, guidance counselors, social workers, teachers, student groups, mentors, administration, etc... Others may be called upon to provide expertise such as a speech therapist, an occupational therapist, other teachers, doctors, the school nurse, agency counselors, and the adaptive physical education teacher. The I&RS process involves pre-referral interventions, observations of the student during the school day, the initial I&RS meeting with referring teacher, monitoring, and follow-up meetings with parent involvement.

Special Education

The Keyport School District provides a free, appropriate public education program and related services for handicapped pupils (ages 3-21) in a least restrictive environment. Free programs and services are offered to all those in need, including migrant and homeless students. Students are referred to the Child Study Team (CST) through several means. If your child is performing poorly in school and his/her teacher is concerned about this performance, the teacher may seek assistance from the I&RS team. In addition, a parent can refer a child to the CST for an evaluation to determine eligibility for special education and related services by submitting a written request to the CST. An adult pupil can also initiate a request for an evaluation on himself or herself as well. Questions regarding Special Education can be answered by calling the office of the Director of Special Services at (732) 212-6100 ext. 3152.

Emergency Health Procedures

The school nurse will contact the parent at home or at work in accordance with the instructions on the student emergency card if a child becomes ill during school and must leave early. The child can only be released to the person(s) designated on the emergency card. This person must sign the student out from the main office. When a child is directed by a physician to take prescribed medications during school hours, the parent must deliver to the school nurse a separate prescription with instructions from the doctor. These medications will be administered by the nurse from her office at the designated times.

Insurance

Insurance is available to cover school accidents resulting in injury. This information is sent home with each student in September.

Records

Pupil Records Act

The Pupil Records Act, N.J.A.C. 6:3-21, requires every Board of Education to notify, annually, all parents within the school district of their rights in regards to pupil records. According to this statute, parents and guardians have the right to access their child's school records. The records may be viewed during normal business hours in the office of the Principal of the school in which the child is enrolled.

Family Educational Rights and Privacy Act

Under the US Statute: 20 U.S.C. 1232, Regulation 34 CFR Part 99, parents have the right to:

- Inspect and review their child's educational records
- Seek to amend their child's educational records
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

If you want more information on FERPA, visit www.ed.gov/policy/gen/guid/fpco.

Highly Qualified Teachers

Parents have the right to ask about highly qualified teachers in the Keyport School District. If you want more information, please go to the NJ Department of Education website at <http://www.state.nj.us/education>.

School Security Drills

Pursuant to 18A:41-1, every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

Schools are required to hold annually a minimum of **two** of each of the following security drills: active shooter, evacuation (non-fire), bomb threat and lockdown.

Cafeteria

Breakfast

Breakfast will be served from 8:00A.M. to 8:25 A.M. in the cafeteria. For the 2022-2023 school year, anyone approved for reduced breakfast will receive it free. Any student who eats breakfast in the cafeteria must then remain in the cafeteria until the morning bell rings. **No** students will be permitted to leave without a teacher escort.

*Free/Reduced lunch forms must be completed each school year.

Cafeteria Rules

- Be respectful to teachers, students, and cafeteria staff at all times
- Keep your hands, feet, and objects to yourself
- Raise your hand for permission to leave your seat
- Be courteous by cleaning your area
- Use “inside voices”
- No sharing, trading, borrowing of money or food

Lunch

Due to the large number of students who eat lunch in the cafeteria, students are asked to observe basic rules of orderliness and courtesy. All staff members on cafeteria duty during the lunch period will enforce these rules to ensure a safe and relaxed climate. Students may bring lunch or purchase lunch at school. For the 2022-2023 school year, anyone approved for reduced lunch will receive it free.

*Free/Reduced lunch forms must be completed each school year.

***Students with outstanding lunch balances **may** not be permitted to participate in extracurricular activities. Balances may be paid online and/or the BOE office.

Student Responsibilities

Lockers

Lockers are loaned to students in grades 6-8 for temporary storage of school materials, electronic devices and clothing. All lockers are school property and will be subject to regular inspection by school officials. Periodic general inspections of lockers may be conducted for purposes of appropriateness of materials/display, health, welfare, and safety. Students will be charged a replacement fee of \$6.00 for all lost locks.

Personal Belongings

Backpacks, hats and coats must be stored in lockers (6-8) or closets/cubbies. Other items such as electronic devices are to be stored in lockers (6-8) or closets/cubbies and are prohibited during school hours.

Bicycles

It is the student's responsibility to place his/her bicycle in the rack provided and have it secured with a lock and chain. The school is **not** responsible for bicycles. Students must wear a helmet.

Skateboards/Scooters

If a student rides a skateboard or scooter to school, it must be small enough to fit safely in a locker or classroom closet. Students are required to wear a helmet.

Library

The Central School has a large library of volumes and periodicals which students are encouraged to use. Loans are made for a one-week period, and books may be renewed for an additional one week. Students are responsible for lost books, and will be charged the appropriate replacement price. In instances of overdue books, the student will not be able to withdraw books until the obligation is cleared. However, he/she may continue to use the library facilities during school hours. In some instances, report cards will be held until all library indebtedness is satisfied.

Physical Education

All students are required to wear sneakers as a safety precaution. Students that are in 6th, 7th, and 8th grade, must also wear appropriate clothing. Students must have a note from a doctor as to their physical limitations to be excused from Physical Education .

Loitering

Students are encouraged to seek out a teacher for extra assistance, but need to make arrangements in advance. Students are not permitted in the building unsupervised outside of school hours.

Student/Parent Involvement

Clubs

Art
Band
Board Games
Book
Chess
Chorus (Mini/Sweet Melodies)
Digital Art/Coding
Digital Media/TV
Drama
Environmental
Makerspace
Math
National Junior Honor Society
Odyssey of the Mind
Pokemon
Student Council
Volleyball
Yearbook

Athletics

Baseball
Basketball (Boys)
Basketball (Girls)
Cheerleading
Field Hockey
Soccer (Boys)
Soccer (Girls)
Softball

*3 central detentions/suspensions in a semester may disqualify students in grades 6-8 from attending and/or participating in extracurricular activities. Central detention/suspension tallies will reset after each semester.

*Students failing a class may not be permitted to participate in extracurricular activities until returning to a passing status

Parent Teacher Organization (PTO)

The PTO is very active in promoting a spirit of cooperation and understanding between home and school and has done a great deal for the enrichment of our educational program. All parents are urged to become members and to actively participate.

Policies are available at www.kpsdschools.org.

Number	Title
2110 M	Philosophy
2260 M	Affirmative Action for Classroom Practices
2361 M	Acceptable Use of Computers
2415.20 M	No Child Left Behind Complaints
2464 M	Gifted & Talented Program
5000	Pupils
5111 M	Eligibility of Resident/Nonresident Pupils
5200 M	Attendance
5310 M	Health Services
5330 M	Administration of Medication
5331 M	Management of Life - Threatening Allergies
5332 M	Do Not Resuscitate Orders
5335 M	Treatment of Asthma
5410 M	Promotion and Retention
5420 M	Reporting Pupil Progress
5460 M	High School Graduation
5465 M	Early Graduation
5500 M	Expectations for Pupil Conduct
5512 M	Harassment, Intimidation, and Bullying
5513 M	Care of School Property
5516 M	Remotely Activating Communication Devices - Pagers & Cellular Telephones
5600 M	Pupil Discipline/Code of Conduct
5611 M	Removal of Pupils From The General Education Program for Weapons/Firearms Offenses
5612 M	Assault by Pupils on Board Members or Employees
5750 M	Equal Educational Opportunity
5751 M	Sexual Harassment
5752 M	Marital Status and Pregnancy
5755 M	Equity in Educational Programs and Services
8000	Operations
8505 M	School Nutrition
8506 M	School Lunch Program Biosecurity Plan
9000	Community
9120 M	Public Information Program

Revised 9/2016

Extendicare Program

The Keyport Board of Education is proud to offer our own Extendicare Program serving all students in Prek-5th grade.

- Affordable, safe, accessible program with excellent care and supervision
- NJ certified teachers and teacher aides of the Keyport Education System
- Will supplement and support school curriculum activities such as homework support and enrichment
- Provide a balance of activities such as arts and crafts, reading, games, indoor and outdoor play and building social skills
- Accommodate working parents by offering childcare for children who may otherwise be at home alone or with a sitter
- Begins at 7:00 AM until school starts and from dismissal of school until 6:00 PM

Please visit www.kpsdschools.org and click on “Extendicare Program” for registration forms, fees, and program information. LeeAnn Romanetz and Lynn Ferber can be reached at (732) 212-6100 ext. 2263 or extendicare@kpsdschools.org for more information about the program.