

KEYPORT CENTRAL SCHOOL  
335 BROAD STREET  
KEYPORT, NEW JERSEY 07735



Dear Parents:

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 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,

A handwritten signature in black ink, appearing to read 'Erik Mammano'.

Erik Mammano  
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 along with the policies, procedures, Title 1 Parent-Student Compact contained within the electronic student handbook, and know where to access other policies and procedures electronically**  
[www.kpsdschools.org](http://www.kpsdschools.org).

\_\_\_\_\_  
Student:

\_\_\_\_\_  
Parent/Guardian:

\_\_\_\_\_  
Date:

# KEYPORT CENTRAL SCHOOL

JULY 2018						
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				

AUGUST 2018						
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	

SEPTEMBER 2018						
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						

OCTOBER 2018						
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			

NOVEMBER 2018						
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	

DECEMBER 2018						
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					

8/28-30 New Teacher Orientation

9/4 Professional Day for Staff  
 9/5 Early Dismissal for Students/Staff In Service  
 9/6,7 Early Dismissal Students/Staff In Service  
 9/13 KCS Back to School Night

10/8 School Closed/Staff In-Service  
 10/25 KHS Open House  
 10/29 Early Dismissal/Staff In-Service

11/7 End of Marking Period 1  
 11/8,9 School Closed for NJEA Convention  
 11/19 KCS Conferences/Early Dismissal/  
 KCS Night Conferences  
 11/20 KCS Conferences/Early Dismissal  
 KHS Night Conferences  
 11/21 Early Dismissal Staff/Students  
 11/22,23 Schools Closed for Thanksgiving

12/21 Early Dismissal Staff/Students  
 12/24-28 School Closed Winter Break

1/1 Schools Closed  
 1/18 Early Dismissal/Staff In-Service  
 1/21 Schools Closed, MLK  
 1/25 End of Marking Period 2

2/4 School Closed for Students, Staff In Service  
 2/15 Early Dismissal Staff/Students  
 2/18 Schools Closed, Presidents Day

3/4 Early Dismissal/Staff In-Service  
 3/25 Early Dismissal/Staff In-Service

4/2 End of Marking Period 3  
 4/15 KCS Conferences/Early Dismissal/  
 KCS Night Conferences  
 4/16 KCS Conferences/Early Dismissal  
 KHS Night Conferences  
 4/19-26 Schools Closed, Spring Break

5/24 Early Dismissal Staff/Students  
 5/27 Schools Closed Staff/Students

6/14 KCS Graduation  
 6/17 Last day/KHS Graduation (Students)  
 6/18 Last Day Staff

Note: This Calendar includes 2 snow days. Should there be unscheduled and/or weather closings, days will be added to the end of the year. Additionally, the board may consider eliminating days from Spring break if needed. These options will be considered as the winter progresses.

Students 182    Staff 186

	Early Dismissal
	School Closed
	School Closed (Staff In-Service)
	Back to School Nights
	Graduation Dates

JANUARY 2019						
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		

FEBRUARY 2019						
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		

MARCH 2019						
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						

APRIL 2019						
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				

MAY 2019						
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					

JUNE 2019						
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						

# KEYPORT CENTRAL SCHOOL

SEPTEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 Staff PD	5 A Early Dis.	6 B Early Dis.	7 C Early Dis.	8
9	10 D	11 E	12 F	13 A BTSN	14 B	15
16	17 C	18 D	19 E	20 F	21 A	22
23	24 B	25 C	26 D	27 E	28 F	29 30

OCTOBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 A	2 B	3 C	4 D	5 E	6
7	8 SCHOOL CLOSED/ Staff PD	9 F	10 A	11 B	12 C	13
14	15 D	16 E	17 F	18 A	19 B	20
21	22 C	23 D	24 E	25 F	26 A	27
28	29 B Early Dis.	30 C	31 D			

NOVEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 E	2 F	3
4	5 A	6 B	7 C	8 SCHOOL CLOSED	9 SCHOOL CLOSED	10
11	12 D	13 E	14 F	15 A	16 B	17
18	19 C Early Dis.	20 D Early Dis.	21 E Early Dis.	22 SCHOOL CLOSED	23 SCHOOL CLOSED	24
25	26 F	27 A	28 B	29 C	30 D	

DECEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 E	4 F	5 A	6 B	7 C	8
9	10 D	11 E	12 F	13 A	14 B	15
16	17 C	18 D	19 E	20 F	21 A Early Dis.	22
23	24 SCHOOL CLOSED	25 SCHOOL CLOSED	26 SCHOOL CLOSED	27 SCHOOL CLOSED	28 SCHOOL CLOSED	29 30/31

JANUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 SCHOOL CLOSED	2 B	3 C	4 D	5
6	7 E	8 F	9 A	10 B	11 C	12
13	14 D	15 E	16 F	17 A	18 B Early Dis./PD	19
20	21 SCHOOL CLOSED	22 C	23 D	24 E	25 F	26
27	28 A	29 B	30 C	31 D		

FEBRUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1 E	2
3	4 SCHOOL CLOSED/ Staff PD	5 F	6 A	7 B	8 C	9
10	11 D	12 E	13 F	14 A	15 B Early Dis.	16
17	18 SCHOOL CLOSED	19 C	20 D	21 E	22 F	23
24	25 A	26 B	27 C	28 D		

# KEYPORT CENTRAL SCHOOL

MARCH 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1 <b>E</b>	2
3	4 <b>F</b> Early Dis./PD	5 <b>A</b>	6 <b>B</b>	7 <b>C</b>	8 <b>D</b>	9
10	11 <b>E</b>	12 <b>F</b>	13 <b>A</b>	14 <b>B</b>	15 <b>C</b>	16
17	18 <b>D</b>	19 <b>E</b>	20 <b>F</b>	21 <b>A</b>	22 <b>B</b>	23
24	25 <b>C</b> Early Dis./PD	26 <b>D</b>	27 <b>E</b>	28 <b>F</b>	29 <b>A</b>	30 31

APRIL 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 <b>B</b>	2 <b>C</b>	3 <b>D</b>	4 <b>E</b>	5 <b>F</b>	6
7	8 <b>A</b>	9 <b>B</b>	10 <b>C</b>	11 <b>D</b>	12 <b>E</b>	13
14	15 <b>F</b> Early Dis.	16 <b>A</b> Early Dis.	17 <b>B</b>	18 <b>C</b>	19 SCHOOL CLOSED	20
21	22 SCHOOL CLOSED	23 SCHOOL CLOSED	24 SCHOOL CLOSED	25 SCHOOL CLOSED	26 SCHOOL CLOSED	27
28	29 <b>D</b>	30 <b>E</b>				

MAY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 <b>F</b>	2 <b>A</b>	3 <b>B</b>	4
5	6 <b>C</b>	7 <b>D</b>	8 <b>E</b>	9 <b>F</b>	10 <b>A</b>	11
12	13 <b>B</b>	14 <b>C</b>	15 <b>D</b>	16 <b>E</b>	17 <b>F</b>	18
19	20 <b>A</b>	21 <b>B</b>	22 <b>C</b>	23 <b>D</b>	24 <b>E</b> Early Dis.	25
26	27 SCHOOL CLOSED	28 <b>F</b>	29 <b>A</b>	30 <b>B</b>	31 <b>C</b>	

JUNE 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 <b>D</b>	4 <b>E</b>	5 <b>F</b>	6 <b>A</b>	7 <b>B</b>	8
9	10 <b>C</b>	11 <b>D</b>	12 <b>E</b>	13 <b>F</b>	14 <b>A</b> KCS Grad.	15
16	17 <b>B</b> Last Day	18 Last Day Staff	19	20	21	22
23	24	25	26	27	28	29 30

# KEYPORT CENTRAL SCHOOL

## KEYPORT BOARD OF EDUCATION

Cecil Bright (President)  
Kim Kutschman (Vice President)  
Carol Fox  
John Hausmann  
Peter Henning  
Evelyn King-Cote  
Elena Malinconico  
Ann Panzarelli  
Courtney White  
James McGrogan, Union Beach Representative

The Keyport Board of Education meetings are held in the cafeteria of the Keyport High School and all meetings begin at 7:30 PM. Please visit [www.kpsdschools.org](http://www.kpsdschools.org) for information regarding BOE meetings.

<b><u>Administration</u></b>	<b>(732) 212-6100</b>
Dr. Lisa Savoia, Superintendent of Schools	Ext. 1000
Erik Mammano, Principal	Ext. 2001
Elijah Pereira, Vice Principal	Ext. 2000
Anthony Rapolla, Board Secretary/Bus. Admin.	Ext. 1001
Dr. Denise Cleveland, Director of Special Services	Ext. 3152
Dr. Laura Godlesky, Director of Curriculum	Ext. 2007
Joseph Palumbo, Director of Guidance	Ext. 3257
Christina Egan, Supervisor of Language Arts	Ext. 2246
Stephen Slater, Supervisor of Mathematics	Ext. 2245
<b><u>Main Office</u></b>	<b>(732) 212-6130</b>
Laura Connor, Principal's Secretary	Ext. 2001
Gloria Marzario, Vice Principal's Secretary	Ext. 2000
Ashley Zingara, Guidance Counselor	Ext. 2008
Lynne McGlue, Nurse	Ext. 2010

# KEYPORT CENTRAL SCHOOL



<b>Pre-K-5 Schedule*</b>	
Period	
1	8:30-9:20
2	9:23-10:03
3	10:06-10:46
4	10:49-11:29
5	11:32-12:12
5A	12:15-12:55
6	12:58-1:38
7	1:41-2:21
8	2:24-3:04

\*Doors open at 8:00, students are marked tardy if not in class by 8:30.

<b>6-8 Schedule*</b>	
AM HR	8:30-8:35
1	8:38-10:01
2	10:04-11:27
3	11:30-12:53
Lunch	12:56-1:31
4	1:34-2:57
PM HR	3:00-3:04

\*Doors open at 8:00, students are marked tardy if not in class by 8:30.

<b>Pre-K-5 Compressed Schedule</b>	
Period	
1	8:30-8:55
2	8:57-9:22
3	9:24-9:49
4	9:51-10:16
5	10:18-10:43
5A	10:45-11:10
6	11:12-11:37
7	11:39-12:04
8	12:06-12:30

<b>6-8 Compressed Schedule</b>	
AM HR	8:30-8:32
1	8:34-9:23
2	9:26-10:18
3	10:20-11:10
Lunch	11:12-11:37
4	11:39-12:27
PM HR	12:27-12:30

<b>Pre-K-5 Delayed Opening Schedule</b>	
HR	10:30-10:35
1	10:37-11:04
2	11:07-11:34
3	11:37-12:04
4	12:07-12:34
5	12:37-1:04
5A	1:07-1:34
6	1:37-2:04
7	2:07-2:34
8	2:37-3:04

<b>6-8 Delayed Opening Schedule</b>	
AM HR	10:30-10:35
1	10:37-11:34
2	11:37-12:34
3	12:37-1:34
Lunch	1:37-2:04
4	2:07-2:57
PM HR	3:00-3:04

## KEYPORT CENTRAL SCHOOL

### Closing of School

If snow or bad weather necessitates closing school all day, you will be notified by automated phone calls, emails, channels 2, 4, 7, News 12 NJ or by visiting [www.kpsdschools.org](http://www.kpsdschools.org).

### Delayed Opening

When a delayed opening is declared because of inclement weather conditions, school will open at 10:00 AM for breakfast and classes will begin at 10:30 AM.

### Early Dismissal For Emergency Closing

If bad weather forces the cancellation of the afternoon session of school, students will eat lunch on a modified schedule. Parents who are not home during the day should make arrangements for someone to pick up/receive their child. Please make sure your child is aware of your emergency plan. Keep in mind, we can only release your child to someone on the Emergency Contact Form.

### 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. Please be reminded a written note must be turned in upon 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.**

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 student is out for a period of more than 2 school days.)
- Family Illness and/or Death
- Absence deemed excused by the principal upon a written request by the student's parent/guardian

# KEYPORT CENTRAL SCHOOL

## Important Dates

### Conferences

The staff welcomes conferences with parents. This year, two scheduled conferences will be held on **November 19th, 20th**, and **April 15th, 16th**. However, teachers and parents are encouraged to schedule conferences at any time during the year. **Please remember, however, that the teacher cannot be called away from class to answer phone calls.**

### Back-To-School Night

September 13, 2018

### Report Cards

Report cards are issued approximately every 10 weeks. Please continue to monitor student progress through our parent portal system. To access the parent portal system, you must obtain a username and password. You can easily receive this information by visiting [www.kpsdschools.org](http://www.kpsdschools.org) to download the form from our website, or simply visit our office for the proper paperwork.

<b>Periods</b>	<b>Marking Period Dates</b>
1	September 5, 2018 - November 7, 2018
2	November 12, 2018 - January 25, 2019
3	January 28, 2019 - April 2, 2019
4	April 3, 2019 - June 17, 2019



# KEYPORT CENTRAL SCHOOL

## Grading

### **Core Subjects:**

- Report cards will be standards based in grades K-5
- Report cards in grades 3-5 will also include an average for each subject

### **Grading Policy for Grades 3-8 Core Subjects:**

- Major Assessments (Tests, Projects, Essays, Book Reports, Etc...) 50%
- Minor Assessments (Graded Classwork, Quizzes, Participation, Etc...) 35%
- Homework 15%

### **Special Subjects:**

- Standards based for grades K-5
- Averages for grades 6th, 7th, and 8th

### **Grading Policy for Grades 6-8 Special Subjects:**

- 50% Participation
- 25% Mastery/Improvement of skills and concepts
- 25% homework/quizzes and/or written assignments

### **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 determinations for Grades 6-8.

\*Honor Roll recognition is for grades 4-8.

## KEYPORT CENTRAL SCHOOL

### Cafeteria

Because of the large number of students who eat lunch in the cafeteria, children are asked to observe basic rules of orderliness and courtesy. All staff members who are on duty during the lunch period will enforce these rules to ensure a safe and relaxed climate. Children may bring lunch or purchase lunch at school. The cost for lunch during the 2018/2019 school year will be \$2.50 for students in grades Pre-K-8. For those who qualify, the cost is \$.40 for reduced lunch.

### Cafeteria Rules

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

### Breakfast

Breakfast will be served from 8:00 AM to 8:25 AM in the cafeteria. The cost of breakfast is \$1.10 (full price), \$.30 for reduced or free for those who qualify. Any student who eats breakfast in the cafeteria must then remain in the cafeteria until the morning bell rings. **No** student will be permitted to leave without a teacher escort.

### Insurance

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

### 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.

## KEYPORT CENTRAL SCHOOL

### **Intervention And Referral Services (I&RS)**

Intervention & 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 and organizations, 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.

### **Records**

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, go to [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

### **Lockers**

Lockers are loaned to students for temporary storage of school materials 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.

## KEYPORT CENTRAL SCHOOL

### **Emergency Health Procedure**

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. It is the parent's responsibility to provide necessary transportation.

When a child is directed by a physician to take prescribed medication 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.

### **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.

### **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 price for replacing the volumes. 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.

### **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.

### **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>.

## KEYPORT CENTRAL SCHOOL

Policies for Parent/Student Handbook are available at [www.kpsdschools.org](http://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
<b>5000</b>	<b>Pupils</b>
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
<b>8000</b>	<b>Operations</b>
8505 M	School Nutrition
8506 M	School Lunch Program Biosecurity Plan
<b>9000</b>	<b>Community</b>
9120 M	Public Information Program
	Revised 9/2016

## KEYPORT CENTRAL SCHOOL

### **Personal Belongings**

Backpacks, hats and coats must be stored in lockers. Other items such as electronic devices are to be stored in lockers and are prohibited during school hours.

### **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.

### **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. To be excused from Physical Education class, students must have a note from a doctor as to their physical limitations.

### **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.

### **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 Intervention and Referral Services (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.

## KEYPORT CENTRAL SCHOOL

### **“Keyport Extendicare Program”**

The Keyport Board of Education is proud to offer our own Extendicare Program serving all students in Pre-K-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](http://www.kpsdschools.org) and click on “Extendicare Program” for registration forms, fees, and program information. You may also call (732) 212-6100 ext. 2263 to speak with LeeAnn Romanetz or Lynn Ferber about the program or email them at [extendicare@kpsdschools.org](mailto:extendicare@kpsdschools.org).

# KEYPORT CENTRAL SCHOOL

## **Central School Clubs**

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

## **Central School Athletics**

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

\*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.



September 5, 2018

Dear Parents/Guardians,

Title I of the *Elementary and Secondary Education Act* (ESEA), previously known as (NCLB) requires the implementation of a Learning Compact in all schools that receive Title I funds. Learning Compacts are pledges that define the expectations and mutual responsibilities of schools, parents, and students as partners in the academic achievement of everyone.

Extensive research has clearly shown that partnerships between parents and schools increase student achievement, as well as develop and enhance positive attitudes about school and staff.

Schools have the obligation to develop effective, quality programs, which involve parents, families, and communities in the education of their children. Education must take the initiative in reaching out to all our partners to develop these vital collaborations. To this end, we endorse the following guiding principles:

- Parents are an important resource to schools.
- Parent involvement requires active participation of the school, family, and community.
- Caring, sensitive and responsive school personnel heighten the family's desire to become involved and create the conditions for successful parent involvement programs.
- The dignity of the child and his/her family, their personal circumstances and cultural/linguistic diversity must always be affirmed.
- Every child moves toward reaching full potential at his/her own pace through the support of school staff and parents.

Enclosed please find a copy of the Student/Teacher/Parent Compact. Please sign the Student/Teacher/Parent Compact and return it to the your child's teacher at your earliest convenience. If you have any questions or require any additional information, please feel free to contact me at (732)212-6100 ext. 2007.

Sincerely,  
Laura Godlesky, Ed. D.  
Director of Curriculum

September 5, 2018

Dear Parents/Guardians,

Attached is the Elementary and Secondary Education Act / No Child Left Behind (ESEA/NCLB) Title I Parental Involvement Policy for your review. Under the law, any school which receives Title I funding is required to distribute this policy.

Please take a few minutes to review the attached. If you have any questions, please feel free to contact me at (732) 212-6100, ext. 2007.

I would also like to extend an invitation for all Central School Parents to join us at our Annual Title I Parent Meeting to learn more about Title I, parental involvement opportunities and what Title I Schoolwide means for the Keyport Central School. This meeting will be held in the Central School Media Center from 5:00pm – 5:30pm on September 13, 2018. Please RSVP to Michelle Cannizzaro in the Curriculum Office at (732) 212-6100, ext. 2007.

Sincerely,

Laura Godlesky, Ed. D.

Director of Curriculum

**Keyport Public Schools**  
**Academic Enrichment Programs**  
**School-Parent/Guardian-Student Compact**

School \_\_\_\_\_

Student \_\_\_\_\_

School Year 2018 - 2019

Grade \_\_\_\_\_

The Keyport Public School District recognizes and values the benefits of a good working relationship among the parent/guardian, student and school. The School-Parent/Guardian-Student Compact has been developed to encourage and to support this vital relationship to help students succeed in meeting the challenging academic standards that all students are expected to master.

**Role of the School:**

The school will provide high quality curriculum and instruction in a supportive and effective learning environment that will enable student success and help each student acquire good citizenship skills. The school also will do the following:

- Treat each child with compassion and respect;
- Provide every student access to developmentally appropriate learning experiences;
- Work to address the individual needs of each student;
- Provide a safe, positive and healthy learning environment for each student;
- Acknowledge the importance of the home-school partnership in the mutual success of the school and its students; and
- Provide opportunities for ongoing communication with parents so that they may participate in their child's education.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Role of the Parent/Guardian:**

I realize the important of the partnership between the home and school to support my child's achievement and help him/her become a responsible citizen. I join my child's school in the effort to help my child succeed by doing the following to the best of my ability. Signing below indicates that I have received and reviewed the Keyport Board of Education's NCLB policy enclosed in this packet.

- Create a home atmosphere that supports learning;
- Send my child to school on time and well-rested;
- Monitor assignments and encourage homework completion;
- Review all school communications and respond promptly;
- Attend school functions, conferences and workshops;
- Maintain open communication with my child's teacher;
- Encourage my child to demonstrate respect for school personnel, his/her classmates, school property; and
- Encourage positive use of extracurricular time.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Role of the Student:**

I realize that education is important and that I can make choices that positively affect my achievement and make me a good citizen. I agree to carry out the following responsibilities to the best of my ability:

- Develop a positive attitude toward school;
- Work diligently on class work and homework;
- Listen attentively to and follow the teacher's instructions;
- Ask for help, when needed;
- Be respectful to all members of the school community;
- Follow all school and classroom rules and strive to make good choices;

- Use my extracurricular time positively; and
- Prepare to come to school on time each day.

---

Student's Signature

Date

## District Policy

### **2415.04- TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)**

Section: Program

Date Created: September, 2011

Date Edited: September, 2011

## **M**

### **GENERAL EXPECTATIONS**

The school district will put into operation programs, activities, and procedures for the **involvement** of **parents** in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with **parents** of participating children.

Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level **parental involvement** policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-**parent** compact consistent with Section 1118(d) of the ESEA.

The school district will incorporate this District-Wide **Parental Involvement** Policy into its school district's plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A **parental involvement** requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of **parents** with limited English proficiency, **parents** with disabilities, and **parents** of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language **parents** understand.

If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the **parents** of participating children, the school district will submit any **parent** comments with the plan when the school district submits the plan to the New Jersey Department of Education.

In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the school district will involve the **parents** of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of **parental involvement**, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:

**Parental involvement** means the participation of **parents** in regular, two-way, and meaningful communication involving pupil academic learning and other school activities, including ensuring-

1. That **parents** play an integral role in assisting their child's learning;
2. That **parents** are encouraged to be actively involved in their child's education at school;
3. That **parents** are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a **Parental Information and Resource Center**, the school district will inform **parents** and **parental** organizations of its purpose and existence.

## DESCRIPTION OF HOW THE SCHOOL DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

Keyport Public Schools and the **parents** of the pupils participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children) agree that this compact outlines how the **parents**, the entire school staff, and the pupils will share responsibility for improved pupil academic achievement and the means in which the school and **parents** will build and develop a partnership that will help children achieve New Jersey's high standards.

This school-**parent** compact is in effect during school year 2011-2012.

### School Responsibilities

Keyport Public Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet New Jersey's pupil academic achievement standards as follows:

The curricula for all courses aligned to the most recent NJCCCS for the discipline. Cross-content standards are also represented appropriately in the curricula as are workplace readiness and technology standards. Educational materials are in good condition and are adopted with the NJCCCS in mind. All pupils are taught by certificated and highly qualified teachers to satisfactorily prepare them for formative and summative assessments. Faculty and staff are skilled in pedagogy and are empathetic to the concerns and challenges of their pupils, thereby, providing a supportive and effective learning environment.

2. Hold **parent**-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

**Parent**-teacher conferences may be held at the request of the pupil, the **parent**, the teacher, or another staff member at a mutually convenient time as set up through the pupil's guidance counselor or CST case worker. The conference is set for the earliest possible time and date available. Special circumstances may lead to immediate conferences to better meet the needs of the pupil and the urgency of the situation.

3. Provide **parents** with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Formal reports are provided to pupils and **parents** four times per year. In addition, progress reports are provided mid-way through each marking period for grades six to twelve. More frequent reports (e.g., weekly) may be requested of the teacher through the guidance counselor or CST case worker.

4. Provide **parents** reasonable access to staff. Specifically, staff will be available for consultation with **parents** as follows:

Faculty and staff are available for consultation through school e-mail and phone calls at anytime the **parent** wishes to reach out to them. Face-to-face conferences are always available along with the guidance counselor or CST case worker by appointment.

5. Provide **parents** opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

**Parents** are encouraged to enjoy performances of the vocal and instrumental music departments throughout the year on several occasions. Back-to-School Night, Conferences, and Community Day are other opportunities to learn about the pupil's course activities and the expectations of teachers for the pupil and **parent** and vice



versa. **Parents** are also provided access to the pupil's classroom to observe the pupil's performance, participation, attitude, etc. upon approved request.

### **Parent Responsibilities**

We, as **parents**, will support our children' learning in the following ways:

- Monitor attendance
- Make sure the homework is completed
- Help pupil with homework when able
- Monitor time watching television, playing video games, on social networking sites, etc.
  
- Attend Back-to-School Night and learn about classes and expectations
- Read the **Parent**-Student Handbook and abide by the guidelines
- Appropriately participate in decisions relating to my child's education (e.g., contact faculty and staff with questions and concerns)
- Promote positive use of my child's co-curricular time and activities
- Stay informed about my child's education and communicate with the school by promptly reading all notices received by or about my child and responding appropriately
- Serve, to the extent possible, on advisory groups such as the Title I Policy Advisory Committee, a school support team or local school committee

### **Pupil Responsibilities**

We, as pupils, will share the responsibility to improve our academic achievement and achieve the New Jersey's high standards. Specifically, we will:

- Complete my homework every day
- Ask for help when I need it
- Go for extra help from the teacher after school, if I need it
- Take advantage of tutoring sessions before or after school when I need it

- Drop Everything and Read outside of school
- Talk to my guidance counselor, CST case worker, school nurse, or other faculty/staff member about a problem that affects my academic progress and overall performance in school
- Give my **parents**, or other adult responsible for my well-being, all notices, letters and communications sent from school to them