

KEYPORT CENTRAL SCHOOL
335 BROAD STREET
KEYPORT, NEW JERSEY 07735-1694



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,

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 and know where to access other policies and procedures electronically.

Student:

Parent/Guardian:

Date:

KEYPORT CENTRAL SCHOOL

2016-2017

School Calendar

	September 2016							October 2016							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1 Professional Day for Staff					1	2	3							1	10 School Closed for Students
2 School Closed															
6 First Day of School/Early Dismissal for Students	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
7 Early Dismissal for Students	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
8 KHS Back to School Night	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
13 CS Back to School Night	25	26	27	28	29	30		23	24	25	26	27	28	29	
								30	31						

	November 2016							December 2016							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
8 End of Marking Period 1			1	2	3	4	5					1	2	3	23 Early Dismissal Staff/Students 26-30 School Closed Winter Break
10, 11 School Closed Teacher Convention	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
16 CS Afternoon/Evening Conferences	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
17 CS Afternoon Conferences	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23 Early Dismissal for Students/Staff	27	28	29	30				25	26	27	28	29	30	31	
24, 25 School Closed Thanksgiving															

	January 2017							February 2017							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
2 School Closed Winter Break	1	2	3	4	5	6	7				1	2	3	4	6 School Closed In-Service 17 Early Dismissal Staff/Students 20 School Closed President's Day
16 School Closed MLK Day	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
17 School Closed for Students, In-Service	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
23 End of Marking Period 2	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
	29	30	31					26	27	28					

	March 2017							April 2017							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4							1	5 CS Afternoon/Evening Conference 6 CS Afternoon Conferences 10 End of Marking Period 3 14-21 School Closed Spring Break
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
	26	27	28	29	30	31		23	24	25	26	27	28	29	
								30							

	May 2017							June 2017							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
26 Early Dismissal Staff/Students		1	2	3	4	5	6					1	2	3	16 Central School Graduation 19 Last Day of School
29 School Closed Memorial Day	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
	28	29	30	31				25	26	27	28	29	30		

Total Days
Students 182
Staff 186

* This calendar includes 2 snow days. Should there be unscheduled and/or weather closings, days will be added to the end of the year 6/20, 6/21. The Board may also consider eliminating days from spring break if needed. These options will be considered as the winter progresses.

KEYPORT CENTRAL SCHOOL

Specials Calendar

SEPTEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6 A First Day	7 B	8 C	9 D	10
11	12 E	13 F Back To School Night	14 A	15 B	16 C	17
18	19 D	20 E	21 F	22 A	23 B	24
25	26 C	27 D	28 E	29 F	30 A	

OCTOBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 B	4 C	5 D	6 E	7 F	8
9	10 School Closed	11 A	12 B	13 C	14 D	15
16	17 E	18 F	19 A	20 B	21 C	22
23	24 D	25 E	26 F	27 A	28 B	29
30	31 C					

NOVEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 D	2 E	3 F	4 A	5
6	7 B	8 C	9 D	10 School Closed	11 School Closed	12
13	14 E	15 F	16 A	17 B	18 C	19
20	21 D	22 E	23 F Early Dismissal	24 School Closed	25 School Closed	26
27	28 A	29 B	30 C			

DECEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 D	2 E	3
4	5 F	6 A	7 B	8 C	9 D	10
11	12 E	13 F	14 A	15 B	16 C	17
18	19 D	20 E	21 F	22 A	23 B Early Dismissal	24
25	26 School Closed	27 School Closed	28 School Closed	29 School Closed	30 School Closed	31

JANUARY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 School Closed	3 C	4 D	5 E	6 F	7
8	9 A	10 B	11 C	12 D	13 E	14
15	16 MLK Day	17 School Closed In-Service	18 F	19 A	20 B	21
22	23 C	24 D	25 E	26 F	27 A	28
29	30 B	31 C				

FEBRUARY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 D	2 E	3 F	4
5	6 School Closed In-Service	7 A	8 B	9 C	10 D	11
12	13 E	14 F	15 A	16 B	17 C Early Dismissal	18
19	20 School Closed	21 D	22 E	23 F	24 A	25
26	27 B	28 C				

KEYPORT CENTRAL SCHOOL

Specials Calendar

MARCH 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 D	2 E	3 F	4
5	6 A	7 B	8 C	9 D	10 E	11
12	13 F	14 A	15 B	16 C	17 D	18
19	20 E	21 F	22 A	23 B	24 C	25
26	27 D	28 E	29 F	30 A	31 B	

APRIL 2017						
	MON	TUE	WED	THU	FRI	SAT
						1
2	3 C	4 D	5 E	6 F	7 A	8
9	10 B	11 C	12 D	13 E	14 School Closed	15
16	17 School Closed	18 School Closed	19 School Closed	20 School Closed	21 School Closed	22
23	24 F	25 A	26 B	27 C	28 D	29
30						

MAY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 E	2 F	3 A	4 B	5 C	6
7	8 D	9 E	10 F	11 A	12 B	13
14	15 C	16 D	17 E	18 F	19 A	20
21	22 B	23 C	24 D	25 E	26 F Early Dismissal	27
28	29 School Closed	30 A	31 B			

JUNE 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 C	2 D	3
4	5 E	6 F	7 A	8 B	9 C	10
11	12 D	13 E	14 F	15 A	16 B Kcs Graduation	17
18	19 C Last Day	20	21	22	23	24
25	26	27	28	29	30	

Section 1. General Information

KEYPORT BOARD OF EDUCATION

Ann Panzarelli, President
 Elana Malinconico, Vice President
 Cecil Bright
 Carol Fox
 Peter Henning
 Evelyn King-Cote
 Kim Kutschman,
 Al Litwak
 Courtney White
 Angela Cocuzza, Union Beach Representative

The Keyport Board of Education meetings are held in room 108 at the high school and all meetings begin at 7:30 P.M. For information regarding meetings, please call the Board of Education Office at 732-212-6120 or visit www.kpsdschools.org.

Administration

(732) 212-6100

Dr. Lisa Savoia, Superintendent of Schools	Ext. 1000
Erik Mammano, Principal	Ext. 2001
Elijah Pereira, Vice Principal	Ext. 2000
Denise Cleveland, Director of Pupil Personnel	Ext. 3152
Anthony DePasquale, Director of Guidance	Ext. 3256
Christina Egan, Supervisor of Language Arts	Ext. 2246
Laura Godlesky, Director of Curriculum	Ext. 2007
Anthony Rapolla, Board Secretary/Bus. Admin.	Ext. 1001
Steven Slater, Supervisor of Mathematics	Ext. 2245

Main Office

(732) 212-6100

Laura Connor, Principal's Secretary	Ext. 2001
Ariel Guttenplan, Guidance Counselor	Ext. 2008
Gloria Marzario, Vice Principal's Secretary	Ext. 2000
Kathryn Stevenson, Nurse	Ext. 2010

School Day For Students



Prek-5 Schedule

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

Prek-5 Compressed Schedule

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

6-8 Schedule

Period	
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

6-8 Compressed Schedule

Period	
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

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, NJ12 or by visiting www.kpsdschools.org.

Delayed Opening

When a delayed opening is declared because of inclement weather conditions, school will open 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 some responsible person 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.

KEYPORT CENTRAL SCHOOL

Conferences

The staff welcomes conferences with parents. This year, two scheduled conferences will be held on **November 16th, 17th**, and **April 5th, 6th**. 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.**

Progress Reports

Distributed to Student
October 7, 2016
December 16, 2016
March 3, 2017
May 17, 2017

Back-To-School Night
September 13, 2016

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 to download the form from our website, or simply visit our office for the proper paperwork.

Periods	Marking Period Dates	Report Card Distribution
1	September 6, 2016 - November 8, 2016	November 17, 2016
2	November 9, 2016 - January 26, 2017	February 3, 2017
3	January 27, 2017 - April 3, 2017	April 12, 2017
4	April 4, 2017 - June 19, 2017	June 19, 2017

KEYPORT CENTRAL SCHOOL

Grading

Core Subjects:

- Report cards will be standards based K-5
- 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, Classroom Participation, Etc...) 35%
- Homework 15%

Special Subjects:

- Standards based 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.

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 20162017 school year will be \$2.35 for students in grades PreK-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.

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 combinations of these issues. I&RS utilizes the resources of the entire school district and community services including, but not limited to, the substances abuse counselors 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 children's educational records.
- Seek to amend their children'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

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.

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/profdev/nclb>.

Policies for Parent/Student Handbook 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

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. A lock will be distributed to these students so that these items can be safely secured in the locker room. Students will be charged a replacement fee of \$6.00 for all lost locks. To be excused from Physical Education class, students must have a note from a doctor as to their physical limitations.

School Visitations

Parents are welcome to visit school. Visitors may only enter through the Broad Street doors during the school day. All visitors must report to the office before going to any other area of the building to obtain a visitors pass.

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 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 7Am until school starts and from dismissal of school until 6PM (including half days)

Please visit www.kpsdschools.org and click on “Extendicare Program” for information such as, 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.

Central School Clubs

Art Club
Board Games
Book Club
Builders Club
Chess Club
Digital Art Club
Digital Media Club
Drama Club
Environmental Club
Mini/Sweet Melodies
Student Council
Yearbook Club

Central School Athletics

Boys Soccer
Girls Soccer
Field Hockey
Boys Basketball

Girls Basketball
Wrestling
Baseball
Softball
Cheerleading

*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.