

Westwood Regional School District Elementary Programs (K-5)

**701 Ridgewood Road
Township of Washington, NJ 07676**

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**STUDENT/PARENT HANDBOOK
2017 – 2018**

“Excellence in Education”



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TABLE OF CONTENTS

| | |
|--|-----------|
| MOTTO | 5 |
| MISSION STATEMENT | 5 |
| VISION STATEMENT | 5 |
| GENERAL INFORMATION | 5 |
| Change of Contact Information | 5 |
| Crisis Response Plan | 6 |
| Field Trip Information | 6 |
| Fire and 9-1-1 Drills | 6 |
| Guidelines to Help Our Children Stay Safe | 6 |
| Lunchtime Procedures | 6 |
| Procedures for Going Home or Out for Lunch | 6 |
| School Conferences | 7 |
| School Website | 7 |
| School to Home Communication | 7 |
| District Calendar of Events and Activities | 7 |
| Snacks and Birthday Celebrations | 8 |
| Food Allergy and Intolerance | 8 |
| Stormy Weather Regulations | 8 |
| Student Records | 9 |
| Technology Policy | 9 |
| Comprehensive Equity Plan | 9 |
| STUDENT INFORMATION | 9 |
| All School Areas | 10 |
| Instructional Areas | 10 |
| Bathroom | 10 |
| Lunchroom | 10 |
| Recess | 10 |
| Indoor Recess | 10 |
| Assembly Programs | 11 |
| Parent-School/Student Organization (PSO) | 11 |
| Care of School Property | 11 |
| Electronic Devices and Personal Property | 11 |
| Dress Code | 11 |
| SCHOOL DAY SCHEDULES/PROCEDURES | 12 |
| Regular Day Schedule | 12 |
| Early and/or Late Pick-Up | 12 |
| Arrival Procedures and Drop-Off Area | 12 |
| Dismissal Procedures | 12 |
| Visiting School | 12 |

| | |
|---|-----------|
| ATTENDANCE | 13 |
| Absences and Tardiness | 13 |
| Promotion and Retention | 13 |
| Illness at School | 13 |
| MEDICAL INFORMATION | 14 |
| School Nurse Information | 14 |
| Immunizations | 14 |
| Physical Examinations | 14 |
| Communicable Diseases | 14 |
| Absences Due to Illness | 15 |
| Medication in School | 15 |
| Excuses from Physical Education | 15 |
| Long-Term Illness/Home Instruction | 16 |
| ACADEMICS | 17 |
| 2017-2018 Report Card Schedules | 17 |
| Curriculum Descriptions | 19 |
| Remedial Program | 19 |
| Assessment | 19 |
| Homework | 20 |
| Parent/Guardian Request for Homework | 20 |
| Intervention and Referral Services (I&RS) | 20 |
| Special Services | 20 |
| District Testing Schedule | 21 |
| CODE OF CONDUCT/DISCIPLINE | 22 |
| Anti-Bullying and Harassment Policy | 22 |
| Statement of Beliefs | 22 |
| Student Responsibilities | 23 |
| School Procedures for Student Discipline | 23 |
| UNLAWFUL/CONTROLLED DANGEROUS SUBSTANCES | 24 |
| Student Alcohol and Drug Abuse | 24 |
| Child Abuse and Neglect | 24 |

APPENDICIES

| | |
|--|-----------|
| <u>Appendix A:</u> BOARD OF EDUCATION MEETINGS | 25 |
| <u>Appendix B:</u> WESTWOOD REGIONAL SCHOOL DISTRICT 2016-2017 CALENDAR | 26 |

MOTTO

“Excellence in Education”

MISSION STATEMENT

To provide excellence in education through rich and diverse learning opportunities, enabling students to exercise intelligent control of their future.

VISION STATEMENT

The vision of the Westwood Regional School District, serving the diverse communities of the Borough of Westwood and the Township of Washington, is to provide a sound and comprehensive education. This educational process will ensure that our students have the knowledge, skills, and experiences which will enable them to make future life choices. It is a long-term goal of the Westwood Regional School District that each student will use this knowledge, these skills, and these experiences to reach his/her potential and thus become an actively contributing, productive member of the global community.

Westwood Regional District staff believe:

- Children are our community's most valuable assets, and each individual has inherent worth.
- Education is the shared responsibility of the school, Board of Education, family, government, and community.
- Children learn at different rates and in different ways; therefore, it is necessary to address the individual needs of each student.
- Students should be empowered to be productive, responsible, self-directed individuals who respect and appreciate diversity.
- Lifelong learning is essential for success in a technologically changing society.
- All children have the right to a safe, positive, and respectful learning environment.
- Self-esteem is directly related to success.
- Our schools should instill a spirit of pride, accomplishment, and growth in our students.
- It shall be our purpose to develop a community of learners.
- A sound and comprehensive education produces literate and organized individuals who are effective problem solvers, critical thinkers, and competent users of technology.

GENERAL INFORMATION

The official school day for students is from 8:45 AM to 3:15 PM; however, throughout the year there are opportunities for students to take part in a variety of programs that take place before and after school. Some of the programs are sponsored by the school district, while others are sponsored by the PSO or YWCA. Keep an eye out for information sent home or call the main office for more information.

Change of Contact Information

It is important that we have accurate contact information for all parents/guardians. Please continue to update your contact information through the Genesis Parent Portal or contact the school secretary for assistance. Also, changes in medical information should be reported to the school nurse.

Crisis Response Plan

The Westwood Regional School District has developed a Crisis Response Plan to effectively and safely deal with a variety of emergency situations. There are building-based components to this plan as well. The main objective of the plan is to attend to the health and welfare of staff and students in the event of a crisis. In the event of a crisis, the district will communicate with parents/guardians in a number of ways, including the district's website, email, and the district's "Blackboard" system.

Field Trip Information

School field trips are arranged from time to time to add to your child's educational, social, and cultural experiences. Please note that your child's participation is strictly voluntary, and costs are borne by parents/guardians, though arrangements can be based upon financial need. All field trips will be under teacher supervision, reasonable precautions will be taken for the safety and welfare of students participating, and all students will be expected to leave from school and return to school in the company of the teacher.

Fire and 9-1-1 Drills

Throughout the course of the year, we will be conducting fire drills and 9-1-1 (emergency) drills to help provide a safe environment for our students, staff, and parents/guardians in the event of an emergency. If you have any questions, please contact the Principal. New Jersey State Education Law requires that one fire drill and one emergency drill occur per month throughout the school year.

Guidelines to Help Our Children Stay Safe

The Westwood Regional School District strongly believes in following the New Jersey Department of Education guidelines for keeping our children safe. Therefore, we maintain a strong focus on keeping our schools violence- and drug-free, building positive social and emotional climates, making our buildings physically safe, planning for and responding to crisis situations, building good character, and remediating destructive behaviors.

Lunchtime Procedures

At lunch, students are provided with ample time to consume their food and enjoy recess. During this time half the students eat in the cafeteria while the others have recess. Lunch can be brought from home and is available for purchase in grades K – 5. Supervising adults will work with the children to make sure that they make efficient use of the time they are given. When leaving their classroom for lunch students should make sure that they have their food, drink, money, and coat. In the cafeteria, students should focus on eating their food and no student will be permitted to purchase snack until their main meal is eaten. Students are not permitted to bring any glass containers. As long as the weather permits, students will go outside during recess; therefore, it is imperative that they come prepared with appropriate clothing. If a child wears a coat to school, then (s)he will be expected to wear it outside during recess.

Procedures for Going Home or Out for Lunch

If you are taking your child away from the school for lunch, a written permission note to the teacher and principal is required each time the student leaves the school. The district is not responsible for students once they have left the school.

School Conferences

School conferences are an excellent way for parents/guardians and teachers to share information regarding students' strengths, concerns regarding personal/academic growth, and student goals. Although formal conferences are scheduled for each school in October, parents/guardians should feel free to contact a teacher to schedule an appointment at any time.

Teachers can be reached by e-mail (**check school website for email addresses**). Parents/guardians may also contact the Main Office and leave a message with a secretary. Please allow 48 hours for a response.

If a student or parent/guardian has a concern about the school, the following procedure should be followed to resolve the situation as quickly as possible:

1. Contact the teacher to discuss the matter directly.
2. If the problem still exists, contact the Principal.
3. If the problem remains unresolved, contact the Assistant Superintendent at 201-664-0880, ext. 2018.
4. If still unresolved, contact the Superintendent, 201-664-0880, ext. 2001.
5. Finally, if unresolved, ask the Superintendent about involving the Board of Education.

School Website

The official website of the Westwood Regional School District is www.wwrdsd.org. The district website should be used for general information about the district, such as Board of Education meetings, upcoming district events, and district information regarding curriculum, instruction, and assessment. For more specific information about a school, such as teacher or grade-level information, individual school calendars, and school-specific upcoming events, go to your school's website at www.wwrdsd.org.

School to Home Communication

Open/regular communication between the school/home is essential for a successful educational experience.

1. Paper: School and teacher notices sent home regarding important news, events, and reminders
2. Electronic: In addition to the website (see previous section), all staff members send, check, and respond to email on a regular basis.
3. Telephone: In addition to using the telephone to speak to someone directly, the SchoolMessenger system is an automated phone service that allows the district to send a single message to every family in the school under 10 minutes. The system will only be used to notify families of important upcoming events and emergency school closings, delayed openings, or early dismissals.

District Calendar of Events and Activities

In addition to school-specific communication resources, a District Calendar of Events and Activities is available to keep WWRSD parents/guardians informed of school and district activities scheduled

throughout the school year. For a complete listing of events/activities, visit the district's website at www.wwrzd.org.

Snacks and Birthday Celebrations

The district is dedicated to providing an environment that promotes healthy eating, enabling pupils to make informed choices about the food they eat, and to discourage the consumption of snacks high in fat and sugar. If your child is allowed to have a small snack in his or her class, please make sure the snack is nutritious and healthy. Birthday celebrations are confined to the classrooms, and all such celebrations take place during the scheduled snack time as to not take up additional instructional time. Students are not allowed to "tour" the school with birthday treats. Please contact the Principal with any questions you have. For further information, refer to Local Wellness and Nutrition Policy 8505 on the district website (www.wwrzd.org > Board of Education > Policies & Regulations).

Food Allergy and Intolerance

The district recognizes pupils may have anaphylaxis to certain foods and other substances. Therefore, it is very important the parents/guardians of pupils with anaphylaxis to food and other substances inform the school principal and school nurse so they may notify those school staff members who may interact with the pupil. For further information, refer to Anaphylaxis to Food and Other Substances Policy 5331 on the district website (www.wwrzd.org > Board of Education > Policies & Regulations).

Stormy Weather Regulations

Any change in the normal opening of school will be signaled by sounding the towns' siren systems at 6:30, 7:00, and 7:30 A.M. Specific information about the changes for the day can be obtained in any of the following ways:

- By logging onto the district website at www.wwrzd.org
- By calling the district switchboard — 201-664-0880 — after 6:00 A.M.
- By contact through SchoolMessenger phone call
- By receiving a district e-mail (you must be a subscriber to district e-alert)
- By logging onto the WOR website at www.worschoolclosings.info.

Types of Changes

- All-day closing: All extracurricular activities, practices, and school-aged childcare programs are cancelled.
- Delayed opening: All schools will open ninety (90) minutes later than the normal start times (grades K–5 = 10:15 A.M.). Staff will report ninety (90) minutes later than the official start time. All before school clubs and YMCA programs will be cancelled. All bus pickups will be ninety (90) minutes after normal time. All students will be dismissed at the normal time.
- Delayed opening changed to an all day closing: Sound of the siren at 8:00 and 8:30 A.M. will signal this change. District and radio websites, switchboard, and phone chain messages will be updated as well.
- One-session day (early dismissal): Sounding of sirens at 11:00 A.M. **All students** in grades K–5 will be dismissed at 12:45 P.M. Lunch **will not** be served in the elementary schools. If dismissal occurs during the height of the storm, students, other than those transported by bus, will be permitted to remain at school until storm subsides. Staff will remain until students have left the building It is requested that parents/guardians and

students observe the signals, websites, and radio broadcasts indicated above. Please refrain from calling the local police departments or school authorities for information to ensure that telephone lines remain clear for emergencies.

Student Records

The Westwood Regional Board of Education is in full compliance with the Federal Family Educational Rights and Privacy Act and the New Jersey Pupil Records Act. Pupils' records may be examined by calling the school Principal and arranging for a mutually convenient appointment.

Technology Policy

- Students and parents must approve the Acceptable Use of Computer Network/Computers Policy (Genesis Parent Portal) form before students can use school technology.
- Sharing of passwords is prohibited.
- Students may use a computer under direct teacher supervision only.
- The computer may be used for teacher-directed activities only.
- Installation of software/downloads of any kind is prohibited.
- Students must log out when they are done using the computer.
- Students must log off the workstation if they step away from the computer.
- Students must memorize their password and keep it to themselves.
- Individuals violating policies shall be subject to the consequences as indicated in Board of Education Regulation 2361 and other appropriate discipline.

Parents/Guardians are asked to monitor students' use of e-mail at home, because inappropriate messages and instant messaging to classmates often result in problems at school. Students do not have access to e-mail at school.

Comprehensive Equity Plan

Under the direction of the District's Affirmative Action Officer, a Comprehensive Equity Plan guides the district in matters of equity. The plan, approved by the Westwood Regional Board of Education and the N.J. Department of Education, is based on a needs assessment that identifies our compliance with state and federal requirements and laws, as well as areas needing corrective action. Affirmative action policies and procedures are located under **Human Resources** on the homepage of the district's website.

STUDENT INFORMATION

For learning to take place, a school climate must exist that promotes the development of appropriate attitudes and behaviors. Specific student behaviors and attitudes have a direct, positive impact on the overall school environment. The faculty and staff will encourage all students to behave appropriately in every area. Teachers and the principal will be responsible for handling all infractions that occur.

All School Areas

- Follow directions
- Keep hallways clean and quiet
- *Walk* on the right side of the hallway
- Cooperate in keeping our school free of vandalism
- Be courteous to all adults and peers
- Use appropriate/acceptable language

- Do not chew gum in the building
- Do not wear hats once inside
- Treat each other with respect
- Do not place your hands or any other objects on anyone for any reason

Instructional Areas

- Follow all classroom rules
- Be respectful to teachers, peers, and self
- Raise hand when wishing to speak
- Take proper care of all school materials, equipment, and property
- Students are NOT permitted inside a classroom without a teacher or adult supervising

Bathroom

- Receive permission from supervising adult to use bathroom
- Keep bathroom area clean and sanitary
- Observe good health habits
- Notify adult if there is a problem with the bathroom
- Return to class as soon as possible
- Use quiet voices

Lunchroom

- Respect and listen to adults supervising lunchroom
- Remain seated
- Line up for lunch in a quiet and orderly manner
- Receive permission to leave table or lunchroom when necessary
- Observe proper table manners
- Keep table and floor areas clean
- Place all trash in large plastic containers

Recess

- Line up in a quiet and orderly manner
- Be polite, respectful, and considerate to supervising adults and peers
- Remain in designated play areas
- Follow all safety rules
- Have everything needed before going out to recess
- Receive permission from the Principal before bringing in sports equipment from home (i.e., balls)

Indoor Recess

- Be polite, respectful, and considerate to supervising adults and peers
- Remain in classroom at all times unless you have received permission to leave
- Follow all safety rules and posted classroom rules
- Be involved in a quiet, structured activity (i.e., playing a game, reading a book, creative writing, or other teacher prepared activities)

Assembly Programs

Enter the gym or all-purpose room quietly, in an orderly fashion and once seated remain in your seat

- Appreciation of programs should be positive - mainly confined to clapping of hands
- Raise hand to be excused if necessary
- Leave the gym or all-purpose room quietly and in an orderly fashion by grade level

Parent-School/Student Organization (PSO)

The Parent School Organization (PSO) is a volunteer service organization self-funded through dues and fundraising events. It is dedicated to promoting a closer relationship between home and school, and uniting the efforts of educators and the public to secure for every child the best available education. The PSO does not direct the administrative activities of the school, or control its policies. The prevailing purpose of the PSO is to enhance the K-5 educational experience for our children. Many of the PSO activities are directed toward fund raising, with the goal of raising money to provide the children with a variety of Cultural Enrichment programs, donating new educational equipment and materials to the school, organizing and funding family events. The PSO also works hard to provide the school with goods and/or services, which will benefit the students, but could not be provided for within the parameters of the school budget. All parents are invited to join the PSO and to participate in its meetings and activities. If you have any questions about the PSO or would like to get more involved, please visit the school's website for PSO contact information.

Care of School Property

Students are expected to keep the school neat and clean. Pride in the school and its property will produce a better school in which to work and learn. The physical condition of the school reflects the character of the student body.

Any school property lost or damaged by a pupil must be paid for by the student. Accidental damage is one thing; however, malicious destruction of school property will be dealt with severely. Significant fines may result in a "freeze" of the student's academic record.

Textbooks are the property of the Board of Education for students' use. These books must be returned in good condition at the close of the school year. In the event of unreasonable wear, a fine will be assessed. Any lost book must be paid for based on the current cost of replacement. It is the student's responsibility to have all books covered at all times. Students' names must be placed in the appropriate place on the stamp in the book.

Electronic Devices and Personal Property

Students are not allowed to use electronic devices such as cell phones, iPods, portable video games, etc. Any such items brought to school are the sole responsibility of the students. The district cannot be held liable for any damage to or theft of electronic equipment and/or personal property (i.e., musical instruments) brought to school.

Dress Code

School district staff will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. This does **not** include:

1. Clothing displaying vulgar or inappropriate writing, pictures, or symbols
2. Clothing that is too revealing, such as short shorts, tank tops, halter tops, low-cut tops, bare midriffs, or mesh shirts (unless a shirt is worn under them)

3. Any other apparel that the school determines to be unacceptable by community standards
4. Hats, caps, and sunglasses are not to be worn in the school building

Students may be sent home for inappropriate attire and/or given appropriate consequences.

SCHOOL DAY SCHEDULES/PROCEDURES

Regular Day Schedule

- 8:30 Line-up
- 8:40 Enter School
- 8:45 Classes Begin (Students arriving after 8:45 will be considered tardy)

On mornings of bad weather, students will enter through the front of the building beginning at 8:30 and line-up outside their classrooms. There is no adult supervision on the playground until 8:30 AM. Please do not drop off your children until then. Upon arrival, students should report to their designated lineup spot and remain there until entering the building. For the safety of all those on the playground, there is NO playing before the start of school.

Early and/or Late Pick-Up

If a child is to be picked up early, the parents must call the school and/or send a note to the main office stating the date and time of departure. A parent must sign the child out of the main office prior to leaving.

Parents should call the main office when they are not going to be able to pick their child up by 3:15 PM. If a child remains after 3:15 PM, the school will make use of the emergency contact information provided.

Arrival Procedures and Drop-off Area

Parents/Guardians who transport their children to and/or from school should use the utmost caution when driving near the campus. **No students should be asked to cross the street to enter or leave school.** Walking between parked cars or in front of moving cars places our children in **extreme** danger. Please take the time to move to the school side of the street to drop off or pick up your child, then please leave school promptly so that traffic is limited.

Dismissal Procedures

Any parent or legal guardian of a student in grades K-5 attending a district-oriented school or program, where the student is not eligible for district-approved transportation or is eligible and elects not to use the district-approved transportation after dismissal, may request the school or program not release the student to walk home after dismissal unless the student is released to a parent/guardian or escort(s) designated by the parent/guardian. A designated escort must be at least 18 years old. A parent/guardian requesting their child/children be released only to a designated escort after dismissal must submit a completed ***Request for Supervision at Dismissal from School Form*** to the Principal or designee, or program administrator. This form shall be available:

- in the school's main office
- to parents/guardians at the beginning of the school year
- upon request to the Principal
- each school's website

Visiting School

Board of Education policy requires all school visitors to check in at the office and pick up a “Visitor” badge prior to visiting other areas of the building. Visitors must enter the school through the front lobby only. Please stop by the office to let the secretary know you are here and to sign the visitors’ book. This procedure helps us know who is in the school building at any given time, increasing security and communications. Parent volunteers must also adhere to this school visitation policy.

ATTENDANCE

Absences and Tardiness

It is extremely important to call the school between 8:00 and 9:00 A.M. on the first day of any illness. Absentee notes should be brought in the day the child returns to school. If your child develops a communicable disease, please notify the school as soon as possible. Excessive tardiness will result in disciplinary consequences and a parent conference.

The Board of Education has an obligation to require that students of this district be present at school so they may be educated appropriately. An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent eighteen (18) or more school days. This policy is for the benefit of the students, their parents/guardians, and the community at large. This policy is based on the belief that a student must attend class on a regular basis if he/she is to receive the maximum benefit from classroom instruction and to profit from the exchange of ideas within the classroom. Absences, for any reason, restrict and inhibit the ability of the student to master and complete the prescribed curriculum requirements and the various subject proficiencies. The Westwood Regional Board of Education and staff recognize and accept the responsibility to provide a thorough and efficient education for every student and expect the cooperation of parents/guardians and students in this endeavor.

For further information, refer to Attendance Policy 5200 on the district website (www.wwrtd.org > Board of Education > Policies & Regulations).

Promotion and Retention

The district recognizes that personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. For further information, refer to Promotion and Retention Policy 5410 on the district website (www.wwrtd.org > Board of Education > Policies & Regulations).

Illness at School

To enable the school to contact a parent/guardian in an emergency situation during school hours, each student is to have a parent/guardian complete the Emergency Form annually and return it to school. Students who become ill in school shall obtain a pass from the teacher and report directly to the nurse. If a student is unable to report to the nurse, the teacher in charge will call the nurse for assistance.

Under no circumstances shall students leave school without the permission of the school nurse or administration. Violation of this rule will be considered leaving school grounds without permission and treated as truancy under the Code of Discipline.

All accidents and/or injuries occurring during school hours or school-sponsored activities are to be reported immediately to the school nurse or the teacher in charge of the activity.

Except in an emergency, a student dismissed from school by the nurse because of illness shall be transported home by a member of his/her family.

MEDICAL INFORMATION

School Nurse Information

Healthy children learn better. Each child has unique physical, emotional, and academic needs. The school nurse advocates for the student health needs by utilizing knowledge from medical, educational, and psychological disciplines. Healthy children learn better. Each child has unique physical, emotional, and academic needs. The school nurse advocates for the student health needs by utilizing knowledge from medical, educational, and psychological disciplines. Healthy children learn better. Each child has unique physical, emotional, and academic needs. The school nurse advocates for the student health needs by utilizing knowledge from medical, educational, and psychological disciplines. Healthy children learn better. Each child has unique physical, emotional, and academic needs. The school nurse advocates for the student health needs by utilizing knowledge from medical, educational, and psychological disciplines. Cooperation and communication between the school and home is essential to the physical health and well-being of all students. Please contact your child's school nurse with any questions.

Immunizations

All students must adhere to the immunization requirements of the New Jersey State Department of Health, available for review in the school health office.

Physical Examinations

Each student must be examined upon entry into the school district. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. Parents/Guardians are also notified of the importance of obtaining subsequent examinations. Physical examinations are requested at least once during each of the student's developmental stages: early childhood (grade 2); pre-adolescence (grade 5); and adolescence (grades 8 and 10). Vision, hearing, blood pressure, height, weight, and scoliosis screenings are conducted as required by the state code. A referral will be mailed home to parents/guardians, when indicated.

Communicable Diseases

A doctor's certificate is required when a student has been absent due to strep throat, mononucleosis, scarlet fever, hepatitis, fifth disease, conjunctivitis, any rash of unknown origin, or any other communicable/contagious diseases.

Chickenpox:

- The student may return seven days after the appearance of the rash if all scabs are dry and there is no fever.

Fifth Disease:

- (A bright red rash on the cheeks often spreading to the body). Students may be admitted to school with a doctor's note even if the rash is still present.

Pediculosis (head lice):

- Students are excluded immediately. Parent/Guardian is counseled to contact the family physician. The child may return with a note indicating what treatment was used and the label from the treatment bottle. Re-inspection of the head occurs upon readmission and daily for two weeks.

Conjunctivitis (pink eye):

- Students with inflamed eyes are advised to seek medical advice. Students must remain out of school until the eyes are clear or they have a doctor's certificate stating they are not contagious.

Absences Due to Illness

All students must present to their homeroom teacher a written note from their parent/guardian explaining the reason for their absence. Students should be kept home from school if any of the following symptoms are present:

- Excessive runny nose, coughing, sneezing
- Skin rashes of a questionable or unknown nature
- Sores on the skin, especially if moist, draining, or encrusted
- Nausea, vomiting, and diarrhea

Students are to remain home until they are fever-free for at least 24 hours.

Medication in School

Pupils requiring medication at school must have a written statement from the family physician that identifies the type, dosage, and purpose of the medication. A written statement from a parent/guardian giving permission to give the medication prescribed by the family physician is also required. The nurse must have the original bottle with the pharmacist's label, giving the prescription number, child's name, dose to be given, and doctor's name. Medications are to be brought to the nurse before school or during homeroom.

Self-administration of medication is against N.J. State Law except as permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is permitted to self-administer medication only for asthma or other potentially life-threatening illnesses. Permission for self-administration of medication may be granted under the following conditions:

1. The pupil's parent/guardian must provide the Board written authorization for the self-administration of medication. The request must be a signed, written statement by the pupil's parents/ guardians.
2. A signed, written certification from the physician must be provided to the Board stating that the pupil is capable of, and has been instructed in, the proper method of self-administration of medication.
3. The physician statement must include: the pupil's name, the name of the medication, the purpose of its administration to the pupil for whom the medication is intended, the proper timing and dosage of the medication, any possible side effects of the medication, the date when the medication will be discontinued, a statement that the pupil is physically fit to attend school and is free of contagious disease, and a statement that the pupil would not be able to attend school if the medication is not administered during school hours.

These requirements apply to over-the-counter medications as well as prescription medications. Cough drops, provided by the parent/guardian, may be used in school when accompanied by written authorization from the parent/guardian. **Students are not permitted to carry or take any medication without supervision.**

Excuses from Physical Education

A student requesting to be excused from physical activity in Physical Education (PE) class for a day must bring a note from his/her parent/guardian to the school nurse upon arriving at school in the morning. Students who are to be excused from PE for more than two classes must bring a statement from their physician. Students with long-term excuses from PE may resume classes only with the school nurse's approval based upon the physician's written authorization. In addition, students excused from physical activity will be given an alternative assignment and will remain indoors during recess, unless a note from a parent/guardian is received stating that the child may go outside. However, the students will refrain from activity while outdoors.

Long-Term Illness/Home Instruction

Any student who is absent for two weeks, and anticipates the absence from school to continue for an extended period of time, is entitled to homebound instruction. Parents/Guardians are asked to contact the Health Office, should this be necessary.

ACADEMICS

2017-2018 Report Card Schedules

KINDERGARTEN

| QUARTER | END OF MARKING PERIOD | REPORT CARDS ISSUED | NO. DAYS OF ATTENDANCE |
|----------------|------------------------------|----------------------------|-------------------------------|
| 1 | December 8 | December 22 | 61 |
| 2 | March 16 | March 29 | 61 |
| 3 | June 21 | June 21 | 62 |

GRADES 1–7

| QUARTER | PROGRESS REPORTS ISSUED | END OF QUARTERLY MARKING PERIOD | REPORT CARDS ISSUED | NO. DAYS OF ATTENDANCE |
|----------------|--------------------------------|--|----------------------------|-------------------------------|
| 1 | October 13 | November 15 | November 22 | 46 |
| 2 | January 22 | January 31 | February 9 | 46 |
| 3 | March 9 | April 16 | April 23 | 45 |
| 4 | May 18 | June 21 | June 21 | 47 |

Curriculum Descriptions

Art

The Westwood Regional School District offers a visual art curriculum that is rigorous in meeting all visual art standards. Exposure to visual art is expanded with the introduction to well-known artists, cultures, and various art media. Specialized art terms are taught throughout all art lessons. Oral and written expression is required in addition to the creation of projects. Art lessons are student-centered and embrace the principles of constructivist learning; students feel safe to explore their own unique creative expression. The overall goal of the art program is to give students confidence in their own skills and instill a lifelong interest in the art of all countries and cultures.

English as a Second Language

The Westwood Regional School District offers English language instruction and support services to English Language Learners (ELLs – students for whom English is a second language). The primary educational objectives are to develop students' social language as well as essential academic knowledge and skills. Instructional support is also provided to students in their regular education classes before and after they exit the program. The state-endorsed ACCESS for ELLs assessment is the primary measure by which students are admitted to and exited from these programs.

English Language Arts

The district's English Language Arts curriculum is reflective of a Readers/Writers Workshop approach to ELA, which aims to strike a "balanced" approach to literacy, while developing in students a love of reading and writing. Reader's Workshop is a framework for literacy instruction that provides students with a supportive environment and involves them in authentic reading experiences that focus on the strengths and needs of each individual student. Writer's Workshop uses authentic, interdisciplinary

writing techniques, which build students' fluency through continuous, repeated exposure to the process of writing.

Mathematics

The Mathematics Department of the Westwood Regional School District is dedicated to providing coherent and focused opportunities for students to develop mathematical competencies essential for a wide range of educational and career options. Our K-12 program follows the new common core math standards that support students' understanding of concepts and acquisition of reasoning habits, in addition to developing fluency with math skills. Instructional practices include relevant and rigorous learning experiences that focus on essential content in an active and engaging format. Our programs include 21st century skills and technologies to provide rich opportunities and experiences for a student population with diverse needs and a wide range of abilities.

Media Center

The Media Center program provides a community of academic learning and literacy that enables superior educational accomplishment, independent research, and lifelong learning for every student. Students may borrow a maximum of three items from the library media center for two weeks. Students will not be charged a fine for late materials, but will be required to replace with a new copy an item that is lost or severely damaged. If a student has not returned an item at the end of a marking period, his/her report card will be held until the item has been returned.

Music

The instrumental music curriculum focuses on the development of skills through applying learning to the playing of a musical instrument. All students work individually and as part of small (lessons) and large (band) groups to learn the elements of good musicianship. The mechanics of reading pitch and rhythm, the structure of music, the ability to express through playing, and the development of vocabulary are developed through work on drills and exercises.

The vocal program, combined with elements in general music, introduces the many forms and styles of music, along with music terminology, to develop in students an understanding and appreciation of the content of quality music. The course content will provide students with the vocabulary necessary to continue the understanding of music and the wide range of choices available within their musical and enrichment training.

Physical Education

The purpose of the Westwood Regional School District's physical education program is to foster participation in physical activities by applying movement concepts and skills that students can appreciate for the rest of their lives. In the process, students will use related, age-appropriate, critical-thinking, and decision-making skills. Emphasis will be placed on developing personal attitudes, behaviors, and values in addition to addressing health-related fitness concepts and their application towards a lifetime of physical activity. Rules, strategies, and tactics of both individual and team sports will be included.

Science

The Westwood Regional School District's science program is designed to create an exciting learning environment that fosters a spirit of wonder and curiosity. Students learn to use the scientific method and engage in hands-on inquiry to acquire an understanding of fundamental concepts in life, earth, physical, and environmental sciences.

Social Studies

The Westwood Regional School District's social studies program enables students to develop a sense of self-identity as it relates to their school, community, country/society, and world. Emphasis is placed on civic education/responsibility and diversity, as transitions are gradually made to instruction on more specific historical topics/themes. Technology, presentations, and project-based learning are also central components of social studies teaching focusing on 21st century skills.

World Languages

The Westwood Regional School District's Elementary World Languages program provides Spanish instruction to students in grades K-5 in. Songs, games, visuals, and instructional strategies such as Total Physical Response (TPR) are used as emphasis gradually shifts from language exposure to acquisition. Cultural enrichment is an ongoing and central component of the curriculum. The program focuses on oral and written communication and prepares students for continued World Language study at the Middle School and Jr./Sr. High School.

Gifted and Talented

The Westwood Regional School District's Gifted and Talented program fulfills the requirements expressed in the *New Jersey Administrative Code*. The Westwood Enrichment model identifies students with gifted and talented abilities and provides them with a pullout program beginning in fourth grade. This ongoing identification process uses achievement test scores, student products, intelligence testing, teacher recommendation, and other appropriate measures. Student information is recorded on a rubric and rated accordingly. The *Gifted Program Standards of the National Association for Gifted Children* (NAGC) were considered and used to guide the development of curriculum for gifted and talented students. Students are encouraged to develop their higher-order thinking through discussions of abstract ideas, use of logic, and exercises in creativity. Criteria are available upon request.

Remedial Program

The Supplemental Program provides individual or small group assistance to children requiring support with math and literacy skills in the regular education program. Assistance is provided to children who demonstrate a need for support as assessed through various measures including, but not limited to, standardized tests and teacher recommendations. Children who fall below established minimum levels of proficiency are considered candidates for this program. Criteria are available upon request.

Assessment

The Westwood Regional School District recognizes the value of using assessment to drive instruction. Assessments provide students with opportunities to practice skills and demonstrate understanding of content and provide teachers with valuable information regarding student progress that can be used to address issues and raise student achievement. Some assessments are formal, such as tests, quizzes, projects, and standardized assessments, while some are informal, such as class participation, discussion, and student surveys. Moreover, there is an important distinction between *formative assessments*, which enable teachers to closely monitor student progress, and *summative assessments*, which enable students to demonstrate their learning of a particular subject matter.

Homework

We believe homework is an important part of school. We keep to the guidelines as recommended by the National Parent Teacher Association and the National Education Association (2000):

- Kindergarten and first grade: 5-15 minutes per day, on average
- Second grade: 20 minutes per day, on average
- Third grade: 30 minutes per day, on average

- Fourth grade: 40 minutes per day, on average
- Fifth grade: 50 minutes per day, on average

We make every attempt to be respectful of holidays and long weekends. These times are approximate, since the actual time spent on homework may be dependent on the assignment and/or student.

Research has clearly indicated that homework is most effective when it corresponds with what the child has learned that day in class. With this in mind, no homework will be given to those students who will be absent for an extended period of time due to vacation. In place of formal homework, the classroom teacher will design assignments on a case-by-case basis.

Parent/Guardian Requests for Homework

Parents/Guardians should be able to check up-to-date assignments and homework on individual teacher websites. For some reason, if the work is unavailable or the parent/guardian is requesting work beyond the scope of what is available on the websites, they may contact Guidance.

At the request of a parent/guardian, homework assignments will be sent to a student who will be absent from school for a period of more than three (3) days. The procedure for this request is as follows:

- Parents notify main office of student absence. At that time, parents may request that homework be provided for student.
- The Main Office will notify teachers of the request and the necessary details.
- The Main Office staff will collect and forward the assignments and/or books to the parent/guardian.

Intervention and Referral Services (I&RS)

The I&RS team process is a collaborative effort between district-wide instructional personnel and parents/ guardians to intervene when a student has been identified as making minimal academic and/or emotional progress in the general education setting. The team collects and evaluates relevant data to determine or identify specific barriers hindering student performance. Once these barriers have been identified, individualized interventions are determined and implemented through an action plan designed to alleviate the concerns. The progress of the identified student will be monitored throughout the remainder of the school year.

Special Services

The Westwood Regional School District continues to remain dedicated to addressing the diverse learning needs of all students. As part of the array of services and curricular options listed in this handbook and in order to adhere to state mandates, all schools provide for the following: child study team assessments, collaborative support, restrictive classroom settings, speech therapy, curricular modifications and adaptations, as well as other supports necessary to assist students identified as having special needs.

The need for specialized support services is determined by each student's individual educational needs. Students referred for special services are evaluated by the child study team, with a parent's/guardian's consent, and a specific plan is developed that outlines the student's individual goals and objectives and the support service to be applied to assist the student in attaining these goals and objectives.

Access to these services is through the Department of Special Services. Additional information on specialized support services can be obtained through the Director's office by calling 201-664-0880, extension 2048. It is strongly suggested that academic concerns be discussed initially with the child's teacher and principal.

2017 - 2018 District Testing Schedule

Access for ELLS (English Language Learners)

All grades; all schools: February - April , 2018

InView Assessment

Grades 3 and 5; all elementary schools: Week of March 5, 2018

PARCC (Partnership for Assessment of Readiness for College & Careers)

Grades 3 –11: April 16, 2018 - May 25, 2018 Testing Window

CODE OF CONDUCT/DISCIPLINE

1. Be respectful
2. Use kind words
3. Keep all objects and hands to yourself
4. Do not use inappropriate language
5. Listen to directions from adults

Anti-Bullying and Harassment Policy

Westwood Regional School District prohibits acts of harassment, intimidation, and bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, is conduct that disrupts pupils' ability to learn and a school's ability to educate its pupils in a safe environment; since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, and bullying includes any gesture, written, verbal, or physical act that takes place on school property, at any school-sponsored function, or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;
2. by any other distinguishing characteristic;
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, emotional well being, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property;
4. has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school;
5. is unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in, or benefit from the educational program; or conduct which creates a sexually hostile environment.

The administration, faculty, and staff expect pupils to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Behavior otherwise will not be tolerated, and disciplinary action will be taken in the event it does occur.

For further information, refer to Bullying Policy 5512 on the district website (www.wwrtd.org > Board of Education > Policies & Regulations).

Statement of Beliefs

An objective of education is to promote an environment where individuals may function cooperatively and beneficially. This demands that each member of the community adheres to specified acceptable and appropriate modes of conduct that have been defined and ordained by society. When a member chooses not to conform to a reasonable and established code of conduct and behavior, disciplinary action is warranted.

Initially, discipline should be corrective and rehabilitative in nature in order to teach and maintain distinctive and proper behavior. However, and more importantly, the discipline process should initiate and nurture the continuing development of self-control in the individual to ensure that the individual will become a confident and effective contributing member of society.

It is impossible to foresee every situation that may arise. Infractions will be dealt within a reasonable and fair manner by the appropriate administrator. Each student and parent/guardian has the right to a fair hearing. Appeals may be made to the principal and then to the Superintendent of Schools.

Nothing in the Code of Discipline should be interpreted as to preclude an administrator from exercising discretion in the administration of the code. Upon investigation of an offense, and in determination of extenuating circumstances, the administrator may modify the punishment in the best interests of the school, the code, or the individual student.

Student Responsibilities

In the school community, self-discipline, cooperation, and personal responsibility are the foundation upon which an effective and stimulating education is built and fostered. A positive, effective school environment, where learning and teaching are successfully executed, requires that each participatory individual, whether student, teacher, administrator, or parent/guardian, play an active role in the development and maintenance of such an environment. This requires a code of behavior that clearly defines a student's responsibilities and obligations while guaranteeing his/her rights and privileges.

School Procedures for Student Discipline

To assure effective reinforcement of positive student attitude, behavior and responsibility, parent and school cooperation is essential. Parents are expected to provide support in matters of discipline and should consider a call from the school serious. Usually, teacher or administrator contact will be made only after numerous attempts to correct the inappropriate conduct have been unsuccessful.

When an infraction occurs, the problem will be discussed with the student by the teacher and/or principal in a positive atmosphere that enables the student to explain his or her view of the situation. Whenever possible, the discussion will be held in private. An effort will be made to counsel the student as to alternate strategies / behaviors that could have been used in this situation.

If a decision is made to remove specific privileges, efforts will be made to be fair, appropriate and consistent.

The following is the procedure for the handling of most infractions. In certain cases, some of these procedures may be skipped:

Verbal warning, specifying the inappropriate behavior, and reminding of correct procedure

Example: "Raymond, please stop running through the hallways. In the future, please walk while in school."

Counsel, remind of procedure, and inform of future consequence

Example: "Raymond, please stop running through the hallways. In the future please walk while in school. Next time, you will have to stay after school for 15 minutes."

Loss of privileges

Notify parent

Notify principal

UNLAWFUL/CONTROLLED DANGEROUS SUBSTANCES

Student Alcohol and Drug Abuse

District staff members are not responsible for determining whether or not a student is under the influence but are responsible for being alert to signs and symptoms of drug use and for making referrals when observing suspicious behavior, according to the requirements of N.J. Statutes 18A: 40A-12. Any referral made in “good faith” by a staff member will not have any legal ramification according to N.J. Statutes 18A: 40A-13.

When a staff member observes behavioral/physical signs that raise suspicion of a student being under the influence, the staff member will report the specific observation(s) and suspicion directly to the grade-appropriate administrator as soon as possible.

Once the staff member reports suspicion, the appropriate grade-level administrator will call the parent/guardian to explain the situation and request that the student be removed for an immediate medical examination. This examination must take place within two (2) hours of the student leaving the building.

The student will be allowed to return to school **only** with a note from the doctor that states he/she is physically and mentally able to do so. Disciplinary action will be imposed based upon the results of the tests and examinations. All tests are confidential and will be furnished only to the principal, appropriate assistant principal, school nurse, and student assistance counselor. Efforts to maintain confidentiality of the student and staff members will be made by all.

Child Abuse and/or Neglect

The Board of Education is concerned with the physical and mental well-being of the children of this district and recognizes the importance of early identification in halting child abuse and/or neglect. The Board will cooperate with state government and the Division of Youth and Family Services (DYFS) in the identification and reporting of cases of child abuse and/or neglect in accordance with law. For further information, refer to Child Abuse and/or Neglect Policy 8462 on the district website (www.wwrtd.org > Board of Education > Policies & Regulations).

APPENDIX A

2017-2018 BOARD OF EDUCATION MEETINGS

(All meetings are scheduled to be held in the Hurley Theatre of the Jr./Sr. High School)

| | |
|--------------------|-------------------|
| July 20, 2017 | February 15, 2018 |
| August 24, 2017 | March 15, 2018* |
| September 14, 2017 | March 29, 2018* |
| October 19, 2017 | April 26, 2018* |
| November 16, 2017 | May 10, 2017 |
| December 14, 2017 | June 14, 2018 |
| January 4, 2018 + | June 28, 2018 |
| January 18, 2018 | |

+ Includes Annual Organizational Meeting at 7:00 p.m.

* May be rescheduled based upon NJDOE budget approval timelines.

Private Executive Sessions are normally held at 7:00 p.m. Board Meetings normally begin at 7:30 p.m. at the Westwood Regional Jr./Sr. High School Hurley Theater.

APPENDIX B:



Westwood Regional School District School Calendar 2017-2018

| JULY 2017 | | | | | | | AUGUST 2017 | | | | | | | SEPTEMBER 2017 | | | | | | | OCTOBER 2017 | | | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOVEMBER 2017 | | | | | | | DECEMBER 2017 | | | | | | | JANUARY 2018 | | | | | | | FEBRUARY 2018 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | 25 | 26 | 27 | 28 | | | | | | | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | | | |
| MARCH 2018 | | | | | | | APRIL 2018 | | | | | | | MAY 2018 | | | | | | | JUNE 2018 | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | 5 | | | | | | | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | Number of Scheduled Days | | | |
|-----|-------|-------------------------------|-----|--------------------------|------------------------------|--------------|------------|
| | | | | Students | Teachers | | |
| Jul | 3-4 | District Closed | Nov | 22 | District Early Dismissal | | |
| Aug | 22-24 | New Teacher Orientation | | 23-24 | District Closed | | |
| Sep | 1-5 | Schools Closed for Students | Dec | 25-29 | District Closed | Sep | 16 |
| | 1 & 5 | Staff Prof. Development Days | Jan | 1 | District Closed | Oct | 21 |
| | 4 | District Closed | Jan | 15 | Schools Closed for Students | Nov | 18 |
| | 6 | FIRST DAY FOR STUDENTS | | | Staff Prof. Development Day | Dec | 16 |
| | 21-22 | District Closed | Feb | 19-20 | District Closed | Jan | 21 |
| Oct | 9 | Schools Closed for Students | Mar | 30 | District Closed | Feb | 18 |
| | | Staff Prof. Development Day | Apr | 2-6 | District Closed | Mar | 21 |
| | 23-24 | Half Days for PreK-5 Students | May | 28 | District Closed | Apr | 16 |
| | | Parent Conferences | Jun | 19-21 | Half Days for Students | May | 22 |
| | 25 | PreK-5 Evening Conferences | | 21 | LAST DAY FOR STUDENTS | June | 15 |
| Nov | 9-10 | District Closed | | 21 | HS Graduation | TOTAL | 184 |
| | | | | 22 | Last Day for Staff | | 189 |

The date for graduation is set for June 21. There are three days built into the calendar for emergency closing. Should extra days be needed, they will be added to the calendar in this order: February 20, April 6, April 5, and April 4. If these three days are not needed, schools may close on May 25, May 29, and May 30 in that order with action by the Board of Education. Plans that cannot be changed should not be made without taking this calendar into consideration.