

COLTS NECK TOWNSHIP PUBLIC SCHOOLS

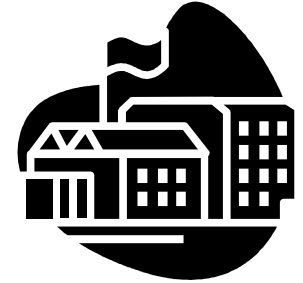


Connecting people to create...

COMMUNITY

Connecting curriculum to achieve...

COHERENCE



Connecting classrooms and resources to enrich the learning...

CLIMATE

Connecting learning to life to build...

CHARACTER*

Partners

Working Together To Help Children

Become Life-Long Learners

2009 – 2010 PARENT HANDBOOK

COLTS NECK TOWNSHIP SCHOOLS BOARD OF EDUCATION

**Mrs. Andrea Giannopoulos, President
Mrs. Nancy LoCascio, Vice President**

| | | | | | | |
|----------------------------|----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|-----------------------------|
| Mr. Gregory Beriont | Mrs. Christine Gold | Mr. Eric J. Goldring | Mr. Eric Greenberg | Mr. Thomas McHugh | Mrs. Cindy O'Brien | Mrs. Karen Saltzbart |
|----------------------------|----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|-----------------------------|

SCHOOL ELECTIONS

Each year in April school elections are held. Voters are asked to cast ballots to choose members of the Board of Education and on the amount of money proposed to be raised through local taxation to support the school district for the coming year.

To be eligible to vote, residents must be at least 18 years of age, citizens of the United States, must have been a resident of the County for 30 days, and must have registered 30 days before the election. New voters may register at the Office of the County Clerk in Freehold. Anyone registered to vote in the general elections may also vote in the school election.

Absentee ballots for school elections may be obtained by applying to the Office of the County Clerk in Freehold at least seven (7) days prior to the election. A voter's name, home address, the address to which the ballot should be sent, and the reason a person will not be able to vote at the regular poll must be given. Emergency provisions permit registered voters to apply for the absentee ballots in person at the Office of the County Clerk during the period seven (7) days preceding the election to 3:00 p.m. the day before the election.

Candidates filing a nominating petition for the Board of Education must be:

1. a citizen of the United States of America;
2. at least 18 years of age;
3. able to read and write;

4. a resident of the municipality from which s/he is to be elected for at least one (1) year preceding the date of the election; and
5. not disqualified as a voter pursuant to R.S. 19:4-1; and 6) a registered voter in the district.

In addition, no Board of Education member shall be directly or indirectly involved in any contract with a claim against the Board.

All candidates are required by law to comply with the provisions of "The New Jersey Campaign Contribution and Expenditures Reporting Act." For further information please call the Election Law Enforcement Commission (609) 292-8700.

The Board of Education generally meets the first and third Wednesday of the month at 7:00 p.m. in the Board Room of the Administration Building, 70 Conover Road.

A schedule of meetings is posted on the district website:
www.coltsneckschools.org

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Dear Parents,

As your Superintendent, I look forward with great anticipation to welcoming your children back to the Colts Neck community of learners. I am honored to be the Superintendent of Schools for the Colts Neck Township Public School System, a district widely recognized for its commitment to children and the pursuit of academic excellence. The quality of staff, the scope of the educational programs and services, and the vibrant and dynamic curricula, are trademarks of the district that bring distinction and recognition to our wonderful community. It is our goal to do everything in our power to recognize each individual student and promote the development and importance of character and personal competence in children.

We welcome your continued interest in the education of your children and recognize that parental involvement correlates directly with student achievement. The involvement of our parent community in the educational experience of our children is a perfect example of the benefits of strong home/school relationships. Thank you for this opportunity to work with you and your children as we work to promote an optimal learning environment for all learners.

For more information about our schools please visit our Web site at www.coltsneckschools.org or call me at 732-946-0055 Ext. 4104.

My sincere wishes for a happy and productive school year in Colts Neck.

Ross Kasun
Superintendent of Schools

SPECIAL SERVICES
Henry Rose, LCSW
Director of Special Education
Ext. 4124

Helen Eberle
 Secretary to the Director
 Ext. 4124

Danielle DeMaio
 Assistant Secretary
 Ext. 4114

CHILD STUDY TEAM

Learning Disability Teacher-Consultants

Sari Goldberg
 Norma Vande Bunte
 Kathleen Dunlea
 Dr. Cheryl Wohlrab
 Kimberly Keller
 Chelsea McGowan
 Ryan White

School Social Worker
 School Psychologists

Occupational Therapists

SPECIAL EDUCATION

In order to meet our obligations to students with disabilities, we have established a program of special services. Personnel, equipment and supplies have been provided to implement a program of assistance to those children qualified for such help.

The special services team consists of the Director of Special Services, Learning Disabilities Teacher-Consultants, Special Education Teachers, School Psychologists, Speech Language Specialists, a School Social Worker, Preschool Teachers, Nurses and specialized personnel.

HOMEBOUND INSTRUCTION

This service is provided for a student confined to home or hospital for a physical disability, illness, injury or for other good cause. The application for individual instruction must be obtained by the parent with a note from a qualified physician stating the nature of the illness and the probable duration of instruction required. Home instruction will be provided only with verification from the district's physician and if the period of student confinement is for at least a two-week period of time. Home instruction procedures will be followed in accordance with NJAC 6A:14-4.8 and NJAC:14-4.9. Application for home instruction is made through the School Health Office or the Director of Special Services, Mr. Henry Rose, LCSW at 732-946-0075 Ext. 4124.

SPECIALIZED PROGRAMS

The purpose of special services is to accommodate the special needs of all the pupils in the district and to serve as a community resource, particularly for students with disabilities and gifted students. Consultation with staff members, pupils, and parents to prevent potential problems as well as problem-solving are major components of these services.

| | |
|---------------------------------------|---|
| Child Study Team | An interdisciplinary group of certified professionals composed of a Learning Consultant (LDT-C), School Psychologist, and School Social Worker. |
| Resource Programs | Programs for children with educational disabilities as determined by the Child Study Team in conjunction with other school personnel. |
| Project: TEACH | Preschool program for children with disabilities between the ages of three and five years. (Preschool Disabilities Self-Contained Program) |
| LLD Program | A special education program for children who demonstrate a need for significant modification in instructional techniques (Learning and Language Disability Self-Contained Program). |
| Basic Skills Improvement Program | Instruction given to eligible children by a general education teacher which supplements the instructional program. |
| Supplemental Services Speech-Language | Instruction is provided to improve eligible pupils' language and/or speech deficits that are negatively affecting their educational performance. |
| Counseling | Pupil and parent counseling through the Guidance Counselor and Child Study Team personnel. |
| English As a Second Language Program | Instruction provided by a certified teacher for children whose primary language is not English. |
| Occupational Therapy | Given to eligible students whose fine motor or daily living skill deficits are negatively impacting their educational performance. |

CURRICULUM AND INSTRUCTION

Susan Ladd, Director

Ext. 4107

Danielle Reese

Secretary to the Director of Curriculum and Instruction

Ext. 4107

Terry Pilitzer
Technology Coordinator
Ext. 4109

Joseph Leanza
Network/Computer Technician
Ext. 4750

MATHEMATICS

The Colts Neck Township School District believes that all children are mathematical thinkers. Therefore, mathematics instruction should empower children to construct mathematical ideas and apply their knowledge. Our K-8 math program develops a solid foundation in conceptual and procedural knowledge, as well as application and problem solving. The main goals of the program are:

- Focus on computational fluency with whole numbers
- Provide substantive work in rational numbers, geometry, measurement, data, algebra
- Develop connections amongst the different mathematical strands
- Emphasize reasoning
- Engage a range of learners

LITERACY

A quality language arts literacy program provides a solid foundation for success in all curricular areas as students are required to use language and communication skills throughout their school lives. More importantly, an effective language arts literacy program provides students with a repertoire of skills and strategies to make them successful problem solvers and articulate communicators.

Throughout the K-8 school years, literacy units are organized around genre, craft, skills, and strategies. This model expects students to understand that writers write for a variety of purposes and use different styles and techniques to deliver a message. Students also learn that readers use a variety of strategies to gather ideas, build

theories about the characters and ideas within books, and apply skills to a variety of texts.

Phonemic Awareness, Phonics, Spelling, Handwriting, Grammar and Vocabulary

The Colts Neck School District recognizes the importance of foundational skills as they relate to fluent readers and writers. The district curriculum includes both direct and explicit instruction necessary for supporting the mastery of phonics and phonemic awareness, fluency, vocabulary development, and communication/grammar skills. At the middle school level, direct instruction with spelling and word study is given on an as needed basis, for those students who may need more explicit instruction and practice. Vocabulary work is taught through common read-alouds and through independent student reading

SCIENCE

Given the incredible importance of the energetic pursuit of science, the Colts Neck School District is committed to a program of science education with the following goals:

- To provide our students with a curiosity and a wonderment about the physical and natural world that lead to the regular posing of questions and the pursuit of answers
- To provide our students with the ability to gain and evaluate scientific knowledge through observation, repeated experimentation, and a logical analysis of evidence
- To provide our students with a process of decision-making about the advancement of science that is informed by an understanding of the dependence of all living things on one another and on their environment

SOCIAL STUDIES

The world is a complex place – geographically, politically, economically, and culturally. If our students are going to succeed in that world, they need to grasp its complexity. Moreover, if our students are to make the world a better place, they need to be inspired towards service and civic responsibility.

It is the purpose of the Colts Neck social studies curriculum to provide our students with knowledge of the values, events, people and places that have formed our country and shaped our world. In addition, it is the purpose of the curriculum to develop in our young people the ability and the attitude to make informed decisions and take responsible action as citizens of a culturally diverse, democratic society on an interdependent planet.

WORLD LANGUAGE

The Spanish program focuses on the development of communication in the target language and understanding of the cultures of the people who speak the language. This begins in kindergarten through culture studies, and continues in grades one through eight with instruction on language acquisition.

An important component of language classes is the use of the language within and beyond the school setting. The integration of technology is an important tool in accessing authentic information in the target language.

PHYSICAL EDUCATION AND HEALTH

The Colts Neck Township School District is committed to providing students with a comprehensive health and physical education program that promotes healthy habits and encourages an understanding about lifelong fitness. Our program encompasses all six standards. The elementary program provides the foundation for middle school and is developmentally designed to ensure that the experiences the students receive build on each other throughout the K-8 journey.

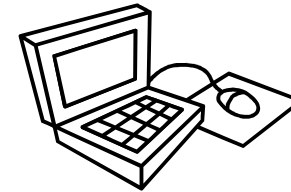
VISUAL AND PERFORMING ARTS

An art education curriculum is a developmental program designed to provide students with experiences in art production, art history, art criticism, and aesthetics. Art projects are created around the basic elements of design: color, shape, texture, form, line, space, and balance. The curriculum is designed with specific skills that are woven into the year long or cycled program. Experiences are developed to support the understanding of design elements based on the needs of the students.

Our music program incorporates many different experiences for students of all abilities to grow and build upon through the K-8 learning journey. A coordinated general music program scaffolds across grade levels from kindergarten through grade eight. The general music program is aligned to the NJ Core Curriculum Content Standards and offers opportunities for students of all ability levels. As students enter the elementary school, they are provided opportunities to participate in more specialized experiences within our choral music program and instrumental band program. These opportunities continue throughout the middle school years. It is our hope that students leave the K-8 learning journey with an appreciation and understanding of the arts

ENRICHMENT SERVICES (ES)

The Colt Neck Township School District believes that all students deserve a rigorous and enriching educational program. Our Enrichment Services (ES) is designed to support the needs of all students with a concentrated focus on students who show exceptional abilities in the core academic areas. The district believes that the primary learning environment is the regular classroom setting, supplemented by selected pull-out instruction and enrichment opportunities.



TECHNOLOGY

The K-8 technology program incorporates the NJCC 8.1 and 8.2 to include both educational technology and technology education working hand in hand. To use technology wisely, we must understand what technology can do for us both pros and cons. To be able to keep up with an ever-changing world, technology education allows students to use basic tools and solve real life problems.

CONOVER ROAD PRIMARY SCHOOL

56 Conover Road

Preschool
Kindergarten/Kindergarten Complement Program
Grades 1 and 2

732-946-0055

Tricia R. Barr, Principal, Ext. 4700
Kelly Miller, Secretary to the Principal, Ext. 4700
Mary Corrigan, Assistant Secretary, Ext. 4701

PRESCHOOL

Kerilyn Naiva

Robin Worth

Heidi Ovits

KINDERGARTEN

Kimberly Edwards
Karla Guzlas
Ann MacKenzie
Patricia Milan
Mary Jo Pento
Marianne Quigley

GRADE 1

Diane Ehrhardt
Michele Weisbrot
Chrissy Hernandez
Jennifer Jennings
Marie Muller
Kirby Watters

GRADE 2

Jill Becker
Sylvia Neugeboren
Renee Osterbye
Elizabeth Samber
Amy Spader
Krista Tilton
Mary Ellen Zambell

KINDERGARTEN COMPLEMENT PROGRAM

Kimberly Edwards
Karla Guzlas
Ann MacKenzie

Mary Jo Pento
Marianne Quigley

Art

Computer

Media Specialist

World Language

English Language Services

Character Education/Responsive Classroom

Music (General)

Physical Education/Health

Linda Weigel
Debra Steele
Jodi Rakin
Sandra Burstyn
Diane Deraska
Pat Reynolds
Brian J. Willis
Jeanette Riggelman
Jennifer Tym
Jennifer Sakoutis

Basic Skills

Maureen Caffyn

Anita Hacker

Resource

Amy Lenehan
Jennifer Maurer
Allison Remuzzi

Heather Silverberg
Kathryn Wendell

Speech/Language Specialists

Jennifer Cies

Carol Rush

Occupational Therapists

Chelsea McGowan

Ryan White

LLD

Sherri Halpin

Enrichment Services (ES)

Michelle Gunnell

Nurse

Annemarie DelleDonne

Paraprofessionals (Instructional Assistants)

Donna Balzotti
Geraldine Dugo
Theodora Papisavas
Emily Vitale

Janet Brusca
Michele Eberle
Louisa Tortorella
Veronica Zaino

Laura DelCora
Cindy Golinowski
Patricia Varricchio
Catherine Zulferino

Computer Application Support Specialist

Ruth Lawton

Paraprofessionals (Lunch/Recess Aides)

Virginia Corcoran
Michele Kauffmann
Kristine Parrino
Alfred Tortorella

Connie DeVito
Catherine Love
Madeline Ruggiero

Custodians

Vincent Dellano, Head Custodian
Carlos Balbin
Thomas Robertson

Jeffrey Alexander
Cathy LaForge

CONOVER ROAD ELEMENTARY SCHOOL

80 Conover Road

(Grades 3 -5)

732-946-0055

Jeffrey Huguenin, Principal, Ext. 4301
Joanne Sofia, Principal's Secretary, Ext. 4301
JoAnn Sprovach, Assistant Secretary, Ext. 4300

Beth Hawkins, Guidance Counselor, Ext. 4347

Resource

Christina Anderson
Sara Campbell
Jennifer Dauer
Kristin Manners/Jennifer DeLellis
Stefne Sears
Alexandra Vena
Gina Bontempo
Jennifer Cohan
Anne-Marie DeRobertis
Ellen Morris
Michelle Sisk

Speech/Language Specialists

Dr. Kathleen Briscoe
Lisa Buerck

Occupational Therapists

Chelsea McGowan
Ryan White

LLD

Stefne Sears

Enrichment Services (ES)

Nancy Plumfield

Nurse

Mary Lou Jennings

Paraprofessionals (Instructional Assistants)

Diana Barone
Donna Geissler
Patricia Martin
Kristine Parrino
Gina Cundari
Elyse Kohn
Patricia Nardi
Lori Press

Computer Application Support Specialist

Laura Wrensen

Paraprofessionals (Lunch/Recess Aides)

Barbara Giannino
Lisa Knauf
Andrea Nemeth
Angela Rosario
Beverly Guberman
Cathy LaForge
Diana Rocco
Miriam Teeter

Custodians

Kenneth Keiderling, Jr., Head Custodian
Kevin Greenberger
Louverture Pierre

GRADE 3

Lysa Cook
Cheryl Gorman
Megan Loeffler
Jennifer Main
Stacy Obedin
Jennifer Orgo

GRADES 4

Amy Desmond
Sara Griesbach
Dean Manners
Dr. Amy Martino
Michele Rogers
Mary Kate Shatkus
Katherine Staron

GRADE 5

Kelly Burtnick
Nadine Czekaj
Desiree Daly
Beatriz Fernandez
Christine MacLeod
Catherine Maltese
Anne Murphy
Michele Slazyk

Ms. Sherri Rao
Dr. Adele Ellis

Ms. Barbara Noone
Ms. Tatiana Burgos
Ms. Diane Deraska
Ms. Cheryl Chandler
Ms. Debra Tarby
Ms. Maureen Haley
Ms. Cheryl Mitchell
Ms. Gianine Ippolito

Art

Computer

Media Specialist

World Language

English Language Services

Music (Instrumental

Music (General)

Music (Choral)

Physical Education/Health

Ms. Shannon Filiano

Basic Skills

Ms. Susan Palmer

CEDAR DRIVE MIDDLE SCHOOL

73 Cedar Drive

(Grades 6-8)

732-946-0055

Colin Rigby, Principal, Ext 4500
Lisa Karaniewsky, Principal's Secretary, Ext 4500

JoAnn Cilmi, Assistant Principal, Ext. 4505
Diane Shaffer, Secretary to the Assistant Principal, Ext. 4505

Merri Milano, Guidance Counselor, Ext. 4503
Diana Gatti, Guidance Secretary, Ext. 4503

GRADE 6

Linda Asaro
Courtney Ciencewicki
Suzanne Cooper
Christine Henbest
Joan Moriarty
Michael Sullivan
Carole Sussman
Timothy Trigani

GRADES 7

Christine Bakos
Carol Burtnick
Lorraine Garrido
Laura Godlesky
Shirley Hui
Timothy Makaro
Lisa Rupinski
Ron Zalika

GRADE 8

E. Marc Coe
Hope Delia
Andrew Czerwinski
Caroline Intveldt
Sharon Jaeger
Melissa Keiser
Jeffrey Pringle
Carrie Sullivan
Ileen Stoner
Debra Wuethrich

Ryan Walker
Susan DiFedele
Laura Pavlicek
Denise Ridoux
Krystyna Hubbard
Aimee Fahy/Karyn Cutler
Jodi Richards
Dolores Pollak
Joseph O'Donnell
Jennifer Sakoutis
Elizabeth Stevens
Timothy Mulligan

Art
Media Specialist
Communication Arts
Music (Instrumental)
Music (Vocal)
Applied Technology
Computer Applications
Physical Education/Health

World Language

Mildred Chaviano
Karin Londono
Judith Impeveduto

Ana Rivera Mosquera
Rose Stroka

Basic Skills/Debate

Kathy DeWitt

English Language Services

Diane Deraska

Resource

Shirley Bontempo
LynAnn Gillies
Kathleen Godlesky
Jessica Grippaldi
Nancy Junay

Kristine Kolarsick
Marjorie Maguire
Judith Murphy
Gail Rosenberg
Patricia Straman

Speech/Language Specialists

Dr. Kathleen Briscoe

Lisa Buerck

LLD

Darcy Cuzydlo

Occupational Therapists

Chelsea McGowan

Ryan White

Enrichment Services (ES)/Math/Language Arts

Elizabeth Parker

Nurse

Margaret Black

Paraprofessionals (Instructional Assistants)

Cathy Cardamone
Susan Goedkoop
Katherine Habinowski
Josie Kamras

Enza Leotta
Angela O'Gorman
Jeanne Patterson

Computer Application Support Specialist

John Sullivan

Custodians

Thomas Dellanno, Head Custodian
Edmond Deane

Philius Monestime
Wilson Nunez

**PARENT-TEACHER ORGANIZATION EXECUTIVE BOARD
OFFICERS 2009-2010**

| | |
|-----------------------------------|-------------------------------|
| Co-Presidents | Jeanne Heck/Gauri Shah |
| First Vice-President (RAP) | Jacque Hoagland |
| Co-Vice Presidents (Fund Raising) | Carrie Benevento/Patti Riddle |
| Student Activities Director | Kim Largey |
| Executive Board Secretary | Susan Connery |
| Publicity Secretary | Nicole Feaster |
| Treasurer/Assistant Treasurer | Kristina Mavica/Lisa Geissler |

PTO STANDING COMMITTEES

| | |
|--------------------------------|---|
| Art Appreciation | Stephanie Bartner/Jean Niedzielski |
| Book Fair – CRES | Jackie Grossman/Zoe Greenberg |
| Book Fair – CRPS | Ellen Schauer/Cathy McNeill |
| Book Swap | Christine Whelan/Lorraine Martin/Lee Parker |
| Box Top Redemption | Sung Park/Nancy Morin |
| Class Parents | Tammy Grillo/Kristin Luongo/Pam Divino |
| Computer Parents | Lorraine Martin/Maria Patharkar |
| Event Coordinator | Susan Connery |
| Fall Social | Carrie Benevento |
| Fall Student Fundraiser | Patti Riddle |
| Flower Sale | Kim Pellecchia |
| Frosty's Winter Wonderland | Kim Pellecchia |
| Library – CRES | Jackie Grossman/Pamela Molloy |
| Library – CRPS | Ellen Schauer/Cathy McNeill |
| Membership/Directory | Charles Basile/Deanna Martin/Emily Lutkewitte |
| PROUD | Nancy Gualario/Sheila Hart |
| School Budget Awareness | Mary Jean Chadwick/Jeanne Heck/Casi Leahy |
| School Signs | TBA |
| School Store – CRES | Jola Osborne |
| School Supplies | Lillian Amplo/Kim Friend |
| Spirit Wear | Jill Whalen/Trina Foltz/Wendy Alagna |
| Spring Gala | Patti Riddle/Kathleen Frisina |
| Student Activities – CRES | Ellen Cognata/Pam Divino/Wileeta McGee Stephanie Bartner/Tricia Krietzberg |
| Student Activities – CDMS | Jeanne McGuinness/Robin Vanderbilt/Heidi Ross Loretto Rizzo/Julianne Schulte/Susan Lewis |
| Teacher/Staff Appreciation | Susan Connery (CDMS) Lisa Geissler (CRES) Stephanie Schubert (CRPS) |
| Website Coordinator | Nicole Feaster |
| Winter Wednesdays | Nancy Lidondici |
| 8th Gr. High School Transition | Diane Belforti |
| 8th Gr. Celebration Dance | Sharon Eisenstark/Judi Taglieri |

HOME-SCHOOL DISCUSSION GROUP

The Home-School Discussion Group, known as “RAP” (Reaching Out to Administrators and Parents), meets periodically during the school year. The purpose of the group is to enhance communications between school personnel and the parent community. Members exchange information and discuss matters pertaining to the operation of the school. “RAP” can be only as effective as our communications. Parents are welcome at RAP Group meetings.

Approximately 2-3 weeks prior to a RAP meeting, the RAP Group Officer (1st Vice President) will communicate with the parent community in an effort to seek information about any questions which parents may have. Questions must be in writing and provided to the RAP Group Officer prior to the meeting. The list of questions will be shared with the appropriate administrator(s) in order that answers may be provided during the RAP Group meeting.

For more information, please contact the 1st Vice President (RAP), Mrs. Jacque Hoagland (732-866-9081).

**PARENTS REACHING OUT AND UNITED WITH THE DISTRICT
(PROUD)**

PROUD membership includes the professionals in the district of Colts Neck along with all of our families with children who receive special services. PROUD’s primary focus is a collaboration between these two groups with an emphasis on education and support.

Throughout the year, speakers and professionals who educate and inform present topics which embrace current advances in special education and improved modalities for effective learning. PROUD strives to remain current in all realms of education and utilize the latest in technology available for our unique learners. As a member, your input and requests regarding speakers or any topic of interest is welcomed. PROUD welcomes ALL families in Colts Neck to join them in this common goal. Please join PROUD and experience the true meaning of community.

Nancy Gualario (732-539-1168)

Sheila Hart (732-526-7553)

PROUD President

PROUD Vice President

E-mail: proudnews@gmail.com

SCHOOL CLOSING ANNOUNCEMENTS

In the event that school has to be closed because of inclement weather or for any other reason, it will be announced on the following stations:

AM - WADB (1310)
 FM - WKXW (101.5)
 WJLK (94.3)
 WHTG (106.3)

Honeywell Emergency Alert Telephone System
 and the following Website:

www.coltsneckschools.org

DELAYED SCHOOL OPENING

It is the practice of the Colts Neck School District to keep schools open on a regular basis, despite inclement weather. However, severe storms which cause heavy snow accumulations will force the closing of schools. Sometimes we are faced with a light snow or sleet storm which creates hazardous road conditions during the early morning hours. In instances such as this, **the district delays the opening of school according to the following schedule** and bus runs are adjusted accordingly. The delayed opening allows the safe operation of our transportation system after most commuter traffic has dissipated and the roads have been cleared by the Highway Department.

| DELAYED SCHOOL OPENING SCHEDULE | | | |
|---------------------------------|-------------------------|----------|-----------|
| School | Grades | Start | Dismissal |
| Primary School | Pre K - AM | 10:30 am | 12:45 am |
| | Pre-K - PM | 12:45 pm | 3:00 pm |
| | Kindergarten - AM | 11:00 am | 3:15 pm |
| | Kindergarten Complement | 11:00 am | 3:15 pm |
| | Grades 1 - 2 | 11:00 am | 3:15 pm |
| Elementary School | Grades 3 - 5 | 11:00 am | 3:15 pm |
| Middle School | Grades 6 - 8 | 9:50 am | 2:20 pm |

EARLY EMERGENCY DISMISSAL

During stormy weather, parents are encouraged to listen to the radio or check the district web site (www.coltsneckschools.org) to keep abreast of any change in the school schedule.

When school is closed early for an emergency, the parents will be contacted through the Honeywell Instant Alert Message System and bulk e-mail, and the information will be posed on the district web site. Parents should make sure their information is up-to-date on the Honeywell System. Morning kindergarten will be dismissed after the students have lunch (approximately 1:00 p.m.).

When the schools close early for emergencies, afternoon Kindergarten and Preschool, the YMCA After School Care Program, and all after school activities in ALL buildings are canceled.

BACK TO SCHOOL NIGHT SCHEDULE

September 10, 2009 – Conover Road Elementary School
 September 17, 2009 – Conover Road Primary School
 October 1, 2009 – Cedar Drive Middle School

MARKING PERIODS AND REPORT CARDS

First Marking Period:

Begins: September 3, 2009
 Ends: November 12, 2009
 Report Cards Issued: November 20, 2009

Second Marking Period:

Begins: November 13, 2009
 Ends: January 28, 2010
 Report Cards Issued: February 5, 2010

Third Marking Period:

Begins: January 29, 2010
 Ends: April 19, 2010
 Report Cards Issued: April 30, 2010

Fourth Marking Period:

Begins: April 20, 2010
 Report Cards Issued: June 25, 2010

CONFERENCES

November 19, 2009 (Afternoon)
November 20, 2009 (Afternoon)
November 23, 2009 (Afternoon)
November 24, 2009 (Evening)
March 3, 2010 (Afternoon)
March 4, 2010 (Evening)

REPORTING PUPIL PROGRESS

Formal parent teacher conferences are generally held in late November following the first marking period and again during early March following the second marking period.

Report cards are sent home four times for Grades 1-8. They are sent home three times for Kindergarten. The two conferences will provide an additional basis for reporting pupil progress. Interim reports, as determined by the teachers based on student's academic progress, will be sent home half-way through each marking period. Other reports may be made depending upon need as recognized by parent or teacher.

We are most anxious to have every parent present at Fall conference time. When properly implemented, it provides the best means of reporting pupil progress. We also heartily encourage both parent and teacher to make arrangements for other conferences whenever the need arises. The value of the parent-teacher conference cannot be over-estimated. We are anxious to discuss your child's progress as well as his/her problems.

The late Winter parent-teacher conferences are held immediately following the issuance of the second report card and at the specific request of either the teacher or the parent.

Preschool conferences are scheduled three times yearly according to the Preschool Calendar.

PARENT CONCERNS

Despite the genuine effort of all school personnel to maintain good rapport with parents, there are times when concerns arise. Concerns must be heard and deserve a sincere response. It is the policy of the Board of Education that concerns should be resolved informally, if possible, and through prescribed channels. Parents should direct concerns first to the teacher. If the concern is not satisfactorily addressed, the principal should be contacted. The Superintendent is always available to discuss parent concerns which remain unresolved. Concerns not resolved at any of the three levels described here may be presented to the Board as outlined in Policy #9130, Public Complaints and Procedures. This policy may be reviewed on our district website (www.coltsneckschools.org) and copies may be obtained from the Superintendent or the School Board Secretary.

ACCIDENT INSURANCE

The Board of Education has purchased an accident insurance policy covering all Colts Neck students when they are present at school or attending any Board approved function/activity off school premises. This policy is excess coverage with the family insurance being the primary insurance. Parents and guardians may purchase extended accident insurance providing 24 hour per day/7 days per week coverage at their own expense. Applications are distributed every September and are available throughout the school year. Purchase of this extended insurance is at the sole discretion of the parents/guardians.

AFTER SCHOOL CARE PROGRAM

The YMCA offers an After School Care Program at the Conover Road Elementary. This program is run by a certified teacher who provides homework assistance, indoor and outdoor games and free play, arts and crafts, movies and more. For information and registration forms, please contact the Freehold YMCA, 470 East Freehold Road, Freehold, or call the YMCA at (732) 462-0464.

ATTENDANCE PROCEDURES

Parents must contact the school office to report their child's absence prior to the start of school. Our school staff will then cross-check student attendance against the parental notification list. This procedure will not only increase our accuracy in attendance reporting, but enable us to quickly contact parents in the event of an unauthorized absence. Your assistance and cooperation is essential in making this process effective.

CAFETERIA

Sodexo will be providing the school lunch program. A full lunch program is available to students at all schools. Lunch and Student Milk prices are as follows:

| | |
|--------------------------------|--------|
| Conover Road Primary School/ | |
| Conover Road Elementary School | \$2.40 |
| Cedar Drive Middle School | \$2.50 |
| Reduced Price Lunch | \$0.40 |
| Student Milk | \$0.55 |

Students have a choice for lunch of a "Special of the Day" or a variety of sandwiches as their lunch entree. A menu listing daily "Specials" will be sent home at the end of each month for the following month.

Free and Reduced Price lunches are available throughout the school year for children of families whose income level falls within established State guidelines. Notices of availability of this program are sent home during the first week of school. However, application may be made at any time during the school year, if there should be a change in income level. Applications may be obtained from the Principal's Office.

A Computerized Register System is in place at each of the district's three schools. Each student is assigned a 4 digit pin code that they enter as they go through the lunch line. Should modifications to the program be implemented in the future, parents will be kept up-to-date as changes are made. Each cashier will have each student's account information in front of them when the child arrives at the register. Once the student's picture is taken for ID cards, their picture will be added to their account information thus insuring that only your child is expending the monies you have placed on account. This effort is

being coordinated with Lifetouch (the company contracted for student photographs for the school year). All student information will be stored in a secured site on the computer. Once the photograph is entered into the system, the cashier will be able to identify the child using each account. Pictures WILL NOT be shared with any other media. The program has the ability to alert the cashier should the district have received information from the parent of a child's food allergies, thus preventing the purchase of harmful foods. Parents also have the ability, should they choose to do so, to monitor their child's nutrition through an on-line program by viewing their child's food choices.

DISCIPLINE CODE

Principals are expected to enforce a discipline code routinely and consistently. While the Principals seek to consider specific circumstances in applying the code, it should be understood that the code is applicable district-wide and that it will be effected conscientiously and reasonably. When a student is given detention after school, parents will be advised in advance so that transportation home can be provided for or arranged by the parent. Parents are asked not to call the school to have the student excused from detention.

FINES FOR DAMAGE OR LOSS

In the event of the loss of or damage to school property (including books), parents are advised that the school reserves the right to assess partial or total cost of the material in question (depending upon its condition) against the parent. In order to enforce this rule, the building Principal may withhold a report card, class assignment or the like until the financial obligation is met. In the case of eighth grade students, diplomas may be withheld until the account is settled.

HEALTH

A school nurse is employed full-time in each school.

It is the policy of the school that no medication will be given to any student during the course of a school day except in emergencies at which time the school must have written permission from the physician authorizing designated school personnel or the student to dispense the medication. All medication (including aspirin) is to be

administered by the school nurse or under her direction, only upon the prescription of a doctor. (Policy and Regulation #5330)

Please do not send your child to school if he/she has a slight temperature, a severe cold, or any other sign of illness. If he/she is recovering from a disease or illness, please do not let him/her return to school until he/she is able to participate in the regular activities of the school day, except in case of long convalescence. If your child becomes ill at school, you will be notified immediately.

It is imperative that all pupil injuries related in any way to school activities or operation be reported to school authorities at once.

NURSE'S PHONE (Call-in Lines for Student Absences)

| | |
|--------------------------------|------------------------|
| Conover Road Primary School | 732-946-0055 Ext. 4705 |
| Conover Road Elementary School | 732-946-0055 Ext. 4352 |
| Cedar Drive Middle School | 732-946-0055 Ext. 4502 |

Communicable Diseases - Please notify the school immediately if your child has a communicable disease. In certain cases, at the nurse's discretion, a doctor's certificate may be required upon the child's return to school.

Neither the nurse nor any school personnel is allowed to diagnose illness or injury.

If a child has been absent from school, the parent is requested to send a note of explanation with her/him the first day s/he returns to school.

| Disease | Doctor's Recommendation For Time At Home |
|----------------|---|
| Chicken Pox | 2 days after no new spots appear and all sores are crusted over |
| Strep Throat | After 24 hours on medication |
| Conjunctivitis | After 24 hours on medication and no drainage from |

PERMISSION SLIPS

Request for Early Dismissal

If it is necessary for you to take your child out of school during the day, please send a note saying that you will call for him/her at a specified time. No child will be allowed to leave the building unless he/she is accompanied by the parent or guardian.

Students who are excused early must present a written request from the parent/guardian stating the reason for early dismissal and indicating what time the student is to be picked up. The note will be given to the teacher, who will forward it to the office. **Students must be picked up 20 minutes prior to dismissal.**

Students who are excused early must be called for at the school office (not the classroom). Parents will be required to sign students out. This sign out procedure applies to afternoon bus dismissals, as well.

Permission slips are also requested from parents in the following instances: to attend religious instruction, to participate in school choir, basketball and other after school activities. Permission slips are also required for attendance at Brownies, Girl Scouts, Cub Scouts, class trips and the like.

PUPIL VACATIONS DURING THE SCHOOL YEAR

The Superintendent and other school administrators discourage pupil vacations when school is in session. Parents should be aware that staff members and administrators agree that such vacations are detrimental to the child's school experience and we urge that they not be taken.

The following rules govern vacations when schools are open:

1. The student bears the responsibility for making up missed work.
2. No specific assignments will be given by the staff.
3. Except for the losses incurred as a result of absence from class, or the failure to make up missed work, the school will not impose any penalty on the child as a consequence of the absence.

REGISTRATION REQUIREMENTS

Children entering the Preschool program class must be three (3) years of age.

Children entering kindergarten must be five (5) years of age on or before Oct. 1. Children entering first grade must be six (6) years of age on or before Oct. 1.

For specific immunization requirements and other documentation required for registration of children in the school district, please contact the Principal's Office.

RELIGIOUS HOLIDAYS

New Jersey statute regarding pupil absence from school due to a religious holiday provides that:

- Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
- Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
- To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
- Such absence must not be recorded on any transcript or application or employment form or on any similar form.

A list of approved religious holidays for the 2009-10 school year can be found on the district website.

REPORTS ON THE SCHOOL DISTRICT

Annually, information about our schools is presented to the Board of Education and State Department of Education. These reports provide insight into the district's curriculum, technology program, facilities needs, as well as a comprehensive overview of district activities.

Information is provided to the State Department of Education during September for the New Jersey Report Card. The Report Card is produced by the New Jersey State Department of Education and can be accessed on their website at www.state.nj.us/education.

Board goals are developed in the Spring each year for the following school year. A report on the progress in meeting those goals is presented during March, with a final report on the attainment of goals presented during July.

Copies of all reports are available in the Office of the Superintendent, Business Administrator's or Principal's office for review.

SCHOOL ATTIRE

Both boys and girls are expected to dress neatly and appropriately for school. Styles of dress and grooming are expected to be in good taste. It is expected that halter tops, tank tops, short shorts, etc. will not be worn to school (Policy #5511).

Please send your child to school dressed appropriately for the weather and the playground. Young children should wear outer clothing and boots that are easily removed. We believe that students should have an opportunity to be outdoors, if weather permits.

SCHOOL PICTURES

Individual pictures of all students are taken by a private photographer in the Fall of each school year. Information about prices and procedures will be disseminated to parents/guardians by the photographer. The purchase of any photograph is strictly voluntary.

SCHOOL VISITORS

A camera/buzzer system has been installed for security purposes in all buildings. It is necessary that anyone visiting the school during the course of the school day use the buzzer to gain admittance.

All visitors are required to report to the school office to sign-in when they enter a school building and must obtain a badge from the Principal's Office before visiting any part of the building or any member of the staff. The maintenance of safety and order in our schools necessitates this request.

High school students are not permitted in the building or on the grounds on days when they do not have school, unless they have the permission of the Principal.

SEXUAL HARASSMENT

Students in Colts Neck Township are expected to treat one another and staff members with respect regardless of gender, race, color, creed, disability, religion, national origin, or sexual orientation. Inappropriate touching of a sexual nature, gender based or ethnic comments and/or jokes, and name-calling of any kind by students are not permitted on the way to and from school or on school property. All instances of such harassment are to be reported to the building administration. Parents will be contacted, and appropriate action will be taken. Interventions include, but are not limited to, interventions by the Affirmative Action Officer, supportive counseling, detentions, suspensions, and/or contacting district and local authorities.

STUDENT RECORDS

1. A non-adult pupil has rights of access to his/her records only through his/her parents. However, certified school personnel, at their discretion, may disclose pupil records to non-adult pupils.
2. Parents shall either have access to or be specifically informed about that portion of another pupil's record that contains information about his/her own child.
3. The school district may not record religious or political affiliation of pupil and/or parents unless requested to do so by the parent.
4. Parents/legal guardians of non-adult pupils are authorized to have access to their children's records.
5. Parents of non-adult pupils shall be notified of the transfer of mandated pupil records.
6. Written consent of the parent is required prior to the transfer of permitted records to another school district except where a formal sending-receiving relationship exists.

7. Access to pupil records by organizations, agencies and persons from outside the school is allowed, if they have the written consent of the parents; except that these organizations, agencies and persons shall not transfer pupil information to a third party without the written consent of the parent. Parents may have their child's name omitted from the student information directory by submitting a written request to the Superintendent specifically requesting that the child's name be omitted from the directory.
8. Unless otherwise judicially instructed, the school district shall, prior to the disclosure of any pupil records outside the school pursuant to a court order, give the parent at least three days notice of the name of the requesting agency and the specific records request. Such notice shall be provided in writing, if practicable. Only those records related to the specific purpose of the court order shall be disclosed.
9. A record may be withheld from a parent only when the Superintendent, in consultation with the professional staff, is convinced that the disclosure would create a substantial risk of harm to the pupil or to a person with whom the record is concerned. When such a risk is believed to exist, the administrator shall notify the parent within five days that access has been denied. Further, he/she shall inform the parent of their right to appeal this decision to the Commissioner of Education.
10. Pupil records are subject to challenge by parents on grounds of inaccuracy, irrelevancy, non-permissive disclosure, inclusion of improper information or denial of access.
11. Parents have the right of appeal by initiating the process by writing to the Superintendent the specific issues relating to the pupil record.
12. Upon permanent departure of a non-adult pupil from the school system, the parents shall be notified that a copy of the entire pupil record will be provided to them upon request.

TRANSPORTATION

It is the policy of the Board of Education not to allow a child to ride on any bus other than his/her own, **EXCEPT IN THE CASE OF AN EMERGENCY OR SERIOUS ILLNESS IN THE FAMILY.** Permitting students to switch from one bus to another would overcrowd our buses. Any deviation from this policy must have the approval of the school Principal.

Students misbehaving on school buses may face suspension from the bus or from school as a consequence.

All students residing in Colts Neck are transported to and from school. The routes and stops are planned for safety, efficiency, and to meet time constraints in accordance with the Board of Education policies. Bus stops are assigned to accommodate the majority of the students in a designated area. For flexibility, routes and stops may be changed at any time. Parents shall be informed prior to a change.

Complaints about transportation should be brought to the attention of the Transportation Coordinator (732-431-0681 or 732-431-3066). If the complainant disagrees with the verbal decision, a written communication with details of the complaint shall be sent to the Business Administrator for review or possible forwarding to the Safety Committee for review and further action.

The School Bus Safety Booklet is available on the district web site. It is requested that parents familiarize their children with the contents of this booklet. School bus safety is a matter of teamwork that requires constant support of the administration, the pupil and the parent.

During inclement weather **it is recommended that parents not drive students to school.** Increased traffic creates additional hazards for the students. Although there may be delay on bus routes, a student is considered safer in a school bus than in a car. If you wish to keep your child out of the weather, wait at the bus stop. Any changes to school schedules will be announced on the radio and posted on the Web sites listed under the School Closing Announcements section of this Handbook.

All school buses meet Federal and State regulations and are equipped with the following safety devices: stop arms, crossing arms and the Silent Witness. The Silent Witness is a video system that monitors bus activities.

All bus drivers (district and contract) meet Federal and State regulations, including criminal background checks and random drug testing.

PUPIL TRANSPORTATION BY PRIVATE AUTOMOBILE

CEDAR DRIVE MIDDLE SCHOOL

Parents transporting students to and from the Cedar Drive Middle School at bus arrival and departure times must use the **parking lot** adjacent to the library for drop off and pick up. **NO CARS ARE TO STOP OR PARK ALONG THE FRONT OF THE BUILDING AT ANY TIME.**

CONOVER ROAD PRIMARY AND ELEMENTARY SCHOOLS

Parents transporting students to and from the Conover Road Primary or Elementary Schools should follow procedures listed below:

A.M. DROP-OFF PROCEDURE

- When you pull up in front of the school, have your children ready to exit the car. Do not let children leave your car until you see youngsters leaving the buses.
- Watch the car in front of you as you exit the parking lot. Teachers posted in front of the school will monitor that your child safely enters the building.
- **Drop-off should only take place between the first set of cones and the school gymnasium.**
- Children without a note cannot be picked up from either the Conover Road Primary or Elementary Schools between 3:15 and 3:20 p.m.

P.M. PICK-UP PROCEDURE

- **Send your child with a note in the morning** if you will be picking your child up at dismissal time.

- Pick-up for the Primary School is in the **media center** at 3:15 p.m.; for the Elementary School, pick-up is at 3:15 p.m. in the **cafetorium**.
- **Park your car in a parking spot, not in the fire zone or on the grass.**

POLICY OVERVIEW

Parents, guardians and residents may review any and all Board Policies and Regulations, which can be accessed on the district website at www.coltsneckschools.org via the “Our District” link located on navigation bar at the top of the page. Please choose “Policies and Regulations” from the drop down list under “Our District”.

The following provides a brief overview of some existing Board Policies. All interested parties are encouraged to view the policies and regulations in their entirety in order that their questions may be answered.

Affirmative Action

Any student/parent/guardian or Board employee seeking information, assistance or redress regarding equality of opportunity in all employment and educational policies, practices and procedures, should contact the Affirmative Action Officer, Mr. Henry Rose, LCSW at 732-946-0055, Ext. 4124 (Policy and Regulation #1550, #2260 and #5750).

Drugs, Alcohol, Tobacco (Substance Abuse)

The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Drug, alcohol, tobacco and steroid education, appropriate for pupils given their age, maturity and grade level, shall continue to be incorporated into the curriculum.

Staff and law enforcement authorities will ensure continuing cooperation in all matters relating to the use, possession, and

distribution of controlled dangerous substances and drug paraphernalia on school property.

The Principal or his/her designee may conduct a search of a student’s person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by the designated school staff shall comply with the standards prescribed by the United States Court in New Jersey.

All information concerning a pupil’s or staff member’s involvement in a school intervention or treatment program shall be kept strictly confidential (Policy and Regulation #5530 and #5600, Policy #5533)

Extracurricular Activities

The purpose of extracurricular activities shall be to:

1. Develop useful new capabilities in pupils;
2. Develop pupil initiative and provide for the exercise of responsibility;
3. Develop leadership capabilities and good organizational skills;
4. Aid pupils in the social skills; and
5. Enable pupils to explore a wider range of individual interests than might be available in the regular program.

These activities are supervised by properly certified personnel.

Student participation in extracurricular activities is a privilege. All students are eligible to participate in all extracurricular activities. Parental consent is required. Students are expected to adhere to the class rules established by the activity advisor and are expected to conduct themselves properly at all times. Students who receive a detention and/or suspension will have their cases reviewed by the Principal, who may suspend them from further participation. The activity advisor has the prerogative to request that the Principal remove a student from an activity for any violation of behavioral and/or safety rules. (Policy and Regulation# 2430)

NOTE: Participation in extra-curricular activities at Cedar Drive Middle School is based on eligibility. The guidelines for eligibility will be communicated through the school in the beginning of the school year.

Harassment, Intimidation and Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying. Standards for pupil behavior are set cooperatively through interaction among the student(s), parent(s) or legal guardian(s), staff and community member(s). Guidelines (procedures) have been developed based on accepted core ethical values. These guidelines are suited to the age level of the students and the mission and physical facilities of the district's schools. All students are required to adhere to the rules/guidelines, conform to reasonable standards of socially acceptable behavior, and submit to such disciplinary measures as are appropriately assigned for infraction of the rules/guidelines. Active and passive support for harassment, intimidation, or bullying is prohibited. Students are encouraged to support other pupils who walk away from these acts, constructively attempt to stop them, and report the acts to the Building Principal, Assistant Principal, or staff member. School district employees are required to report alleged violations of this policy to the Principal or his/her designee. Reprisal or retaliation against any person reporting an act of harassment, intimidation, or bullying is prohibited, and there are consequences and appropriate remedial action for offenders. Action will be taken in those instances where a pupil, visitor, or volunteer found to have falsely accused another of harassment, intimidation, or bullying. (Policy #5512.01 and #5512.02, Regulation #5512)

Homework

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments, and coordinate homework assignments with their colleagues when applicable. Homework shall not be used for punitive reasons. Students bear the responsibility for make up assignments. (Policy and Regulation #2230)

Internet

Internet access and computers are provided for students to conduct research and communicate with others in a considerate and responsible manner. Students will not post personal contact information about themselves or other people. The school will notify the parents about the network and the policies governing its use. Parents must sign an agreement to allow their child to have access to the Internet while he/she is in school. Parents have the right to terminate their child(ren)'s use of the Internet at any time. The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District System. (Policy and Regulation #2361)

No Smoking

The Board prohibits smoking at any time in any area of the school buildings used by the students. Students are prohibited from smoking, at any time, on Board owned property, including buildings and grounds, and in vehicles which the Board owns or contracts to use. Violators will be subject to disciplinary action at the discretion of the building Principal. (Policy #5533)

Nondiscrimination

The Colts Neck Township School District does not discriminate in its educational program or hiring practices on the basis of gender, race, national origin, religion, English proficiency, socio-economic status, or disability condition(s). (Policy and Regulation #1530 and #5750)

Nonresident Students

The Colts Neck Board of Education does not allow any children of a future resident to be educated in the school system until they are domiciled in the Township. (Policy and Regulation #5111)

Promotion/Retention

The Board of Education acknowledges that the mental, behavioral and physical growth of children develops at varying rates within and among individuals. The Board recognizes its obligation to strive for the optimum development of basic mental, behavioral and physical skills among the children for whom it is responsible. Regulations have been adopted which include:

1. Standards of proficiency related to district goals and objectives;
2. Standards of attendance and provision for review of mastery;
3. Timely efforts to help all pupils achieve acceptable levels of proficiency;
4. Timely notification of parents/guardians when there is a possibility of failure;
5. Procedures for involving parents/guardians in the design of the remedial programs.

Parents will be notified when exceptions are contemplated in a pupil's normal progression from level to level. (Policy and Regulation #5410)

Section 504 (Rehabilitation Act)

The Colts Neck Township School District makes facilities accessible to disabled pupils and employees. (Policy and Regulation #1510)

Transportation

The Board of Education is concerned for the safety of all students. Therefore, all K-8 students are transported due to the following conditions existing in the Township: no sidewalks, no shoulders on the sides of the roads for pedestrian traffic, and traffic lights only on County Roads, and not on main or secondary roads near school buildings. Bus routes are developed that provide safe, economical and reasonably expeditious transportation for the students. Bus stops are established as safely and economically as possible, and placed in the most convenient area to most of the children in a location. All requests for bus stop changes and complaints about bus transportation shall be referred to Mrs. Dawn Zeevalk, Transportation Coordinator (732-431-0681 or 732-431-3066). Requests for changes may be made by telephone, in writing, or in person. The appeal process is outlined in Policy #8600.

1. Students with Disabilities - When a pupil's IEP outlines transportation as a related service, permissible modes of transportation may include privately owned vehicles and commercial carriers. The mode of transportation utilized will be based on transporting the pupil in the most expeditious manner and at the lowest cost consistent with the IEP. Attendants will be provided when specified in the IEP. (Policy #8670)

2. Senior Citizens - Senior citizen groups may use district-owned school buses as a means of transportation to and from events within Colts Neck or in the contiguous townships of Freehold, Holmdel, Howell, Marlboro, Tinton Falls and Wall. For specifics on such transportation, see Policy #8651.
3. Bus Conduct - Good pupil conduct contributes to safety and helps to avoid accidents which may result from the distraction of the driver. It also reduces the number of accidents in which pupils injure themselves or each other. The driver is in full charge of the school bus at all times and shall be responsible for order and safety. The driver does not exclude children from the bus; however, the driver shall report unmanageable pupils to the building Principal.

Use of Facilities

The Board believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. Requests for use of facilities should be made through the Business Administrator/Board Secretary, who will provide information concerning the facilities use fee schedule. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization or the purpose they represent. Use shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose prohibited by law. No one may bring alcoholic beverages onto any school property. Smoking is prohibited by law in all district-owned buildings. Proof of insurance coverage is required, and users shall be financially liable for damage to the facilities. For information about applicable fees, and for more information on facilities use, see Policy #7510.

THE COLTS NECK BOARD OF EDUCATION RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE CALENDAR THAT ARE DEEMED NECESSARY.
RECESS DATES ARE NOT GUARANTEED. PLEASE VISIT OUR WEBSITE (www.coltsneckschools.org) FOR ANY UPDATES TO THIS CALENDAR.

| DATE | EVENT |
|------------|--|
| Aug. 25 | New Student Orientation-Elementary @ 9:30 am New Student Orientation-Primary @ 11:00 am New Student Orientation-Middle @ 1:00 pm |
| Aug. 26 | New Teacher Orientation (Session 1) |
| Aug. 27 | New Teacher Orientation (Session 2) |
| Aug. 31 | New Teacher Orientation (Session 3) |
| Sept. 1 | School Closed for Students All Staff Report-Staff Orientation Day |
| Sept. 2 | All Staff Report-Staff In-Service |
| Sept. 3 | Schools Open for All Students First Day of Marking Period #1 |
| Sept. 7 | Labor Day-Schools/Central Office Closed |
| Sept. 10 | Back-To-School Night/Conover Road Elementary School |
| Sept. 17 | Back-To-School Night/Conover Road Primary School |
| Sept. 24 | Schools Closed for Students/Staff In-service Day |
| Sept. 28 | Yom Kippur-Schools/Central Office Closed |
| Oct. 1 | Back-To-School Night/Cedar Drive Middle School |
| Oct. 12 | Columbus Day-Schools/Central Office Closed |
| Nov. 3 | Election Day-Schools/Central Office Open |
| Nov. 5 | NJEA Convention-Schools/Central Office Closed |
| Nov. 6 | NJEA Convention-Schools/Central Office Closed |
| Nov. 12 | Last Day of Marking Period #1 |
| Nov. 13 | First Day of Marking Period #2 |
| Nov. 19 | Short Session Day-Parent/Teacher Conferences (Afternoon) |
| Nov. 20 | Marking Period #1 Report Cards Sent Home |
| Nov. 20 | Short Session Day-Parent/Teacher Conferences (Afternoon) |
| Nov. 23 | Short Session Day-Parent/Teacher Conferences (Afternoon) |
| Nov. 24 | Full Session Day-Parent/Teacher Conferences (Evening) |
| Nov. 25 | Short Session Day |
| Nov. 26-27 | Thanksgiving Recess-Schools/Central Office Closed |
| Dec. 23 | Short Session Day-Winter Recess Begins |

| DATE | EVENT |
|------------|---|
| Jan. 4 | Schools/Central Office Reopen |
| Jan. 11 | Short Session Day for Students/Staff In-service Day |
| Jan. 18 | Martin L. King's Birthday-Schools/Central Office Closed |
| Jan. 28 | Last Day of Marking Period #2 |
| Jan. 29 | First Day of Marking Period #3 |
| Feb. 5 | Marking Period #2 Report Cards Sent Home |
| Feb. 11 | Short Session Day for Students/Staff In-service Day |
| Feb. 12 | Presidents' Weekend-Schools/Central Office Closed |
| Feb. 15 | Presidents' Weekend-Schools/Central Office Closed |
| Mar. 3 | Short Session Day-Parent/Teacher Conferences (Afternoon) |
| Mar. 4 | Full Session Day-Parent/Teacher Conferences (Evening) |
| Mar. 5 | Short Session Day |
| Mar. 26 | Spring Recess-Schools/Central Office Closed at End of Day |
| Apr. 12 | Schools Reopen |
| Apr. 19 | Last Day of Marking Period #3 |
| Apr. 20 | First Day of Marking Period #4 |
| Apr. 30 | Marking Period #3 Report Cards Sent Home |
| Apr. 27-30 | NJ ASK Testing-Grades 7 and 8 |
| May 3-6 | NJ ASK Testing-Grades 5 and 6 NJ ASK Make-Up Testing-Grades 7 and 8 |
| May 10-14 | NJ ASK Testing-Grade 3 NJ ASK Testing-Grade 4 NJ ASK Make-Up Testing-Grades 5 and 6 |
| May 17-21 | NJ ASK Make-Up Testing-Grade 3 NJ ASK Make-Up Testing-Grade 4 NJ ASK Make-Up Testing-Grades 5 and 6 |
| May 28 | Short Session Day for Students/Staff In-service Day |
| May 31 | Memorial Day- Schools/Central Office Closed |
| June 24 | Short Session Day |
| June 25 | Short Session Day-Last Day of School Marking Period #4 Report Cards Sent Home |