

**Atlantic City Public Schools
1300 Atlantic Avenue
5th Floor
Atlantic City, New Jersey 08401
(609) 343-7200**

Central Administration

Mr. Barry Caldwell	Superintendent
Ms. Sherry Yahn	Asst. Superintendent of Curriculum and Instruction
TBD	Asst. Superintendent of General Operations
Ms. Diane Saunders	Director of Human Resources
Mr. Michael Bird	Director of Assessments and Special Projects
Mrs. Gabrielle Caldwell	Director of Elementary Education
Mr. Donald Harris	Director of Secondary Education
Mrs. Pamela Hennelly	Supervisor of Special Education
Mrs. Denise Dufner	Human Resources Manager

Board of Education

Mr. Walter Johnson	President
Mr. Al Thomas	Vice President
Mrs. Patricia Bailey	
Mrs. Ruth Byard	
Mrs. Constance Days-Chapman	
Mr. John Devlin	
Mr. Shay Steele	
Mrs. Sharon Zappia	
Mrs. Kim Bassford	Ventnor Sending District
TBA	Student Representative
TBA	Student Representative
Mrs. Tracy Riley	Solicitor
Ms. Angie Brown	Board Secretary
Ms. Kimberly Wallace	Asst. Board Secretary

**Atlantic City Public Schools
Richmond Avenue School
4115 Ventnor Avenue
Atlantic City, New Jersey 08401
Phone: (609) 343-7250 Ext: 7100
Fax: (609) 344-0974**

Dear Parents:

We are using this Handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the school year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to attend scheduled meetings with teachers. Mutual benefits occur when there is meaningful exchange of information between home and school.

It is our hope that this Handbook will be helpful to you.

Thank you,


Ms. Shelley Williams, Principal
Mrs. Shontai Harris, Assistant Principal

Richmond Avenue School

Mission Statement

The mission of **Richmond Avenue School** is to promote the development of all students academically, physically and emotionally. We are preparing students to be able to function and compete in the Twenty-First Century. Our diverse environment develops a positive respect for our student body and community. Students will demonstrate respect for others, maintain good citizenship, and strive for **EXCELLENCE**.

2017-2018 Richmond Avenue School Staff

<p><u>Administrators</u> Shelley Williams, Principal Shontai Harris, Asst. Principal</p>	<p><u>Specialists</u> Cornelius Brown-Health Ron Buckbee -Media Vanessa Toomer - Art Janine Krizauskas -Physical Education Craig Martin-Music Edith Porch- World Languages</p>	<p><u>Security</u> Donielle Moody Jeffrey Nelson Frank Yanni <u>Custodial Staff</u> Larry Holland – Foreperson Katherine Bailey</p>
<p><u>Secretary</u> Sharon Bing Toya King</p>	<p><u>Special Education</u> Sandy Campana Linda Coyle Pamela Daves Michelle Gardner Mary Lou Goddard MaryBeth Henain Kristy Horas Janice Jeffries Hugo Llerena</p>	<p>Barry Bing Freddie Mercedes Aida Ruiz Harry Tracy Kevin Young-Maintenance</p>
<p><u>Pre-K 3</u> Regina Marchini-Farias <u>Pre-K 4</u> Lauren Kaplan Tiffany Navarro Danielle Saponaro <u>Kindergarten</u> Jordan Caldwell Shanna London Melissa Luna</p>	<p><u>ESL</u> Maria Barber Nabid Chowdhury Devin James J-Lynn McEntee Michael Ott Brendan Schurr <u>Basic Skills, Reading Recovery, LLI</u> Kelly Boyle Allison Clark Megan Goughan-Perna A. Brigid Hughes Timia Bradley-Johnson Lynn Massari Cynthia Wilson <u>Technology Coordinator</u> Frank Stewart</p>	<p><u>Classroom Aides</u> Leslie Allen Cassandra Aponte Robert Moody Chanel Prevard Valerie Russo Carla Stanley</p>
<p><u>First Grade</u> Jennifer Matarazzo Jennifer Stablini Theresa Welsh <u>Second Grade</u> Justin Goods Shawna King Junior Mejia</p>	<p><u>Speech</u> Kathryn McNamara-Brehm <u>Gifted and Talented</u> Patricia Dinoto <u>Music</u> William Andrews James Daly Barry Portnoy <u>Guidance Counselor</u> Indra Owens <u>School Nurse</u> Lauren DeMarco <u>Literacy Coach</u> Jennifer Afanador</p>	
<p><u>Third Grade</u> Christine Brown Jacquelyn Lee Yolanda Smith <u>Fourth Grade</u> Denise Cash Pam Cappellutti Anthony Zappia</p>		
<p><u>Fifth Grade</u> Kimberly Almahadin Kenyetta Davis-Pierre Letitia Jones-Johnson <u>Sixth Grade</u> Niambi McNeal Robert Rauzzino Andrew Stone <u>Seventh Grade</u> Christine Arsenis Gary Jerue James McGinn <u>Eighth Grade</u> Penelope Kelly Patricia Keeper Diandra Laielli</p>		

Richmond Avenue School

School Goals

2017-2018

Common Core

The Common Core establishes what students should learn in math and English from kindergarten through high school. Local school districts choose the materials detailed plans for day-to-day teaching that best help all students meet the standards.



CRITICAL THINKING SKILLS

Students focus on problem solving, not rote memorization



COLLABORATIVE WORK

Standards encourage collaboration across subjects and are technology-rich



REAL WORLD CONCEPTS

English integrates more non-fiction, while math pushes a deeper understanding of how to apply core concepts



NEW IDEAS

Children build on what they've learned in the previous grade, from K through 12



FUTURE SUCCESS

Students are better prepared for the ACT and SAT, which are being updated to align with the standards



SET EXPECTATIONS

Kids don't have to play catch up when moving between school districts or states

Literacy Collaborative

Increase academic achievement in Language Arts Literacy and related content areas:

- Students in Grades Kindergarten thru Second will adhere to the following Language and Literacy Framework for Literature and the Content Areas:
 - ✓ Language/Word Study
 - Interactive Read Aloud
 - Language and Word Play
 - Interactive Writing
 - Modeled/Shared Reading
 - Modeled/Shared Writing
 - Handwriting
 - Letter/Word Study
 - ✓ Reading Workshop
 - Guided Reading
 - Independent Reading
 - ✓ Writing Workshop
 - Independent Writing
 - Guided Writing
 - Interactive Writing (small group)

Richmond Avenue School
School Goals
2017-2018

- Students in Grades Third thru Sixth will adhere to the following Language and Literacy Framework for Literature and the Content Areas:
 - ✓ Language/ Word Study
 - Interactive Read Aloud
 - Current Events
 - Modeled/Shared Reading
 - Modeled/ Shared Writing
 - Interactive Edit
 - Interactive Vocabulary
 - Reader's Theatre/ Process Drama
 - Handwriting
 - Test Reading and Writing
 - Choral Reading
 - Poetry Sharing/ Response
 - Word Study
 - ✓ Reading Workshop
 - Independent Reading
 - Guided Reading
 - Literature Study
 - ✓ Writing Workshop
 - Independent Writing
 - Guided Writing
 - Investigations

Mathematics

Increase academic achievement in mathematics by implementing standards-based instruction in the classrooms (Kindergarten thru Sixth), while adhering to and addressing the following New Jersey Core Content Standards for Mathematics:

- ✓ Number and Numerical Operations
 - Number Sense
 - Numerical Operations
 - Estimation
 - Geometry and Geometric Properties
 - Transforming Shapes
 - Coordinate Geometry
 - Measuring Geometric Objects

Richmond Avenue School
School Goals
2017-2018

- ✓ Patterns and Algebra
 - Patterns and Relationships
 - Functions
 - Modeling
 - Procedures
- ✓ Data Analysis, Probability, and Discrete Mathematics
 - Data Analysis (Statistics)
 - Probability
 - Discrete Mathematics- Systematic Listing and Counting
 - Discrete Mathematics- Vertex-Edge Graphs and Algorithms
- ✓ Mathematical Processes
 - Problem Solving
 - Communication
 - Connections
 - Reasoning
 - Representations
 - Technology

Students will solve open-ended questions, memorize and understand the concepts of basic mathematical facts, use hands-on problem solving strategies and find solutions using a multitude of mathematical strategies.

Staff, Student, and Parent Goals

- Improve parental involvement
- Improve student attendance
- Improve staff attendance
- Maintain a safe, clean and attractive facility

Richmond Avenue School

Board of Education Meeting

- The Board of Education meets monthly at:
Board of Education
1300 Atlantic Avenue, 6th Floor
Parents are invited and encouraged to attend.

Conferences

- Parents may request a conference at anytime, either to speak with their child's teacher, administrator, or school nurse. In addition, conferences are scheduled during the report card period. Teachers and parents may conduct telephone conferences in order to discuss pupil progress.

Dress Code

- All students must adhere to the District's Mandated Uniform Policy. The uniforms consist of the following:
 - Navy Blue: Pants, shorts/skorts, skirts, jumpers and sweaters
White: Polo shirt (long or short) or dress shirt
Or
 - Navy Blue: Shirt (long or short) or dress shirt
Khaki: Pants, shorts/skorts, skirts, jumpers and sweaters

Emergency Information

- Your children will be bringing to you an information sheet to be completed and returned to the school the very next day. On this form, you will list the necessary emergency information as is requested. Should your telephone or the names of parties change, please bring this information up to date in the office immediately.

School Day

- Students are to report to school "READY" for instruction at 8:15 a.m. daily. Unless notified otherwise, school will be dismissed at 2:45 p.m. daily. The attached school calendar will give you dates school will be dismissed early or closed. You should keep this calendar handy for the rest of the school year.

Richmond Avenue School

Illnesses



- If your child is ill before the **start** of the school day, please be kind enough to make arrangements at home for the child to remain there as we do not have facilities to care for sick children who arrive ill. Children who become ill during the school day will be cared for. However, if the situation warrants, the nurse or the school administrator may have to call parents to come for their sick children.

Inclement Weather/Late Opening

- During the year inclement weather may cause school to open late, close early or not to open at all. In the event inclement weather should affect the opening or closing of school, announcements will be made over our local radio stations. We encourage you to tune into one of them for information. Please **DO NOT** call the school or the radio station during this time, as you will only interrupt the normal operations.

Blackboard Connect

The Atlantic City School District has a telephone messaging service called **Blackboard Connect**. The **Blackboard Connect** service enables us to personally communicate with parents about emergency situations, school events and other important issues impacting your child. It allows us to send personalized voice messages to your home, work or cell phone number. **Blackboard Connect** messages will advise you of the following:

- Open house dates
- School Closings
- Early Dismissals
- Absent notification
- Emergency Closings
- PAC Meetings
- School-wide events
- Class trip reminders



Based on the systems proven track record, we know this message service will improve school and district-wide communications with parents.

It is important that we have all of your current telephone numbers so that you will not miss out on any important communications.

Lateness and Absences

We encourage parents to make every effort to get children to school on time daily. Missing several days of school each year can put students at least a year behind their peers in academic performance and absenteeism affects student performance, according to a report by Attendance Works. In New Jersey chronic absenteeism is generally defined as missing 18 days of school.

- In the event there is lateness or an absence, children must bring a note from the parent to the teacher explaining the reason(s). Students arriving after 8:15 a.m. must report to the office to pick up a late pass before entering their classrooms. Parents will be called in for conferences if lateness and absences become habitual

Leaving Messages For Students

- We encourage parents to give children necessary directions and information before they leave home as the school is not equipped to handle the volume of telephone calls to give students personal messages. Message taking can be very disruptive to the routine of the school. **EMERGENCY** calls are accepted at anytime and every effort will be made to assist you.

Lunch Procedure



- Lunch will be provided daily to all students. However, some students will receive **free** lunch and others will have to pay either the **reduced** rate or the **full** amount based on the economic status of the family. Students are allowed to bring their own lunch to school. We ask that parents send the lunch with the child to school in the morning. No parent will be permitted in the cafeteria during the school day. Also, please do not send **candy, soda, or junk food** with your child. A good healthy lunch is essential for promoting learning.

Mark Belongings

- Please take the time to mark your child's belongings with their name. It is important that you do not permit your child to bring valuables to school or bring large sums of money.

Parent Advisory Council

- We invite all parents to take an active role in the Parent Advisory Council. Parent participation and the support of the school's effort can be efficiently and effectively done through the council. Organization of the council will take place at the first parent meeting. Parent meetings will be held quarterly.

Parents of Pre-K and Kindergarten Children

- Parents of Pre-K and kindergarten children are asked to be **prompt** in picking up their children from school.

Richmond Avenue School Security Policy



1. Visitors are **not** permitted to enter the instructional area during the regular school day (**between 8:15 a.m. to 2:45 p.m.**) **unless** a previous appointment has been arranged. There will be **no** exceptions to this rule.
2. All visitors must enter the school building using the main door, located on Windsor Avenue.
3. All visitors must check-in at the front door with security personnel and then proceed to the main office.
4. All visitors entering the instructional areas must be cleared through the office and receive proper credentials. A visitor's permission pass will be issued.

Shelley Williams, Principal
Shontai Harris, Assistant Principal

Richmond Avenue School

Rules for Students

- No fighting on school grounds.
- No profanity will be permitted in school or on the playground.
- No disrespect will be permitted to teachers and other adults in the building.
- Students will not leave the school grounds during the school day without proper authorization.
- Students will not bring **toys, radios, or other electronic devices**. The school is not responsible for lost or stolen items.
- Students will be prepared for class and aware of class routine.
- No gum, candy, food or beverage will be permitted in classrooms.
- Students may not leave their rooms without a teacher's authorization and Hall Pass. They will go directly to the designated area and then back to class. They are not to run or play in the hallway.
- Students will not litter the building and classroom areas.
- Students will not be permitted into the school building **before** 8:15 a.m., unless authorized by administration.
- Students will not enter or leave the building without teachers.

Richmond Avenue School

HOMEWORK GUIDELINES



Dear Parents,

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help your child to develop work and study habits that will assist him or her throughout the years spent in school.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Ask your child if he or she has homework that day. Be aware that homework is generally assigned everyday except Friday or the day before a holiday. By asking your child about homework, you are helping him or her to remember that there is an assignment to be completed.
- Become interested in your child's homework. Ask him or her to show the homework to you and to explain what the work completed was about. Sharing your child's work with him or her reinforces the importance of homework and helps the child to understand that you are interested in his or her progress. Looking at your child's homework also keeps you informed about the progress of the child and the way in which your child is able to complete the work assigned.
- Remember that homework is your child's work—not yours. You should not do the work for the child; rather you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make the homework assignment clearly understood by each student.
- Help your child set a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work and study where he or she is not disturbed by younger children or pets.

Homework will help your youngster grow and develop.

Sincerely,

Shelley Williams, Principal
Shontai Harris, Assistant Principal