



Matawan Aberdeen Regional School District

Central Office Administration

1 Crest Way

Aberdeen, NJ 07747

www.marsd.org

Preschool Parent/Student Handbook 2019-2020

SCHOOL CONTACT INFORMATION

Cambridge Park Preschool

1 Crest Way Aberdeen, NJ 07747

Phone: 732-705-4078

Fax: 732-705-4094

Email: cambridgeparkinfo@marsd.org

Matawan Aberdeen Regional School District website:

www.marsd.org

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ENTRANCE REQUIREMENTS

PROOF OF RESIDENCY CHECKLIST: 4 proofs must be provided with all documentation. Acceptable proofs of residency must include a property tax bill, contract of sale, lease, mortgage or other signed evidence of property ownership, tenancy, or residency. Three additional proofs must also be provided, and may include Court orders, documentation provided by any governmental agency (driver's license, voter registration, military orders), utility bills, etc. See also Residency checklist at www.marsd.org. Only if you are living with a family member, complete the 'Application for Admission of Domicile Student' with all proper documentation for that form.

PROOF OF AGE: Original Birth Certificate - long form (this includes information to verify child's name, age, and father and mother of the child.) This form can be obtained at the municipal offices of the town where your child was born. (Original with raised seal is necessary-copies not accepted).

IMMUNIZATION REQUIREMENTS: Proof of Immunizations is required for preschool entry and **MUST** be provided before the first day of school. Your child needs:

- 4 doses of DTAP
 - 3 doses of Polio
 - 1 dose MMR
 - 1 dose HIB on or after first birthday
 - 1 dose Varicella
 - 1 dose of Pneumococcal conjugate on or after first birthday
- and,
- ****1 dose Seasonal Influenza between September and December annually****

PHYSICAL EXAMINATION REQUIREMENT: All students are required to submit a physical examination that has been completed within the past 365 days. It **MUST** be provided before the first day of school. NJ Universal Health form is available online at <https://www.state.nj.us/health/forms/ch-14.pdf>.

STUDENT CONTACT INFORMATION

When parents/guardians register a student in the Matawan Aberdeen School District, they are asked to fill out a student information form. Revisions can be made by the parent/guardian at any time through the Parent Portal or a note can be sent to the main office to update the information. Necessary registration information includes:

- Student’s name, address, home phone number, birthday, gender and grade
- Parent(s) or guardian(s) name, address, home phone number, work number, cell phone number, email address
- Emergency contact information that includes the name, address, and phone numbers of people to contact if the parent/guardian, cannot be reached (local numbers, please)
- Physician’s name and phone number, medical alert information
- Insurance information

It is important to list emergency contacts that are likely to be available for such pickups. **If for some reason during the year your job, residence, or the people you have listed change, it is imperative that you make the appropriate changes in the parent portal and notify the office immediately.**

VIRTUAL BACKPACK E-ALERTS

In order to provide the best possible communication between our school and your household, we request that you check our website’s Virtual Backpack weekly for links to notices, as well as important updates. **In an effort to decrease the amount of paper that is utilized, notices and flyers will no longer be sent home as paper copies.**

SCHOOL HOURS

Preschool Session	Full Day
Regular school hours	8:50-2:50
Early Dismissal (inclement weather or conferences)	8:50- 12:50
Delayed opening (90 minutes)	10:20- 2:50

*The YMCA after care program will be closed for early dismissals related to inclement weather.

*The YMCA after care program will remain open for early dismissals due to conferences.

SCHOOL ARRIVAL

Students will not be admitted into the school building before the scheduled opening time. WALKERS AND THOSE DRIVEN BY PARENTS/GUARDIANS SHOULD NOT PLAN TO ARRIVE AT SCHOOL EARLIER THAN THEIR SCHEDULED TIME AS THERE IS NO SUPERVISION PRIOR TO THAT TIME.

TRANSPORTATION

Tuition includes transportation to and from school. There is no discount for students who do not utilize busing services. All transportation inquiries or concerns should be directed to the Transportation Department.

SCHOOL DISMISSAL

Students will be dismissed at designated exits. Parents/guardians are not to enter the building to pick up their children. Children who are bused to and from school are expected to ride their assigned buses home. **Any change in dismissal procedure must be arranged prior to the start of the school day and must be confirmed in writing with a note from the parent sent to the school with the child that day or via email to CambridgeParkInfo@marsd.org.** If an emergency arises after the child has gone to school and dismissal plans need to be changed, the parent/guardian must call the office for notification.

LEAVING SCHOOL EARLY

Children who must be excused from school early should bring a note from their parents/guardians stating the time to be excused and the reason for leaving early, or can email CambridgeParkInfo@marsd.org. **To minimize interruption of the school day, a note must be brought to the teacher in the morning.** If someone other than a parent/guardian will be picking up the child, he or she must be on the emergency contact list. A note giving permission is necessary and identification will be required.

ABSENCE OR TARDINESS

Classes begin promptly at their scheduled time. Regular attendance is essential to a student's success. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Parents who drop their child off late to school in the morning are asked to wait with their child in the vestibule until

a staff member is able to come assist him or her to class.

If a child is going to be absent, the parent/guardian must email the school info-line at CambridgeParkInfo@marsd.org or call the school office for notification. Students returning from an absence must bring a written excuse signed by their parent/guardian that includes: name, days absent and reason for absence. The note should be given to the teacher. If the absence was due to a contagious illness, a note from the doctor is required. Parents/Guardians will provide an explanation for the tardiness.

YMCA (Before/After School Childcare)

The YMCA provides before and after care at the Cambridge Park Preschool from 7:00 a.m. until 8:50 and from student dismissal until 6:00 p.m. They are located in room 10 and can be accessed through the outside classroom door by the playground. If you have any further questions or concerns, please contact the Matawan YMCA office at (732) 566-9266. This is a tuition program. Please note when schools are closed due to inclement weather, the program is canceled. **When there is a delayed opening, before care for preschoolers is also canceled.**

EMERGENCY SCHOOL CLOSING

Notice of school closing due to inclement weather or other reasons can be found on www.marsd.org. Families will also be notified using the automated calling system, using the phone number specified. The decision to close school is made as early as possible. Please do NOT call the radio stations, police headquarters or the school about school closing.

If it appears probable that weather and road conditions will improve, there may be a delayed opening. Delayed openings will be broadcast in the same manner as School Closings. Emergency closings will be posted on the district website and broadcast via the automated phone dialer.

In the unlikely event that there is an early dismissal during the day, parents/guardians should make their own backup plans beforehand for use during these days and provide them to their child's classroom teacher early in the year. **After school programs will be cancelled, including YMCA afternoon childcare.**

TRANSFERS AND WITHDRAWALS

There is no refund for any portion of tuition. Parents/guardians are encouraged to make arrangements with the office staff one week in advance.

A parent/guardian must come to the office to sign an authorization for the transfer of records to the new school. A transfer card will be supplied.

VISITORS

Cambridge Park School is equipped with a bell and a speaker by the outside entrance. No visitors will be permitted into the building without an appointment. Anyone with an appointment should ring the bell located by the entry door, identify themselves, and state the reason for their visit. Once buzzed into the building, visitors should buzz the second bell to be let in and will receive a visitor’s badge from the office. **THIS INCLUDES PARENTS/GUARDIANS AND SCHOOL VOLUNTEERS.**
Unscheduled visits to the classroom are not permitted.

For safety reasons, younger siblings may NOT accompany parents who are visiting or volunteering in a classroom during school hours unless it is pre-arranged with the teacher for a special event.

VACATIONS

School vacations are noted on the district calendar. Parents are requested to make vacation arrangements to coincide with the designated school vacation periods.

CONFERENCES

A scheduled parent/guardian – teacher conference is held twice a year as part of the regular reporting process for Preschool through Grade 3. Parents will receive notification when conference scheduling opens on the Parent Portal. Students and parents/guardians should follow the early dismissal schedule on these days.

- Fall 2019 Conferences:
 - November 21st in the evening
 - November 22nd in the afternoon

- Spring 2020 Conferences:
 - March 11th in the afternoon
 - March 12th in the evening

BACK-TO-SCHOOL NIGHT

On September 19th, 2019 parents/guardians are invited to come to school in the evening to meet as a class with their child’s teacher. During this time, the

teacher will inform parents/guardians of the curriculum, discuss classroom procedures and expectations and give homework guidelines. **THIS IS NOT A TIME FOR INDIVIDUAL CONFERENCES.** Parents/guardians are strongly urged to attend this informative session.

SCHOOL LUNCH

School lunches are available daily for full day students through Chartwells. Every month breakfast and lunch menus will be sent home with your child. Please complete the forms for the days your student would like to order school meals. If your student will not be ordering meals, there is no need to return the form.

During the first week of school, children will bring home the annual application to determine eligibility for free and reduced priced meals for the current school year. Students approved for free or reduced priced meals for the previous school year will continue to receive them until the new application is completed. If the new form is not returned by September 30, the program will stop.

Children who are bringing in their lunch from home should use an insulated lunch box or bag. Food cannot be heated or refrigerated at school, so all lunches should be kept the appropriate temperature through the use of ice packs, gel packs, or heat retaining thermoses.

More information regarding school lunches can be found on our website at <https://www.marsd.org/domain/1154>.

PARKING LOT SAFETY

Busses arrive and pull up to the curb in the front of the building to allow students to safely disembark on the sidewalk. Cars are not permitted to use the far aisle closest to the playground once arrival has started. Parents dropping off students will be directed to proceed down the center aisle of the parking lot and to stay to the left.

Parents are asked to park their vehicles in parking spots on the side of the lot farthest from the playground. If no parking spots are available, parents are asked to park out on the main street and walk their child up to the building. **Vehicles will not be allowed to park or idle illegally in the lot for the safety of all of our students. Safety of our students is our main priority. Parents are asked for their full cooperation.**

Parking Lot Safety Rules:

- In the parking lot parents must hold their child's hand.
- Do not leave any child (even your older one) unattended in your car.
- Please be sure to follow the state car belt laws by using an age appropriate car seat and securing your child in it all the time. Should a staff member see that you do not have appropriate seat, you will be requested to return with one in order to transport your child.



ELL (ENGLISH LANGUAGE LEARNERS)

The law requires that we identify all students whose native language is one other than English. These students may qualify for assistance from an ELL instructor.

FIELD TRIPS

Field trips are planned with a specific purpose. Students must have a signed permission slip for each trip. **If a child is absent on the day of the trip, the cost cannot be refunded.** Volunteer parent/guardian chaperones may be asked to accompany classes for certain trips. However, chaperones are not permitted to bring other siblings/children to ensure the safety of students.

COMMUNICATION WITH STAFF

All staff members, including instructional assistants, are prohibited from texting with parents. All communication regarding student progress and classroom events should be directly between the parent and the teacher via email, phone, in person, or approved app.

STUDENT ATTIRE AND BELONGINGS

Student attire should be reasonably neat, clean, and appropriate for the scheduled activities of the day. In hot weather, shorts of a reasonable length are permitted. Shirts must be worn and the shirt must meet the pants. **Sandals, flip-flops, or shoes with high heels, Heelys or other shoe/skates are not permitted in school for safety reasons.**

CLASSROOM CELEBRATIONS AND FOOD

Celebrations may occur for holidays and at the end of the year. Children may bring in a special snack for the class on their birthdays if they desire. *Parents must first check with the classroom teacher regarding any student specific food allergies affecting individual classrooms.* **We are a peanut free school.**

SCHOOL SAFETY, DRILLS AND BUS EVACUATIONS

One fire drill and one school security drill are held each month within school hours as required by law. All drills are important and every person in the school building should act accordingly. The purpose of the drills is to practice leaving or securing the building as quickly and efficiently as possible and to be prepared in the event of a real fire or other emergency. Parents will not receive notification of these drills. Assistance will be given to students with physical limitations.

SCHOOL PHOTOS

Individual photos are usually taken in the fall and spring. A letter detailing the ordering procedure is sent home prior to the photo session. Various packages are available for purchase if interested. If a child is absent, another date is usually scheduled later in the year for make-ups. Class photos are taken on the same day.

LOST AND FOUND

Student items should all be labeled with the student's name. Lost and found items will be held in the office for a reasonable length of time. Twice a year (after 2nd marking period and at the end of the year) the lost and found bin will be sorted. Any remaining items that are not labeled will be donated to an outside organization serving children in need. Students are urged not to bring valuable items or money to school.

PTO

Joining the PTO is a great way to support your school and become more involved.

The main purpose of the Cambridge Park PTO is to:

- * Enhance the educational experience at Cambridge Park School by providing financial and volunteer support
- * Continuing to facilitate a close connection between school and home by encouraging parental involvement
- * Increase student enrichment opportunities at Cambridge Park School

Annual dues, along with our other fundraising efforts, allow the PTO to supply hospitality at PTO meetings and School Events, programs and assemblies, classroom supplies, Fun Day T-shirts and supplies, teacher appreciation initiatives, school and playground equipment, and much more! For more information, visit the PTO link under the Cambridge Park webpage at www.marsd.org or visit their Facebook page, Cambridge Park PTO.

EMERGENCY SITUATIONS

In an emergency, immediate evacuation of the building and notification of authorities are the standard procedures. The staff, teachers and administrators are well prepared for a variety of emergency situations. Parents/guardians should feel confident concerning all emergency procedures at the school. Our building has its own Evacuation Plan, and has provided training and drill in its use. The school acts “in loco parentis” (in place of parents) during evacuations and lockdowns.

STUDENT BEHAVIOR & DISCIPLINE

We encourage positive interactions and caring behavior among all individuals within our school community. This includes practices that promote a responsive classroom community, valuing respect for everyone and their learning environment, and developing strong social emotional skills. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, teachers have the leeway to establish a variety of individualized behavior management plans that support the school’s philosophy.

Each classroom is expected to have its own behavior management system. Classroom management systems are effective because they increase student success by creating an orderly learning environment that enhances students' academic skills and competencies, as well as their social and emotional development. Classroom behavior management systems are most effective when they adhere to three basic principles (Brophy, 2006, pp. 39-40):

1. Emphasize student expectations for behavior and learning.
2. Promote active learning and student involvement.
3. Identify important student behaviors for success. More specifically:
 - a. What behaviors are required to reach the goals of learning activities?
 - b. What implications does a particular learning activity have for student roles?
 - c. How will the teacher prepare students to take on these roles?

The Principal is kept informed of discipline problems in the classroom and is readily available to consult with teachers on preparing alternative strategies for managing students. Parents will be made aware of behavioral concerns so we can work together toward improved behavior.

ILLNESS/INJURIES AT SCHOOL

If a student becomes ill or is injured at school, the school nurse is available to give immediate assistance. If it is necessary for an ill or injured student to be sent home, either the nurse or office will notify the parent/guardian to come for the student. If a parent/guardian cannot be reached, the people listed as emergency contacts will be contacted. It is important to have people who are likely to be available for such pickups listed. **IF FOR SOME REASON DURING THE YEAR YOUR JOB, RESIDENCE, OR THE PEOPLE YOU HAVE LISTED CHANGE, IT IS IMPERATIVE THAT YOU MAKE THE APPROPRIATE CHANGES IN THE PARENT PORTAL AND NOTIFY THE OFFICE IMMEDIATELY.**

ILLNESS/INJURIES AT HOME

Based upon our Standing Doctor's Orders, your child should stay home if he/she has:

- an elevation in temperature (100 degrees or more). *Your child should remain home until fever-free for 24 hours without acetaminophen or ibuprofen.
- any vomiting or diarrhea. *Your child should remain home until vomiting

and/or diarrhea has stopped for 24 hours and food is tolerated

•any contagious illness (strep throat, persistent cough, unidentified rash, etc) that could infect others, distract your child or disrupt the class. *Physician's note will be needed to return.

RETURNING FROM CONTAGIOUS ILLNESS

Children who have had an elevated temperature **must** remain home until the temperature has returned to normal without medication for 24 hours.

If a child is returning after having had a contagious illness such as strep or conjunctivitis, **a note from the child's doctor is required for re-admittance.** The note listing the illness, date treatment began, and doctor's signature should be delivered to the office by the child on the day of return. The child will then be sent to the classroom.

CASTS/CRUTCHES

A doctor's note is required if a child must use crutches at school, has had a cast, brace, ace bandage, splint applied or otherwise needs special medical attention.

MEDICATIONS

Exceptional circumstances may require a child to take medication during school hours. This is allowed only if the child's attendance at school would not be detrimental to the health or physical well-being of others. Parents/guardians should come in and administer any required medication. Where medication is necessary, but a parent/guardian is unable to administer it, the school nurse may perform this function. The following conditions must be met:

- The nurse must have a written statement from the parent/guardian giving permission to give the medication to the child.
- The nurse must have a written order from the child's doctor including:
 - *child's name and name of medication
 - *purpose of the medication, dosage, and termination date
- The medication must be in its original container.
- The medication **MUST** be kept in the nurse's office.
- All medications must be personally delivered to school by an adult.

EXAMINATIONS

Children are screened for vision and hearing. The nurse weighs and measures each child. A physical examination by the child's doctor is required for entering Kindergartners. Whenever the child subsequently receives any immunization boosters, this information must be added to the child's health records at school. A note signed by the doctor, indicating date and type of booster, should be sent to the school nurse.

ANNUAL SCREENINGS

The NJ Department of Education (NJDOE) requires that all preschoolers are screened annually by the school nurse. Screenings include height, weight, blood pressure, vision, hearing and dental. Should there be a need for your child to be taken for further examination by a medical professional, you will receive a referral form.

SCHOOL INSURANCE

School insurance is offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. Parents/guardians are encouraged to take advantage of this service. The State of New Jersey offers affordable health care called NJ Family Care. They can be reached at <http://www.njfamilycare.org/>.

HARASSMENT, INTIMIDATION, HAZING OR BULLYING

The Matawan Aberdeen Board of Education prohibits any forms of harassment, intimidation, hazing or bullying among and between students. A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, hazing or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be conscious of demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. This policy is established according to provisions set forth by the New Jersey Department of Education pursuant to New Jersey State law.

The statute and district define harassment, intimidation, or bullying in the following manner: Harassment, intimidation, or bullying means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

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; or

By any other distinguishing characteristic; and

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, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

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.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents or patterns of harassing or intimidating behavior.

The statute and district define hazing in the following manner. A person is guilty of hazing... if in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury pursuant to New Jersey State law.

Specifically, no one shall harass, intimidate, threaten or bully either explicitly or implicitly another student. Students are required to conform to the student code of conduct. Students are also required to respect the person, property and rights of others; to obey constituted authority; and to respond to those who hold that authority.

Other harassing, intimidating, hazing or bullying conduct in, around school buildings, and during school functions is also prohibited. Everyone including but not limited to: professional staff, support staff, parents/guardians, siblings, visitors and volunteers, in/around the school premises or on school district business off-premises has a responsibility to contribute to a professional environment which is free from harassment, intimidation, hazing or bullying.

PARENT PORTAL INFORMATION

The Matawan-Aberdeen Regional School District's Parent Portal is open for parents with a child at the Pre-K - 5th grade level. The Parent Portal offers a school/home connection by providing electronic communication and

information opportunities via our district webpage. Implementation of the Parent Portal eliminates printing and postage costs and provides parents immediate access to information.

Other information available for Parents/Guardians includes:

- Assigned Teacher/s
- Attendance
- Report Cards

The link to the Parent Portal is available on the district website www.marsd.org and on your school's homepage.

Username and password information, along with instructions to access your Parent Portal account are provided through the main office of each school. Your account provides access to your child only. This feature is both secure and easy to use. If you forget your password you can reset it on the portal site and a new password will be emailed to you.

After logging in, please remember to change your username and password. Also you may update your contact information in the Parent Portal. **All school district communications will be delivered through your contact phone number and email from the Parent Portal. This includes snow closings, delayed openings, and early dismissals.**

Matawan-Aberdeen Regional School District is committed to reducing costs and conserving our natural resources.

Please access our new method of home/school communication. If you have any questions regarding the Parent Portal or your account, please email ParentPortalHelp@marsd.org

Home Instruction

Home instruction, due to temporary illness or injury, will be provided when a physician documents the need for confinement for at least a two-week period of time. When a child is ready to return to school, it will be necessary to submit a statement from a physician that he/she may return to school.

PIRT- Preschool Intervention and Referral Team

The preschool intervention and referral team (PIRT) should help school district preschool staff modify children's challenging behaviors (i.e. physical, social, language, emotional) that block successful participation in a

general preschool classroom through development and implementation of intervention plans. Intervention plans will address a variety of behaviors (i.e. a child who hits, a child who doesn't have any friends, a child with separation anxiety from the caregiver, a child who stutters, a child unable to learn new concepts, a child who cannot eat independently with utensils, a child who does not speak).

The primary role of the PIRT is to provide support and suggested interventions to teachers so that all children can succeed within the general education classroom. Collectively, PIRT members should have a strong background and knowledge in early childhood education, child development, the district chosen curriculum, and the four levels of the Positive Behavior Support (PBS) pyramid.

The team may include any combination of the following: teachers, behavior specialists, psychologists, learning disabilities teacher-consultants, school social workers, speech and language pathologist or other specialists and is supervised by the school district preschool administrator.

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Matawan-Aberdeen Board of Education**

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District Mission Statement

We are committed to meeting or exceeding the NJ Student Learning Standards at all grade levels in all areas, and providing a safe and supportive environment where all students are inspired, empowered, and encouraged to maximize their unique potential.