

STUDENT HANDBOOK

2018-2019



Home of the Hornets

***If You Want To Go Fast, Go Alone. If
You Want To Go Far, Go Together."***

~African Proverb

Uptown School Complex
323 Madison Avenue Atlantic City,
New Jersey 08401
(609) 344-8809

Ms. Ananda M. Davis, Principal
Ms. Traci Barnes, Assistant Principal

This School Agenda belongs to:

In case of emergency:

Name: _____ Grade: ____

Teacher: _____

Address: _____

Contact Person: _____

City/State: _____

Address: _____

Telephone: _____

City/State: _____

ATLANTIC CITY PUBLIC SCHOOLS

SCHOOL CALENDAR 2018 - 2019

Students - 180 days
Teachers - 184 days

September 2018	September - (15 days) 17					February - (19 days) 19				
3-Labor Day	M	T	W	TH	F	M	T	W	T	F
4 & 5-Teachers Return PD no school students										1
6 & 7-Students Return ½ day for students **	-	PD	PD	**	**	4	5	6	**	8
10-Rosh Hashanah	-	11	12	13	14	11	12	13	14	15
19- Yom Kippur	17	18	-	20	21	-	19	20	**	22
October 2018	24	25	26	27	28	25	26	27	28	
8-Columbus Day										
25-Professional Day ½ day for students**										
November 2018	October - (22 days) 22					March - (20 days) 21				
6 – Election Day	M	T	W	T	F	M	T	W	T	F
8 & 9 –NJEA Convention	1	2	3	4	5					1
12 – Veterans Day	-	9	10	11	12	4	5	6	**	8
21–Abbreviated Day (start of Thanksgiving)	15	16	17	18	19	11	12	13	14	15
22 & 23 -Thanksgiving Recess	22	23	24	**	26	18	19	20	PD	22
27, 28 & 29-Teacher Conference ** ½ day for students	29	30	31			25	26	27	28	29
**12:15 dismissal (ACHS) 12:45 dismissal (Elementary)										
December 2018	November - (16 days) 16					April - (16 days) 16				
13-Professional Day ½ day for students**	M	T	W	T	F	M	T	W	T	F
21 – Abbreviated Day (start of winter recess)				1	2	1	2	**	**	**
24 – January 2 - Winter Recess	5	-	7	-	-	8	9	10	11	12
January 2019	-	13	14	15	16	15	16	17	½	-
2- Return to School (end of winter recess)	19	20	½	-	-	-	-	-	-	-
17 –Professional Day ½ day for students **	26	**	**	**	30	29	30			
21- Dr. MLK, Jr. Day										
February 2019	December – (15 days) 15					May - (22 days) 22				
7 –Professional Day ½ day for students **	M	T	W	T	F	M	T	W	T	F
18–Presidents’ Day								1	2	3
21 –Professional Day ½ day for students **	3	4	5	6	7	6	7	8	9	10
March 2019	10	11	12	**	14	13	14	15	**	17
7–Professional Day ½ day for students **	17	18	19	20	½	20	21	22	23	24
21-Professional Day PD no school for students	-	-	-	-	-	-	28	29	30	31
April 2019	-									
3–5 – Teacher Conference ½ day for students**										
**12:15 dismissal (ACHS) 12:45 dismissal (Elementary)	January – (21 days) 21					June – (14 days) 15				
18 - Abbreviated Day (start of spring recess)	M	T	W	T	F	M	T	W	T	F
19 – 26 – Spring Recess		-	2	3	4					
29–Return to School	7	8	9	10	11	3	4	5	6	PD
May 2019	14	15	16	**	18	10	11	12	13	14
16–Professional Day ½ day for students **	-	22	23	24	25	½	½	½	½	½
27-Memorial Day Observance	28	29	30	31						
June 2019										
7-Professional Day PD no school students	**12:15 dismissal (ACHS) 12:45 dismissal (Elementary)									
21 – last day of school	PD - no school for students									
	½ - half day for students and staff									

THIS CALENDAR IS SUBJECT TO CHANGE SHOULD IT BECOME NECESSARY DUE TO THE AGREED CONTRACT AND / OR EMERGENCIES.
THE SCHOOL YEAR WILL BE EXTENDED AS MAY BE NEEDED TO BE IN COMPLIANCE WITH STATE LAWS approved 4/24/18

Dear Parents/Guardians:

The 2018-2019 school year provides our Uptown students and staff with another exciting opportunity for academic, social, and personal growth. We look forward to challenging our students to strive for academic excellence, and it is our **mission** to provide a nurturing environment committed to achieving excellence. All students are challenged to reach their maximum potential by learning at their functional level to provide a solid foundation of skills, knowledge, and values. This foundation enables each student to become a well-educated, productive citizen able to cope with an ever changing world.

Your child's success is contingent upon a successful partnership that includes the teacher, student, and parent. This partnership is anchored in accountability, trust, commitment, hard work, and communication. To make sure your children are at their best each day, we encourage you to read to, or with your children on a daily basis and to help them develop organizational habits and skills by using planning tools. We also encourage you to dedicate structured time for homework, ask specific questions about what they are learning in school, and by making sure they are practicing healthy eating, exercise, and sleep habits.

This agenda book is a valuable resource and tool that is designed to familiarize you and our students with the policies and procedures that govern our school and to serve as an important organizational tool for your child's academic success. As part of developing strong organizational and study habits we ask that you will require your children to utilize this tool daily.

We appreciate all of your efforts and contributions as our partner in educating your child academically, and supporting them socially and emotionally. We remain thankful that you have entrusted us with the great responsibility of preparing productive members of our community.

Please refer to this handbook regularly and if we can be of any assistance to you, please call the school at (609) 344-8809.

Sincerely,

Ms. Ananda M. Davis, Principal

Ms. Traci Barnes, Assistant Principal

SCHOOL VISION

Our vision at Uptown School Complex is to work collaboratively with all stakeholders to ensure a safe and nurturing environment focused on enhancing student achievement through rigorous, effective, and engaging instruction.

PRINCIPAL'S MESSAGE

I am honored to have the privilege of serving as principal of the Uptown School Complex. As a native of Atlantic City with over 10 years of experience working in our public schools as a classroom aide, teacher, and assistant principal, my goal as principal, is to maintain a positive learning environment where all students feel safe and have the resources they need to be successful. As the demands and complexities of teaching children increase, it becomes more evident that we all need to work together to ensure that our children reach their fullest potential. I am very confident that the Uptown School Complex staff will continue to strive for excellence as we rise to this challenge.

I am looking forward to a phenomenal school year and to developing partnerships with parents, community members and stakeholders. If you have any concerns, please do not hesitate to call our main office or email me. I believe open communication is essential and encourage you to reach out and ask any questions you may have. Thank you in advance for your support and commitment to our remarkable learning community.

I take my educational responsibility to the children of Uptown School Complex very seriously. I pledge that I, along with Ms. Barnes and our outstanding instructional staff, will provide caring support, instructional expertise and dedicated commitment to nurture and educate your children while entrusted to our care.

I encourage you to take the time to explore our website to learn more.

Respectfully,

Ananda M. Davis, Principal

UPTOWN SCHOOL COMPLEX

The Uptown School Complex opened its doors in September 1977. Uptown School Complex is designed to meet the learning needs of 600 students in Pre-Kindergarten through Eighth Grade.

Uptown's students are exposed to a rigorous, academically challenging curriculum in an environment that encourages, stimulates and motivates a successful learner. Our goal is to motivate students to acquire and demonstrate mastery of basic and advanced academic skills that are appropriate to their potential. Our overarching theme for the school year is ***If You Want To Go Fast, Go Alone. If You Want To Go Far, Go Together.*** which sets the climate and tone of the school. Uptown's students recite the school creed each morning before starting the school day. **School Creed**: We are the fierce Hornets of the Uptown School Complex! We are resilient, bright, and gifted. We work through all challenges and treat each other with kindness and respect. We do what's right even when no one is looking! We work together. We wow together. We win together!!! All obstacles better get out of our way, because together, we have a mighty sting! Bzzzzzzzz!!!

Uptown's teachers are dedicated and committed educational practitioners. Our teaching staff meets regularly for horizontal and vertical articulation planning to implement instructional objectives predicated on data-based, assessment driven instruction. We have an on-site professional development program for teachers to receive intensive training. We also provide on-site language arts literacy coaches and a math coach for teacher preparation and instructional training. We have instituted a professional learning community devised of teachers who learn, plan and share researched-based best teaching practices that promote academic achievement and growth.

A full-day pre-kindergarten and kindergarten program exists at our school. The program is developmentally appropriate with an emphasis on active learning experiences. The curriculum is based on thematic, project-based instruction where students are discovering, creating, problem-solving and making choices. Kindergarten students are exposed to an array of computer programs and integrated learning centers. The children are actively involved in learning through differentiated reading and writing activities.

Here at Uptown School Complex, we have a vested interest in our students and share the belief that everything that we do is in the best interest of our children. In our plight to "raise the bar" of academic success, we provide after school tutoring and programs that promote and support student learning. Additionally, we offer after school clubs geared towards promoting social growth.

Our district provides state of the art equipment and technology resources. The integration of technology into the curriculum prepares students to compete with other students throughout the

nation which helps to close the achievement gap for our students. In addition to our two computer labs, we have computer centers in each classroom, smart boards, Mimios, Lady Bug projectors, audiovisual devices, laptop carts, distance learning labs, Skype and a PVBX system designed to output video to each classroom. We have launched a S.T.E.M. (Science, Technology, Engineering & Mathematics) program geared towards strategies for strengthening the education that leads to STEM careers for students through authentic problem solving by allowing students to contextualize math and science through fun and engaging activities.

Uptown's Parent Advisory Council (PAC) is active and supportive. The PAC collaborates with all stakeholders for the benefit of all students. We have an on-site Parent Resource Center that is managed by retired school administrators and teachers who work in collaboration with the PAC Council and the school.

The Uptown School Complex is a community of learners who are committed to excellence. We have an anti-bullying policy that ensures that our students feel safe and free of harm. Our school provides a caring and safe learning environment that provides the opportunity for children, teachers, parents and community to work together so that our students develop self-confidence, responsibility and a life-long love for learning.

Ms. Ananda M. Davis, Principal
Ms. Traci Barnes, Assistant Principal

UPTOWN SCHOOL COMPLEX
2018-2019

Principal..... Ms. Ananda M. Davis
Assistant Principal..... Ms. Traci Barnes
Secretary.....Ms. Carol Barnes
School Counselor..... Mrs. Antoinette Gray
School Nurse.....Dr. Gina Walk

School Uniforms Rules and Regulations

1. Two sets of Uniforms: The uniform shall consist of **navy** blue pants and a **white** shirt or a **navy** blue shirt with **khaki** pants. Shirts may be either button-down front or polo type for the boys. Navy blue pants or a skirt with white shirt or khaki pants or skirt with navy blue shirt for girls. (Jeans are not acceptable). **Shirts must be tucked in.**
2. Students who sincerely hold religious beliefs which conflict with the policy may request a waiver. The request must set forth the reasons that the uniform conflicts with the student's religious beliefs. The request must be approved by administration.
3. This policy shall not prohibit students who participate in a nationally recognized organization which is approved by the Atlantic City Board of Education from wearing organization uniforms to school on days that the organization has scheduled a meeting.
4. Students who fail to comply with the uniform policy shall be given an in-school suspension. After the third or more incident of failure to comply with the school uniform policy, any additional incident may result in a two day suspension.
5. **Students are required to change for their gym class.** Sneakers, sweats, appropriate shorts and T-shirts are required. After gym class students must change back to their school approved uniform. Failure to change will result in appropriate discipline measures and may affect student's academic grade.

Retention Policy

When reviewing students for retention, the following process shall be followed:

- A. Conference shall be held involving the teacher, principal, child study team member and staff member who have worked with the student. The items to be covered shall include:
 1. Anecdotal teacher records which document factual evidence of insufficient progress;
 2. Assessment Results;
 3. Report Card grades; **Students who received 2 F's in 2 major subjects for two marking periods may be retained.**
 4. Attendance Records;
 5. Discipline referrals, health records, parents/guardians contacts, records, and conference and accumulative folders;
 6. Child study team members, specialists in the area of disabilities, school personnel

and parents shall be responsible for identification, evaluation, determination of eligibility, development and review of the individualized education program, and placement.

- B. A notice shall be mailed to the parent/guardian, stating that the child is in danger of retention and may be required to repeat the grade.
- C. A meeting with the involving parent/guardian, teacher, principal and other pertinent staff shall take place before the decision is rendered.

Homework/Make-Up Work

Homework

Homework is mandatory and is an extension of learning initiated by the teacher and continued at home by the student. Homework is mandatory and will be calculated as a percentage of the student's grade.

Homework is assigned each day to develop skills and good work habits, independent study habits, provide meaningful practice in all skill areas. It should provide a means of developing skills using outside resources, should not be used as a means of discipline.

The time required will be in keeping with district recommended policy and be adjusted to the individual needs of the students. Time spent will vary and will increase with maturity.

Homework assignments will be recorded, evaluated and used as criteria for student performance in awarding grades.

Parents/guardians can and should help their child by:

1. Reinforcing with the child the purpose and importance of homework assignments.
2. Provide a suitable place to study.
3. Establishing a regular time to study.
4. Encouraging the child and showing interest, but avoiding too much involvement in assignment completion.
5. Trying to avoid upsets, tension and discipline over assignments.
6. Check to make sure the homework is completed daily.
7. Meet with your child's teacher frequently to ensure assignments are handed in.

Make-up work

1. Students (or parents/guardians) shall be responsible for obtaining and completing assignments for classes missed through absence.
2. The appropriate administrator must approve summer school or private tutoring to complete courses failed or incomplete courses for any reasons.

3. A student has an opportunity to complete missed assignments because of absence.
4. The time allowed to make up work missed is equal to the amount of time absent.
The responsibility for making up work rests with the student. The make up work is not to exceed five (5) school days without permission of the principal or his/her designee.
5. A student who cuts class or is truant may not make up work missed as a result of these infractions.
6. A student may make up assignments for absences initiated by the administrators of the school, which include, but not limited to, suspensions and conferences.

General Attendance Rules and Regulations

I. DEFINITIONS:

- A. Regular attendance shall be defined as being present for all classes and assigned locations of the student's schedule. **Students who are absent more than 10 days in one school year may be retained. Every 3 late days is equivalent to one full day absence from school.**
- B. Absence from school or a class shall be defined as non-attendance in regular class and assigned locations for the school day. Absence from school shall either be excused or unexcused.
 1. Excused absence shall be defined as an absence occurring with the approval of a building administrator. Examples include, but are not limited to, activities such as:
 - a. Personal illness-A doctor's excuse is required if a parents does not want the absence to be included in the pool of unexcused days.
 - b. Death in the family.
 - c. Religious holiday. (Only exclusion for perfect attendance)
 - d. School sponsored educational activity or external activity sanctioned or approved by the principal such as, but not limited to medical appointments, family emergencies, and full-day court appearances.
 2. Unexcused absence shall be defined as an absence that does not have approval of a building administrator. Examples include, but are not limited to, activities such as:
 - a. Shopping
 - b. Working
 - c. Faulty private transportation
 - d. Hairdresser appointments

- e. Vacation
- f. Class cutting
- g. Tardiness to class or school
- h. Truancy
- i. Babysitting

II. MAKE-UP WORK

Pupils will be provided an opportunity to complete class assignments missed because of an excused and/or unexcused absence. The same number of days would be allowed, as absent, to make up work upon return to school.

III. STUDENT/PARENT RESPONSIBILITIES

- A. Students shall attend school daily unless the absence is in the category of excused absence.
- B. Parents shall ensure that their child attends school punctually and daily, and be aware of all absences.
- C. Parents shall notify the school the morning of the absence by telephone or note. If such notice is not received, the school shall make every attempt to contact the parents on the day of the absence.
- D. When the student returns to school, he shall bring a signed note from the parent explaining the reason for the absence.
- E. The school administration may also require additional verification from the parent/student such as physicians' notes or court subpoenas.

IV. APPEALS

- A. Petition for conference-Parents requesting a conference resulting from a reduction of the student's academic standing, may do so by submitting a written request for a conference within ten days following the issuance of the student's interview or report card.
- B. The principal may recommend complete absolution, partial excuse of days absent, or recommend the case to be heard by a committee.
- C. The committee shall consist of the following:
 - 1. The principal and/or the student's administrator.
 - 2. The student's teacher(s).
 - 3. Other staff or specialist at the discretion of the principal.
 - 4. Parent and/or guardian of the student.

V. MINIMUM ATTENDANCE REQUIREMENTS - ELEMENTARY

A. Pre-K – Grade 7

1. When a student in grades K-7 acquires excessive unexcused and excused absences, the student may be retained. Excused absences when the students received homebound instruction will be excluded from the above total.
2. When a student is late three times it will count as one unexcused day.

B. Grade 8

1. When a student in grade 8 acquires excessive unexcused and excused absences, the student may be retained. Excused absences when the students received homebound instruction will be excluded from the above total.
2. When a student is late three times, it will count as one unexcused day.

Note: After a specific number of absences, the students and their parents are subject to the jurisdiction of the courts and processing which may include fines and other penalties.

TEACHER'S RESPONSIBILITIES

1. Be sure that students have a working understanding of what to do and how to do it.
2. Clearly state a specific standard of grading and due dates.
3. Maintain a careful record of student's work with a student and/or parent.
4. Ensure that the quality of work is appropriate to the age and ability of the student.
5. Set goals/expectations for your students and reinforce the responsibilities of the students at all times.

PROGRESS REPORTS

Between report cards, interim report cards will be sent to parents in order to inform parents of student's progress.

REPORT CARDS

Report cards are issued four times a year for all grades. The report card is your permanent home copy.

The report card for the first marking period is issued in November at a Parent/Teacher Conference. The second report card is sent home in January. The third is a Parent/Teacher Conference in March, and of course, the last report card when school ends in June.

PROMOTION/RETENTION

The Atlantic City Board of Education has established specific guidelines that determine whether a student is promoted or retained.

All areas are important including specials; however, the emphasis is placed in Reading, Math, Language Arts, and attendance.

SCHOOL RULES

1. Fighting is strictly forbidden in school, on school grounds, coming or going home from school. Students are advised to make every effort to avoid a confrontation with another student. They should enlist the help of a teacher, principal or vice principal if they believe that a confrontation is likely to occur. Fighting very likely will result in an immediate suspension for everyone involved.
2. Students should treat each other with respect.
3. Students should not act in a manner which would disrupt **any** class.
4. Students are expected to move through the hallways, and use the lavatory in an orderly manner.
5. Trash should be disposed of in the proper places, and students should not write on desks, furniture, walls (inside or outside), etc.
6. Conversations in the lunchroom should be carried on in a quiet voice.
7. Throwing food or utensils in the lunchroom is an automatic one week suspension from the lunch program.
8. Students are never permitted to leave the playground at lunchtime without written permission from parents. To use the lavatory, students must get permission from a duty teacher.
9. Throwing rocks, stones, and other dangerous objects is strictly forbidden. The throwing of forbidden objects could result in an inside recess or suspension.
10. Play fighting is not allowed in school or on school grounds.

ITEMS PROHIBITED IN SCHOOL

1. Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. Any item which may be considered dangerous or disruptive is not allowed in school.

The following is a partial list of items **not allowed** in school: Fidget Spinners, skateboards, radios, tape players, matches, lighters, fireworks, toys, caps, knives, or other sharp objects, cellular phones, squirt guns, beepers, iPods, game boards, real or toy guns.

2. Cheating/stealing or vandalism will not be tolerated.

3. Profanity will not be allowed in or on school grounds.

4. Food is not to be eaten in the hallways, school grounds, or any other place other than the lunchroom. Food is not to be eaten in the classroom except at parties or by special arrangement with the office.

5. Non-prescription drugs, alcohol and tobacco are strictly forbidden on school grounds. Possession of any of the above could result in law enforcement agency contact or suspension from school.

6. Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming that is disruptive will not be permitted. Additionally, shorts may only be worn after May 15th, weather permitting. No tank tops, halters, cut-off pants, see-through T-shirts/blouses, or sandals /clogs without straps.

SUSPENSIONS

Certain offenses, because of their seriousness, may result in an immediate suspension from school. These include

gross disrespect, behavior which could cause injury to person or property, behavior which disrupts the educational process or repeated acts of minor

misbehavior for which other disciplinary measures have failed.

PARENT VISITATION/PICK-UP

We ask that at no time should a parent or visitor visit their child's class without checking into the office.

Teachers are conducting class and we try not to disrupt the learning process during school hours.

Parents should wait outside for their children at dismissal. They should not go to the class to pick up a child. Emergency situations will be given consideration.

MEDICAL INFORMATION

Health Office. The nurse is available to handle any emergency that arises during the day. If an accident or serious injury occurs, first aid will be administered, and the parents/guardians will be notified. If a parent cannot be contacted and the emergency warrants the assistance of a physician, the student will be sent to the nearest medical facility.

Atlantic City School District Policy for administering medication states that a certified nurse or parent/guardian are the only people permitted to administer medication in the school. No medication (including over the counter medications, such as, Tylenol, Motrin or Cough Syrup) will be administered by the school nurse, without an order from a physician and parental permission in writing. All medication **MUST BE** brought to school by an adult; it must be in the original container and appropriately labeled by the pharmacy or physician. No Over the

Counter Medication can be brought in by the student.

If you have any concerns or questions, the nurse can be reached at #344-8809, ext. 4325. Any medical requests by the nurse can be faxed to 345-8294.

VALUABLES

The school cannot be held responsible for valuables that students bring to school. It is strongly suggested that students leave all valuables at home.

LOST AND FOUND

All lost and found items, as turned in to the office, will be kept in the cafeteria. If a child finds that he/she has lost an item, they should check the cafeteria. Parents can avoid lost items by labeling coats, hats, sweaters, etc. with the student's name.

8th GRADE STEPPING UP CEREMONY

Students must be academically proficient in all subject areas, especially Reading and Math. Students may step-up only if they

have maintained passing grades and have met the district's attendance policy. Students may not step-up and risk the possibility of being retained if the students received 2 or more failures (F)

in two major subject areas for the year, if they receive 15 or more unexcused absences, or have obligations. Summer School is mandatory under these circumstances.

Transcripts and certificates of completion will not be forwarded to the high school until student completes Summer School. A letter will be given to all 8th grade students outlining academic, attendance, and discipline referrals guidelines for Stepping Up.

CHANGE OF ADDRESS and/or PHONE NUMBER

It is most important for administrative and emergency reasons that we **always have** an up- to-date address and phone number for your child in the school office. Parents should call or send a note to school immediately to inform us of any change during the year.

AFTER SCHOOL PROGRAMS/CLUBS

Boys to Men
National Junior Honor Society
STEM
Visual and Performing Arts
3DU Mentoring

School Procedures:

- 1. Students are expected to have shirts tucked.**
- 2. Cell Phones are prohibited in school.**
- 3. Parents/visitors must show identification upon entering the building**
- 4. Visitors must be approved in order to sign students out of school: Proof of doctor's visit.**
- 5. Parents/Visitors must gain approval and an ID Badge from the main office to visit classrooms or offices within the school. Appointments may be necessary.**
- 6. Parents/Visitors must make an appointment to meet with the building principal.**