

Summer School Handbook for Families

2018



Montclair Public Schools

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Summer School Handbook

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Introduction

Summer school is an additional opportunity to meet the needs of students by providing courses for enrichment, acceleration, and improvement of skills or making up course work from the regular school year.

This handbook highlights the Montclair Public Schools' three summer programming options: Elementary School Summer Step Up, Middle School Summer School and High School Summer School.

Summer Step Up

This program is offered as an option to students entering the 1st, 2nd, and 3rd grades who were identified by their teacher as students who would benefit from extra literacy support. Studies show that students often experience learning gaps during the summer months prior to returning to school in September. This program is geared to counter the “summer slide” and engage students in the following activities:

- Small group and one-on-one support
- Interactive learning
- Multimedia/computer integration
- Responding to text through writing
- Independent reading time

The Summer Step Up Program is being offered free-of-charge to students. Lunch will not be provided; however, your child may bring a snack.

Location: Nishuane Elementary School

Lead Teacher: Nilaja Mussa

Middle School Summer School

This program provides short, intense, instruction for students who struggle in the areas of English language arts and/or mathematics. It is a requirement for any student who failed English and/or math. It serves as enrichment and is encouraged for any student earning a D or who has been recommended by their teacher or school. There are two morning sessions 8:00am - 10:00am and 10:00am - 12:00pm where students can make up either English language arts or math, or both. A Zero Robotics program is also offered as enrichment.

Location: Montclair High School

Lead Teacher: Deborah Maher

High School Summer School

This program provides condensed, intense, instruction for students who struggle in their first-year high school courses. Credit recovery classes are offered in World Literature, Global Studies, Biology, Algebra I, and Geometry. Sessions are from 8:00am to 12:00pm. Credit recovery in these courses are compulsory as they are needed to meet high school graduation requirements.

Location: Montclair High School

Opening Day Instructions

Summer Step Up

Please come to Nishuane Elementary school on Monday, July 2 by 8:30am. If you have not already registered your child, you must bring a copy of the registration and dismissal consent forms completed (enclosed in the Handbook).

Middle School Summer School

Please come to Montclair High School's George Inness Annex's Little Theater, 141 Park Street on Monday, July 2nd, at 8:00am. If you have not already registered your child, you must bring a copy of the middle school summer program policies and requirements contract and medical emergency Contact forms completed (enclosed in the Handbook).

Transportation: Bus vouchers are available at Central Office's Transportation Department at 22 Valley Road.

High School Summer School

Please have your child report to the Little Theater, George Inness Annex, 141 Park Street on Mon., July 2nd, at 8:00 a.m. If you have not already registered your child, you must bring a copy of the high school summer program registration and medical emergency contact forms completed (enclosed in the Handbook).

Transportation: Bus vouchers are available at Central Office's Transportation Department at 22 Valley Road.



Montclair Public School

Office of Equity, Curriculum and Instruction

22 Valley Road ~ Montclair, New Jersey 07042

www.montclair.k12.nj.us

Kendra V. Johnson, J.D., Ed.d
Superintendent

June 2018

Dear Parent/Guardian(s) of _____ :

Your child is being invited to participate in the Summer Step Up Program! This program is being offered to students who will be entering 1st, 2nd, and 3rd grades and were identified by their teacher as students who would benefit from extra literacy support. Studies show that students often experience learning gaps during the summer months prior to returning to school in September.

With a focus on comprehension and fluency, students will engage in the following activities:

- Small group and one-on-one support
- Interactive learning
- Multimedia/computer integration
- Responding to text through writing
- Independent reading time

The Summer Step Up Program is being offered free-of-charge to your child. **The sessions will be held at Nishuane Elementary School on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30 a.m. to 11:30 a.m. on the following dates:**

- **Monday, Tuesday, July 2,3**
- **Monday, Tuesday, Wednesday and Thursday, July 9, 10, 11, 12**
- **Monday, Tuesday, Wednesday and Thursday July 16, 17, 18, 19**
- **Monday, Tuesday, Wednesday and Thursday July 23, 24, 25, 26**
- **Monday, Tuesday, Wednesday and Thursday July 30, 31 and August 1, 2**

Lunch will not be provided; however, your child may bring a snack.

Program slots will be filled on a first-come, first-served basis. If you are interested in having your child attend this exciting summer program, please fill out the attached registration, and return to your child's main office at the school no later than Friday, June 21, 2018.

If you have any questions about the Summer Step Up Program, please do not hesitate to contact Roxanne Riddock-Smith at roxsmith@montclair.k12.nj.us or by phone at 973-509-4030. We look forward to your family's participation.

Sincerely,

Kendra V. Johnson

Kendra V. Johnson, J.D., Ed.D
Superintendent

Montclair School District
Registration Form for the Summer Step Up Program 2018
July, 2 & 3; July 9-12; July 16-19; July 23-26; July 30-31 and August 1 & 2
Session Time: 8:30 a.m.-11:30 a.m.

Student Name: _____ Current Grade: _____

School: _____ Teacher's Name: _____

Parent(s) Name(s) _____ Signature: _____

Cell or home number _____ Email address _____

1. My child will attend the entire four weeks.

Time	Day of Week	Date
8:30-11:30	Tuesday, Wednesday	July 2, 3
	Monday, Tuesday, Wednesday, Thursday	July 9,10,11,12
	Monday, Tuesday, Wednesday, Thursday	July 16,17,18,19
	Monday, Tuesday, Wednesday, Thursday	July 23, 24, 25,26
	Monday, Tuesday	July 30, 31
	Wednesday, Thursday	August 1,2

2. All families will be responsible for bringing the students to the Summer Step Up Program at Nishuane. What is your preference for your child at dismissal?

____ I (or someone I authorized) will pick up my child from Nishuane School at 11:30am.

____ My child will attend the Summer Camp at Nishuane.

3. Does your child have any medical condition that the summer school staff needs to be aware of? ____ Yes ____ No

If yes, Please explain: _____

Parent/Caregiver Signature

2018 SUMMER STEP-UP

Congratulations! Your child is successfully registered in the 2018 Step-Up Summer Program. We look forward to working with you and your child to achieve summer learning goals.

The first day of the program is Monday, July 2. Check in will start at 8:30am sharp at Nishuane School (32 Cedar Avenue).

Please complete and bring the attached dismissal form with you.

We are looking forward to seeing you there!

Please contact Nilaja Mussa at nmussa@montclair.k12.nj.us with any questions!

TO: Step-Up Parents/Guardians

FROM: Nilaja Mussa

DATE: June 2018

In order to help protect your child/children, I am asking that each parent/guardian fill out and return the form below as soon as possible to your child's teacher.

-----tear –off ----- tear – off -----

NAME OF CHILD: _____ GRADE (IN JUNE 2018): _____

The following persons have permission to pick up my child at the end of the Summer Step-Up day (11:30am):

1. _____ Phone #: _____

2. _____ Phone #: _____

3. _____ Phone #: _____

I understand and agree that if anyone else is to call for my child, I will notify the teacher with a written note. This is to ensure the safety of my child.

DATE: _____ SIGNATURE _____

Please note: The school may ask the persons who have been given permission to pick up your child to show proper identification before releasing the child/children.



MONTCLAIR PUBLIC SCHOOLS

June 2018

To the Parent/Guardian of middle school students:

Your child Student Name has been recommended to take a recovery or enrichment Subject course this summer.

Please have your child report to the Little Theatre in the George Inness Annex, Montclair High School, 141 Park Street, at 8:00 a.m. on Monday, July 2nd.

Dates: Classes take place Mondays through Thursdays, starting July 2 and ending August 2. School is off on July 4th and 5th.

Session Times: One: 8am – 10am or Two: 10am-12pm

Location: MHS Annex

Important information to note:

- V. Students will be assigned their sessions on Day 1.
- W. All policies and procedures will be enforced by the assigned teacher and administration.
- X. Students are only allowed to bring in water bottles. No other beverages, food, and/or snacks are permitted at any time.

Attached is the “Middle School Summer Program Policies and Requirements Contract.” This contract includes both the New Jersey Administrative Code Requirements and MHS policies and procedures, which your child is expected to adhere to while attending summer school at Montclair High School. Also attached is the “Medical Emergency Form,” which is to be filled out and returned along with the contract. Failure to return these forms will result in your child not being admitted to the program.

Please review all policies and procedures with your child; the contract must be signed by both parent/guardian and student, and all forms, including “Medical Emergency Form,” are to be returned to Central Office, 22 Valley Rd., Montclair no later than **Wednesday, June 27**. Students will not be admitted without returning these forms.

Your timely cooperation in the return of forms is greatly appreciated, and please contact me with any questions at 973-509-4000.

Sincerely,

Marcos Vargas

Marcos Vargas

Director of Humanities K-12

cc: Jennifer Bloch, Director of K12 STEM
J Putrino, J Sack, E Wilson, Principals

enc: Medical Emergency Contact Form
Middle School Summer Program Contract
Middle School Summer Program Schedule

Montclair High School
141 Park Street ~ Montclair, New Jersey 07042
WWW.MONTCLAIR.K12.NJ.US

Middle School Summer Program Student Policies and Requirements

In accordance with New Jersey Administrative Code Requirements, students who attend summer school programs for promotion/credit must be provided with a minimum of 3600 minutes, or 60 hours of instruction. In order to meet this minimum instructional requirement, students must be present for all instructional days that the Middle School Summer School is in session.

Classes are comprised of two sessions: Session 1 begins promptly at 8:00 a.m. and ends at 10:00am. Session 2 begins promptly at 10:00am and ends at 12:00 pm. Students must use the Annex front entrance only (Park Street). Students' tardies to class and/or return from breaks are cumulative; a total of 20 minutes of missed instructional time in any week will equal one full day's absence from the program.

Students' progress will be assessed by their teachers at the program's mid-point (July 18th).

Students are only allowed to bring bottled water to class; they are not permitted to bring any food, snacks, or other beverages at any time. This policy will be strictly enforced by the summer school teachers. Students must dispose of their water bottles in their assigned classrooms.

Students will be required to carry a pass whenever they leave the classroom; it is imperative that students do not leave their assigned floor to access a restroom on a different level in order to minimize disruption to other programs in session.

Discipline Procedures

Students will be removed from class and marked absent for the day for the following disciplinary reasons:

- Use of cell phone and/or other electronic devices in the class/building
- Disruption of instruction
- Failure to obey a staff member
- Fighting
- Inappropriate language
- Insubordination
- Intimidation/threat to student/staff member
- Vandalism
- Other infractions listed in the *MHS Code of Conduct*

The Montclair High School Code of Conduct is in place at all times. Further information regarding policies and procedures may also be accessed at <http://www.montclair.k12.nj.us/schools/montclair-high-school/parents/policies/>.

I have read and reviewed all policies and guidelines with my child, and I have advised them that they are required to attend and successfully complete, at minimum, 16 of the 18 days scheduled for the Middle School Summer Program at Montclair High School. I understand that my child will not be admitted without the return of these forms.

Parent/Guardian Signature & Date

Student Signature & Date

Please Return this Document to:
Department of Equity, Curriculum & Instruction
Attn: Marcos Vargas, Director of Humanities K-12
22 Valley Road Montclair, NJ 07042

MONTCLAIR PUBLIC SCHOOLS
MEDICAL EMERGENCY CONTACT FORM

Child's Name: _____ Age: _____ Date of Birth: _____

Foods to which the child is allergic: _____

Any activity in which the child should not participate: _____

Describe any special problem or characteristics of which your child's teacher should be aware:

Indicate any medications that child is taking and when it is taken:

Medication: _____ Time: _____

Doctor's Name: _____

Telephone Number: _____ (_____) _____

Person to Contact in Emergency: _____

Telephone Number: _____ (_____) _____

Home Telephone: _____

Work Telephone: _____ Cell Phone: _____

Address: _____

Parent/Caregiver Signature

Date

Please return this form, along with the contract, to:

Office of Curriculum & Instruction

Attn: Marcos Vargas, Director of Humanities K-12

22 Valley Road

Montclair, NJ 07042

No child will be admitted without these forms.

2018 Middle School Summer Program Schedule

Monday	Tuesday	Wednesday	Thursday
July 2 Summer Program Begins; Report at 8:00a.m.	July 3 Session 1: 8-10am or Session 2: 10-12pm	July 4 No School	July 5 No School
July 9 Session 1: 8-10am or Session 2: 10-12pm	July 10 Session 1: 8-10am or Session 2: 10-12pm	July 11 Session 1: 8-10am or Session 2: 10-12pm	July 12 Session 1: 8-10am or Session 2: 10-12pm
July 16 Session 1: 8-10am or Session 2: 10-12pm	July 17 Session 1: 8-10am or Session 2: 10-12pm	July 18 Session 1: 8-10am or Session 2: 10-12pm	July 19 Session 1: 8-10am or Session 2: 10-12pm
July 23 Session 1: 8-10am or Session 2: 10-12pm	July 24 Session 1: 8-10am or Session 2: 10-12pm	July 25 Session 1: 8-10am or Session 2: 10-12pm	July 26 Session 1: 8-10am or Session 2: 10-12pm
July 30 Session 1: 8-10am or Session 2: 10-12pm	July 31 Session 1: 8-10am or Session 2: 10-12pm	August 1 Session 1: 8-10am or Session 2: 10-12pm	August 2 Last Day Session 1: 8-10am or Session 2: 10-12pm



MONTCLAIR PUBLIC SCHOOLS

MONTCLAIR HIGH SCHOOL

100 CHESTNUT STREET ~ MONTCLAIR, NEW JERSEY 07042
WWW.MONTCLAIR.K12.NJ.US

JAMES N. EARLE
Principal

June 15, 2018

Parent/Guardian of: (STUDENT)
(ADDRESS 1)
(ADDRESS 2)

To the Parent/Guardian of: (STUDENT)

Regrettably, your child is receiving a failing Final Grade in a required course that was taken during the 2017-2018 academic year. In order to pass the course and receive credit, your child will need to register for the Summer School Program at Montclair High School. Summer School Courses begin on Monday, July 2nd and run through Thursday, August 2nd. It is imperative that your child attends this program in order to meet his/her requirements for graduation.

The program will run Monday through Thursday from 8:00 a.m. to 12:00 noon (please see enclosed calendar.) Please have your child report to the Little Theater, George Inness Annex, 141 Park Street on Mon., July 2nd, at 8:00 a.m.

Attached is the *MHS Summer School Program Registration Form and the Policies & Requirements Contract*. This contract includes both the New Jersey Administrative Code Requirements and MHS policies and procedures, which your child is expected to adhere to while attending the summer school program at Montclair High School. Also attached is the *Medical Emergency Form*, which is to be filled out and returned along with the contract. Failure to return these forms will result in your child not being admitted to the program.

Please review all policies and procedures with your child. The contract must be signed by both parent/guardian and student, and all forms, including *Medical Emergency Form*, are to be returned to the George Inness Annex Main Office no later than **Wednesday, June 27th**. Students will not be admitted without returning these forms.

Your timely cooperation in the return of forms is greatly appreciated. If you have any questions, please contact the Guidance Office at 973-509-4118 or Team 4 at 973-509-4100 ext. 2615.

Sincerely,

James N. Earle
Principal
Montclair High School



MONTCLAIR PUBLIC SCHOOLS

MONTCLAIR HIGH SCHOOL

100 CHESTNUT STREET ~ MONTCLAIR, NEW JERSEY 07042
WWW.MONTCLAIR.K12.NJ.US

JAMES N. EARLE

Principal

June 15, 2018

Dear Parent/Guardian of _____:

An examination of your child's grades for the 2017-18 school year indicates that your son or daughter has or may receive a failing grade (F) in the subject(s) listed below. This may have serious consequences in meeting the Montclair Board of Education and NJ State Department of Education credit and course requirements to be promoted to the next grade and may affect graduation. One hundred and twenty two (122) credits are required for graduation.

A loss of credits may also affect fall/winter sports eligibility. To be eligible to play, students must have 30 credits by August of 2018.

If a grade of F or NC (for exceeding the attendance policy) is recorded, I will need to add the course(s) to his/her Fall schedule or, you may enroll in one of the following summer school programs:

- Montclair High School - **Grade 9 ONLY** (World Literature, Global Studies, Biology, Algebra, Geometry)

At Cost to Student/Family:

- Clifton High School: www.clifton.k12.nj.us/summerschool.asp
- New Jersey Virtual Summer Program: www.njvs.org
- Essex Regional Educational Services Commissions: <https://www.eresc.org/summer-school>
 - Online Credit Recovery Program

The programs listed above are preapproved for credit recovery/remediation. Further information can be found in the Team Offices, at the Guidance Center, or with the contact information listed above. Please note that some applications require counselor or administrator's signature. If you have any questions, please call or email me.

Sincerely,

School Counselor
973-509-4100 ext. _____
Email: _____

Course Failed/No Credit _____ Credits

MONTCLAIR HIGH SCHOOL

100 CHESTNUT STREET ~ MONTCLAIR, NEW JERSEY 07042

WWW.MONTCLAIR.K12.NJ.US

JAMES N. EARLE

Principal

2018 Summer School Program Registration Form

Student Name _____

Course: (Check only one course.)

- World Literature
- Global Studies
- Algebra I
- Biology
- Geometry

Student Policies & Requirements

In accordance with New Jersey Administrative Code Requirements, students who attend remedial summer school programs for promotion/credit must be provided with a minimum of 3600 minutes, or 60 hours of instruction. In order to meet this minimum instructional requirement, students must be present for 15 instructional days while Summer School is in session.

Classes begin promptly at 8:00 a.m. and end at 12:00 noon. Students must use the building's front entrance only (Park Street.) Each student's tardies to class and/or return from breaks are cumulative; a total of 20 minutes of missed instructional time in any week will equal one full day's absence from the program.

Each student's progress will be assessed by the teacher at the program's mid-point (July 18th); if the student is not performing at a passing level or has not completed satisfactory work by this date, the student will be considered "failing" and will be removed from the program with no credit gained.

All assignments must be completed daily in class. Incomplete work will be graded as a "zero" unless the teacher deems it appropriate to give the student an extension for completion.

Students are only allowed to bring bottles water to class; food, snacks, or other beverages are not permitted during class time, however students are permitted to bring and set aside for break. This policy will be strictly enforced by the summer school teachers.

Students will be required to carry a pass whenever they leave the classroom; it is imperative that students do not leave their assigned floor to access a restroom on a different level in order to minimize disruption to other programs in session.

Discipline Procedures

Students will be removed from class and marked absent for the day for the following disciplinary reasons:

- Use of cell phone and/or other electronic devices in the class/building
- Disruption of instruction
- Failure to obey a staff member
- Fighting
- Inappropriate language
- Insubordination
- Intimidation/threat to student/staff member
- Vandalism
- Other infractions listed in the *MHS Code of Conduct*

The Montclair High School Code of Conduct is in place at all times. Please refer to your student handbook for detailed information on school policies and procedures. Further information regarding policies and procedures may also be accessed at mhs.mpsdnj.us

I have read and reviewed all policies and guidelines with my child, and I have advised them that they are required to attend and successfully complete the Summer School Program at Montclair High School. I understand that my child will not be admitted without the return of these forms.

Parent/Guardian Signature & Date

Student Signature & Date

Please Return this Document to: **George Inness Annex, Montclair High School, 141 Park Street, Montclair, NJ 07042**

MEDICAL EMERGENCY CONTACT FORM

Child's Name: _____ Age: _____ Date of Birth: _____

Foods to which the child is allergic: _____

Any activity in which the child should not participate: _____

Describe any special problem or characteristics of which your child's teacher should be aware:

Indicate any medications that child is taking and when it is taken:

Medication: _____ Time: _____

Doctor's Name: _____

Telephone Number: _____ () _____

Person to Contact in Emergency: _____

Telephone Number: _____ () _____

Home Telephone: _____

Work Telephone: _____ Cell Phone: _____

Address: _____

Parent/Caregiver Signature

Date

Please return this form, along with the Registration Form, to:

**George Inness Annex
Montclair High School
141 Park Street
Montclair, NJ 07043**

No child will be admitted without these forms.

**MHS Summer School Program
Daily Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	June 18	June 19	June 20	June 21 Last Day of School Year	June 22	June 23
June 24	June 25	June 26	June 27 Last Day to Submit Registration & Medical Forms	June 28	June 29	June 30
July 1	July 2 Summer Program begins 8 am 8:00-12:00	July 3 8:00-12:00	July 4 NO CLASS	July 5 NO CLASS	July 6	July 7
July 8	July 9 8:00-12:00	July 10 8:00-12:00	July 11 8:00-12:00	July 12 8:00-12:00	July 13	July 14
July 15	July 16 8:00-12:00	July 17 8:00-12:00	July 18 8:00-12:00	July 19 8:00-12:00	July 20	July 21
July 22	July 23 8:00-12:00	July 24 8:00-12:00	July 25 8:00-12:00	July 26 8:00-12:00	July 27	July 28
July 29	July 30 8:00-12:00	July 31 8:00-12:00	August 1 8:00-12:00	August 2 Last Session 8:00-12:00	August 3	August 4

Central Office Administrator Contact for Summer Programming

July

2018

Monday	Tuesday	Wednesday	Thursday	Friday
2 Vargas Sedita Goforth	3 Goforth	4 Holiday	5 Holiday	6 No School
9 Sedita	10 Sedita	11 Goforth	12 Goforth	13 No School
16 Vargas	17 Vargas	18 Sedita	19 Sedita	20 No School
23 Goforth	24 Goforth	25 Vargas	26 Vargas	27 No School
30 Goforth	31 Vargas	AUGUST 1 Sedita	2 Sedita	No School

ECI OFFICE

**973-509-4030
973-509-4033**

**Jennifer Goforth
x4038**

**Frank Sedita
x4230**

**Marcos Vargas
x4035**