

**Berkeley Heights Public Schools**  
Berkeley Heights, Union County, New Jersey 07922  
Clausen Administration Complex  
345 Plainfield Avenue

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Judith A. Rattner  
Superintendent of Schools

Scott McKinney  
Assistant Superintendent

August 29, 2018

Dear Parents and Guardians:

Last spring we shared a proposal for a revised elementary schedule aimed at supporting student achievement for all of our students and preparing them to succeed in middle school and beyond ([Click here for the link to the presentation on the district website](#)). The goal of the Elementary Scheduling Committee was to research ways in which we could maximize our instructional time and provide individualized and timely supports that meet the needs of all students.

The schedule that was created will enhance opportunities for interventions, enrichment, and cross-curricular critical thinking skills through the creation of a WIN (What I Need) Period. This period will allow for the flexible grouping of students throughout the year allowing for timely small group instruction, exciting problem-solving activities, and opportunities to discover and explore new ideas. This period is supported with a commitment to common planning for grade level teachers so that they may effectively plan for and design activities.

This planning required a change in the delivery of the special area subjects during the school day. Students will still receive Art, Physical Education, Computers, Library Skills, Spanish, and Music throughout the year, however, they will be scheduled over a six-day rotation. This rotation will shorten the length of class, but will increase the frequency of instruction and help mitigate the loss of instructional time for school holidays. Each teacher will provide you with your student's Special Area Instruction Schedule at the start of the school year. The days will be lettered A-Day, B-Day, C-Day....F-Day. This rotation has been set and can be found on the back of this letter as well as on the school website. The calendar will not change throughout the year. If a day is lost to inclement weather, that day will be skipped in the schedule.

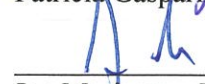
We are excited to move forward with this schedule as the district continues to make great strides in supporting the achievement of our students and meeting the goals established by the District Strategic Plan.

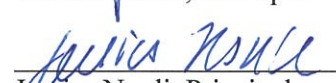
Sincerely,

  
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Judith A. Rattner, Superintendent of Schools

  
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Scott McKinney, Assistant Superintendent

  
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Patricia Gasparini, Principal

  
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Jon Morisseau, Principal

  
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Jessica Nardi, Principal

SM/lk

## Elementary Schedule FAQ

What are we accomplishing with this change?

- Our goals in creating this schedule were to:
  - Strategically distribute the amount of time allocated to the successful delivery of district curriculum across all content areas;
  - Maximize the opportunity for common planning across grade levels and with special education teachers, student support services and district leadership; and
  - Effectively provide interventions and enrichment to students in a manner that reduces the time out of the content-area instructional time.

Did we eliminate anything from our old schedule?

- No, the changes in the schedule are structural changes to ensure that we commit enough time to deliver instruction in all areas while allowing for more opportunities to support the individual needs of all students.

Who was involved in this process?

- A district Elementary Scheduling Committee was formed to collaborate and provide feedback on scheduling proposals throughout the process. A well-respected scheduling consultant provided the committee with a great deal of knowledge and research on the scheduling possibilities that fit within the district staffing and time constraints.

Will students still change classes in 5th Grade?

- Yes, the committee agreed that the 5th grade content-area rotation is an important component of transition to middle school.

What is a WIN Period?

- A WIN (What I Need) Period is time set aside for small group instruction that is tailored to the needs of the individual students. It might be time for remediation, reteaching a difficult concept, or a time to explore and discover through a cross-curricular, enrichment activity. WIN Period groupings will change from day-to-day and will be formed with students in other homerooms. Students will work with a variety of teachers throughout the year during this period.

How did Special Area Instruction change?

- All Special Area subjects with the exception of Art will take place in 30 minute lessons. This will shorten the class time, but will increase the frequency of the lessons. Special Area classes will rotate through on a six-day schedule and will take place at the same time each school day. The rotating schedule and more frequent meetings will mitigate the impact of school holidays and closures on the delivery of instruction for these classes. Each teacher will provide you with your student's Special Area Instruction Schedule at the start of the school year. The days will be lettered A-Day, B-Day, C-Day.....F-Day.

What Special does my student have today? What happens to the Special Area Rotation on snow days?

- This rotation calendar for Special Area Instruction has been set and can be found on the back of this letter as well as on the school website. The calendar will not change throughout the year. If a day is lost to inclement weather, that day will be skipped in the schedule.

Elementary School Rotation Calendar

9/3/2018	Closed	9/4/2018	Closed	9/5/2018	Closed	9/6/2018	A DAY	9/7/2018	B DAY
9/10/2018	Closed	9/11/2018	C DAY	9/12/2018	D DAY	9/13/2018	E DAY	9/14/2018	F DAY
9/17/2018	A DAY	9/18/2018	B DAY	9/19/2018	Closed	9/20/2018	C DAY	9/21/2018	D DAY
9/24/2018	E DAY	9/25/2018	F DAY	9/26/2018	A DAY	9/27/2018	B DAY	9/28/2018	C DAY
10/1/2018	D DAY	10/2/2018	E DAY	10/3/2018	F DAY	10/4/2018	A DAY	10/5/2018	B DAY
10/8/2018	C DAY	10/9/2018	D DAY	10/10/2018	E DAY	10/11/2018	F DAY	10/12/2018	A DAY
10/15/2018	B DAY	10/16/2018	C DAY	10/17/2018	D DAY	10/18/2018	E DAY	10/19/2018	F DAY
10/22/2018	A DAY	10/23/2018	B DAY	10/24/2018	C DAY	10/25/2018	D DAY	10/26/2018	E DAY
10/29/2018	F DAY	10/30/2018	A DAY	10/31/2018	B DAY	11/1/2018	C DAY	11/2/2018	D DAY
11/5/2018	E DAY	11/6/2018	F DAY	11/7/2018	A DAY	11/8/2018	Closed	11/9/2018	Closed
11/12/2018	B DAY	11/13/2018	C DAY	11/14/2018	D DAY	11/15/2018	E DAY	11/16/2018	F DAY
11/19/2018	A DAY	11/20/2018	B DAY	11/21/2018	C DAY	11/22/2018	Closed	11/23/2018	Closed
11/26/2018	D DAY	11/27/2018	E DAY	11/28/2018	F DAY	11/29/2018	A DAY	11/30/2018	B DAY
12/3/2018	C DAY	12/4/2018	D DAY	12/5/2018	E DAY	12/6/2018	F DAY	12/7/2018	A DAY
12/10/2018	B DAY	12/11/2018	C DAY	12/12/2018	D DAY	12/13/2018	E DAY	12/14/2018	F DAY
12/17/2018	A DAY	12/18/2018	B DAY	12/19/2018	C DAY	12/20/2018	D DAY	12/21/2018	E DAY
12/24/2018	Closed	12/25/2018	Closed	12/26/2018	Closed	12/27/2018	Closed	12/28/2018	Closed
12/31/2018	Closed	1/1/2019	Closed	1/2/2019	F DAY	1/3/2019	A DAY	1/4/2019	B DAY
1/7/2019	C DAY	1/8/2019	D DAY	1/9/2019	E DAY	1/10/2019	F DAY	1/11/2019	A DAY
1/14/2019	B DAY	1/15/2019	C DAY	1/16/2019	D DAY	1/17/2019	E DAY	1/18/2019	F DAY
1/21/2019	Closed	1/22/2019	A DAY	1/23/2019	B DAY	1/24/2019	C DAY	1/25/2019	D DAY
1/28/2019	E DAY	1/29/2019	F DAY	1/30/2019	A DAY	1/31/2019	B DAY	2/1/2019	C DAY
2/4/2019	D DAY	2/5/2019	E DAY	2/6/2019	F DAY	2/7/2019	A DAY	2/8/2019	B DAY
2/11/2019	C DAY	2/12/2019	D DAY	2/13/2019	E DAY	2/14/2019	F DAY	2/15/2019	A DAY
2/18/2019	Closed	2/19/2019	B DAY	2/20/2019	C DAY	2/21/2019	D DAY	2/22/2019	E DAY
2/25/2019	F DAY	2/26/2019	A DAY	2/27/2019	B DAY	2/28/2019	C DAY	3/1/2019	D DAY
3/4/2019	E DAY	3/5/2019	F DAY	3/6/2019	A DAY	3/7/2019	B DAY	3/8/2019	C DAY
3/11/2019	D DAY	3/12/2019	E DAY	3/13/2019	F DAY	3/14/2019	A DAY	3/15/2019	B DAY
3/18/2019	C DAY	3/19/2019	D DAY	3/20/2019	E DAY	3/21/2019	F DAY	3/22/2019	A DAY
3/25/2019	B DAY	3/26/2019	C DAY	3/27/2019	D DAY	3/28/2019	E DAY	3/29/2019	F DAY
4/1/2019	A DAY	4/2/2019	B DAY	4/3/2019	C DAY	4/4/2019	D DAY	4/5/2019	E DAY
4/8/2019	F DAY	4/9/2019	A DAY	4/10/2019	B DAY	4/11/2019	C DAY	4/12/2019	D DAY
4/15/2019	Closed	4/16/2019	Closed	4/17/2019	Closed	4/18/2019	Closed	4/19/2019	Closed
4/22/2019	E DAY	4/23/2019	F DAY	4/24/2019	A DAY	4/25/2019	B DAY	4/26/2019	C DAY
4/29/2019	D DAY	4/30/2019	E DAY	5/1/2019	F DAY	5/2/2019	A DAY	5/3/2019	B DAY
5/6/2019	C DAY	5/7/2019	D DAY	5/8/2019	E DAY	5/9/2019	F DAY	5/10/2019	A DAY
5/13/2019	B DAY	5/14/2019	C DAY	5/15/2019	D DAY	5/16/2019	E DAY	5/17/2019	F DAY
5/20/2019	A DAY	5/21/2019	B DAY	5/22/2019	C DAY	5/23/2019	D DAY	5/24/2019	E DAY
5/27/2019	Closed	5/28/2019	F DAY	5/29/2019	A DAY	5/30/2019	B DAY	5/31/2019	C DAY
6/3/2019	D DAY	6/4/2019	E DAY	6/5/2019	F DAY	6/6/2019	A DAY	6/7/2019	B DAY
6/10/2019	C DAY	6/11/2019	D DAY	6/12/2019	E DAY	6/13/2019	F DAY	6/14/2019	A DAY
6/17/2019	B DAY	6/18/2019	C DAY	6/19/2019	D DAY	6/20/2019	E DAY		