

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

—  
(908) 464-1718 ~ Fax (908) 464-1728

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 prepare 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.

Last year the Early Childhood Center implemented a schedule to enhance opportunities for interventions and enrichment through the creation of a WIN (What I Need) Period. This period allowed 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.

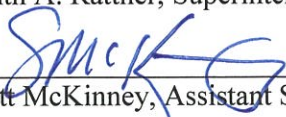
Implementation of this schedule in the elementary schools requires a change in the delivery of the special area subjects during the school day. Students will still receive Art, Physical Education, Library Skills, Spanish (1st Grade), and Music throughout the year, however, they will be scheduled over a six-day rotation. This rotation will 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 continue moving 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,

  
\_\_\_\_\_  
Judith A. Rattner, Superintendent of Schools

  
\_\_\_\_\_  
Anne Corley-Hand, Principal

  
\_\_\_\_\_  
Scott McKinney, Assistant Superintendent

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
  - 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 that ensure 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.

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?

- Special Area classes will rotate through on a six-day schedule and will take place at the same time each school day eliminating the need for an A/B week schedule. 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 websites. 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		