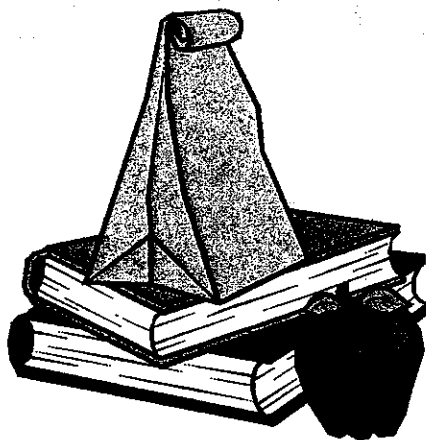




BLOOMINGDALE AVENUE SCHOOL

# Parent and Student Handbook

Grades K-2





Dear Parent/Guardian:

Welcome to Bloomingdale Avenue School. School staff and parents must work together in order for our children to have the best education possible. Shared information is basic to such a partnership.

This handbook is designed to acquaint you with basic school procedures and policies. Additional information regarding both student and parent activities and meetings will be distributed monthly via the classroom teacher and PTA Newsletter.

Of course, it isn't possible to cover in the handbook all the questions that you have, and sometimes the information given must be rather general. So, if you have any questions unanswered by this handbook, we hope that you will contact your child's teacher or our office.

We look forward to working with you to promote positive learning experiences that will help your child realize his/her maximum potential.

Yours truly,

Regina Gavin  
Principal

### **IMPORTANT TELEPHONE NUMBERS**

Main Office 709-6969  
Principal 709-6971  
School Nurse 709-6973  
Special Services 709-6289  
Fax # 709-9138

## **MISSION STATEMENT**

***Bloomingtondale Avenue School is a K-2 school dedicated to providing a child-centered, nurturing environment for young students. Our goal is to develop a strong foundation of cognitive, affective and physical education in partnership with parents and community. The outcome of our combined efforts will be students who will be enthusiastic life long learners and caring members of the community.***

***Ongoing education is a priority among staff and parents. Staff members are involved in year-long professional development activities to increase and enhance the teaching skills and meet the individual needs and various learning styles of students. Techniques designed to increase students' ability to communicate, develop basic concepts, and think critically are major priorities. In addition, the staff is committed to parent education that enhances parent ability to support classroom instruction.***

***The curriculum offered is fully integrated and aligned with the State Core Curriculum Standards and Curriculum Frameworks. Materials and equipment are updated annually relative to curriculum guidelines. Supplemental instructional activities, such as assembly programs, class trips, and family programs are considered additional opportunities to augment instruction and are planned accordingly. In the area of technology, students use computers and software to aid learning and critical thinking.***

**BLOOMINGDALE AVENUE SCHOOL  
CRANFORD, NJ  
TIME SCHEDULE**

<u>Opening</u>	<u>Regular Session</u>	<u>Abbreviated Session</u>	<u>Delayed</u>
<b>KINDERGARTEN: AM GROUP</b>			
Building Opens:	8:20AM	8:05AM	9:40AM
Instructional Time	8:30AM-11:00AM	8:15AM-10:45AM	9:40AM-11:40AM
<b>KINDERGARTEN: PM GROUP</b>			
Building Opens:	12 Noon	9:45AM	12:40PM
Instructional Time	12:10PM-2:40PM	9:45AM-12:15PM	12:40PM-2:40PM
<b>GRADE 1 and 2</b>			
Building Opens:	8:20AM	8:05AM	9:40AM
Instructional Time:	8:30AM-2:40PM	8:15AM-12:15PM	9:40AM-2:40PM
Lunch	11:40AM-12:40PM		

Children in Grades K-2 should be on line and ready to enter the school at 8:20AM and 12:00PM. There is no supervision before 8:15AM. **Please do not leave children unattended. Teacher is present to supervise at 8:15AM.**

Students who leave the building for lunch and return after 12:40PM need to obtain a late pass from the Main Office.

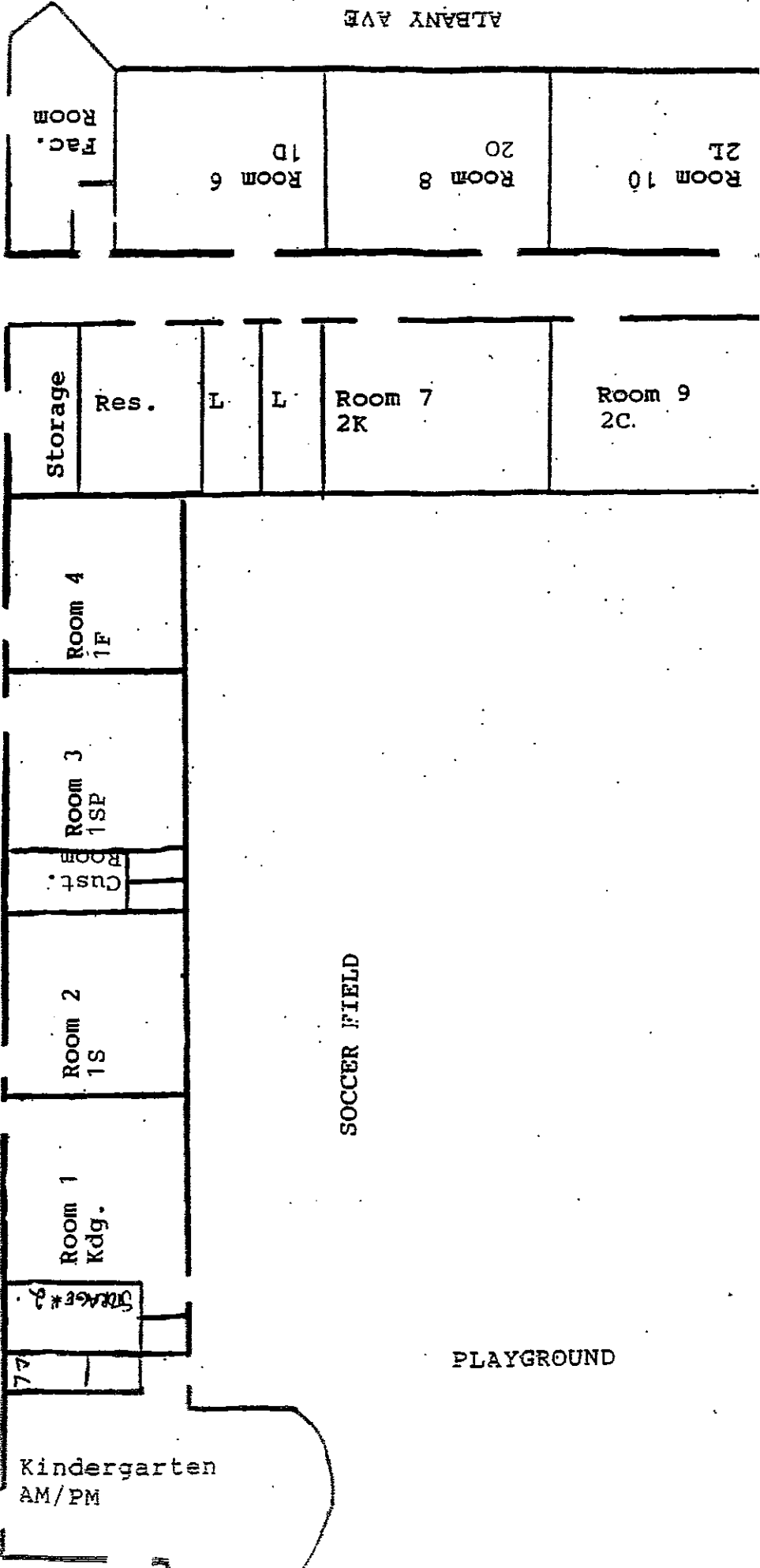
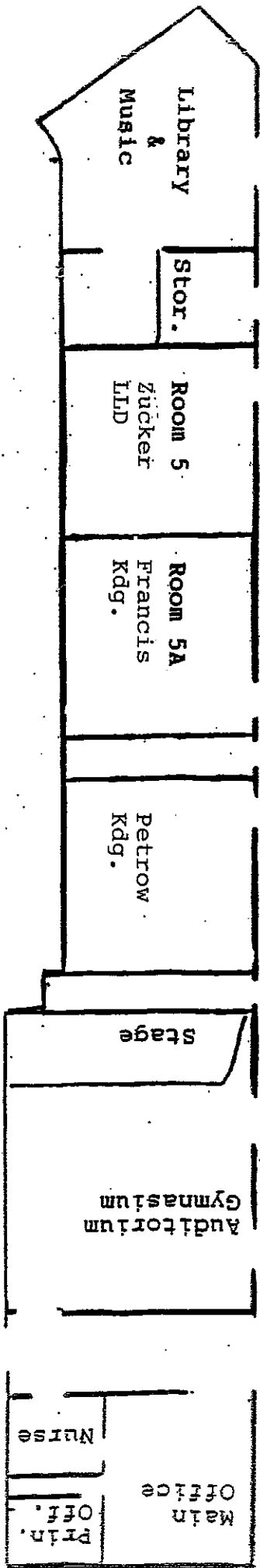
**SCHOOL CALENDAR  
SEPTEMBER 2011 - JUNE 2012**

<u>MONTH</u>	<u>INCLUSIVE DAYS AND DATES</u>	<u>ACTIVITY</u>
<b>2011</b> SEPTEMBER	Thursday, September 8 Wednesday, September 7 Monday, September 12 Thursday and Friday September 29-30	Teacher in-service Teacher preparation 1 <sup>st</sup> Day Students Rosh Hashanah
OCTOBER	Monday, October 10	Single Session-Prof. Dev.
NOVEMBER	Friday, November 4 Monday & Wednesday November 7 & 9 Tuesday, November 8  Thursday and Friday November 10-11  Wednesday, November 23 Thursday and Friday November 24-25	Single Session P/T Conf.  Single Session P/T Conf. Schools Closed Election Day/Prof. Dev. Schools Closed NJEA Convention  Single Session Thanksgiving Recess
DECEMBER	Friday, December 23 Monday-Friday December 26-30	Single Session Winter Recess
<b>2012</b> JANUARY	Friday, January 13 Monday, January 16	Single Session-Prof. Dev. Schools Closed Martin Luther King Day
FEBRUARY	Friday, February 17 Monday, February 20	Single Session-Prof. Dev. Schools Closed-President's Day
MARCH	Monday, March 12	Single Session-Prof. Dev.
APRIL	Thursday, April 5 Friday-Friday April 6-13	Single Session-Prof. Dev. Schools Closed Spring Break
MAY	Thursday, May 24  Friday-Monday May 25 & 28	Single Session-Prof. Dev.  Schools Closed-Memorial Day
JUNE	Monday-Wednesday June 18-20 Wednesday, June 20	Single Session Full day/Teacher Last Day/Teacher

## STAFF ROSTER

Principal	Main Office	Regina Gavin
Secretary	Main Office	Rosemarie Di Sarle
Clerical Assistant	Main Office	Sharan Hardman
Nurse	Main Office	Sherryl Lazo
Kindergarten	Kindergarten Room	Shaun Benoit
Kindergarten	Room #1	Melissa Patetta
Grade 1	Room #2	Francine Serpico
Grade 1	Room #3	Danielle Speranza
Grade 1	Room #4	Karen Ferraioli
Grade 1	Room #6	Jackie D'Arcy
Grade 2	Room #7	Therese Koellner
Grade 2	Room #8	Lauren Oricchio
Grade 2	Room #9	Diane Cruz
Grade 2	Room #10	Kelly LoGiudice Alfano
Special Ed	Room #5	Phyllis Zucker
Resource	Resource Room	Ann Curtis
BSI	Library	Mellisa Toddings
Speech	Room #5A	Dr. Antonia Ward
Art	Art Room	Donna Como
Librarian	Media Center	Arline McCloskey
Music	Media Center	Colleen McDonald
Physical Education	Gym	Christy Mc Darby
Physical Education	Gym	Olivia Cathcart
Spanish		Carmen Romero
Spanish		Robin Danyus
OT		Tara Franklin
Class Aide		Ruth Neal Ward
Kindergarten Aide		Donna Bober
Kindergarten Aide		Kathi Campbell
Student Assistance Counselor		Brian Gilroy
Head Custodian		Richard Siesputowski
Custodian		Mark Lair

BLOOMINGDALE AVENUE



ALBANY AVE

## **STATEMENT OF NON-DISCRIMINATION**

The Cranford School District complies with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), title II of the Americans with Disabilities Act of 1990 (the "ADA"), and their respective implementing regulations which prohibit discrimination on the basis of race, color or national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment and in all its programs and activities, regardless of race, color, national origin, sex, disability, or age.

Questions or complaints of discrimination should be directed to:

Dr. Gayle Carrick, Superintendent of Schools  
908-709-6202

Dr. James McLaughlin, Assistant Superintendent for Administration  
Americans with Disabilities (ADA) Officer- 908-709-6218  
504 Coordinator 908-709-6218

Mrs. Rose Macaluso, Assistant Superintendent for Curriculum and Instruction  
908-709-6205

Dr. Curt Fogas, Principal, Hillside Avenue School and  
Affirmative Action Officer, 908-709-6240

Mr. Robert Carfagno, Board Secretary/Business Manager  
Public Agency Compliance Officer - Right to Know Officer- 908-709-6210

Mr. Mario Cunha, Acting Director of Buildings and Grounds  
908-709-6200

## **ASSEMBLY PROGRAMS**

Budget permitting programs are selected primarily for the educational value and secondarily for entertainment. Programs are scheduled for the gymnasium. Students are accompanied and supervised by the classroom teacher.

Kindergarten students are welcome to return to school to attend an assembly program.

The Board of Education finances the programs. Some programs are presented by in-school organizations such as the choral and instrumental groups. Parents are always welcome!

## **ATTENDANCE**

Regular attendance is most important for the successful student. Except in cases of emergency, illness, religious holiday or personal family reasons, all students are expected to attend school.

In the event a student is absent, **please call the school nurse 709-6973 or the main office 709-6969**. If the school does not receive a call, the school staff will attempt to call the parent by 11:30AM.

A short note signed by the parent/guardian stating the date(s) and reason for absence must be presented to the classroom teacher when the student returns to school.

Students are to report directly to the school nurse if they are absent three or more days. A doctor's note is required if the student returns to school following a contagious illness (mumps, measles, chicken pox, etc.) Students with excused absences will be allowed to make up school work.

## **AUTOMOBILE SAFETY**

By law, occupants in the front seat must wear a safety belt. It is a good safety habit for all occupants to wear a seat belt. New Jersey law requires children under eighteen months of age to be in a federally approved car seat when riding in a car. Children between eighteen months and five years of age must be in a car seat if they are riding in the front seat and must be secured by a safety belt if riding in the rear seat. If the number of children under five years old exceeds the number of safety belts, children who are not restrained must ride in the rear seat. Do not allow your child to play in a car and never leave the keys in the ignition. Keep cars locked.

## **BASIC SKILLS**

Children who demonstrate a need for additional help in reading, writing, or math may be referred to the Basic Skills Improvement Program (BSIP). Referral may be based on recommendation by the classroom teacher in Grades K-1 and the standardized achievement test scores in Grades 2-6. Programming is developed with parental consent. A plan is developed and reviewed with parents before its implementation. Students meet with the BSIP teacher in small groups for writing, math and/or reading instruction and parents receive regular updates on student progress.

## **PUPIL CODE OF CONDUCT**

We believe that every student has a right to a safe and orderly school environment so that each child may develop to his/her potential. Each child has the right to be treated with respect by other children and by adults. In turn, each child has the responsibility to respect the rights and welfare of other students and the supervisory authority of the school staff.

Parental cooperation and support are essential ingredients to the success of any discipline or conduct code. With parents and teacher working together, we hope to establish an exceptional climate for learning and help each child develop a positive self image.

Students are expected to conduct themselves properly in the hallways and lavatories, on the playground and on their way to and from school. Good conduct is a matter of treating others as you would have them treat you and of following a few simple rules.

These guidelines include:

- Be courteous at all times
- Be considerate of others
- Be on time for school
- Follow safety rules
- Keep halls and school grounds clean
- Be orderly when waiting to come into school and when in the hallways
- Agree to abide by Cranford Public Schools telecommunication Acceptable Use Contract

Students who do not follow the above rules will face appropriate consequences that may include any one or a combination of the following actions:

- Notification of parents
- Deprivation of free time
- Deprivation of attendance at special events

Suspension from school may result from the following actions:

- Deliberately creating unsafe or hazardous conditions
- Use of foul or abusive language
- Defiance of authority
- Bullying, harassment, inflicting/threatening physical harm on another child or staff member
- Deliberate destruction of school property

## **CLASSROOM RULES**

At the beginning of every school year, each teacher after consultation and discussion with his/her pupils, will establish a list of classroom rules which will set a code for acceptable and appropriate behavior. These rules will be posted in the classroom and will be discussed and distributed to parents at the beginning of the school year.

The consequences for breaking a rule will also be discussed so as to be clearly understood by pupils and parents. Rules and consequences will vary depending upon the age and maturity of the student.

Positive motivation techniques will also be part of each classroom conduct code. Teachers will recognize good behavior in a variety of ways.

## **LUNCHROOM AND PLAYGROUND RULES**

Students who stay at school for lunch must observe the following rules:

- Stay in your assigned seat
- Use 'inside' voice
- Raise your hand to ask a question
- Clean your space when you finish eating
- Treat lunchroom aides and classmates respectfully and politely
- Stay in your assigned area on the playground
- Take turns using playground equipment
- Follow directions from lunchroom aides
- Fighting, bullying, 'rough house' behavior, willful disobedience, disrespect or verbal abuse of teachers, aides or other children will not be tolerated

If a student is reported to the principal for breaking any of these rules, suitable disciplinary procedures, i.e. 'time out', conference, will follow.

Repeat infractions may result in revocation of lunchroom privileges or suspension from school.

## **COMMUNICATION**

Open, two-way communication between school and home is essential to establish and maintain an optimal school and learning environment. Formally, Parent/Teacher conferences are scheduled during the year and noted in the PTA newsletter in addition to letters from the principal. Informally, notes, phone calls or email provide necessary links between a child's home and school. At the beginning of the year teachers will indicate how best to contact them. Parents are encouraged to contact their child's teacher throughout the year. Parents are also encouraged to contact the principal,

school nurse or secretarial staff at 908-709-6969. Ms. Gavin's email address is [gavinreg@cranfordschools.org](mailto:gavinreg@cranfordschools.org).

### **CONFERENCES WITH TEACHERS**

Regularly scheduled conferences are conducted by the teachers in Fall and Spring. Parents/Guardians are informed of the dates of these conferences and encouraged to make appointments to see their child's teacher. **At any other time, please write or call to schedule an appointment.**

### **CRANFORD BOARD OF EDUCATION**

Unless otherwise announced, the regular monthly meeting of the Cranford Board of Education is held at 8:00PM on the fourth Monday of each month in the Board Room at Lincoln School. The board of education holds an open work session two weeks prior to the regular meeting in the Board Room at Lincoln School.

### **DRUG, ALCOHOL, AND CONTROLLED SUBSTANCE ABUSE**

It is the policy of the Cranford Board of Education to provide a safe, healthy environment that is free from the effects of drug, alcohol, and controlled substance abuse. A detailed explanation of these policies can be found in the Board of Education policy Manual under #5131.6.

### **EARLY AND EMERGENCY DISMISSAL**

Parents/guardians must complete and sign a student emergency form before the end of the first week of school. All the information should be complete, accurate, and current. It is most important that correct telephone numbers of persons to be contacted in case of emergency are noted on the emergency form whenever addresses, telephone numbers, etc. are changed during the school year.

### **EXTRA HELP FOR SCHOOLWORK**

The classroom teachers provide individual help for students who need special attention because of absence or academic difficulty. Generally the classroom teacher will make arrangements with the students to give assistance after school between 2:40PM and 3:05PM.

## **FIRE AND SAFETY**

Public school law requires one fire and one "stay put/lock down" drill per month. The procedures followed by all students are:

### **FIRE DRILL**

- Leave all materials in the classroom when the alarm sounds
- Go out the exit indicated on the classroom "fire exit map"
- Move through the hallways in an orderly fashion
- Remain silent during the entire drill

### **STAY PUT DRILL**

- Lock classroom door when signal is given
- Position students away from door and windows
- Pull down shades and wait for all clear signal

## **FIRE SAFETY**

The Cranford Bureau of Fire Prevention conducts fire prevention programs throughout the year. These programs are designed to teach the following:

- a. The role of the firefighter
- b. How to evacuate a home in the event of a fire
- c. How to call the police and fire department (911) in the event of a fire

## **FOOD**

Parents are not allowed to bring food into the classroom without discussing it with the teacher and the school nurse.

## **FORGOTTEN ITEMS**

Parents/guardians are requested to deliver books, lunches, projects or any other forgotten items to the main office. All articles must be labeled with the student's name and grade. **Please tell your child, prior to arrival, to check the office for forgotten items.**

## **GRIEVANCES**

The Cranford Board of Education has a policy for handling student grievances. Briefly, it states that students may either communicate a grievance to members of the school staff. A copy of the grievance procedure is available in the main office and school library.

## **HOMEWORK**

Homework is often given on a daily basis in grades K through 2. The suggested daily time allocations are as follows: Kindergarten - 5-10 minutes depending on the maturation of the students and the time of the school year. Grades 1 and 2 – 10 to 20 minutes total.

## **HEALTH RELATED ISSUES**

### *HEAD LICE*

When large groups of people congregate together, there always is a possibility of an outbreak of head lice. To keep the possibility to a minimum, the following steps should be taken:

1. Parents and guardians can help by checking their children's heads about once a week.
2. If parents find that a child has head lice, they are asked to notify the school so that the students in that grade can be screened. A letter will be sent out notifying parents of students in affected grade.

### *ILLNESS OR ACCIDENTS DURING SCHOOL HOURS*

If a student becomes ill during the school day, the school nurse will determine if the student should be sent home and will then contact the parent. Failure to reach the parent will result in a call to a person listed on the emergency card. Accidents and injuries will be treated by the nurse. First aid will be administered by the nurse and parents/guardians will be contacted. No child will be released from school without first being signed out in the office.

### *MEDICATION AT SCHOOL*

Diagnosis or treatment beyond first-aid procedure is not usually the responsibility of the school.

The administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it and the following rules are to be observed.

1. **A written statement is required from the parents** giving the school permission to give medication prescribed by the family physician.

2. Pupils requiring medications at school ***must have a written order from the family physician*** which identifies type dosage, time of administration, the purpose of the medication and side effects.
3. ***The medication should be in the original container***, identified by the pharmacy.
4. Medication must be hand delivered to a school authority by an adult. If medication is to be returned, it must be picked up by an adult.
5. The school physician may be called upon to review and approve any request from a family physician that medication be given to a student.
6. The school nurse or the parent/guardian is authorized to administer medicine in school when the above procedures have been followed.
7. Documentation is required to be maintained by the school nurse.
8. Students are not permitted to bring cough drops to school as they pose a potential choking hazard to young children.

## **HEALTH AND SAFETY**

Good health habits are essential for the wholesome, normal growth of children. To help children acquire these habits, both home and school need to work cooperatively. It is therefore suggested that all our children be encouraged to:

Eat well-balanced meals.

Use lavatory facilities regularly, independently, and in a sanitary manner.

Establish and keep a regular bedtime hour.

Have a clean handkerchief or tissues in school each day.

Cover nose and mouth with handkerchief or tissue.

Parents who have questions or concerns concerning a child's health or safety habits should feel free to contact the school nurse.

***If your child has a medical condition that may affect his/her learning, the teacher and school nurse should be informed.***

***If a child is not able to participate in gym and/or recess due to an injury (for more than 3 days) a Doctor's note is required.*** A student using crutches or a wheelchair must have a Doctor's written permission.

## **HOMEWORK/CLASSWORK FOR ABSENTEES**

In the event of absence, parents may request homework and class work by calling the main office. Homework can be sent home with a friend or left in the school office to be picked up by a parent. Please try to make the request 24 hours in advance.

## **LIBRARY**

Children may have scheduled visits to the school library. Students will be encouraged to check out books and return them in a timely manner. Children are responsible for damage to or loss of book.

## **LOST AND FOUND**

Everyday students lose items. Often, however, the item is found in the student's classroom or a neighboring classroom. Unclaimed items are sent to the main office. Periodically all items will be displayed.

## **LUNCH**

Children in first and second grade have the daily option to remain for lunch or to go home. Children may order a hot, cold, bagel bag, or salad for lunch. **Children must purchase lunch tickets that are sold in strips of 5. Tickets are sold every Thursday and are valid any time during the school year. Please be kind enough to make check payable to Cranford Board of Ed or send in exact amount.**

All lunch students are supervised in the cafeteria as well as the play areas by adult lunchroom aides.

During inclement weather, the students' recess time is supervised in the classroom.

Students in Grades 1 and 2 who choose to go home for lunch are excused at 11:40AM and expected to return to school between 12:35PM and 12:40PM. **Instruction begins at 12:40PM.**

## **SCHOOL CLOSING AND/OR DELAYED OPENING**

When emergency storms or other conditions make it impossible or unwise to open schools on a scheduled school day, the decision will be made by the Superintendent of Schools and communicated to all interested parties via radio. **In these instances, the Honeywell Instant Alert System will be activated.**

On mornings when you have a question about school opening, please tune in to radio stations NJ101.5 (FM 101.5 on your dial) WNBC The Today Show or WBUD (AM 1260 on your dial) as early as 6:30a.m. School closings will also be announced on Cranford's local access channel TV35. School closings are posted on [www.cranfordschools.org](http://www.cranfordschools.org).

If the decision is made to have a delayed opening rather than closing school completely due to snow or other conditions, the school will open at 9:50AM. Instruction will begin at 9:55AM. Announcements will be made on radio stations NJ101.5, WBUD, WNBC TheToday Show and TV35, just as "Schools Closed" announcements are made. Delayed openings are posted on [www.cranfordschools.org](http://www.cranfordschools.org). An announcement will be made via the Honeywell Instant Alert System.

Should a decision be made for an early dismissal, every reasonable effort will be made to inform as many parents as soon as possible using the following methods of communication:

1. Honeywell Instant Alert System
2. Radio stations NJ101.5 and WBUD AM 1260 will broadcast early dismissal announcements.
3. PTA class mother telephone chains will be set in motion by the principal. Students will not be dismissed early without adult supervision during emergency conditions unless parent/guardian has signed the emergency closing letter that was sent home on the first day of school.

**Access TV35 for any information on school closing/delayed openings or other emergent matters.**

It is essential in such abnormal situations that telephone lines are not blocked by a flood of inquiring calls. Telephone lines and attending personnel should be allowed to handle the essential tasks of dealing with emergency situations. The safety and welfare of many people depend on the understanding of parents in this matter.

Please be sure the PTA telephone chain has both **work and home** phone numbers.

## **REPORT CARDS**

Report cards are distributed two times a year in Kindergarten, three times a year in Grade 1 and four times a year in Grade 2.

In addition to report cards, pupil progress is also addressed at parent/teacher conferences in the Fall and Spring.

## MARKING PERIODS

1st Marking Period ends	Wednesday	November 9, 2011
2nd Marking Period ends	Friday	January 27, 2012
3rd Marking Period ends	Friday	March 30, 2012
4th Marking Period ends	Wednesday	June 13, 2012

## REPORT CARD DISTRIBUTION

1st Marking Period	Friday	November 18, 2011
2nd Marking Period	Friday	February 3, 2012
3rd Marking Period	Friday	April 5, 2012
4th Marking Period	Wednesday	June 20, 2012

## NEWSLETTER (*The Bloomin' News*)

The PTA communicates with all parents via a monthly newsletter. The newsletter will keep you up to date on school activities, special programs, assemblies, and of course, PTA activities. The *Bloomin' News* is distributed electronically via the Bloomingdale Avenue School website ([www.cranfordschools.org](http://www.cranfordschools.org)).

## PARENTS IN THE CLASSROOM

Besides being involved in the PTA, being a class parent is another way to be active in school activities. Several parents are needed to help with each classroom. Their main jobs are to make phone calls about special classroom or PTA events and to help at holiday class parties (although daytime availability is not a requirement). If you're interested in participating in some way, let your child's teacher know through a note or phone call. It's usually a good idea to wait a couple of weeks after school begins, when the class is settled into a routine and the teacher has a better sense of what kind of help would be most useful.

And, if you have a skill you would be willing to share with other classes besides your child's, please let the principal know.

Parents participating or visiting a class and/or school must report to the office immediately upon entering the building and sign a visitor sign-in sheet. Visits should be arranged with the teacher in advance.

## **PEDESTRIAN SAFETY**

In September the Police Department presents a Pedestrian Safety Assembly for the students. The program usually consists of a discussion of safety rules to follow going and coming from school and a viewing of a pedestrian safety film.

### **PEDESTRIAN SAFETY RULES**

1. Always cross streets at a corner or where there is a crossing guard or police officer.
2. Stop at the curb and look left-right-left before crossing.
3. Do not cross the street between parked cars or in the middle of a block - it is dangerous.
4. Walk on the left side of the street if there are no sidewalks.
5. Always go straight to school and return home immediately after dismissal from school.
6. Try to walk with a friend.
7. Look for cars backing out of driveways.
8. Do not chase balls into street - it can be dangerous.
9. Do not play or walk on the railroad tracks.

## **PHYSICAL EDUCATION**

Students in Grades K-3 are scheduled for physical education instruction one period per week. Activities are planned that are enjoyable, age appropriate and planned to help students understand the importance of physical fitness. For safety reasons, **no jewelry may be worn during physical education class and sneakers need to fit securely i.e, laces and or Velcro. No slip-on shoes are permitted.**

## **SAFETY HAZARD WARNING PROGRAM**

The Police Department has established a new warning system to make children aware of safety hazards such as walking on railroad tracks, walking on thin ice on the river, etc. The police will verbally warn the juvenile, record the incident on a "safety hazard warning" card and send a letter to parents explaining the incident and asking their help in preventing a recurrence of such action in the future.

## **SEXUAL HARASSMENT**

It is the policy of the Cranford Board of Education to maintain an environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member. A detailed

explanation of this policy can be found in Board of Education Policy Manual under #4111.1.

### **SOLICITING AND SELLING**

Board of Education policy prohibits the soliciting of money or other material contributions on school property for any commercially sponsored enterprise.

### **SPECIAL SUBJECTS**

Each week the students in K-2 receive instruction in special subject areas which include physical education, art, music and library. Instrumental music is available starting in Grade 3.

### **SPECIAL EDUCATION**

Classified students may receive services in the resource room, in the classroom with a support teacher, or in a self contained classroom. Services are determined by the Child Study Team.

### **I & R S – INTERVENTION AND REFERRAL SERVICES TEAM**

The Intervention Referral and Services Team (I & R S) is a school-based, problem-solving group whose purpose is to assist students who have problems in learning and/or behavior. The committee includes the Principal or Vice Principal (Chairperson) or designee, a regular education teacher, and may include one or more of the following: School Nurse, Learning Disabilities Teacher-Consultant, Student Assistant Counselor, School Social Worker, School Psychologist, or Speech-Language Specialist.

The primary role of the committee is to help students with learning and/or behavior problems receive assistance they need within the regular education setting. An intervention plan is developed with parent participation. The plan is put into place for a specified period of time and monitored throughout that period. A follow up meeting is scheduled to evaluate the effectiveness of the plan. If necessary, a second plan can be formulated. The information shared at an I & R S meeting remains confidential with the team.

### **STUDENT RECORDS ACCESS - SPECIAL NOTE TO PARENTS**

All student records and files are open to review by the parent/guardian of regular pupils 17 years of age or younger and are open directly to "Adult pupils" 18 years of age or older. The Cranford Board of Education has developed a policy to give complete access to students' records in accordance with the requirements of the N.J.

Administrative Code 6.1-6.8 (1996), and applicable federal law. The policy, the Code, and the federal laws are all available for review at the Office of the Superintendent of Schools.

## **STUDENT ASSISTANCE COORDINATOR**

A Student Assistance Coordinator provides aid to teachers, parents, and students as needed by providing information on appropriate resources within and outside the district and acts as a liaison between school, community agencies, parents, and children as the situation demands. Areas addressed might include, but are not limited to, school entry or separation issues, peer or school adjustment, grief, and loss.

## **TARDINESS**

We realize that there will be instances when children may be tardy to school, but please avoid tardiness whenever possible. Tardiness interrupts the children's instructional time.

A child must report to the school office when they are tardy to sign in. Children in Kindergarten, Grade 1 and 2 are tardy if they arrive to school after 8:30AM. Afternoon kindergarten students are tardy if arrival is after 12:10PM, and Grade 1 and 2 are tardy if arrival is after 12:40PM.

## **TELEVISION APPEARANCES AND PHOTOGRAPHS**

At the beginning of the school year, parents are requested to notify the school if for some reason they do not wish their child to participate in events which may appear on Channel 35 or publicly used photographs. The activities may include a class skit, a play, a special event, etc. Only in cases where the school receives written documentation signed by the parent/guardian will the children be excused.

## **TESTING**

Testing plays an important role today in every child's educational success. Please remember that standardized testing is only one way to measure student learning potential and retention of material. No test can measure everything that a student learns in school. Teachers use tests, homework, classroom assignments, daily participation, projects, etc. as means of evaluating student achievement.

Know when tests are to be given and make sure your child is at school when the tests are given. Avoid any trips, medical appointments or other conflicts when tests are given. Spend time with your child discussing the importance of the test, being positive when talking about his/her taking the test. Be sure he/she has a good night of rest and

eats a good breakfast. We'll be sending home further tips for testing during the school year. Please remember to keep everything positive with your child and keep in mind that some students test better than other students.

Children in Kindergarten and first grade do not participate in standardized testing. The TerraNova and InView will be administered to Grade 2 students January 23-31 and February 1-3, 2012.

## **TRAFFIC AND PARKING**

Parking is available in the parking lot throughout the day. Please observe local street regulations to avoid a ticket. ***The horseshoe driveway will not be accessible to vehicles during arrival and dismissal.*** At all times it is the Fire Lane and parking is not allowed. Please be ever watchful of small children around the entire school area.

## **VISITATION/ BUILDING SECURITY**

Parents are always welcome. **Please begin your visit in the main office.** We hope you will visit the school for open house, assembly programs, PTA programs, meeting with teachers and for public performance of music with special groups.

In order to avoid unanticipated interruptions of your child's programs, please make advance arrangements with your child's teacher by written note or telephone.

**ALL VISITORS ARE REQUIRED TO REPORT TO THE SCHOOL OFFICE PRIOR TO PROCEEDING TO ANY CLASSROOM, EITHER BEFORE, DURING, OR AFTER SCHOOL HOURS FOR ANY REASON. PLEASE SIGN THE VISITOR'S REGISTER AND RECEIVE A PASS. WITHOUT A PASS, YOU WILL NOT BE ADMITTED TO THE CLASS.**

## **WHEN PARENTS HAVE CONCERNS**

If you have a question or concern, the first person to contact is your child's teacher. Sometimes children's descriptions of their school day or papers they bring home raise questions about the instructional program. When a teacher knows of a parent's concern, she/he can provide information important in clarifying the concern and deciding on the best course of action. This is true whether the question is about your child's performance, the general curriculum, or your child's social interaction with other children.

If the problem is not resolved, then you may want to contact the principal and explain the situation to him or her. It is important, however, to be sure that you have attempted first to work things out with the teacher. Respect for the teacher's professional judgment and experience is appreciated by everyone in the school.

Finally, if your concern persists after talking to the teacher and principal, you may want to discuss the situation with the Superintendent.

To reach your child's teacher, call 709-6969 and leave a message. Teachers are not able to leave the classroom, but they will return calls as soon as possible. At that time, you can outline your concern and decide whether or not a meeting is necessary.

**Tips for handling concerns in a positive way** - When parents have concerns, the ways in which they approach and work with the school can greatly affect the outcomes they hope to achieve.

1. First, it is important to remember that **teachers share parents' concerns**. They do not want the children in their charge to be unhappy at school or do poorly. However, when a parent confronts a teacher in an angry way, even a concerned, positive teacher can become a defensive, angry one. And, if conflicts develop, the one who ultimately loses is the child. It is important to approach the teacher with a positive, calm attitude - you both want the best for your child.
2. With this in mind, it is best not to just appear at school when you are upset about an issue. Rather, teachers appreciate having **advance notice** (through a call or note) so that they are aware there is a concern and can be prepared with relevant information when they speak to you.
3. Also, it is helpful to **separate the problem from the solution**. In other words, try not to focus on what you think the teacher should do or the school should provide. Instead, describe what your concern is and what your child's needs are, and then talk with the teacher about various ways to respond to these. By doing this, you will not foreclose options that you and the teacher might have come up with together.
4. Once you and the teacher decide how to handle the situation, you can **follow up** with a note. This will confirm that you and the teacher share an understanding of how to proceed, and it also can help to remind a busy teacher of special attention she/he may want to give to your child's needs.

## **HARASSMENT**

The administration, faculty and staff of Bloomingdale Avenue School support a school environment which promotes positive interpersonal relations among members of the school community. Bullying and harassment are unacceptable behaviors and will necessitate one or more of the following consequences: intervention of the Student Assistant Counselor, meeting with parents, detention or suspension depending on the severity and frequency of the inappropriate behaviors.

### **BULLYING**

**The Cranford School District takes any/all concerns about teasing and bullying seriously. Any student who feels that may be a problem for him or herself or others is encouraged to report the matter to their teacher, administrator or counselor.**

**Definition of Harassment, Intimidation and Bullying:**(in accordance with The Anti-Bullying Bill of Rights Act of 2011)

Harassment, intimidation and bullying means any gesture, or any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical or sensory disability (handicap), or any other distinguishing characteristic that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. a reasonable person should know, under the circumstances, will have an effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school;
- c. creates a hostile environment at school for the student; or
- d. infringes on the rights of the student in the school.

All perceived acts of HIB should be reported immediately to the principal who will commence an investigation with the School Safety Team and the school's Anti-Bullying Specialist.

**Board Policy 5201: Harassment, Intimidation Bullying and Hazing states the expected behavior for students and the consequences and remedial action that will be enforced when not followed.**

## **Cranford Public School District Telecommunications Acceptable Use Contract**

The Cranford School District continually pursues the use of advanced technology and high-speed access to enrich and broaden learning opportunities for students and staff. With this learning tool, students and staff must understand and practice proper and ethical use. All staff will have the opportunity to attend workshops regarding procedures, ethics and security involving telecommunications. All students will be instructed on appropriate use of telecommunications before using the system.

### **CONDITIONS AND RULES CONDITIONS AND RULES FOR USE**

#### **1. Acceptable Use**

The purpose of telecommunications is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of telecommunications is a privilege, not a right, and to remain eligible as a user, the use of telecommunications must be in support of and consistent with the educational objectives of the Cranford Public School District. Access to telecommunications is made possible through an appropriate provider to be designated by the Cranford Public School District at its sole discretion. All users of telecommunications must comply with existing rules and Acceptable Use Policies of Cranford Public School District that are incorporated into this document. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

#### **2. Privilege**

The use of telecommunications is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Cranford Public School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, or suspend any user access at any time based upon a determination of inappropriate use.

#### **3. Monitoring**

Cranford Public School District reserves the right to review any material accessed by users. Users should have no expectation of privacy. Certain aspects of your use of the electronic environment are being recorded in logs either for the purpose of performance monitoring or for assistance in authorized legal investigations of alleged misbehavior under the policy. The actual contents of these logs will only be reviewed by authorized district or external law enforcement officials.

#### **4. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Be polite. Do not send harassing, obscene, offensive, threatening, sexually oriented or otherwise illegal messages or depictions to other users.
- (b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
- (c) Do not reveal your full name, personal address or phone numbers of yourself, other students, staff or colleagues.
- (d) Note that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- (e) Do not attempt to read, delete, copy, modify, view, send or otherwise use, without permission, another user's account.
- (f) Do not use the Internet in such a way that you would disrupt the use of the network by other users.
- (g) All communications and information accessible via the Internet should be assumed to be the private property of those who put it on the network

#### **5. No Warranties**

Cranford Public School District makes no warranties of any kind, whether express or implied, for the service it is providing. Cranford Public School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the Cranford Public School Districts' negligence or by the user's errors or omissions. Use of any information obtained via telecommunications is at the user's own risk. Cranford Public School District specifically deny any responsibility for the accuracy or quality of information obtained through its services and shall not be responsible for any financial obligations arising through the unauthorized use of the system. All users need to consider the source of any information they obtain and consider how valid that information may be.

#### **6. Security**

- (a) Telecommunications involve many users. Users with passwords must never allow others to use their password. Users should also protect their password to ensure system security and their own privileges and ability to continue use of the system.
- (b) If you feel you can identify a security problem while using telecommunications, you must notify a teacher or administrator. Do not demonstrate the problem to other users.
- (c) Attempts by a student or non-authorized user to log on to the telecommunications provider as another user may result in cancellation of user privileges.

(d) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to telecommunications by Cranford Public School District.

(e) Users shall not install or download software or other applications without permission of the supervising staff person.

#### **7. Vandalism and Harassment**

(a) Vandalism and harassment will result in cancellation of user privileges.

(b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, networks, or the telecommunications provider. This includes, but is not limited to, the uploading or creating of computer viruses.

(c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

#### **8. Procedures for Use**

(a) While using school equipment, a student or staff member may only use Cranford Public School Districts' telecommunication accounts.

(b) Student users must always get permission from their instructors before using telecommunications or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.

(c) Users shall not play games or use the computer resources for other non-academic activities.

#### **9. Encounter of Controversial Material**

While access to the Internet through school computers is administered by a teacher or other school personnel, the Cranford School District may not be able to technologically limit access to those online services that have been authorized for study and research.

(a) Children's Internet Protection Act and Neighborhood Children's Internet Protection Act. The Cranford Public School District is in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) and has installed technology protection measures for all computers in the school district that block and/or filter visual depictions that are obscene as defined in sections 1460 & 2256 of Title 18 United States Code.

Although Cranford Public School District has installed filtering software it is impossible to control the content of all data and a user may discover controversial materials when using the Internet. Thus, determined users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting to allow your child to use the Internet, you assume the risks spelled out in this

paragraph.

#### **10. Penalties for Improper Use**

(a) Any user violating these rules, applicable state and federal laws, or posted classroom and building rules is subject to loss of privileges and any other District disciplinary options.

(b) An individual engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines.

(c) In addition, pursuant to State of New Jersey law, any unauthorized telecommunications access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

#### **11. District Website**

The Cranford Public School District shall establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

The district is in full compliance with N.J.S.A. 18A:36-35, which limits the disclosure of certain "personally identifiable information," including a student's name, photograph, address, email address, phone number, as well as the location and times of class trips, on a school web site without the receipt of prior written consent from the students' parent(s) or guardian(s). Prior parental consent is required because the disclosure of this information may present a safety risk and potential danger to children from Internet predators and others.

It is against Board policy to display any student's home address, email address, or phone number on its official school web site under any circumstance. However, the Board may seek prior written parental consent to display a child's name, with or without an accompanying photograph, and the location of a class trip or athletic / extracurricular event, only after that trip / event has occurred.

#### **12. Parental Notification, Permission and Responsibility**

Parents/guardians shall sign a permission form to allow their child(ren) to have an individual telecommunications account with the Cranford Public School District. Parents/guardians who do not wish for their child(ren) to have access to the Internet must notify the building principal in writing.

Parents/guardians shall also sign a permission form consenting to the disclosure of their child's name, with or without an accompanying photograph, as well as identification of the location and date of any class trips, athletic or extracurricular events in which their child(ren) may have participated, only after the class trip / event has taken place in order for the same to be displayed in public places on or about school property (including on school sponsored web sites, school bulletin boards, school newsletters, school bulletins, and on school promotions and advertisements for school-sponsored activities).





