

FREQUENTLY CALLED NUMBERS:

CRANFORD PUBLIC SCHOOLS
MAIN NUMBER: 908-272-9100

WALNUT AVENUE SCHOOL
MAIN OFFICE: 908-709-6253
PRINCIPAL: 908-709-6256
NURSE: 908-709-6255
FAX: 908-709-6754

WEB SITE:

www.cranfordschools.org/was/

PRINCIPAL'S E-MAIL

paternos@cranfordschools.org

ABSENCE/ FAX LINE:
908-709-6754

WALNUT AVENUE SCHOOL
Cranford, New Jersey

PARENT & STUDENT
HANDBOOK

2011 – 2012

Beginning my studies the first step pleas'd me so much,
The mere fact consciousness, these forms, the power of motion,
The least insect or animal, the senses, eyesight, love,
The first step I say awed me and pleas'd me so much,
I have hardly gone and hardly wish'd to go any farther,
But stop and loiter all the time to sing it in ecstatic songs.

Walt Whitman

PARENT / STUDENT HANDBOOK

Walnut Avenue School
370 Walnut Avenue
Cranford, New Jersey 07016
Angelo F. Paternoster, Principal
908-709-6253
e-mail: paternos@cranfordschools.org
FAX: 908-709-6754

This handbook is intended to provide parents with some basic information concerning Walnut Avenue School. Although we have tried hard to make this booklet as comprehensive as possible, additional information will be sent home from time to time updating and elaborating upon policies and procedures discussed herein. Teachers will also be providing more information concerning their individual programs and policies during the annual Open House and during parent teacher conferences.

All parents should feel free to contact the school office anytime they have a question concerning the Walnut Avenue School Program. We take great pride in our efforts to keep you fully informed concerning our school and your child's progress. We thank you in advance for your assistance and cooperation in helping to keep Walnut Avenue School an exciting place for children to learn and grow.

VISION STATEMENT

Walnut Avenue School is committed to providing a child-centered, family oriented learning environment, that is caring and supportive of children, and that recognizes and values their individual needs.

Our school community seeks to provide our students with the academic and social skills they will need to meet the challenge of the 21st century, using an approach that encourages cooperation, problem solving, creative thinking, respect for others and a love of learning.

CRANFORD BOARD OF EDUCATION

2011 – 2012

Mary Venditti, President
Cathy Morgese, Vice President
Jerry Baranoff
Jo Ann Boyle
Trevor Shaw
Michael Caulfield
Lisa Patella
Camille Widdows
Mary Catherine Sudiak

BOARD OF EDUCATION MEETINGS

The Cranford Board of Education meets twice a month. These meetings are held in the Board Room located in the basement of Lincoln Avenue School beginning at 8:00 PM. The dates for the 2011 – 2012 meetings are:

May 9 & 23, 2011
June 13 & 27, 2011
July 25, 2011
August 22, 2011
September 12 & 26, 2011

October 10 & 31, 2011
November 14 & 28, 2011
December 12, 2011
January 9 (7:00 PM) & 23, 2012
February 13 & 27, 2012
March 12 & 26, 2012
April 2 & 23, 2012

CENTRAL OFFICE ADMINISTRATION

908-272-9100

Dr. Gayle Carrick, Superintendent of Schools
Dr. James McLaughlin, Assistant Superintendent for Administration
Dr. Rosemarie Macaluso, Assistant Superintendent for Curriculum & Instruction
Robert Carfagno, Secretary-School Business Administrator
Dr. Debra Loprete, Supervisor of Special Education

THE PTA

The Walnut Avenue School PTA is an active, award winning group of parents and staff who work together to make our school program more responsive to the ever changing needs of our students and our community. In addition to funding special programs and subsidizing field trips, the PTA is continually seeking opportunities to involve parents in the school program through volunteering to assist in a variety of enriching activities throughout the school year. The PTA exists to promote the welfare of children and youth in the home, school and community. Recognizing that a student's achievement and self esteem are closely related to positive parental participation in education, the organization strives to provide numerous opportunities for parents to interact with each other, with teachers and with the students of the school.

All parents are strongly encouraged to join the PTA at the beginning of the school year. Dues for the 2011 – 2012 school year are \$5.00 per parent. A large portion of these dues is forwarded to the state and national PTA that provides the local units with support materials, workshops and to subsidize its conventions. A smaller portion of the dues goes, in part, to support the monthly meetings and may fund special activities such as guest speakers, class trips, assemblies or family workshops.

The PTA Executive Board Officers for 2011 – 2012 are as follows:

President: Terri Hecht 209 2869
1st Vice President: Megan Ewing 709 1727
Co 1st Vice President: Donna Katz 497 0106
2nd Vice President: Jennifer Duane 497 – 9189
Recording Secretary: Jodi Wilhelm 497 - 9326
Corresponding Secretary: Barbara Bryson 272 1153
Co Treasurer: Mercedes Lijo 931 – 9740
Co Treasure: Mary Kate Santulli 653 - 0609

The PTA generally schedules an open meeting every other month. In an effort to be considerate of the varying schedules of our parents, meeting times change from month to month. There are several morning and evening meetings and guest speakers are often engaged. Other special meetings may be scheduled as the need arises.

PTA Meeting Schedule

September 14, 2011	7:00 PM
November 2, 2011	7:00 PM
January 18, 2012	8:45 AM

March 21, 2012 8:45 AM
April 24, 2012 8:45 AM

These dates are subject to change. Please check your monthly calendars.

PTA Committees

The Walnut Avenue School PTA is comprised of a variety of standing committees, special program committees, and fundraising committees that strive to enhance the school environment and create a positive, rewarding school experience for all students. This is accomplished largely via ongoing and annual programs that require the active participation of many parent volunteers in order to be successful. All committees are led by a chairperson (designated based on parent request) and are supported by committee members to implement planned activities.

Some activities sponsored and implemented by the PTA committees include the bi-annual school book fairs, themed reading programs, family nights, Mother's Day plant sale, holiday boutique, lunchtime enrichment and many others. Anyone interested in participating in these programs or any other is asked to contact a PTA Board member or the chair person for more details. A description of each committee will be available in the main office and posted on the PTA Bulletin Board in the main lobby so that parents can determine how they can best contribute to Walnut Avenue School. In addition, a list of chair persons and volunteers for each committee will be posted.

School Calendar

The calendar for 2011 – 2012 provides for a school year for pupils beginning Thursday, September 8, 2011 and ending Wednesday, June 20, 2012. Listed below are the days and dates schools are closed with reason indicated, and the day they re-open. In addition, all Walnut Avenue School parents will receive monthly calendar updates that will include notice of all important school activities and events.

2011

- September 5 Monday
- Schools Closed/ Labor Day Observed**
- September 6 Tuesday
- Superintendent's Convocation/ School Offices Open/ Teacher Prep**
- September 7 Wednesday
- Teacher Preparation/ School Offices Open**
- September 8 Thursday
- First Day for Students**
- September 29 & 30 Thursday/ Friday
- Rosh Hashanah/ Schools Closed**
- October 10 Monday
- Single Session for Students/ Professional Development for Staff (PM)**
- November 4, 7 & 9 Friday, Monday & Wednesday
- Single Session Grades K – 5 ONLY/ Parent Conferences**
- November 8 Tuesday
- Schools Closed for Students/ Professional Development for Staff**
- November 10 & 11 Thursday/ Friday
- NJEA Convention/ Schools Closed**
- November 23 Wednesday
- Single Session/ Thanksgiving Recess begins**
- November 24 & 25 Thursday & Friday
- Thanksgiving Recess**

- December 23 Thursday
- Single Session for Students/ Begin Winter Recess**
- December 26 – December 30 Monday - Friday
- Winter Recess/ Schools Closed 2012**
- January 2 Monday
- Schools Reopen**
- January 13 Friday
- Single Session for Students/ Professional Development for Staff (PM)**
- January 16 Monday
- Martin Luther King Day Observed/ Schools Closed**
- February 17 Friday
- Single Session/ Professional Development (PM)**
- February 20 Monday
- Schools Closed/ Presidents' Day Observed**
- March 12 Monday
- Single Session for Students/ Professional Development (PM)**
- April 5 Thursday
- Single Session/ Professional Development (PM)**
- April 6 - 13 Friday - Friday
- Spring Recess/ Schools Closed**
- May 24 Thursday
- Single Session/ Professional Development (PM)**
- May 25 & 28 Friday & Monday
- Schools Closed/ Memorial Day Observed**
- June 18, 19, 20 Monday
- Single Sessions for Students/ Full Day for Teachers**

**If schools are closed for more than three snow/ emergency days, make up time will occur as follows:
If one day is need: May 25, 2012. If two days are needed: April 13 and May 25, 2012.**

Walnut Avenue School Staff

Angelo Paternoster	Principal
Kandace Nieliwocki	Secretary
Jo Jo Pascual	Clerical Aide/ Kdgn. Aide
Denise Chmieleski	Kindergarten
Gina DiFabio	Kindergarten/ Basic Skills
Judy Grogan	Grade One
Athena Lima	Grade One
Jodi McCabe	Grade One
Alyson Chamberlin	Grade One
Debby DeCotiis	Grade Two
Donna Kull	Grade Two
Annette Ritzer	Grade Two
Maureen Scepkowski	Grade Two
Melissa Lattig	Special Education Resource Center
Christine Giles	Special Education Resource Center
Heather Austin	Special Education Full Day Primary Self Contained
Samantha Longo	Special Education Full Day Preschool Self Contained

Joan Crincoli	Special Education Pre-School
Joann Cheeka	Special Education Pre-School
Laura Edwards	Special Education Pre-School
Marilyn Nasta	Speech Language
Susan McCarthy	Speech Language
Wendy Tucker	Speech Language
Katie Garguilo	Speech Language
Kathryn Morris	Basic Skills
Alison Bielinski	Occupational Therapy
Anne Hamilton Winn	Occupational Therapy
James Farrell	Physical Education
Maureen Rapach	Music
Mary Purcell	Art
Claire Bennett	World Languages
Susan Stein	School Nurse
Leesa Barenboim	Student Assistance Counselor
Eve Feeney	Special Ed. Aide
Cynthia Radtke	Special Ed. Aide
Carolyn Mulewski	Special Ed. Aide
Donna Curley	Special Ed. Aide
Elizabeth Hunter	Special Ed. Aide
Jodi Leonelli	Special Ed. Aide
Tamika Hinton	Special Ed. Aide
Carol Cahill	Special Ed. Aide
Kristen Grandal	Special Ed. Aide
Joanne Sweeney	Special Ed. Aide
Susan Cave	Special Ed. Aide
Fiona Clark	Special Ed. Aide
Dena Testa	Lunchroom Supervisor
Renee Blevins	Lunchroom Aide
Marissa Natividad	Lunchroom Aide
Lena Colicitti	Lunchroom Aide
Gina Peterpaul	Lunchroom Aide
Ellen Ushay	Lunchroom Aide
Joanne Truncali	Lunchroom Aide
Elaine Cecchini	Lunchroom Aide
Colleen Mooney	Lunchroom Aide
Sabahat Akbar	Lunchroom Aide
Ricardo Roman	Custodian
Neil Daly	Custodian

School Hours

Regular School Hours are as follows:

Kindergarten	
AM Session:	8:35 AM – 11:15 AM
PM Session:	12:15 PM – 2:55 PM
Grade One & Grade Two:	8:35 AM – 2:55 PM
Lunch (Grades One & Two):	11:50 AM – 12:55 PM

- Students going home for lunch should return no earlier than 12:55 PM. They should enter through the main entrance (near office) and proceed directly to their classrooms.

Pre-School Hours (SNAPPY/ READY):

AM Session: 8:45 AM – 11:15 AM

PM Session: 12:30 PM – 3:00 PM

Full Day Self Contained Primary and Preschool Special Education Classes:

8:35 AM – 2:55 PM

Single Sessions (1/2 days)

Occasionally single session days are scheduled. The hours for these are as follows:

Kindergarten

AM Session: 8:30 AM – 11:00 AM

PM Session: 10:00 AM to 12:30 PM

Grade One & Grade Two: 8:20 AM – 12:30 PM

Pre-School Single Session Hours

AM Session: 8:30 AM – 10:15 AM

PM Session: 10:45 AM – 12:30 PM

Before / After Care Programs

Before and after care programs are offered through the privately owned and operated PRIME TIME PROGRAM. Prime Time provides the following services:

Early Bird: 7:00 AM – 8:30 AM at Walnut Avenue School

Kindertime: 11:15 AM – 6:00 PM at the First Presbyterian Church (Transportation Provided).

After Care (Grades One & Two): 2:50 – 6:30 PM at the First Presbyterian Church (Transportation Provided).

Parents seeking information about registering for any of these programs should contact the Prime Time Director at 276-3088.

Attendance

Regular Attendance is an important part of a good education. This includes not only being present each day but being on time. State law identifies the following reasons for children to be legally absent.

- Illness
- Illness in family
- Death in family
- Religious holidays

Should your child need to be absent, please call the school answering machine at 709-6754 prior to 9:30 AM or 1:15 PM (for afternoon absence) indicating the reason for the absence. In addition, when your child returns to school, he/ she should bring a note indicating the same information. This is for our records.

Children arriving after 8:45 AM are tardy and must report to the office before reporting to class.

Requests for early dismissal from school, either during the morning or afternoon session, are honored in cases when an emergency makes them unavoidable. Such requests can be made in writing or verbally and should include the reasons for the early dismissal. Whenever such requests are granted, the child will be dismissed from the office, only when called for by the parent. A parent/ guardian must meet and sign for the student in the office.

Emergency Closings of School

Once the school calendar has been officially adopted by the Board of Education, it is the policy of the district to have the schools in operation full time every day provided for in the calendar. Occasionally, there will be a good reason to shorten the school day, not to open school on a particular day or to make some other emergency alteration to the schedule. Some reasons for the school closing include:

- Severe storms
- Plant failures

- Extraordinary staff projects
- Energy problems
- Death of a prominent person
- Direction from the State Department of Education
- Other unforeseen emergency reasons

Delayed Opening of School

If the decision is made to have a delayed opening rather than a closing of school completely due to snow or other conditions, the hours will be as follows:

Kindergarten:

AM Session:	9:55 AM – 11:55 AM
PM Session:	12:55 PM – 2:55 PM

Grade One & Grade Two:

9:55 AM – 2:55 PM

Lunch Period:

11:55 AM – 12:55 PM

Pre-School Programs

Half Day Programs (SNAPPY/ READY)

Delayed Opening

AM Session:	9:55 AM – 11:55 AM
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PM Session:	1:00 PM – 3:00 PM
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Full Day Self Contained Primary and Preschool Classes

9:55 AM – 2:55 PM

School Closings

When emergency storm or other conditions make it impossible or unwise to open schools on a scheduled school day, this decision will be made by the Superintendent of Schools and communicated to all interested parties via the media. On mornings when you have a question about school opening, please tune in on radio stations NJ101.5 FM or WBUD 1260 AM as early as 6:30 AM. School closings will also be announced on Cranford’s local access channel TV35.

Parents are also notified of school closings and emergency information by way of the automated **Honeywell Instant Alert System**. All parents are encouraged to register for this service each year. Information and directions about the Instant Alert System is available in the school office and on the district web site.

Closings Within a School Day

If weather or other emergency conditions make it necessary to close school during the school day, every reasonable attempt will be made to contact parents and guardians. Although a closing time will be specified no child will be released unless a responsible adult party signs for the child. In any emergency closing the safety of our children is paramount. Regardless of the projected closing time, the school will not close until all of our students are safely accounted for. Any parent who wishes to have their child walk home following an emergency closing MUST contact the school office and provide explicit directions regarding how the child will be getting home.

Ultimately, it will be the responsibility of parents to determine whether the health condition of their children or weather conditions are such as to justify keeping them home from school.

Crisis Plan

The Cranford School District has developed a CRISIS RESPONSE PLAN that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency that prohibits reentry to a school building (such as a broken gas or water main, a fire, or a toxic spill), elementary students will be transported via school transportation or walk to the nearest and most appropriate school building. High School students will be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

- **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any emergency.
- **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to an emergency.
- **PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU ARE DIRECTED TO PICK UP YOUR CHILD.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.
- **ACCESS TV35 FOR INFORMATION ON SCHOOL CLOSING/ DELAYED OPENING.**

Student Conduct Code

We believe that every student has a right to a safe and orderly school environment so that each child may develop to his/ her fullest 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 teachers working together, we hope to establish an exceptional climate for learning and help each child to develop a positive self image.

Classroom Rules

At the beginning of each 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 proper 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 level and maturity of the students. Positive motivation techniques will also be part of each classroom conduct code. Teachers will recognize good behavior in a variety of ways.

Other Areas

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 merely 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 when going to and from school.

- Keep halls and school grounds clean
- Be orderly when waiting to come into school or when walking in the hallway
- Agreeing to abide by Cranford Public Schools Telecommunications Acceptable Use Contract

Pupils who do not follow the above rules will face appropriate consequences. These may include any one or combination of the following actions:

- Notification of parents
- Detention after school hours with appropriate notification
- 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

Bullying

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

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

Harassment, intimidation and bullying is defined as 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 sensor 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 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
- 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;
- Creates a hostile environment at school for the student; or
- Infringes on the rights of the student in the school.

All perceived acts of HIB should be reported immediately to the principal who will initiate an investigation by the School Safety Team.

Substance Abuse

The Cranford Public Schools has a comprehensive policy addressing Substance Abuse. Board Policy 5131.6 details the school district's policies relating to drugs, alcohol and tobacco. As a primary school, Walnut Avenue places a strong emphasis on prevention by way of a comprehensive program of drug, alcohol and tobacco education. Parents should feel free to speak to their child's teacher if they have any concerns or questions about this portion of our health curriculum.

Lunchroom Rules

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

- Be courteous and considerate of others

- Treat lunchroom aides with respect
- Have lunch tickets ready
- Leave your seat only when permitted
- Keep voices low
- Keep lunchroom clean
- Wait in an orderly manner in the serving and dismissal lines
- Fighting, bullying, “rough house” behavior, willful disobedience, disrespect or verbal abuse of teachers, aides or other children will not be tolerated.

If a child is reported to the principal for breaking any of these rules, suitable disciplinary procedures will be followed, e.g. “time out”, parent conferences, etc.

Repeat infractions can result in revoking lunchroom privileges or suspension from school.

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
- Bathe regularly and completely with soap and water
- Keep fingernails trim and clean
- Play outdoors whenever weather permits

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

Safety Education

The safety of children at home, in school and on the way to and from school, is of concern to both parents and teachers. We should anticipate the hazards our children are likely to meet and work together to build good safety habits.

The following safety rules are introduced in kindergarten and are stressed throughout the elementary school grades:

- Stay on the sidewalk when walking to and from school
- Walk with the traffic when there is no sidewalk
- Cross only at street corners and look both ways before crossing
- Know what traffic signals mean and obey them
- Obey the policemen and school crossing guards
- Do not talk to strangers
- Do not accept rides or gifts from strangers
- Use the safest route to and from school
- Handle tools and materials with care and in a safe manner
- Avoid pushing and tripping other children
- Walk in the halls

Special programs are routinely held during the school year in cooperation with the fire and police departments stressing safety. These often include assemblies and films.

Pedestrian/ Vehicular Safety Around School Building

The following guidelines for pedestrian and vehicular safety around the Walnut Avenue School building were developed in cooperation with the Cranford Police Department. Please review them carefully and be advised that each regulation has been created with the safety of your child in mind.

- Absolutely no stopping or standing is allowed in the single lane driveway leading from Walnut Avenue to the rear of the building. The dropping off of students anywhere along this roadway is prohibited. This includes drop offs near the kindergarten entrance in the rear of the building.
- Parents bringing their children to school by car are directed to park their cars in either of two locations: A) Along Walnut Avenue or B) In the parking lot near the rear of the soccer fields (Entrance to this lot is from Denman Road).
- Parents may drop off children in the teachers' parking lot directly behind the school building *if there are spaces available*. However, double parking in this area for the purpose of dropping off students is prohibited.
- Never leave vehicles unattended with engines running
- Crossing guards are on duty each day on Walnut Avenue and on Denman Road. Please be sure to instruct your children to cross with the guards using the designated crosswalks.

While we know that the temptation to take liberties with these rules will be greater when the winter season is upon us, we want to underscore how important it is to resist this temptation. We certainly don't need a tragedy to make us pay attention to a few common sense safety rules.

Visiting the School/ Building Security

You are welcome at any time to visit your child's classroom. However, in order to avoid unanticipated interruptions of your child's program, it is best to make advance arrangements with your child's teacher by written note or telephone.

We want our school to be accessible to parents but we also have a responsibility to keep our children safe. For this reason, the doors of our school are locked except for the following times:

South Entry:

Locked at all times

East Entry:

Locked at all times (except 8:30 – 9:00 AM)

North Entry:

Locked at all time (except 8:30 – 9:00 AM)

West (Main) Entry:

Open 7:30 AM – 9:00 AM

11:50 AM – 1:15 PM

2:45 PM – 4:00 PM

Locked at all other times

SNAPPY/ Walnut Avenue Pre-School Entry:

Locked at all times

When doors are locked, admission to the building is controlled by a buzzer/ intercom system located near the West (Main) Entrance.

After 9:00 AM, all visitors to the building are required to sign in and obtain a visitor's pass in the main office. No one will be admitted to a classroom without a pass.

Emergency Information

Every parent/ guardian must complete and sign a student emergency information form before the end of the first week of school. All information should be complete, accurate and current. It is important that correct telephone numbers of persons to be contacted in case of emergency are noted on the emergency

card. Please update the emergency card whenever addresses, telephone numbers, etc. are changed during the school year.

Illness or Accidents During School Hours

If a student becomes ill or is involved in an accident during the school day, the school nurse or principal 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 an alternate person listed on the emergency card. No child will be released from school without first being signed out in the office.

Returning to School After Illness

In order to minimize the spread of illness, we ask parents to read and follow the following guidelines regarding return to school after an illness:

- Fever: 24 hours fever free. No other symptoms.
- Vomiting: Keep food/ liquids down for at least 24 hours. No other symptoms.
- Strep Infection/ On an antibiotic: 24 hours fever free. 24 hours symptom free.
- Diarrhea: 24 hours diarrhea free. No other symptoms.
- Runny nose/ Coughing: Child is capable of wiping nose, covering mouth, disposing of tissues properly and washing hands. At teacher's discretion, a child will be sent home if he/ she appears uncomfortable or is not participating.
- Rashes: A note from physician that it is not contagious.
- New Medication: Keep child home for the first 24 hours in case of allergic reaction.
- Allergies: If a child has any of the above symptoms because of allergy, he needs a note from a doctor stating that they are allergy produced and not contagious.

Your cooperation in this matter is appreciated. Please feel free to contact our school nurse if you have questions about this or any other health related matter.

Administering Medication in 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:

- A written statement is required from the parent giving the school permission to give medication prescribed by the family physician.
- 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 possible side effects.
- The medication should be in the original container, identified by the pharmacy.
- 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.
- The school physician may be called upon to review and approve any request from a family physician that medication can be given to a student.
- The school nurse or the parent/ guardian are authorized to administer medicine in school when the above procedures have been followed.
- Documentation is required to be maintained by the school nurse.

Lost and Found

Children are often forgetful and ours are no exception. Lost and found articles are placed in a container near the main office. Please have your child check in this container should an object or piece of clothing become lost. Valuable items are kept in the office.

Food Services

The **National School Lunch Program** is offered to all school children in Cranford. This program provides low cost nutritious meals to students based on their total household income. Applications for this program are distributed to all students during the first weeks of school. **Parents may apply for assistance through the National School Lunch Program at any time during the school year.**

All boys and girls who eat lunch in school may purchase hot meals on a daily basis. Menus are distributed monthly to all children. Lunches may only be purchased with tickets. If you want your child to purchase lunch, the exact amount of money should be sent in with the student. Payment can be made in cash or by check (Payable to the Cranford Board of Education) and placed in an envelope labeled with the child's name and class. The tickets may be used at any time by the student. Usually 5 tickets are sold at a time. **Tickets are generally sold on Tuesdays.** Each lunch ticket will have a place on which to write the student's name. Tickets will not be valid unless the proper student's name is on them at the time they are used to purchase a lunch. **Parent cooperation concerning this procedure is very important.**

All full time students may stay for lunch. It is expected that children who stay for lunch behave appropriately. Lunchroom aides supervise the children and take them outside for a recess period whenever the weather permits. It is, therefore, important that children dress appropriately at all times. The school is always in need of lunch aides/ substitutes. We are also interested in parents who might want to volunteer for our lunchtime enrichment program. Please contact the PTA Chairperson if interested.

Morning Milk and Snack Program

Milk and select snack foods are available to all pupils during the mid morning and/ or lunch time. Notice concerning the cost and schedule for collecting milk money is generally sent home on a monthly basis.

Curriculum Advisories

The curriculums in place at Walnut Avenue School have been approved by the Board of Education and are used in all of the elementary schools in Cranford. Stress is placed on the basic skills of Reading, Language Arts and Mathematics. Social Studies and Science are also part of the curriculum. In addition, special subject teachers in the areas of art, computers, library, music, health, and physical education work with all of the children. A Basic Skills Improvement teacher is also available to assist students who require extra assistance or remediation in the areas of reading, writing or math.

Textbooks, approved by the Board of Education, are provided for all children. In order to maintain these books, it is often necessary to have pupils cover them. Each classroom teacher also has many supplemental materials at his/ her disposal.

Parents can receive more specific and detailed information about our curriculum at the annual Open House and through parent/ teacher conferences. Complete copies of the district's curriculums are available in the school and township libraries and also through the Board of Education offices. The principal is also always available to discuss parental concerns and/ or suggestions regarding the curriculum.

Physical Education

All children at Walnut Avenue School receive physical education on a weekly basis. Students are required to wear sneakers and comfortable clothing appropriate for mild exercise. The wearing of jewelry such as earrings or necklaces is not permitted. Doctor's notes are required for any child to be excused from physical education.

HIV/ AIDS Curriculum

During the course of the school year your child will be receiving instruction about good health practices and relevant instruction addressing the HIV prevention program which was approved by our School Board in 1993 for Grades K – 5. This HIV prevention program will provide students with some basic information about good health and hygiene practices and will form the building blocks for the Family Living and HIV Prevention Program in Grades 5 – 12. A copy of the curriculum goals and objectives for your child's grade level is sent home each year and can be obtained at any time from your child's teacher. If you have any questions about this curriculum guide, please feel free to discuss them with your child's teacher or the principal.

Please be advised that any parent or guardian who feels there are portions of this curriculum which are in conflict with his/ her conscience, or sincerely held moral or religious beliefs, shall have the opportunity to have their child excused from that portion of the course where such instruction is being given. The established procedure to have a youngster excused from any portion of the curriculum is for the parent to write a letter to the principal indicating which part(s) of the curriculum are in conflict with your views or value system. We will exclude your child from that portion of the curriculum and ensure that a substitute curriculum component be provided for your youngster.

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 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 for Use:

- 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 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 the Cranford Public School District that are incorporated in 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.

- 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.

- Monitoring

The Cranford Public School District reserves the right to review any material accessed by users. Users should not have the 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.

- 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 loss of user privilege.
 - 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.
- No Warranties

The Cranford Public School District makes no warranties of any kind, whether express or implied, for the service it is providing. The Cranford Public School District will not be responsible for any damages a user suffers. This included loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the Cranford Public Schools' negligence or by the user's errors or omissions. Use of any information obtained via telecommunications is at the user's own risk. The Cranford Public School District specifically denies 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 might be.

- Security
 - A) Telecommunications involve many users. Users with passwords must never allow others to use their password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue to use 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 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 the Cranford Public School District.
- 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.
- Procedures for Use
 - A) While using school equipment, a student or staff member may only use Cranford Public School District's 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.

- Encounter of Controversial Material

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

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 section 1460 & 2256 of Title 18 United States Code.

Although the 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 risks spelled out in this paragraph.

- 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 authorized 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 telecommunication 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.

- District Website

The Cranford Public School District shall establish and maintain a district web site. The purpose of this 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, e-mail address or 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, e-mail, 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.

- Parental Notification, Permission and Responsibility

Parents/ Guardians shall sign a permission form to allow their children to have an individual telecommunications account with the Cranford Public School District. Parents/ guardians who do not wish for their children 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 children 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).

District Procedure Regarding Publishing Student Work on the Internet (World Wide Web)

The Internet (World Wide Web) is a valuable learning tool for children's education. In order to provide for the safety of our students, it will be the procedure of the Cranford School District, grades K - 8, to publish student work with the following restrictions: neither the student nor the student's work will be identified by name, alias, photo, address, phone number or other personal information that would reveal the identity of the child.

District procedure requires parents to give permission for any student work(s) to be published on the Cranford School District Web Site. **Parents can give their consent by checking the appropriate box on the tear off attached to this booklet.**

Videotaping and Photographing of Students

District procedure requires that parents grant permission to appear in a videotape and/or to have his/ her likeness depicted in a videotape, produced by the Cranford Public Schools showing over its cable television channel.

Likewise, parents are also required to give permission for any child to be photographed for school/ district publications and newspapers.

Parents can indicate their consent to these activities by checking the appropriate boxes on the tear off attached to this booklet.

Video Conferencing/ Interactive Television

During the course of a school year, students may be given the opportunity to participate in video conferencing in a Distance Learning Classroom.

Again, district policy requires parents to give permission for students to participate in such activities.

Parents can indicate their permission for participation in video conferencing by checking the appropriate box on the tear off attached to this booklet.

Homework

It is generally acknowledged that homework, when used appropriately, can be a powerful instructional tool. Prominent among the reasons homework is assigned are to:

- reinforce lessons taught in the classroom
- stimulate further interest in topics taught
- develop independent study skills and work habits
- encourage individualized and creative learning
- provide a vital link between school and home

Homework assignments are made on a regular basis by teachers at all grade levels, with consideration given to age, grade level and the needs and abilities of the learner. The suggested time guidelines listed below will vary depending upon the needs, maturation levels and abilities of individual students. In addition, students will often be asked to engage in "study time" which will vary from individual to individual. All homework assignments should be checked to be sure that they have been completed in a satisfactory manner. Collected homework should be returned in a timely manner and written assignments should be evaluated appropriately.

The following guidelines have been established for the grade levels indicated:

Kindergarten 5 to 15 minutes per night

Grades 1& 2 10 to 20 minutes per night

Please feel free to contact your child's teacher whenever you have a question about homework.

If your child is absent for more than one day and you wish to pick up work for your child, please call the school office. It will be available in the school office at the end of the second day of absence at 3:15 PM.

Reasonable time will be given to make up any assignments missed due to absence.

If your child will be missing school as the result of a trip, we will allow your child an equal number of days to make up the work which was missed. **We will not send work with your child to be completed while you are on the trip.** However, if you want to encourage your child to read before bedtime or make some notes about the interesting places you visit, etc. this is always appropriate.

Supplementary Supplies

Parents often inquire about supplementary supplies teachers recommend for use in the classroom. Following is a list of suggested materials divided by grade level:

Kindergarten

Each child will be responsible for dressing and undressing him/herself. Please purchase clothing with this thought in mind. Outer clothing should be labeled to prevent mix-ups. Boots which are too small or too difficult to be properly handled can and will cause a child frustration. If boots are difficult to put on, a plastic bag over the shoes first will help. Sneakers will be needed for gym. Painting is done in the kindergarten and a smock is needed for each child. An old shirt with the child's name indicated is fine. Kindergarten children have important things to carry back and forth to school each day. A backpack is suggested for this purpose.

Our kindergarten uses tissues for many purposes. We ask that each child donate a box in the beginning of the year. We also ask each child to bring in a large package of napkins.

In kindergarten we use many materials which the children gather at home such as: paper bags, magazines, shoe boxes, etc. If you come across something which you think we might use, please send it in. Some suggestions include: empty thread spools, small jewelry boxes, plastic frozen juice cans, bits of yarn and material and all sizes of buttons. At times we may also ask for specific materials for special projects.

Grade 1

Smock

2 Marble composition books - 100 pages each, 9 3/4" x 7 1/2"

3 Pocket folders - 12 1/2" x 9 1/2" - approximately to carry class work (No Trappers).

1 Package of "classic colors" markers

2 Packs of 24 count crayons

2 Large Glue Sticks

1 box of tissues

Pencils w/ pink erasers

Pink Erasers

1 Plastic Pencil Box

1 Cannister of Disinfectant Wipes

Grade 2

Smock

Sharpened Pencils w/ Pink Eraser

Pink Erasers

2 take home folders with two inner pockets (No Trappers or loose-leaf binders).

1 Red pen

1 box of tissues

1 Cannister of Disinfectant Wipes

2 Glue Sticks

1 Plastic Folder with Pockets For Spanish

1 Pack of 12 - 24 Colored Pencils (No Markers)

1 Hand Held Pencil Sharpener that collects shavings

- 1 Soft Pencil Case
- 2 Marble Composition Books - 100 pages 9 3/4" X 7 1/2"
- 1 12 pack of Crayons

A WORD ABOUT BACKPACKS:

Most of our students bring their supplies to and from school in backpacks. There are a wide variety to choose from and parents are encouraged to pick one that is appropriate for the child's age and size. DO NOT PURCHASE backpacks that come with wheels and rigid frames. These pose a safety hazard in the halls and are difficult to store in the classroom.

Reporting Student Progress

Student progress is reported to Walnut Avenue School parents via the following:

- Progress Reports
- Parent/Teacher Conferences
- Report Cards
- Student Portfolios
- Standardized Test Scores

Progress Reports:

Progress reports may be sent home to parents of students in grades one and two. Teachers are required to send these reports home at mid-term for any student who is experiencing great difficulties in his/her studies or is in danger of academic failure. Progress reports may also be utilized by teachers at any time during the marking period to acknowledge exceptional progress or accomplishments.

Report Cards

Report Cards are distributed up to four times during the school year. Report Card Distribution Dates are as follows:

- | | |
|-------------|--------------|
| November 18 | Grade 2 Only |
| February 3 | Grades K - 2 |
| April 5 | Grades 1 & 2 |
| June 20 | Grades K - 2 |

Kindergarten students receive two report cards, one at mid year and another in June.

Grade One students receive report cards for the second, third and fourth marking period.

Grade Two students receive report cards for all four marking periods.

All parents are required to acknowledge receipt of report cards by signing and returning the report card envelope to school.

Parent Teacher Conferences:

All teachers are required to attempt to schedule at least two formal conferences to discuss student goals and progress. **These conferences should take place in November and April.** The conferences will be conducted during the school day and substitutes are secured to cover classes during the conference period. The primary focus of November conferences is the gathering of data regarding student strengths and interests. Teachers also utilize this conference to communicate their goals and expectations for students during the upcoming school year.

The primary focus of April conferences is the reviewing of student progress for the preceding three quarters. Use of the student portfolio is highly recommended as a means of illustrating student achievement and progress and its contents are often shared with the parent at this time. Additional conferences with teachers can always be scheduled before and after school. Appointments are generally scheduled by contacting a teacher through a note. If that is not possible, please feel free to call the main office.

Standardized Tests:

Each year students in Grade 2 participate in a standardized testing program. The Terra Nova Achievement Test will be administered during the late winter (Jan/ Feb) along with the In View Aptitude Test. Scores from these tests are used to identify students requiring remediation through our Basic Skills Improvement Program as well as students eligible for participation in the district's Pathways to Excellence Program for exceptionally able students.

The results of the tests are mailed home to parents about six weeks after the tests have been administered. Parents/ guardians may, of course, make appointments with the teacher or principal to discuss the results if further explanation is needed.

Services for Children with Special Needs

The Cranford Public Schools offer a full range of services to meet students' special needs.

Each school has access to a certified school nurse who provides preventive emergency and referral services and organizes dental, visual, and auditory exams and screenings. Physical exams are required for all students in second and fifth grades. The nurse maintains all records related to immunization, medication, and the health status of students.

The Student Assistance/ Substance Awareness Counselor provides aid to teachers, parents, and students as needed, supplying information on appropriate resources within and outside the district and acting as a liaison between the 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, substance abuse and loss.

Children who demonstrate a need for additional help in reading or math may be referred to the Achieve Program. Referral may be based on a recommendation by the classroom teacher in grades K - 2 or through the results of standardized achievement tests in Grades 3 - 6. Parents are requested to meet with the Achieve Teacher to review the improvement plan before implementation.

An English as a Second Language (ESL) program is provided for those students whose first language was not English and who need additional help in developing their language skills.

Students who demonstrate a need for help in articulation, voice, fluency, and/or language disorders can be classified for speech language services. The classroom teacher or parent can request a speech evaluation. The speech/ language therapist conferences with parents before an evaluation takes place and will review the results and make recommendations which may include an individual education plan. Children meet with the speech/ language therapist individually or in small groups one to five times per week, when the plan is implemented. Speech/ language services may also be provided as a related service for students with disabilities who attend resource room or self contained classes.

Intervention and Referral Services (I&RS) and Child Study Team

The Intervention and Referral Services Committee (I&RS) is a school based, problem solving group whose purpose is to assist with strategies for working with students who are experiencing difficulties in learning and/or with behavior. The I&RS includes the Principal or designee, a regular education teacher, and may include one or more of the following: School Nurse, Learning Disabilities Teacher Consultant, Student Assistance Counselor, School Social Worker, School Psychologist, or Speech Language Specialist.

The primary role of the I&RS is to help students with learning and/ or behavior problems receive the assistance they need within the regular education setting. A referral for a I&RS meeting for a child can come from the classroom teacher, other school personnel or parent. Parents are routinely notified whenever a child is reviewed by the I&RS. An intervention plan is developed with parent participation. The plan is put into place for a specified time and monitored throughout that period. A follow up meeting

is scheduled to evaluate the effectiveness of the plan. If necessary, secondary or supplemental plans can be formulated.

The I&RS can also recommend a child for a planning meeting with the Child Study Team to determine the need for an evaluation. The Principal will notify the parents in writing if this recommendation is forwarded to the Child Study Team.

The **Child Study Team** consists of a School Psychologist, Social Worker, and a Learning Disabilities Teacher Consultant and Speech/ Language Specialist, if appropriate.

The Child Study Team will review all information to determine if the child requires a full evaluation. The parent's written permission is required before the child can be evaluated. The parent will be invited to a meeting to have the evaluations explained. If your child meets the eligibility requirements for classification, an Individualized Education Plan (I.E.P.) will be developed. A member of the Child Study Team is designated to be the child's Case Manager and will assist the parent, child and teachers to implement the child's program.

Educational program options in district may include placement in the following:

1. A regular class with in class support, supplementary aides and services, and appropriate curricular and instructional modifications or related services, as required in each student's IEP.

The Walnut Avenue School provides resource center with in class support for students in grades K - 2

2. A resource program for replacement subject instruction out of the regular class. The Walnut Avenue School provides a resource program out of the regular class for specific subject instruction required per individual student IEP's in grades K - 2. The student attends the regular class for subjects not designated for resource program replacement instruction.

3. A special class program in the district, such as an LLD (Language/ Learning Disabled) or ED (Emotionally Disabled), or MD (Multiple Disabilities). The Walnut Avenue School provides Full Day Self Contained Programs for preschool and primary grade Autistic students. Students who attend these special class programs may also participate in mainstream classes when appropriate, as prescribed in their individual IEP's.

5. A Special Needs Pre-School Program. The Walnut Avenue School is home to the district's pre-school special needs program (SNAPPY & READY) for 3 and 4 year olds. Parents of children who may be eligible for this program should contact the Supervisor of Special Services to inquire about evaluation and eligibility requirements.

Affirmative Action

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 the Age Discrimination Act of 1975 (the "Age Discrimination Act"), and their respective implementing regulations which prohibit discrimination on the bases of race, color or national origin, sex, disability and age, respectively. The District provides equal access and opportunity in employment and enrollment 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. James McLaughlin, Assistant Superintendent of Schools for Administration 709 6218
American with Disabilities (ADA) Officer, 504 Coordinator & Homeless Coordinator

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

- Thomas Stokes, Director of Buildings and Grounds 709 6200

PEOSH Indoor Air Quality Designated Person, Integrated Pest Management Coordinator & Safety Officer:

- Dr. Curt Fogas, Principal Hillside Avenue School 709 6240
Affirmative Action Officer
- Dr. Gayle Carrick, Superintendent of Schools 709 6202
School District Liaison for Safety and Protection of Students

