LIVINGSTON AVENUE SCHOOL

Parent/Student Handbook 2016-2017

Phone: 908-709-6248
Absence Line: 908-956-6280
Fax: 908-709-6748
District Web Page: www.cranfordschools.org
School Web Page: www.cranfordschools.org/las
Dear Livingston Avenue School Parents/Guardians and Students,

On behalf of the faculty it is my pleasure to welcome everyone to Livingston Avenue School for the 2016-2017 academic school year! Hopefully the summer has provided you with many memorable opportunities to spend time with family and friends. We are all excited to have the students back in the classrooms and to have the hallways filled with enthusiasm for learning.

Please know that school and home communication is highly valued at Livingston Avenue School. We encourage you to contact us if and when the need arises. All school information that we send out via email will be posted on the website as well. Parent involvement is an essential component to the achievement of our school and we welcome you to be engaged at Livingston Avenue School by volunteering, joining our PTA, or attending and supporting school events. We invite parents/guardians to attend the Open House on September 15, 2016 at 6:30 p.m. with the Book Fair preview at 5:30 p.m.

This school year we will continue to use Envision 2.0 to support our Mathematics curriculum and Reading and Writing Workshop to support our Language Arts curriculum. We are also excited to begin the implementation of the Next Generation Science Standards into our classrooms.

Please take a moment to review and familiarize your family with the Parent/Student Handbook. My top priority as I completed this document is to ensure that each and every member of our school and community feel connected and comfortable with all the information. To this end, please feel free to contact me via email at Deacon@cranfordschools.org, schedule a meeting, or call me at 908.709.6251 with any questions you may have or topics you would like to discuss.

Finally, I would like to wish each and everyone one of you a successful 2016-2017 school year.

Sincerely,

Kevin Deacon
Principal
<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Resource</th>
<th>Achieve!</th>
<th>P2E</th>
<th>General &amp; Instrumental Music</th>
<th>Strings/Orchestra</th>
<th>Art</th>
<th>Spanish</th>
<th>Library</th>
<th>Physical Education</th>
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<tbody>
<tr>
<td>Jillian Guarini</td>
<td>Meghan Curti</td>
<td>Gregory D'Amato</td>
<td>Stephen Daubert</td>
<td>Tasneem Carey</td>
<td>Rachel Kim</td>
<td>Colleen McDonald</td>
<td>Christine Lee</td>
<td>Mary</td>
<td>Jennifer Klausner</td>
<td>Sandra Romano</td>
<td>Whitney Younghans</td>
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<td>Carly Kaplan</td>
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<td>Megan Junice</td>
<td>Lauren Wilson</td>
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<td>Teresa Normann</td>
<td>Lindsay Rogers</td>
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<td>Breanne Timm</td>
<td>Katie Sicksles</td>
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<tr>
<th>Secretary</th>
<th>Clerical Aide</th>
<th>Nurse</th>
<th>Child Study</th>
<th>Student Counselor</th>
<th>Speech</th>
<th>Classroom Aides</th>
<th>Lunchroom Aides</th>
<th>Custodians</th>
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<tbody>
<tr>
<td>Anne Jacquin</td>
<td>Arlene Walsh</td>
<td>Nancy Damm</td>
<td>Anthony Paul</td>
<td>Marina Brito</td>
<td>Emily Freely</td>
<td>Carol Bayak</td>
<td>Patricia Cetrulo</td>
<td>Lisa Becker</td>
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<td>Cindy Brennan</td>
<td>Mary (Tina) Ciravolo</td>
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<td>Donna Curley</td>
<td>Malissa King</td>
<td>Kevin Ingraham</td>
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<td>Jaclyn Lepore</td>
<td>Joe Valente</td>
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<td>Tania Mayer</td>
<td>Denise Lipari</td>
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<td>Joy Wagenblast</td>
<td>Judith Moniz</td>
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<tr>
<th>Lunchroom/Recess Supervisor</th>
<th>Lunchroom Aides</th>
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<tr>
<td>Lisa Becker</td>
<td>Sonia Campion                      Patricia Cetrulo</td>
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<td>Mary (Tina) Ciravolo                Malissa King</td>
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<td>Judith Moniz                       Barbara Pluciennik</td>
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<td>Anita Pascale                       Carol Rozman</td>
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<td>Carlos Sulewski                    Arlene Walsh</td>
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**School Hours**

**REGULAR SESSIONS**
(Arrival of students should begin to occur at 8:25 AM at the earliest.)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:30 AM</td>
<td>Student Entrance</td>
</tr>
<tr>
<td>8:40 AM</td>
<td>Attendance Taken</td>
</tr>
<tr>
<td>8:40 AM</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>11:45 AM</td>
<td>Lunch Begins</td>
</tr>
<tr>
<td>12:45 PM</td>
<td>Lunch Ends, Attendance Taken and Classes Resume</td>
</tr>
<tr>
<td>2:50 PM</td>
<td>Dismissal</td>
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</table>

**SINGLE SESSION DAYS**
(Arrival of students should begin to occur at 8:10 AM at the earliest.)

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:15 AM</td>
<td>Student Entrance</td>
<td>10:10-10:40</td>
<td>Travel Time</td>
</tr>
<tr>
<td>8:25 AM</td>
<td>Attendance Taken and Classes Begin</td>
<td>10:40-11:00</td>
<td>Period 6</td>
</tr>
<tr>
<td>8:30-8:50</td>
<td>Period 1</td>
<td>11:00-11:20</td>
<td>Period 7</td>
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<tr>
<td>8:50-9:10</td>
<td>Period 2</td>
<td>11:20-11:40</td>
<td>Period 8</td>
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<td>9:10-9:30</td>
<td>Period 3</td>
<td>11:40-12:00</td>
<td>Period 9</td>
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<td>9:30-9:50</td>
<td>Period 4</td>
<td>12:00-12:20</td>
<td>Period 10</td>
</tr>
<tr>
<td>9:50-10:10</td>
<td>Period 5</td>
<td>12:25 PM</td>
<td>Dismissal</td>
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**DELAYED OPENING DAYS**
(Arrival of students should begin to occur at 9:45 AM at the earliest.)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:50 AM</td>
<td>Student Entrance</td>
<td>12:45 PM</td>
<td>Lunch Ends, Attendance Taken and Classes Resume</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Attendance Taken and Classes Begin</td>
<td>12:50-1:10</td>
<td>Period 6</td>
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<tr>
<td>10:00-10:20</td>
<td>Period 1</td>
<td>1:10-1:30</td>
<td>Period 7</td>
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<tr>
<td>10:20-10:40</td>
<td>Period 2</td>
<td>1:30-1:50</td>
<td>Period 8</td>
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<td>10:40-11:00</td>
<td>Period 3</td>
<td>1:50-2:10</td>
<td>Period 9</td>
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<tr>
<td>11:00-11:20</td>
<td>Period 4</td>
<td>2:10-2:30</td>
<td>Period 10</td>
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<tr>
<td>11:20-11:40</td>
<td>Period 5</td>
<td>2:30-2:50</td>
<td>Afternoon Work</td>
</tr>
<tr>
<td>11:45 AM</td>
<td>Lunch Begins</td>
<td>2:50 PM</td>
<td>Dismissal</td>
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</tbody>
</table>
Review of General Policies (A to Z listing) for Livingston Avenue School parents/students

**Academic Integrity**

Academic integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research and academic publishing. Students, who violate the code, including those who assist in the process, will receive no credit for the test, assignment, or activities in question. While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes. Repeat offenders will be referred to the administration.

**Achieve Program (formerly Basic Skills)**

Children who demonstrate a need for additional help in reading, writing, or math may be referred to the Achieve Program. The classroom teacher or parent in grades K-5 may initiate a referral. Teacher recommendation, classroom performance, summative year-end assessments, report card grades and standardized tests (gr. 2) are reviewed for placement. Programming is developed with parental consent. A plan is developed and reviewed with parents at the start of its implementation. Students meet with the Achieve teacher in small groups for math and reading instruction using the in-class and/or pullout model. Parents receive formal updates on student progress.

**Arrival Times - Students**

All parents/guardians are reminded that the earliest time for student arrival should be 8:25 AM. In order to ensure the safety of all students at all times, it is imperative that there be limited time students are outside the building prior to the 8:30 AM bell. All students will be reminded to line up at 8:28 AM once the bell rings in order to prepare for entry into the building at 8:30 AM. Students arriving after 8:35 AM must enter through the main door.

**Assemblies**

The School Board and PTA sponsors several paid assembly programs each year. The band and chorus also perform at several programs. Special events and holiday programs will also take place periodically. Parents and guardians will receive information about the dates, times, and locations of these programs. Parents/guardians and extended family members are always welcome.

**Back-to-School Night**

An Open House provides a specific time for dialogue between the teacher and the parent. Teachers communicate their classroom procedures, expectations, goals, assessment tools, curriculum guidelines, and focus for the year. Parent-teacher partnerships are also explored.

Back to School Night is Thursday, September 15, 2016 at 6:30 p.m. Additional information will be provided.

**Before/After Care Programs**

Before and after care programs are offered in Cranford through private companies. Parents/guardians wishing information about registering for any of these programs should contact the providers.
**Bicycles**

Students in grades 4 and 5 are permitted to ride bicycles to school provided the bicycles are licensed and locked properly. Periodic inspections of the bicycle areas are made by the Cranford Police Department and school administration for security and licenses. Students are responsible for their individual bicycles. They are not to ride bicycles in the parking lot or on any walkway on school property. Bicycles must be walked to the bicycle rack from the street.

**Blood Drive**

Our blood drives will be held on Tuesday, October 18, 2016. Grade 4 students will be able to volunteer during this event.

**Child Study Teams**

The Child Study Team will review all referrals from I&RS, parents, and school personnel to determine the need for an evaluation. Parental consent is required for an evaluation to take place, as well as for the implementation of an individualized education plan (IEP). Parents, under both state and federal law, have certain rights regarding notification, evaluation, participation, consent, and other areas when a child is being considered for or receiving special education services. If you are interested in reviewing a detailed description of these rights, please contact the school principal or child study team to request the “Parental Rights in Special Education” booklet and addendum.

After an evaluation, parents will be invited to a meeting to have the evaluation explained. If the child is determined eligible for special education services, the individualized education plan (IEP) will be developed. A member of the child study team is designated to be the child’s case manager, and is available to the parents, student, and teacher to monitor and assist in the implementation of the child’s program.

Mr. Anthony Paul will be the Child Study Team representative for Livingston Avenue School.

**Curriculum**

Students in grades 3-5 are unique in their approach to learning, and the intermediate grades provide educational experiences designed to meet these students’ particular needs. The Cranford Public Schools will strive to provide these students with a safe and meaningful learning environment characterized by opportunities for understanding, problem solving, and critical thinking. The reinforcement of previously taught skills and abilities, coupled with the introduction of new concepts, processes, and technologies, will help to foster positive growth and development in children who are becoming increasingly independent learners.

In addition, the Cranford Public Schools will provide all of our students with the intellectual, emotional, physical, and social skills they will need to meet the challenges of the 21st century. We will employ positive approaches that encourage cooperation, creative thinking, respect for others, and a life-long love of learning.

The State of New Jersey has developed a set of standards to ensure that all students, regardless of their environment, will be ready for their post-high school life. The standards outline the specific expected results in nine major academic areas:

- Visual and Performing Arts
- Comprehensive Health and Physical Education
- Language Arts Literacy
• Mathematics
• Science
• Social Studies
• World Languages
• Technological Literacy
• Career Education and Consumer, Family, and Life Skills

Complete copies of these standards are available on the Department of Education's website: [www.state.nj.us/education](http://www.state.nj.us/education). All districts in New Jersey are expected to address all of these standards through their curricula. Each student’s progress toward achieving these standards is measured by statewide assessment tests administered in grades 3-8 and grade 11.

**Extra-Curricular Programs**

Clubs are offered from October-May. A Club/Activity brochure will be sent home. Children in grades four and five may participate in band and chorus. Instrumental lessons are given for most instruments for children in grades four and five. String lessons are also available starting in grade three.

**Extra Help For Schoolwork**

The classroom teachers provide individual help for students who need special attention because of absence or academic difficulty. The classroom teacher will make arrangements with the parents to give assistance after school between 3:00-3:30 PM.

**Going Green**

As the entire community of Cranford remains committed to environmental awareness, it is again a main goal of Livingston Avenue School to reduce, reuse and recycle. With regard to recycling, please stress to the students the importance of placing all recyclables in the proper receptacle.

**Home Instruction**

Home instruction is provided for students who will be absent from school due to illness or injury for a continuous period (10 day minimum) of time. In these instances, a doctor’s certificate is needed to authorize the home instruction. In the certificate or statement, the doctor should indicate the length of time the student may potentially be absent from school, the cause of the absence and any limiting factors that may be present relative to home instruction.

All requests for home instruction shall be referred to the school nurse. The nurse will explain the procedures to the parent, obtain the doctor’s statement and communicate this information to the building principal. The building principal will then process the request and be responsible for the implementation of home instruction for the student.

**Homework Guidelines**

The Board of Education recognizes that homework is a vital part of the learning process in that it allows the student, while working independently, to use the concepts taught in the classroom, thereby reinforcing classroom instruction.

Homework is a vital part of the learning process in that it makes the student, while working independently; use concepts taught in the classroom and therefore, reinforce the classroom instruction. Intermediate School
Guidelines:

Grade 3: 30-40 minutes of homework (average)
Grade 4: 40-50 minutes of homework (average)
Grade 5: 50-60 minutes of homework (average)

Reading at home is a suggested daily activity for an additional 20 minutes nightly and hopefully more since this is such a key component of the district’s reading program.

Students should:

• Keep a careful written record of all homework assignments.
• Obtain assignments in the event of an absence and complete in a timely manner.
• Complete all homework assignments on time.
• Communicate to teachers problems encountered with an assignment.
• Develop time management strategies for test preparation and long-term assignments.
• Read, study, or work on ongoing projects when no other assignment is given.

Parents/guardians should:

• Provide a suitable location and environment and adequate supplies.
• Assist student in setting aside enough time for homework.
• Monitor whether the student is meeting homework responsibilities.
• Assist, support, and encourage without taking over or doing the work.
• Encourage reading for pleasure.
• Notify the teacher when the student is experiencing difficulty with homework.
• Communicate with the teacher any particular reason for student’s failure to complete homework.

Honeywell

Please register with this emergency alert system.

Insurance

The Cranford Board of Education, in cooperation with an insurance company, makes school accident insurance available for all students. Information about insurance is sent home in September.

Intervention and Referral Services (I&RS)

In July 1994, the State Board of Education adopted rules to provide district boards of educations with standards for the delivery of intervention and referral services for pupils in the general education program. (NJAC 6:26, Intervention and Referral Services for General Education Pupils). These rules replace the preceding regulations that required the establishment of Intervention & Referral Services Committee in all public school buildings. Under this regulation, the Cranford Public Schools have established and implemented procedures for the delivery of intervention, and referral services for pupils who are
experiencing difficulties in their classes and have not been determined to be in need of special education programs and services. To this end, the Cranford Public Schools have established I&RS Committees at each school. The I&RS Committee is required to provide the following building based functions in support of intervention and referral services for general education pupils:

- Identify pupils in need and plan and provide for appropriate intervention and/or referral services to school and community resources based on desired outcomes.
- Identify roles and responsibilities of building staff.
- Provide guidance through staff development that identifies and refers pupils.
- Actively involve parents/guardians in the development and implementation of intervention and referral plans.
- Coordinate access to and delivery of school services for identified pupils.
- Coordinate the services of community based social and health provider agencies.
- Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

The Livingston I&RS Committee is comprised of the Principal, a child study team member (Mr. Anthony Paul), student assistance counselor (Mrs. Brito) and parents/guardians. Additional members may include the school nurse, teachers, and others as determined by the Committee.

In addition, programs of intervention and referral services may not be used to delay obvious and appropriate referrals to special education (N.J.A.C. 6:26 3.1). However, intervention and assistance plans may be developed to help students within the general education program who are experiencing problems in learning, behavior, or health that are not related to the educational process.

If a referral is required to be made to the child study team, the Cranford Public Schools follow the procedures as prescribed in N.J.A.C. 6A:14, subchapter 3, the procedural safeguards described in N.J.A.C. 6A:14, subchapter 2, and the official policies of the Cranford Public Schools adopted by the Board of Education. Further information may be obtained by contacting the school principal, the child study team, or Mrs. Ariadis Charles, Director of Special Services.

Lost And Found

Lost and found articles are kept in a container near the music room. It is advisable that clothing be labeled with the child’s name. This is also true for lunch boxes, thermos bottles, backpacks, and books.

Medical

Should your child have allergies, take any medication on a regular basis, or other health conditions that may affect his/her learning, the school nurse should be informed. With your permission, that information will be shared confidentially, with the appropriate school personnel.

Administering Medication in School - Policy 5141.21 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.

- A written statement is required from a parent/guardian and doctor giving the school permission to give prescription and over the counter medicine. Written orders from the family physician should identify: type, dosage, time of administration, and purpose of the medications. Note: Medication forms are
available in the nurse’s office.

- The medication should be in the original container, identified by the pharmacy.
- Medication must be hand delivered to a school authority and/or picked up by an adult (K-8).
- The school physician should review and approve any request from a family physician with regard to any medication prescribed for a student.
- The medication is kept in the medical room in a safe place and locked out of reach of the students.

**Exemption:** Asthmatic students may carry inhalers on their person with permission from their parent/guardian and physician.

- The school nurse or the parent/guardians are authorized to administer medicine in school when the above procedures have been followed.
- Documentation is required to be maintained by the school nurse.
- Medication orders must be issued for each school year.
- Students’ vision, hearing, heights, weights, and blood pressure is checked annually. Scoliosis exams will also be conducted for students in Grade 5. Parents/guardians will be notified when scoliosis exams are scheduled. If they wish to have their own doctor conduct the examination, a refusal form needs to be signed and returned to the school nurse. Parents/guardians will be informed of any problems identified during any of the above-mentioned examinations or if a child’s weight or BMI is above the 95th percentile.
- All students are checked for lice at the beginning of each school year.
- Gym excuses can be given up to 3 days with a parent note. A doctor’s note must be obtained after the third day. Students under a doctor’s care for a medical orthopedic reason cannot return to gym without a doctor’s note. A doctor’s note is also required for a student to use crutches, a cane, or wheelchair. Please bring gym excuses or doctor’s orders for crutches, canes, and wheelchairs to the office at the beginning of the school day.
- Because of the importance of obtaining medical examinations at least once during each of the students’ developmental stages; early childhood (Pre K-3), preadolescence (4-6), and adolescence (7-12), your school nurse will notify you in writing when a student physical is due. We request that you provide the nurse with a full report of your student’s examination, documented on an approved school district form, dated and signed by the medical provider. **Emergency Cards - It is VERY IMPORTANT that parent/guardian work numbers and cell numbers are included on the emergency cards (PowerSchool may allow for electronic submission) as well as a close neighbor or friend who will usually be home. Note: Please contact the office if phone/fax/beeper numbers change during the year.**

**Milk & Snack Program**

Milk and snack are available to all students during the mid-morning. Notices concerning the cost and schedule for collecting milk money are sent home periodically. Please see Mrs. Walsh in the main office should you have any questions about milk money. Any student not participating in this program may bring an appropriate morning snack from home.
**Music Programs**

Instrumental music lessons with strings begin in grade three. The flute, clarinet, saxophone, trumpet, trombone, and percussion instruments are offered in grades four and five. Students receive one half hour of group instruction per week. It is essential that all students studying an instrument practice at home a minimum of 15-20 minutes per day.

Chorus, orchestra, and band programs are offered before or after school for children in grades 4 and 5.

**Parent/Guardian Communication**

An important component of each individual student’s success is the communication between home and school. The positive partnership that is established early on in the school year and maintained throughout the year is such a vital piece in all parties experiencing a successful year. Multiple modes may be utilized and electronic communication is strongly encouraged.

**Pathways to Excellence (P2E)**

The district’s Pathways to Excellence Program seeks to address the needs of Gifted Students by offering a continuum of services to children in grades K-8. The program consists of two major components for students in Grades 3–8: School Wide Enrichment Programs and the Pathways to Excellence Plus Program (P2E+).

A brief overview of these two components follows:

- **School Wide Enrichment**

  Enrichment involves providing opportunities for students to learn by exploring their passions and interests. Flexible curricula, instructional methods and instructional materials and honoring student choice encourage discovery, active learning and engagement. Assessment methods must also be flexible and provide opportunities for students to demonstrate knowledge in multiple ways.

- **Pathway to Excellence Plus (P2E+) Program**

  The school wide Enrichment Program recognizes that all children have unique talents and gifts and seeks to nurture and support these interests and abilities. At the same time, the district recognizes the need to provide specialized services for students who demonstrate exceptional levels of ability. The Pathways to Excellence Plus (P2E+) Program is an ongoing effort to identify students who demonstrate exceptional levels of intellectual/academic ability and to provide each student with a differentiated educational plan (DEP). These plans will include a pullout program staffed by Pathways teachers and will specify modifications and adaptations to the regular education program to nurture and challenge eligible students. Utilizing multiple criteria that include standardized tests, teacher assessment and an I.Q. test, the P2E+ Program seeks to identify the top two to three percent (2-3 %) of our student population in Grades 3 – 8. Identification is ongoing throughout the grades and parents are notified annually of eligibility status and available services.

Please speak to the principal or Ms. Scutieri with any additional questions.

**Power School**

This program is used for all of the district information that contains student demographics and many other features. Parents should complete the questionnaire at the beginning of each school year. In addition to student/family information, Power School is also utilized as an attendance tool and all grading is recorded.
and readily available to parents/guardians of students in grades 4 and 5. Teachers in grades 4 and 5 will update their grade book every two weeks.

**Parent Teacher Association (PTA)**

The Livingston Avenue School PTA is an active organization whose sole mission is to support their child’s educational experience. The LAS PTA engages in fundraising to supplement our educational endeavors as well as provide a specific amount of money per student to offset the cost of field trips. The PTA also awards grants of up to $100.00 per teacher for student-centered activities and supplies. Family membership is encouraged.

- President: Marcy Kielczynski – marcykpta15@gmail.com
- Co-First Vice President: Kathy Curran — kcurrant0415@yahoo.com
- Co-First Vice President: Amy Kowalski — yma873@comcast.net
- Treasurer: Dave Butka — d.butka@verizon.net
- Second Vice President: Tricia Pomponio – tpomponio109@gmail.com
- Corresponding Secretary: Cheryl Weaver – cap024@msn.com
- Recording Secretary: Sharon Lopez – sharonl33@verizon.net

**Physical Education/Jewelry Safety**

**Policy No. 5142.4**

As a safety precaution, students will not be allowed to participate in our physical education program and/or extra curricula sports program while wearing jewelry. *Jewelry shall include, but not be limited to: watches, earrings, nose rings, jewelry studs, bracelets, necklaces, pins, any type of facial piercing or other visible body piercing.* This will reduce the risk of students from being severely injured by falling or making contact with another student.

The Superintendent or designee may, upon request, approve a temporary exception to this policy for unique and/or rare circumstances. Any requests for exceptions must be made in writing by the parent to the building principal prior to consideration by the Superintendent or designee.

It is the Boards desire to provide a safe environment for our students who participate in our physical education and/or extra curricula program. References available.

**Physical Education Excuse Procedure K-8**

- Physical Education excuses can be given for two days to a week with a parent’s note, at the School Nurse’s discretion.
- A doctor’s note must be obtained if it exceeds the specified time.
- Students under a doctor’s care for a medical/orthopedic reason cannot return to Physical Education class without a doctor’s note.
- A Physical Education excuse must be renewed each school year.
- Any questions on the above will be referred to the Principal.
- A note is needed from the doctor and signed by the parent if a student is required to use **crutches** or a **wheelchair** in school.
- Students who do not participate in P.E. classes may not engage in physical activities during recess or
any other time on school property.

**Pupil Code Of Conduct - Student Behavior And Discipline:**

Cranford Board of Education Policy 5131

The intent of the Cranford Board of Education policy on student behavior and discipline is to assure good order in the schools. This intent will require students to conduct themselves in keeping with their level of maturity, acting with due regard for supervisory authority of Board of Education employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

**RULES...**

Good conduct consists of the observation of a few necessary rules in order for a large number of people to live and work together harmoniously. Rules pertaining to good conduct include but are not limited to:

- Being courteous and considerate of others at all times.
- Being on time and prepared for class.
- Being careful and responsible when going to and from school.
- Respecting school property by keeping the classroom, hallway and grounds clean.
- Completing homework/classwork.
- Using only appropriate and positive terms.
- Always being respectful of school faculty.
- Treating others in a safe manner to respect their physical space.
- Remaining orderly when waiting to come into school.
- Respecting other students by walking quietly through the hallways.
- Staying on school grounds unless permission by a school official is granted to leave.
- Respecting the importance of always attending school.
- Respecting the cafeteria rules by disposing of food items in the appropriate containers.
- Refraining from picking up objects on school grounds, such as sticks, rocks, snowballs etc., in order to maintain the highest level of safety for all students, staff and visitors.
- Respect everyone regardless of their race, sex, religion etc.
- Respecting everyone whereby bullying issues will be eliminated (district bullying policy is contained at the end of the handbook).
- Abiding by the Telecommunications Acceptable Use Contract.
CONSEQUENCES...

The consequences as stated will be imposed on a case by case basis taking into account the severity of the infraction, age of the student, and his/her previous behavior. Whenever possible, simple action that fits the situation will take place on the spot. Possible consequences in no specific order may include, but are not limited to: parent/guardian notification by phone, note, or via a conference, a warning, a period of time for detention, a conference with the student, involvement of the Student Assistance Counselor, in-school suspension, out of school suspension, and a referral to the administration.

Notes:

• Extensive involvement on the part of the administration will occur only after several attempts at correcting the identified behavior have been exhausted and proven to be unsuccessful.

• Serious infractions such as threats may require the involvement of law enforcement officials after, and along with, contacting the parents/guardians immediately. Central office administration is also notified and included after high-level infractions have occurred.

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 the kindergarten and are stressed throughout the elementary school grades:

• Stay on the sidewalk when walking.
• Walk against the traffic when there is no sidewalk.
• Cross only at street corners - look both ways before crossing.
• Know what traffic signals mean and obey them.
• Obey the policemen and special school crossing guards.
• Do not talk to strangers.
• Do not accept rides from strangers.
• Do not accept 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 (do not run) in the halls.
Special programs are held during the school year in cooperation with the Fire and Police Departments stressing safety. These include assemblies, films, and bicycle programs.

**School Lunch Program**

School lunch will be served to all students in the gym each day according to the following schedule:

- 11:45 – 12:10 Seating One
- 12:15 – 12:40 Seating Two
- 12:40 PM Students return to class

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Seating One</th>
<th>Seating Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>5D, 5F, 5M, 5R, 4C, 4RO</td>
<td>3G, 3K, 3N, 3T, 4RI, 4S</td>
<td></td>
</tr>
</tbody>
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*Additional seating arrangements for other Trimesters will be announced at a later time.*

There will be supervision for those who stay for lunch in grades 3-5. Students who wish to go home for lunch will be allowed to do so with parental permission, but should not return to school any sooner than 12:40 PM. Students returning from home are to report to the office.

Parents/guardians are encouraged to send in notes on the days when students will be going home for lunch. **Any changes in any child's daily routine should be detailed in the note sent in to the teacher.**

Students may bring their own lunches or purchase a school lunch. Menus are sent through e-mail monthly and can be found on our web site.

**Lunchroom rules:**

- Students entering the lunchroom will line up for their lunch or milk and/or proceed directly to their seats.
- Students will sit with their homerooms during the 1st marking period. However, students will have the opportunity to sit with friends from other classes in the following marking periods.
- Students are to handle food and papers properly.
- All bags and straws should be disposed of properly.
- Students are expected to remain in their seats during lunch. If help is needed they are to signal a supervisor by raising a hand.
- Appropriate behavior is expected at all times. When expectations are not met, consequences may include, but are not limited to: a lunchroom timeout, a verbal warning, detention before school, during lunch or after school, removal from the lunchroom for an extended period of time.(Consequences are not listed in any specific order)
- The lunchroom aides will take the children outside regularly, so students should bring appropriate clothing at all times. Shoe selection is very important. Sneakers or shoes with non-slip soles are recommended.
The Cranford Public Schools offer a continuum of placements to meet the needs of students with disabilities, ages three through twenty-one, for special education and related services. Educational program options in district may include placement in the following:

- A regular class with in-class support, supplementary aids and services, and appropriate curricular and instructional modifications or related services, as required in each student’s IEP.
- A resource program for support instruction in a subject or subjects outside the general education class, as required in each student’s IEP.
- A resource program for replacement subject instruction outside the general education class, as required in each student’s IEP.
- A self-contained class, as required in each student's IEP; Students who attend this special class program may also participate in mainstream classes, as prescribed in their individual IEP’s.

**Student Assistance Counselor/Substance Awareness Coordinator**

The Student Assistance Counselor / Substance Awareness Coordinator (S.A.C.) is available to provide consultation and assistance to students, teachers, and parents as needed. The range of areas of concern addressed might include, but are not limited to, school entry or separation issues, peer/school adjustment, separation/divorce of parents, illness, grief, and loss. The Livingston Avenue School S.A.C. is Marina Brito and her office is here at Livingston Avenue School. Please contact Mrs. Brito at 908.709.6230 or via email brito@cranfordschools.org.

**Student Attendance, Absence, and Tardiness**

- Students are expected to attend school regularly unless they are ill, observing a religious holiday, or for personal family reasons.
- Students should arrive at school between 8:25-8:30 A.M.
- Students are to form lines by the appropriate grade level entrances at 8:28 AM (a bell will ring to signal the students).
- Attendance will be taken at 8:40 A.M. (students must be in the classroom by this time in order not be marked tardy. The students’ instructional day will begin at 8:45 A.M.
- Parents/guardians of students who are going to be absent from school should call the school attendance line at 908.956.6280. Please indicate the child’s name, class, date, and the reason for the absence. Parents/guardians are encouraged to send in a note describing the illness especially in the case of a student that had a fever.
- Arriving to school on time is extremely important. Punctuality will allow for the smooth beginning to each day for all classes without unnecessary disruptions. Students arriving after a session (8:40 AM or 12:45 PM) will be marked as tardy. Excessive tardiness (more than three per marking period) will result in communication home to address this serious concern.
- Parents/guardians wishing their children to be excused during the regular school day are reminded to bring or send in a note to ensure the safety of their child. Parents/guardians are reminded to arrive at the office at the designated time of pick up to meet their child to sign them out.
- In order to make the safety of all the children our priority, all entrance doors will be locked daily. Parents/guardians and guests who wish to enter the building should do so by way of the main entrance door. An entrance buzzer is located on the right hand side of the door. Students who arrive after their classes have been brought in should enter via the main entrance doors.
- During inclement weather, students should stand underneath an overhang until a decision has been made as
to whether they will be permitted inside.
• If there is an emergency school closing parents will be informed through the Honeywell Alert System, the school website, and/or the PTA E-Mail group.
• If weather conditions require the children to be sent home early, we will attempt to contact you first, and then persons listed on students’ emergency cards. Students will not be sent home unless they usually walk. Only persons on the students’ emergency cards will be permitted to take them from school. Please make sure emergency cards are up to date with people who live close to school.

**Student Drop-Off/Pick-Up**

- Please refrain from parking on Livingston Avenue and Denman Road during the morning drop-off. Cars should be prepared to drop off as quickly as possible and continue.
- Please remind your children to be alert to the oncoming traffic when exiting your vehicle.
- Children should exit the car on the curbside only, cross the street with care, and stop at the curb and check for oncoming traffic before you cross.
- Crossing guard is on duty each day on Livingston Avenue and Denman Road. Please be sure to instruct your child to cross with the guards using the designated crosswalks.

**Faculty Parking Lot** - You are requested to avoid using the parking lot for pickup up or dropping off your child. Parent traffic in the parking lot could produce a potentially dangerous situation.

**Student Early Dismissal**

Notes from parents/guardians for early dismissal of a child, or going home for lunch, are to be sent to the office for approval by the principal. Each pupil is required to be in school for four hours in order to be marked present. A parent/guardian is required to report to the office to pick up their child. Office personnel and/or the principal will be sure to only allow students to leave school early if they are leaving with their own parent/guardian or a family member or friend who has been granted permission to have this responsibility by the child’s parent/guardian.

**Student Progress Reporting**

Students’ progress is reported to parents/guardians at various times throughout the year. This reporting is conducted via progress reports, report cards, and parent/guardian conferences. Staff members or parents/guardians may initiate conferences. If parents/guardians wish a conference with a staff member, they must communicate directly with that teacher.

Report Cards - In grade 3, the Report Card will identify students’ mastery grade level standards and skills. In grades 4-5, the Report Card will identify students’ mastery grade level standards and skills in addition to letter grades.

Report card distribution dates are listed below and on the district website. The report card envelope is to be signed and returned each marking period. Any comments parents have should be written on or placed in the envelope. Only the envelope is to be returned.
TRIMESTER PERIODS

1st Trimester ends (56 days)   Friday   December 2, 2016
2nd Trimester ends (60 days)   Friday   March 10, 2017
3rd Trimester ends (61 days)   Wednesday   June 14, 2017

REPORT CARD DISTRIBUTION

1st Trimester   Friday   December 16, 2016
2nd Trimester   Friday   March 24, 2017
3rd Trimester   Thursday   June 22, 2017

Grading System*

A = 90 – 100   Excellent
B = 80 – 89   Good
C = 70 – 79   Satisfactory
D = 60 – 69   Meets Minimal Standards
F = 0 – 59   Unsatisfactory

* Not applicable to Grade 3

Visitors

Visitors are always welcome at Livingston Avenue School. Please remember to stop in the office when you do visit for any reason to sign in and to receive a visitor’s pass. We strive to keep safety as our top priority by ensuring that all individuals moving through the hallways are wearing the proper district identification. Parents/guardians wishing to speak with teachers should call the office or send in a note to make an appointment. Teachers continually keep to a detailed time schedule and would welcome the advance notice to make parents/guardians part of that schedule. If you need to pick up your child during school hours, please come to the office and sign him/her out. Please consult with the office staff regarding absences or early dismissals. If you have a question or a concern, please send in the note with your child the following day. Eliminating any additional disruptions is the best way for us to support the optimal learning environment for all of the children.

Week of Kindness, Friendship & Respect

The entire nation celebrates a Week of Respect early on in the school year, usually the first or second week in October. This year our celebration will begin October 5 with an assembly and conclude on October 9. The purpose of these events is to be a meaningful and memorable way for the children to actively engage in thinking about and demonstrating kindness.
504 Plans

Under federal law, there exist reasonable accommodations for students with disabilities under Section 504 of the Rehabilitation Act of 1973. Each school has a 504 Review Committee that can review any material provided by parents of school staff related to any physical and/or mental disabilities that substantially limit a child’s learning. An evaluation is conducted (if a child study team evaluation is unnecessary) and information is gathered from a number of sources, including parents, teachers, and physicians. If determined eligible, a 504 Accommodation Plan is designed with parents to provide services, accommodations, or programming to address the child’s needs. A child does not need to be classified under special education to be eligible for a Section 504 plan. The district’s Section 504 officer is Mrs. Ariadi Charles (908-709-6218).

DISTRICT POLICIES

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 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. To remain eligible as a user, the use of your account 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, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally 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, suspend, or close 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 on 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 their policy. Authorized district or external law enforcement officials will only review the actual contents of these logs.

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. Does 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 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 District’s 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 service 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 own passwords. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system.

(b) If 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 Schools District.

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

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 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.

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 website 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.


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).

**POLICY 5201: HARASSMENT, INTIMIDATION, BULLYING AND HAZING**

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., 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.
Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils’ abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil’s due process and other rights. This policy will appear in all publications of the district’s comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

- The developmental and maturity levels of the parties involved;
- The levels of harm;
- The surrounding circumstances;
- The nature of the behavior(s);
- Past incidences or continuing patterns of behavior;
• The relationships between the parties involved; and
• The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

**Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent (s) or legal guardian (s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of anonymous report.

**Investigation**

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

**Response to Incident of Harassment, Intimidation or Bullying**

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual (s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

• Consequences and appropriate remedial actions for pupils, who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

• In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident (s) occurred. The school district’s responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district’s responses may include participation of parent (s) or legal guardian (s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district’s response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers.
Reprisal or Retaliation Prohibited

• The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

• Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

• Consequences and appropriate remedial actions for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

• Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

• This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

• The Superintendent shall develop an annual process for the Principal(s) to discuss the school district’s policy on harassment, intimidation and bullying with pupils.

Statement Of Non-Discrimination

The Cranford Board School District complies with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Educational 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 basis of race, color, sex, national origin, disability and age, respectively. The District provides equal access and opportunity in employment and enrollment 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:

Americans with Disabilities (ADA) Officer and 504 Coordinator 908-709-6218; Mrs. Ariadis Charles, Director of Special Services

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

Safety Officer-908-709-6200; Mario Cunha, School Plant Engineer

Affirmative Action Officer- 908-709-6200; Dr. Paul Ward, Director of Human Resources