

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
CRANFORD, NEW JERSEY**

September, 2019

TO: Parents, Guardians and Staff
FROM: Dr. Scott Rubin, Superintendent of Schools
SUBJECT: School Scheduling Information

I. The School Calendar

The Board of Education adopts an official school calendar that is in harmony with state rules and regulations and with local interests and customs. The 2019-20 school year begins for students on Thursday, September 5, 2019, and ends Tuesday, June 23, 2020. The 2019-2020 school calendar is shown in its entirety at www.cranfordschools.org.

II. Building Opens for Students

Bloomingdale Avenue School		
Program	Kindergarten	Grades 1 - 2
Monday - Friday	AM: 8:20 - 11:00 PM: 12:00 - 2:40	8:20 - 2:40
Single Session	AM/PM** 8:20 - 11:00	8:20 - 12:20
Delayed Opening	AM: 9:40 - 11:40 PM: 12:40 - 2:40	9:40 - 2:40

Brookside Place School		
Program	Kindergarten	Grades 1 - 5
Monday - Friday	AM: 8:35 - 11:15 PM: 12:15 - 2:55	8:35 - 2:55
Single Session	AM/PM** 8:35 - 11:15	8:35 - 12:35
Delayed Opening	AM: 9:55 - 11:55 PM: 12:55 - 2:55	9:55 - 2:55

Hillside Avenue School			
Program	Kindergarten	Grades 1 - 5	Grades 6 - 8
Monday - Friday	AM: 8:35 - 11:15 PM: 12:15 - 2:55	8:35 - 2:55	8:05 - 2:50
Single Session	AM/PM** 8:35 - 11:15	8:35 - 12:35	8:05 - 12:30
Delayed Opening	AM: 9:55 - 11:55 PM: 12:55 - 2:55	9:55 - 2:55	9:50 - 2:50

Livingston Avenue School	
Program	Grades 3 - 5
Monday - Friday	8:25 - 2:45
Single Session	8:25 - 12:25
Delayed Opening	9:45 - 2:45

Lincoln School		
Program	LEAP	CAMP/CAP
Monday - Friday	8:30 - 2:40	8:15 - 2:55
Single Session	8:30 - 12:30	8:15 - 12:30
Delayed Opening	9:55 - 2:40	9:55 - 2:55

Orange Avenue School		
Program	Grades 3 - 5	Grades 6 - 8
Monday - Friday	8:35 - 2:55	8:05 - 2:50
Single Session	8:35 - 12:35	8:05 - 12:30
Delayed Opening	9:55 - 2:55	9:50 - 2:50

Walnut Avenue School			
Program	PreSchool	Kindergarten	Grades 1 - 2
Monday - Friday	AM: 8:45 - 11:15 PM: 12:30 - 3:00	AM: 8:35 - 11:15 PM: 12:15 - 2:55	8:35 - 2:55
Single Session	AM: 8:45 - 10:25 PM: 11:00 - 12:40	AM/PM** 8:35 - 11:15	8:35 - 12:35
Delayed Opening	AM: 9:55 - 11:55 PM: 1:00 - 3:00	AM: 9:55 - 11:55 PM: 12:55 - 2:55	9:55 - 2:55

Cranford High School	
Program	Grades 9 - 12
Monday - Friday	8:00 - 2:55
Single Session	8:00 - 12:30
Delayed Opening	10:00 - 2:55

**Kindergarten single sessions will alternate between AM & PM classes according to the following schedule: 10/14 (AM), 11/27 (PM), 12/20 (AM), 2/10 (PM), 3/30 (AM), 6/19 (PM), 6/22 (AM), 6/23 (PM)

There will be supervision for those who stay during lunch in grades 1 – 5. Any student who wishes to go home for lunch will be allowed to do so. Supervision is provided for all organized, approved extracurricular activities.

III. **School Closings**

Once the school district 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 need to shorten the school day, not to open school, or to make some other emergency alteration in the schedule. **In these instances, the SwiftK12 Alert Solutions will be activated.** Some reasons for school closings include: severe storms; facility failures; energy problems; direction from the State Department of Education; other unforeseen emergency reasons.

A. **Closing Within A School Day**

In case an unanticipated storm strikes during the school day, we will make every effort to keep the schools open until the regular closing hours. If conditions require us to dismiss students earlier, every reasonable effort will be made by our staff to advise responsible adult members of the household, transportation services and police. **In these instances, the SwiftK12 Alert Solutions will be activated.** Occasionally, a planned professional activity for the staff will require an early dismissal of students. Well in advance of the early closing day, the school administration will notify students, parents, bus services and the police department so that necessary arrangements for the early dismissal can be made.

B. **"Emergency School Closing Days"**

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. **In these instances, the SwiftK12 Alert Solutions will be activated.** School closings will also be announced on Cranford's local access channel TV35. School closings are posted on www.cranfordschools.org.

*******School Closings/Delayed Openings/Early Dismissal Information*******
Announcements will be made on NJ101.5, WNBC, NJN News and TV35. This information will also be posted on www.cranfordschools.org and communicated through SwiftK12 Alert Solutions.

CRISIS RESPONSE PLAN

The Cranford School District has 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), 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:

1. We will activate **SwiftK12 Alert Solutions**
2. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any emergency.
3. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines that **MUST** be used to respond to emergencies.
4. **PLEASE DO NOT COME TO THE SCHOOL UNLESS YOU ARE REQUESTED 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.
5. As soon as possible, emergency information will be posted on our website: www.cranfordschools.org

ACCESS TV35 FOR ANY INFORMATION ON SCHOOL CLOSINGS/DELAYED OPENINGS OR OTHER EMERGENCY MATTERS

It is most essential in such abnormal situations that telephone lines not be blocked by a flood of inquiring calls. Telephone lines and attending personnel should be allowed to handle the essential tasks of dealing with the emergency situation. The safety and welfare of many people depend on your understanding and cooperation in this matter. Again, except when we find it impossible or unwise to open school on a scheduled school day, **schools will be open.** It will be the responsibility of parents to determine whether the health conditions of their children or weather conditions are such as to justify keeping them home.

REMINDER: Unless otherwise announced, the regular monthly meeting of the Cranford Board of Education is held at 7:30 p.m. on the fourth Monday of each month at Lincoln School. The Board of Education holds an open work session two weeks prior to the regular meeting on the second Monday of the month in the Board Room at Lincoln School.