

Brookside Place School



Parent/Guardian and Student Handbook

2023-2024

Dear Parent/Guardian:

Instilling a love of learning and supporting individuals of high character are two high priorities with all of our students. Many thanks as your child's primary teacher in partnering with the school in order to establish and maintain a strong line of communication between home and school. Shared information is critical in your child thriving during their time at Brookside.

Thanks for reviewing this handbook which is designed to acquaint you with basic school procedures and policies. Additional information regarding both student and parent/guardian activities will be distributed via your child's classroom teacher, school website, and the PTA Blasts.

We, as educators, welcome your input and cooperation since our firm belief is that the heart of a successful educational experience is the partnership forged between home and school to ensure the development of the whole child.

Sincerely,
Mr. Michael Klimko
Principal

“Education is not the filling of a pail but the lighting of a fire.”
—William Butler Yeats

700 Brookside Place
Cranford, NJ 07016
Main Office: 908-709-6244
Principal: 908-709-6245
klimko@cranfordschools.org
School Nurse: 908-709-6246
Special Services (OAS): 908-709-6261
BPS Fax: 908-709-6247
www.cranfordschools.org



Cranford Public Schools: Mission Statement

Through the support of an education community that embraces diversity, lifelong learning, and comprehensive wellness, the Cranford Public Schools will strive to build capacity in every student to develop the passion, perseverance, and creativity to shape the world around them.

Brookside Place School: Mission Statement

Brookside Place School is a K - 5 school dedicated to providing a child-centered, nurturing environment for students. Our goal is to develop a strong foundation of cognitive, affective, and physical education in partnership with parents/guardians and community. The outcome of our combined efforts will be students who will be enthusiastic life-long learners and caring members of the community.

Brookside Place School

School Schedule

Program	Kindergarten	Grades 1 - 5	Lunch
Regular Schedule Monday - Friday	AM: 8:35 AM - 11:15 AM PM: 12:15 PM - 2:55 PM	8:35 AM - 2:55 PM	11:20 AM - 12:20 PM (Grades 4 and 5) 11:50 AM - 12:50 PM (Grades 1 - 3)
Single Session Schedule	AM/PM** 8:35 AM - 11:15 AM	8:35 AM - 12:35 PM	No Lunch Served
Delayed Opening Schedule	AM: 10:05 AM - 12:00 PM PM: 1:00 PM - 2:55 PM	10:05 AM - 2:55 PM	11:20 AM - 12:20 PM (Grades 4 and 5) 11:50 AM - 12:50 PM (Grades 1 - 3)

- Children in AM Kindergarten and Grades 1 - 5 should enter the school between 8:35 AM - 8:42 AM.
- Children in PM Kindergarten enter the school at 12:15 PM.
- Students in Grade 1 - 5 may be picked up for the lunch hour. Students in Grades 4 - 5 have lunch and recess between 11:20 AM - 12:20 PM. Students in Grades 1 - 3 have lunch and recess between 11:50 AM - 12:50 PM.
- If a student returns late (after 12:20 PM for Grades 4 and 5 or 12:50 PM for Grades 1 - 3), they need to report to the Main Office before returning to class.

A Note about Single Sessions for Kindergarten Students

Single sessions will alternate between AM & PM classes according to the following schedule:
10/9 (AM), 11/22 (PM), 12/22 (AM), 2/5 (PM), 3/11 (AM), 6/18 (PM), 6/19 (AM)

School Calendar - September 2023 - June 2024

Month	Day and Date	Activity
September	Tuesday, September 5, 2023	Teachers Report
	Wednesday, September 6, 2023	Teachers Report
	Thursday, September 7, 2023	First Day of School
	Monday, September 25, 2023	Yom Kippur: School Closed
October	Monday, October 9, 2023	Single Session/Full Day Staff-PD
November	Tuesday, November 7, 2023	Election Day - No School for Students/FD Staff-PD
	Thursday, November 9, 2023	NJEA Convention - School Closed
	Friday, November 10, 2023	NJEA Convention - School Closed
	Wednesday, November 22, 2023	Single Session for all
	Thursday, November 23, 2023 and Friday November 24, 2023	Thanksgiving Break - School Closed
December	Friday, December 22, 2023	Single Session for all
	Monday, December 25-Friday, December 29, 2023	Winter Recess - School Closed
January	Monday, January 1, 2024	New Year's Day - School Closed
	Tuesday, January 2, 2024	Classes Resume
	Monday, January 15, 2024	Martin Luther King Jr. Day - School Closed
February	Monday, February 5, 2024	Single Session/Full Day Staff - PD
	Monday, February 19, 2024	President's Day - School Closed
March	Monday, March 11, 2024	Single Session/Full Day Staff - PD
	Friday, March 29, 2024	Good Friday - School Closed
April	Monday, April 1-Friday, April 5, 2024	Spring Recess: School Closed
	Monday, April, 8, 2024	Classes Resume
May	Monday, May 27, 2024	Memorial Day - School Closed
June	Tuesday, June 4, 2024	Primary Election Day - School Closed
	Tuesday, June 18, 2024	Single Session/Full Day Staff
	Wednesday, June 19, 2024	Single Session/Full Day Staff
	Wednesday, June 19, 2024	Last Day of School/Graduation

Three (3) snow days. If schools are closed for more than three snow/emergency days, make-up time will occur in order as follows:

April 5, April 4, April 3, April 2.

Brookside Place School Staff
2023-2024
Michael Klimko, Principal
(klimko@cranfordschools.org)

Office Staff

Mrs. Rokicki, Secretary (rokicki@cranfordschools.org)
Ms. Moultrie, Clerical Office Assistant (moultrie@cranfordschools.org)
Mrs. O'Hara, School Nurse / Attendance Officer (oharapau@cranfordschools.org)

Custodial Staff

Mr. Rozman, Head Custodian (rozmanm@cranfordschools.org)
Mr. Cermak, Day Shift (cermak@cranfordschools.org)
Mr. Paul, Night Shift (paulr@cranfordschools.org)

Support Staff / Special Services

Mrs. Biggiani, School Counselor (biggiani@cranfordschools.org)
Mrs. Cox, Speech Therapist, Room 19 (cox.kathleen@cranfordschools.org)
Mrs. Hamilton-Winn, Occupational Therapy, Room 19 (winn@cranfordschools.org)
Mrs. Kane, Achieve, Room 17 (kane@cranfordschools.org)
Mrs. Scutieri, Pathways to Excellence, Room 17 (scutieri@cranfordschools.org)
Mrs. Specht, Achieve, Kitchen (specht@cranfordschools.org)

Special Education

Mrs. Avella, Rooms 6 and 10 (avella.aimee@cranfordschools.org)
Mrs. Cilento, Room 6 (cilento@cranfordschools.org)
Mrs. Lambe, Rooms 6 and 16 (lambeth@cranfordschools.org)
Ms. Marone, Rooms 4 and 6 (marone@cranfordschools.org)
Ms. Schneider, Rooms 6 and 15 (schneider.meghan@cranfordschools.org)

Special Subjects / Instrumental Music Instruction

Ms. Baillod, Art, Art Room (baillod@cranfordschools.org)
Mrs. Bramwell, Spanish (bramwell@cranfordschools.org)
Ms. Carbone, Physical Education, Gym (carbone.nicole@cranfordschools.org)
Mr. Guitieri, Band Instructor (gautieri@cranfordschools.org)
Mrs. Imhof, Spanish (imhof@cranfordschools.org)
Mrs. McCloskey, Media Specialist, Library (mccloske@cranfordschools.org)
Ms. Ruiz, String Instructor (ruiz@cranfordschools.org)
Mrs. Sweet, Music Education / Chorus Director (sweet@cranfordschools.org)

Kindergarten

Mrs. Sforza, Kindergarten Classroom (sforza@cranfordschools.org)

Mrs. Markowski, Classroom Assistant (markowski@cranfordschools.org)

Grade 1

Mrs. Bendert, Room 1 (bendert@cranfordschools.org)

Mrs. Lewandowski, Room 5 (lewandowski@cranfordschools.org)

Mrs. O'Shea, Room 2 (oshea@cranfordschools.org)

Grade 2

Mrs. Gilbertson, Room 4 (gilbertson@cranfordschools.org)

Mrs. Petrow, Room 8 (petrow@cranfordschools.org)

Mrs. Sztancsik, Room 7 (sztancsik@cranfordschools.org)

Grade 3

Mrs. Dowling, Room 9 (dowling@cranfordschools.org)

Mrs. Higgins, Room 12 (higgins.theresa@cranfordschools.org)

Mrs. Kroll, Room 10 (kroll@cranfordschools.org)

Mrs. Pierce, Room 11 (pierce@cranfordschools.org)

Grade 4

Ms. Antoniewicz, Room 15 (antoniewicz@cranfordschools.org)

Mrs. Surmay, Room 14 (surmay.jennifer@cranfordschools.org)

Mrs. Wilhelm, Room 13 (wilhelm@cranfordschools.org)

Grade 5

Mrs. Collins, Room 18 (collins@cranfordschools.org)

Mrs. Halkias, Room 16 (halkias@cranfordschools.org)

Mrs. Scholz, Room 20 (scholzro@cranfordschools.org)

Assembly Programs

Each school year there are several programs selected primarily for their educational value and secondarily for entertainment. Programs are scheduled for the cafegymatorium and are financed through the Cranford Board of Education and/or the BPS PTA. Students are accompanied and supervised by the classroom teacher.

Kindergarten students are welcome to return to school to attend any assembly program. A parent, guardian or caregiver must remain with the child.

Attendance / Punctuality

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

In the event a student is absent, please call the nurse's office at 908-709-6246. In the absence of a call from home, the school staff will attempt to call the parent/guardian by 11:30 AM.

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

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

We realize that there will be instances when children may be tardy to school, but punctuality is critical to maximize each student's instructional time. Students are tardy if they arrive in school after the 8:42 AM bell rings, afternoon Kindergarten after 12:17 PM, and students who return from lunch after 12:20 PM (Grades 4 - 5) and 12:50 PM (Grades 1 - 3). A child must report to the main office when they are tardy to obtain a late pass.

Achieve

Achieve is a program that provides either a push in (in-class) or pull out (individual or small group) models of instruction to provide targeted, efficient and timely interventions in the areas of reading and mathematics. Eligibility into this program is through teacher, CPST recommendation (see entry below), and/or assessment results (standardized or screening assessment).

Code of Conduct (Students)

We believe that every student has a right to a safe and orderly school environment so that each child may develop to his/her full 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. Parent/guardian cooperation and support are essential ingredients to the success of any code of conduct. With parents/guardians and teachers working together, we hope to establish an exceptional climate for learning and help each child develop a positive self image.

To view a full version of Policy 5600: Student Discipline / Code of Conduct please use the following links.

[Policy 5600: Student Discipline / Code of Conduct](#)
[Regulation 5600: Student Discipline / Code of Conduct](#)

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 guidelines include:

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

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

- Parent/guardian Notification/Conference
- “Time Out” (removal from activity for a specific number of minutes)
- Deprivation of free time
- Deprivation of attendance at special events

Code of Conduct (Students) (continued)

Suspension from school may result from the following actions:

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

Classroom Rules / Expectations

At the beginning of every school year, each teacher, after consultation and discussion with their pupils, will establish a list of classroom rules which will set the code for acceptable and appropriate behavior. These rules/expectations will be explicitly stated and displayed as well as communicated to parents/guardians at the beginning of the school year.

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

Positive motivation techniques will also be part of each classroom code of conduct. Students adhering to classroom expectations and positive choices will be highlighted in a variety of ways.

Communication

Open, two way communications between school and home is essential to establish and maintain an optimal school and learning environment. Communication can be through notes, phone calls or emails. Your child's teacher will let you know the best way to communicate at the beginning of the year. Thanks to all parents/guardians for always beginning communication with the school by contacting your child's teacher directly with any classroom questions or concerns. For non classroom concerns, parents/guardians are welcome to contact the principal (908-709-6245), school nurse (908-709-6246) or secretarial staff (908-709-6247).

Conferences (Parent/Guardian and Teachers)

Scheduled conferences are conducted by the teachers in the Fall. However, it is always encouraged for parents/guardians to reach out to your child's teacher whenever necessary throughout the school year.

Collaborative Problem Solving Team (CPST)

The Collaborative Problem Solving Team is a school-based, problem-solving group consisting of the Principal (chairperson), a regular education and/or special education teacher, and may include one or more of the following: School Nurse, Learning Disabilities Teacher Consultant (LDTC), Student Counselor, Content Area Interventionist (Reading and/or Math), School Social Worker, School Psychologist, Speech-Language Specialist.

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

Cranford Board of Education Meetings

Unless otherwise announced, the regular monthly meeting of the Cranford Board of Education is held on the fourth Monday of each month in the Board Room at Lincoln School. See the district website for details (www.cranfordschools.org).

Drug, Alcohol and Controlled Substances

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

Early and Emergency Dismissal

Parents/guardians must complete a student emergency form on PowerSchool Ecollect Forms (formerly InfoSnap) for returning student registration. Information about this process is usually sent by the district technology department in late August. All the information should be complete, accurate, and current. It is very important that correct telephone numbers of persons to be contacted in case of emergency are noted on the emergency form. Please update the information whenever addresses, telephone numbers, etc. are changed during the school year. In addition to updating online, please contact the Main Office at 908-709-8878 to alert staff to any changes.

Extra Help for Schoolwork

The classroom teachers provide individual help for students who need special attention because of absence or academic difficulty. Generally the classroom teacher will make arrangements with the students to give assistance before school or after school.

Drills (Fire/Lockdown)

Public school law requires one fire and one lockdown drill per month. The procedures followed by all students are:

FIRE DRILL

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

LOCKDOWN DRILL

- 1. Lock classroom door when signal is given*
- 2. Position students away from door and windows*
- 3. Wait for all clear signal*

Fire Safety

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

1. The role of the firefighter
2. How to evacuate a home in the event of a fire
3. How to call the police and fire department (911) in the event of a fire

Food Regulation #5331R

(STUDENTS: ANAPHYLAXIS TO FOOD AND OTHER SUBSTANCES)

The full regulation is posted on the district website. Below are key components for your reference.

1. Except for Foods classes, class lessons and presentations shall no longer include any type of food item, either as part of the lesson or as a reward for good work.
2. Birthday celebrations in classrooms shall no longer include any type of food item sent in by the parent/guardian. Rather, we are establishing a new tradition of noting your child's special day in ways that do not involve food. The regulation lists some examples, but the teacher and class parent(s) may be able to add to that list. We welcome all ideas to ensure that a child's birthday is celebrated appropriately while ensuring that it can be celebrated safely.
3. Our school will have four (4) school-wide celebrations each year that can involve the consumption of food items related to the celebration. Such celebrations will be announced in advance to permit the parents of children with allergies to consult with their child's teacher, class parent(s), or the school nurse and plan appropriate ways for their child to participate in the celebration while remaining safe.
4. Daily snacks for snack time are permitted. Parents/guardians are encouraged to provide healthy snack options. Early in the year parents/guardians will be notified of the allergies present in their child's class. We urge you to make every effort to provide snacks for your child that are less likely to result in an allergic reaction on the part of another child.

Forgotten Items

Please encourage your child to remember their homework, snack, water bottle, sneakers, etc. Please know that if an item is forgotten, you do not necessarily need to drop it off at the school. Sometimes the best reminder is the natural consequence of dealing with forgetting. However, if a visitor does **drop off an item for a student**, they will be directed to deposit that item in a bin inside the main entry vestibule. All items must be clearly labeled with the student's name and grade level and will be retrieved by office staff. Entry into the school building is not permitted.

Grievances

The Cranford Board of Education has a policy for handling student grievances. Briefly, it states that students may communicate a grievance to members of the school staff. The full policy may be accessed on the Cranford Board of Education web site under the tabs: Board of Education, Board of Education Information, Policies & Regulations, Policies, then type "grievances" into the search bar.

Health Related Issues

Pediculosis (Head Lice)

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

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

Illness or Accidents During School Hours

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

Medication at School

Diagnosis or treatment beyond first-aid procedure is not usually the responsibility of the school. The administration of medication to pupils shall be done only in exceptional circumstances where the child's health may be jeopardized without it and the following rules are to be observed. (A detailed explanation of this policy can be found on the Cranford Board of Education web site under #5141.21)

1. A written statement is required from the parents/guardians giving the school permission to give medication prescribed by the family physician.
2. Pupils requiring medications at school must have a written order from the family physician which identifies type, dosage, time of administration, the purpose of the medication and side effects.
3. The medication should be in the original container, identified by the pharmacy.
4. Medication must be hand delivered to a school authority by an adult. If medication is to be returned, it must be picked up by an adult.
5. The school physician may be called upon to review and approve any request from a family physician that medication be given to a student.

Medication at School (continued)

6. The school nurse or the parent/guardian is authorized to administer medicine in school when the above procedures have been followed.
7. Documentation is required to be maintained by the school nurse.

Gym Safety

In order to ensure students' safety during Physical Education class, the following guidelines have been established:

1. Proper footwear is required. Properly tied sneakers are to be worn for physical education class. Sneakers are designed to allow for easy movement and to protect the feet and ankles from injuries that could occur while participating in vigorous activities.
2. No shoes, sandals, flip flops, boots or crocs are allowed.
3. Physical education class excuses can be given up to three (3) days with a parent note. A doctor's note must be obtained after the third day.
4. Any student under a doctor's care for a medical orthopedic reason cannot return to physical education class without a doctor's note.
5. A student with a cast, brace, sling or splint will not be allowed to participate in physical education regardless of a doctor's note; these devices create the potential for injury to another student.

Health & Safety

Good health habits are essential. 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:

1. Eat well balanced meals.
2. Use lavatory facilities regularly, independently, and in a sanitary manner.
3. Establish and keep a regular bedtime hour.
4. Have a clean handkerchief or tissues in school each day.
5. Cover nose and mouth with handkerchief or tissue when sneezing and/or coughing.
6. Play outdoors every day, weather permitting.

Parents/guardians who have questions or concerns about a child's health or safety habits should feel free to contact the school nurse at 908-709-6246.

If your child has a medical condition that may affect their learning, the teacher and school nurse

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

Harassment, Intimidation & Bullying (HIB)

A detailed explanation of this policy can be found in the Board of Education Policy Manual #5131.1 located on the Cranford Board of Education website.

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 & Bullying (HIB) (continued)

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.

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

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.

Harassment, Intimidation & Bullying (HIB) (continued)

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.

Harassment, Intimidation & Bullying (HIB) (continued)

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 an 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 to 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.

Response to Incident of Harassment, Intimidation or Bullying (continued)

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, including school resource 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.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c., information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.S.A. 18A:37-17a., the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parent (s) or legal guardian (s), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

The Superintendent will forward a copy of this Policy to the County Superintendent of Schools by September 1, 2003. (N.J.S.A. 18A:37-13 through 18A:37-19)
Adopted: August 25, 2003

Homework

Homework is often given on a daily basis in Kindergarten through Grade 5. The suggested daily time allocations are as follows:

- Kindergarten: 5 - 15 minutes depending on the maturation of the students and the time of the school year
- Grades 1 and 2: 10 - 20 minutes total
- Grades 3 and 4: 30 - 50 minutes total
- Grade 5: 50 - 60 minutes total

Homework / Classwork for Absentees

In the event of absence, parents may request homework and classwork by contacting the homeroom teacher. Homework can be sent home with a friend or left in the school office to be picked up by a parent/guardian. Please try to make the request 24 hours in advance.

Library / Media Center

Children will have regularly scheduled visits to the school library / media center. Students are encouraged to check out books and return them in a timely manner. Children are responsible for damage to or loss of a book. Report Cards will be withheld in June if there is an overdue book and / or fine still outstanding.

Lost and Found

Everyday students lose items; however the item is often found in the classroom. Unclaimed items from the lunchroom or playground are placed in the Lost & Found located outside the Main Office. Please remember to write student's names inside outerwear, sweatshirts, lunch boxes, water bottles, etc. This is a key piece in helping items find their way back to their owners.

Lunch and Recess

Lunch/Recess Times:

Grades 4 and 5 - 11:20 AM to 12:20 PM

Grades 1, 2 and 3 - 11:50 AM to 12:50 PM

11:20 AM - 11:50 AM	11:50 AM - 12:20 PM	12:20 PM	12:20 PM - 12:50 PM
Grade 5 Cafegymatorium	Grades 3 & 5 - Recess	Grades 4 & 5 Return to Class	Grade 3 - Cafegymatorium
Grade 4 - Recess	Grades 1, 2 & 4 - Cafegymatorium		Grades 1 & 2 - Recess

There will be supervision for students staying for lunch in Grades 1-5. Students who wish to go home for lunch are absolutely permitted to do so, and the return time should be a few minutes before classes resume (12:17 PM for Grades 4 - 5 and 12:47 for Grades 1 - 3). All students are expected back in their classrooms when afternoon instruction begins.

Parents/guardians should send in notes on the days when students will be going home for lunch. The pick-up and drop off location for students going for lunch is the main door on Brookside Place. Notes covering the entire year are permitted. **Any changes in your child's daily routine should be detailed in a note to his/her teacher.**

Lunch and Recess (continued)

Students may bring their own lunches or purchase a hot, cold, or bagel bag lunch. Menus can be found on the district web site. **All lunches must be placed before 11:59 PM the evening before. Lunch can be ordered by clicking on: <https://cranford.pomptonianmenus.com/order>. If you need to edit or cancel an order, please email foodservice@cranfordschools.org no later than 8:00AM.**

Lunch can be ordered daily, weekly or monthly.

Lunchroom expectations:

- Students will walk to the cafegymatorium, enter the lunchroom, line up for their lunch or proceed directly to their seats.
- Students will sit with their homerooms. However, students will have the time during recess to socialize with friends from other classes.
- Students are to handle only their own food and papers properly.
- Students should finish food in the time allotted and clean their space when finished.
- 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 including using an “inside” voice. Consequences (in no specific order) for any infractions 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.
- 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.
- During inclement weather, the students’ recess time will be supervised in the classroom.

Recess expectations:

- Students should remain in their assigned areas (ex. playground, blacktop)
- Treat others respectfully and politely - keep hands to yourself.
- Take turns using playground equipment and the equipment properly.
- Follow the directions of the Lunch Assistants.

Parent / Guardian Concerns

If you have a question or concern, the first person to contact is your child’s teacher. Sometimes children’s descriptions of their school day or papers they bring home raise questions about the instructional program. When a teacher knows of a parent/guardians’s concern, she/he can provide information important in clarifying the concern and deciding on the best course of action. This is true whether the question is about your child’s performance, the general curriculum, or your child’s social interaction with other children. To reach your child’s teacher, please email their district email address or call the Main Office at 908-709-6244 and leave a message. Teachers are not able to leave the classroom, but they will return calls within a 24-hour period. At that time, you can outline your concern and decide whether or not a meeting is necessary.

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

If your concern persists after talking to the teacher and principal, you may want to discuss the situation with the Superintendent at 908-709-6202.

Parents / Guardians in the Classroom

Besides being involved in the PTA, serving as a class parent/guardian is another way to be active in the school. Several parents/guardians are needed to help with each classroom. Their main jobs are to coordinate special classroom activities, accompany class trips, and to help at class parties (although daytime availability is not a requirement). The PTA will solicit for class parent/guardian volunteers each fall and selections will be made. Some parents/guardians may also be interested in helping with a project in their child's classroom or visiting to talk about work or hobbies.

If you're interested in participating in some way, let your child's teacher know through a note, email or phone call. It's usually a good idea to wait a couple of weeks after school begins, when the class is settled into a routine and the teacher has a better sense of what kind of help would be most useful.

Parents/guardians participating or visiting a class and/or the school must report to the office immediately upon entering the building and sign a visitor sign-in book. A visitor's lanyard will be given at that time. Visits should be arranged with the teacher in advance.

Parent Teacher Association (PTA)

The PTA is an organization of dedicated parents and staff who work together to provide exciting and educational resources and programs for our students. Parents/guardians are encouraged to visit the BPS PTA website and follow their Facebook page. In addition, blast emails will be sent out by the PTA informing the community of upcoming events.

Pedestrian Safety Rules

Safety is a core value. Please follow these guidelines:

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

10. Do not play or walk on the railroad tracks - it is dangerous.

Physical Education

Students in Grades K - 3 are scheduled for physical education instruction one period per week. Students in Grades 4 and 5 are scheduled for physical education twice per week. Activities are designed to be enjoyable, age-appropriate, and planned to help students understand the importance of physical fitness. For safety reasons, no jewelry may be worn during physical education class and sneakers need to fit securely. Laces and/or Velcro are required. No slip-on shoes are permitted. A detailed explanation of this policy can be found in the Board of Education Policy Manual under #5142.4

Report Cards

Report cards are available via PowerSchool two times a year in Kindergarten and three times a year in Grades 1 -5. In addition to report cards, pupil progress is also addressed at parent/guardian and teacher conferences in the Fall. Spring conferences may also be scheduled by request.

Report Cards (continued)

Trimester Periods

1 st Trimester ends (59 days)	Wednesday	December 6, 2023
2 nd Trimester ends (59 days)	Friday	March 8, 2024
3 rd Trimester ends (59 days)	Wednesday	June 11, 2024

Report Card Distribution

1st Trimester	Friday	December 22, 2023
2 nd Trimester	Friday	March 22, 2024
3 rd Trimester	Tuesday	June 19, 2024

School Closing and/or Delayed Opening

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 on a particular day, or to make some other emergency alteration in the schedule. In these instances, the SwiftK12 Alert Solutions will be activated. Some reasons for school closing include: severe

storms; plant failures; energy problems; death of a prominent person, 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 pupils earlier, every reasonable effort will be made by our staff to advise responsible adult members of the household, transportation services (ex. after-care programs), and police. In these instances, the Swift K12 Alert Solutions will be activated. Occasionally, a planned professional activity of the staff will require an early dismissal of pupils. Well in advance of the early closing day, the school administration will notify pupils, parents/guardians, bus services and the Cranford Police Department so that necessary arrangements for the early dismissal can be made.

B. Emergency School Closings

When an 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 Swift K12 Alert Solutions will be activated which encompasses phone calls, text messages and emails. School closings will also be announced on TV35, Cranford's local access channel. School closings are also posted on www.cranfordschools.org.

School Closing and/or Delayed Opening (continued)

C. Delayed Opening

Announcements will be made on Radio Stations NJ101.5, WBUD, WNBC The Today Show, WABC, NJN News and TV35, just as "Schools Closed" announcements are made. Delayed openings are posted on www.cranfordschools.org. In addition, an announcement will be made via the Swift K12 Alert Solutions.

School Counselor

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

Sexual Harassment

It is the policy of the Cranford Board of Education to maintain an environment that is free from

sexual harassment. Sexual harassment shall consist of unwelcomed sexual advances, request for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member. A detailed explanation of this policy can be found in the Board of Education Policy Manual under #4111.12

Section 504

Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. If a parent/guardian has an inquiry about a 504 referral please direct the question to the Principal.

Section 504 (continued)

The 504 timeline is as follows:

1. Written request by parent/guardian submitted to the Principal
2. Completed Initiation of Section 504 Action Form is submitted to District 504 Coordinator.
3. The District Coordinator sends parent/guardian forms to be completed by the parent/guardian and physician. Forms are submitted back to the school.
4. 504 Committee collects data and holds the initial meeting to determine eligibility.
5. If a student is eligible, a plan is developed with the parent/guardian, teacher and committee members.
6. 504 plans are reviewed annually.

Soliciting and Selling

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

Special Education

The following special education services are currently being provided at BPS: Resource Replacement and In Class Support (ICS). Services are determined by the Child Study Team (CST).

Special Subject Area Classes

Each week the students in K-5 receive instruction in special activity areas which include physical education, art, music and library. Students in grades 1 - 5 also receive instruction in Spanish. Chorus is offered in Grades 4 and 5 and instrumental music is available starting in Grade 3 for string instruments and Grade 4 for band instruments.

Statement of Non-Discrimination

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

Questions or complaints of discrimination should be directed to:

Dr. Scott Rubin, Superintendent of Schools: 908-709-6202

Ms. Kristin Szawan, Director of Student Services / 504 Coordinator: 908-709-6218

Dr. Brian Heineman, Assistant Superintendent for Curriculum and Instruction: 908-709-6205

Mr. Michael Callahan, Director of Human Resources, Affirmative Action Officer and Title IX

Facilitator: 908-709-6207

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

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

Student Records Access - Special Note to Parents/Guardians

All student records and files are open to review by the parent/guardian of regular pupils 17 years of age or younger and are open directly to “Adult pupils” 18 years of age or older. The Cranford Board of Education has developed a policy to give complete access to students’ records in accordance with the requirements of the N.J. Administrative Code 6.1-6.8 (1996), and applicable federal law. A detailed explanation of this policy can be found in the Board of Education Policy Manual under #5125

Surveillance Cameras

Brookside Place School uses security cameras inside the building and around its perimeter to ensure the safety of all staff, students, and visitors, as well as to safeguard our facility from vandalism and theft. Cameras are deployed in locations best suited to accomplish these purposes.

Video recordings may be reviewed if there is a reasonable basis for doing so. Such viewing shall be consistent with Board policy and regulation.

Telecommunication 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.

Conditions and Rules for Use (continued)

3. Monitoring

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

4. Network Etiquette

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

- (a) Be polite. Do not send harassing, obscene, offensive, threatening, sexually oriented or otherwise illegal messages or depictions to other users.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
- (c) Do not reveal your full name, personal address or phone numbers of yourself, other students, staff or colleagues.
- (d) Note that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.

- (e) Do not attempt to read, delete, copy, modify, view, send or otherwise use, without permission, another user's account.
- (f) Do not use the Internet in such a way that 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-delivery, 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 denies 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.

Conditions and Rules for Use (continued)

6. Security

- (a) Telecommunications involves 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.

7. Vandalism and Harassment

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

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

8. Procedures for Use

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

Conditions and Rules for Use (continued)

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 website. 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 website without the receipt of prior written consent from the students’ parent(s) or guardian(s). Prior parent/guardian 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 parent/guardian 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.

Conditions and Rules for Use (continued)

12. Parental Notification, Permission and Responsibility.

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

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

Television Appearances and Photographs

Parent/Guardian consent forms will be collected through PowerSchool Ecollect Forms at the beginning of the school year to inform you and to request permission for your child’s photo/image and personally identifiable information to be published on the district and/or

school's website. Pursuant to law, we will **not** release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes but is not limited to; student names, photo or image, residential addresses, email address, phone numbers and locations and times of class trips.

Testing

Testing plays an important role today in every child's educational journey. Please remember that testing is only one way to measure student learning potential and retention of material. No test can measure everything that a student learns in school. Teachers may use tests, homework, classroom assignments, daily participation, projects, and anecdotal notes as means of evaluating student achievement. Standardized testing will be administered to students in Grades 3, 4 and 5 during the Spring of 2024. Specific details/schedules will be provided closer to the testing dates.

Traffic / Parking / Parking Lot

Parking is available along Spruce Street and Brookside Place (as well as Beech Street, Harvard Road and Brown Terrace) throughout the day. **The parking lot is reserved for staff only**. Please observe local street regulations to avoid a ticket. Thanks for remaining vigilant of small children around the entire school area including nearby streets. Drop off (including zones) and pick up procedures will be shared prior to the start of the school year with reminders as needed.

Visitation / Building Security

Parents/guardians are always welcome! Please make note of these procedures.

- All visitors during school hours need to have an appointment (advance notice) to enter the building.
- No visitors will be granted building access (unless they have a scheduled appointment) during the arrival window (8:20 AM - 8:50 AM and 12:20 PM and 12:30 PM) and the dismissal window (11:00 AM - 11:30 AM and 2:40 PM - 3:10 PM)
- All appointments will be entered in a Visitor Log. These appointments will be entered by BPS staff (teachers, staff, nurse or main office personnel).
- Upon arrival at the school all visitors must state the purpose of their visit and specify with whom they have an appointment.
- If the appointment is verified, the visitor will be buzzed into the security vestibule. Upon entering the vestibule, visitors will be asked to use the Raptor kiosk to scan their ID. Acceptable forms of ID include, but are not limited to, the following:
 - U.S. government-issued licenses;

- state identification cards;
- consular ID cards;
- active military cards;
- and passport cards (not the full passport)
 - * if you do not have one of the IDs listed above, please let the school know in advance for additional assistance
- The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system.
- The kiosk will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. All visitors will be required to wear the visitor's pass while in the school building.
- Once entry is approved and the badge is printed, the visitor is then buzzed through the second set of doors. They must report directly to the Main Office for further instruction.

Thanks for remembering to make advance arrangements with your child's teacher by written note, email or telephone when you would like to visit the school. We look forward to seeing you.