

WINFIELD TOWNSHIP SCHOOL
7 ½ Gulfstream Avenue
Winfield, NJ 07036-6697
908-486-7410
www.WinfieldSchool.org

STUDENT/PARENT HANDBOOK
2011-2012

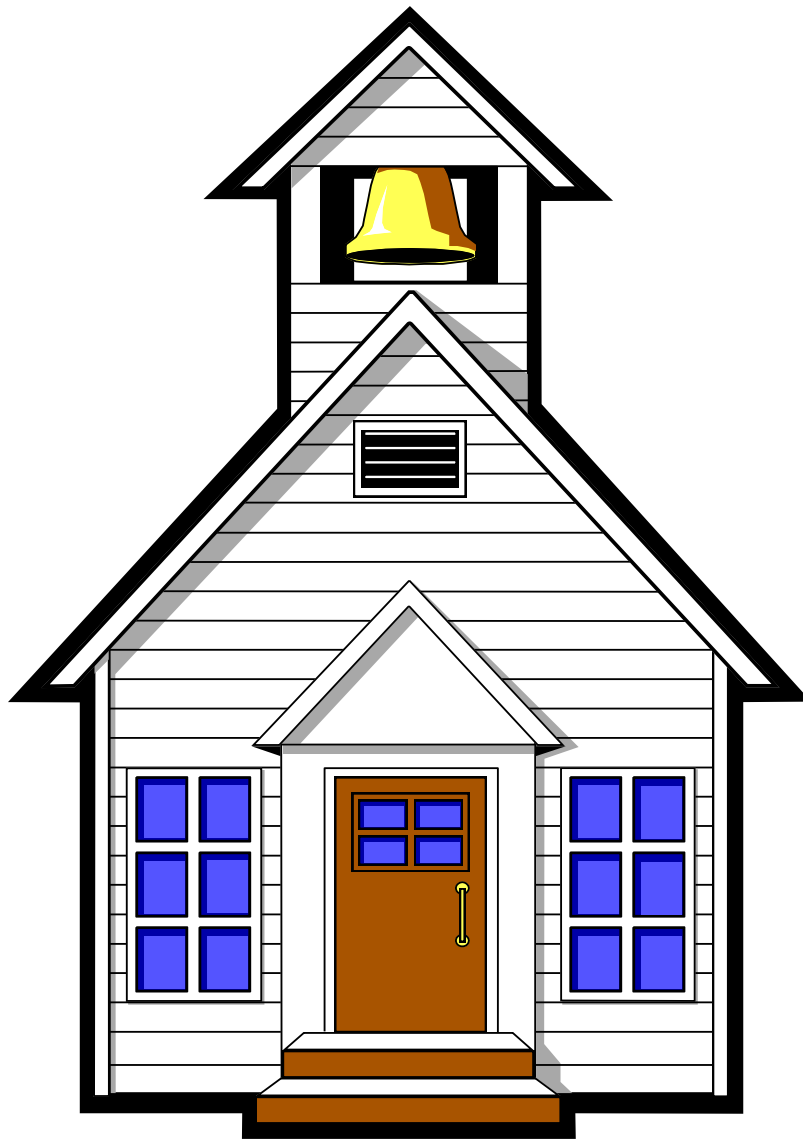


TABLE OF CONTENTS

Absences.....	Page 4
Access to Student Records	4
Admissions	5
Affirmative Action/Nondiscrimination	5
Alcohol and Drugs.....	5
Assemblies.....	5
Athletic Competition	5-6
Attendance/School Hours	6-7
Awards.....	7
Basic Skills	7
Bicycle Safety	7
Board of Education Meetings	8
Breakfast Program	8
Cafeteria Lunch Program.....	8
Changes of Address or Telephone.....	8
Class Parties.....	8
Class Trips	8
Co-Curriculum & Interscholastic Programs	9
Detention	9
Discipline Plan.....	9
Dismissal	10
Doctor and Dentist Appointments	11
Dress Code & School Uniforms	11,12
Emergency Information	12
Emergency School Closings/Delayed Openings	12-13
Fire Drills.....	13
Other Drills.....	13
Graduation & Graduation Awards.....	13-15
Gum	15
Health Services	16
Homework	16
Illness or Injury.....	17
Immunizations	17
Insurance.....	17
Interim Reports	17
Interruption of Classroom Instruction	17
Locker Searches.....	17
Lost and Found	18
Lunchroom Regulations	18-19
Marking System.....	19-20
Medication Policy.....	20
Moving Plans.....	20
Parent Conferences	20
Pets	21
Physical Education Dress	21
Playground Lunchtime.....	21
Progress Reports	21
Promotion/Retention.....	21-22
PTO.....	22
Report Cards.....	22

Safety Patrol23
School Books22
School Visitors23
Sexual Harassment23
Smoking.....23
Solicitation.....23
Special Education Needs23-24
Speech Therapist.....24
Student Code of Conduct.....24
Student Council24
Student Expectations24-25
Student Pictures25
Tardiness.....25
Telephone Calls26
Valuables26
Vandalism.....26
Video Surveillance27
Staff Assignments.....28

Please read the following school information carefully and share it with your children. The operation of the Winfield Public School and the safety, education and welfare of Winfield's children are our major concerns. Parental participation is an important part of quality education.

ABSENCES

Parents may call at any time to report pupils who are absent from school. You may use the answering machine to leave information and messages about pupil absences until 8 a.m. Between 8 a.m. and 8:30 a.m., you may speak with one of the office personnel to report an absent child. **PUPILS MUST BE REPORTED AS ABSENT BY PARENTS PRIOR TO 8:30 A.M.**

Parents should be aware of the Board policy regarding excessive unexcused absences from school. A summary of this policy is found as part of the Student Discipline Code that has also been distributed to parents. The major change in the administration of this procedure regards the parents' ability to provide excuses to justify excused absences from school. Most absences take place because the student has personal illness, the student's home has been quarantined or there has been a death in the immediate family of the pupil.

A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the administrator upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including child study team personnel and classroom teachers, if the total number of days attended does not fall below 150. Students attending fewer than 150 days of school will be retained in their current grade unless they have been assigned a tutor by the school district during an extended absence.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 20 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

The school will send letters to parents to inform them of the danger of such retention. The first letter is sent when the child's absences have reached 7. At that time, parents have 10 school days to provide documentation from their child's doctor or other source to certify that some or all of the days in question were actually excused absences. When the total of unexcused absences reaches 10, parents will receive another letter from the school. Parents will have an additional 10 days to provide documentation for absences 8, 9 and 10. Parents are asked to appear before the Board of Education to discuss their child's attendance status and the child's possible grade retention after 10, 12 and 14 unexcused absences. At the point when attendance of 150 days is no longer possible, parents will be informed that this child will be retained.

ACCESS TO STUDENT RECORDS

Parents have the right to review any records maintained by the school concerning their child. These records may be found in the main office, the health office (medical records), and/or the child study team office (for special education students). Such review requires that an appointment be set up with the Chief School Administrator or his/her designee. Additionally, such review will take place in the presence of the Chief School Administrator or his/her designee. Copies of documents will be handled in a confidential matter. The office should be informed of those individuals who have the right of access to the student's records.

ADMISSIONS

New Preschool students must be 3 years old and Kindergarten students must be 5 years old **on or before October 1st** of the school year in which they are enrolling. New first grade students must be 6 years old **on or before October 1st**. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and immunization records must be complete.

Upper level students who are transferring from other schools should arrange to provide copies of their

academic record to insure their admission to the proper grade level.

AFFIRMATIVE ACTION/NONDISCRIMINATION

Winfield Township School guarantees each student equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, handicap or racial or economic status and does not discriminate in admission or access to or treatment of/or employment in its programs. For information including plans and grievance procedure, contact District Affirmative Action Office/504 Officer, Alice Krihak at 486-7410.

ALCOHOL AND DRUGS

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus, buses, or at school functions is strictly forbidden. Violation of this rule will cause immediate suspension and will be reported to appropriate law enforcement agencies. Adult violators are subject to the penalties of law. Students who find themselves involved with serious alcohol and drug violations outside of school will be monitored by the school authorities.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students.

ATHLETIC COMPETITION

Interscholastic and intramural athletic competition is promoted as an extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience. We provide an excellent opportunity for students of all abilities to compete in athletic events. Restrictions can occur due to poor grades.

All students in Good Academic Standing may participate in extracurricular activities and interscholastic sports. Good Academic Standing requires students to have minimum of a "C" average in all subjects prior to the start of the activity and maintain it throughout the activity period. The final marking period of a school year will determine eligibility for fall activities.

Eligibility Criteria - Students receiving less than a C in any core academic subject areas or special subject area are ineligible to participate in interscholastic sports and/or co-curricular activities. Status may be reviewed throughout the marking period and eligibility will be re-instated at the discretion of the school administrator utilizing the following criterion:

1. Scholastic grades on individual tests, quizzes and other teacher graded assignments are a C or better.
2. Homework is completed
3. Students will be on a probationary period for one complete marking period.

ATTENDANCE PROCEDURES

Regular attendance is vital to a child's success at school. **An absence note signed by the parent or guardian must be sent with the child returning to school.** This note should be given to the classroom teacher. This will confirm the reason for your child's absence.

Children **are responsible** for any class work and/or homework missed during their absence. It is strongly suggested that every student make arrangements with a sibling or friend to obtain and deliver their work. Upon a child's return to school, teachers will provide assistance before or after regular school hours to any

child, as needed or requested. If an extended illness is anticipated, please contact the main office for home instruction procedures.

While vacations during the school year are frowned upon, it is understood that parents may not have complete control over their timing. If at all possible, we request that you make every effort to schedule vacations in accordance with the attached school calendar. However, should a vacation during the school year be unavoidable, please contact your child's teacher **at least one week prior to the vacation** in order that assignments may be developed and explained. As in any absence, **children are responsible for all assignments missed while on vacation. Vacation days are counted as unexcused pupil absences.**

ATTENDANCE/SCHOOL HOURS

Student Day:

Kindergarten – 8th grade

8:30 a.m. Start of School Day

3:00 p.m. Dismissal

Preschool A.M. – Monday –Friday

8:30 a.m. – 11:00 a.m.

Preschool P.M. – Monday -Friday

12:30 p.m. – 3:00 p.m.

Early Dismissal Days K-8 (No Lunch will be served)

8:30 a.m. Start of School Day

12:53 p.m. Dismissal

Preschool A.M.

8:30 a.m. Start of school day

11:00 a.m. Dismissal

Preschool P.M.

10:23 a.m. Start of school day

12:53 p.m. Dismissal

Delayed Opening K-8

10:00 a.m. Start of School Day

3:00 p.m. Dismissal

Preschool A.M.

10:00 a.m. Start of school day

12:30 p.m. Dismissal

Preschool P.M.

12:30 p.m. Start of school day

3:00 p.m. Dismissal

Full Day Credit

Student must be present for 4 hours of instruction

Half-Day Credit:

AM Absent/PM Present

Student absent in a.m.; arrives before 1:00 p.m.

AM Present/PM Absent

Student present in a.m.; leaves school after 10:30 a.m.

Tardy/(Late)

Student arrives at school between 8:37 a.m. and 9:37 a.m.

Temporary Absence from School

The School administration will authorize individual attendance approvals that require brief absences from school for medical and personal appointments.

Enforcement

The School administration will monitor student unexcused absences. When parent conferences, letters, and Board of Education conferences with the parents are not successful in causing the pupil to attend school regularly and on time, then complaints will be signed and the parent may be required to appear in court.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition is given for academics, sports, student government, clubs, attendance, and cultural achievements, to name just a few.

BASIC SKILLS

The district offers Basic Skills instruction in the areas of Language Arts and Math for students in need of reinforcement. Basic Skills is a formalized instructional program and is not to be considered a tutoring program. Basic Skills classes are scheduled from 7:45 a.m. – 8:30 a.m. Monday-Friday to avoid interrupting the regular academic program. Students will be scheduled according to needs from 1 to 5 days. Parents will be informed of student progress quarterly. Basic Skills instruction for the 2011-2012 school year will begin on September 19th. Parents will be notified in advance, via letter recommending their child participate in the program. Parents must agree and return the permission form to the school. If a parent feels their child needs Basic Skills services, they should contact the building principal to discuss the need.

BICYCLE SAFETY

Students must meet the regulations for bicycle safety as established by the Winfield Township Council.

BOARD OF EDUCATION MEETINGS

Regular monthly meetings of the Winfield Township Board of Education are scheduled to take place at 7:00 p.m. in the school library. Public participation is welcomed and strongly encouraged. If you would like to be placed on the agenda to discuss a concern, call the school at 486-7410. The dates are as follows: August 23, 2011, September 20, 2011, October 18, 2011, November 8, 2011*, December 20, 2011, January 17, 2012, February 21, 2012, March 20, 2012, April 16, 2012*.

BREAKFAST PROGRAM

A cold breakfast program is available for all students. The cost is **\$1.35**. Students who qualify for Free or Reduced lunch also qualify for Free or Reduced breakfast. The cost of the reduced breakfast is **\$.30 cents**. The breakfast program is held in the cafeteria from 8:10 – 8:30 a.m.

CAFETERIA LUNCH PROGRAM AND REGULATIONS

Students must remain in school for lunch. Nutritious hot and cold lunches are served daily in the school cafeteria. They may be purchased on a daily basis for **\$2.50**. In addition, the cafeteria offers many other items to go along with the daily lunch such as ice cream, chips, cookies, etc. which can also be purchased. Adult Lunch is **\$3.25**

Children are expected to be on their best behavior in the lunchroom. Failure to cooperate with either the teacher(s) on duty or the cafeteria workers will result in disciplinary action.

The district participates in the National School Lunch Program and families that qualify are eligible for Reduced Price lunch at **\$.40 cents or Free lunch**. Applications are distributed the first week of school. If your circumstances can be helped by free or reduced lunches, please apply!

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the office **immediately** if there is a change in your address or telephone number. **New work telephone numbers are important for emergency reasons.**

CLASS PARTIES

The following occasions are recognized as approved for the celebration of parties by classes: Halloween, Christmas, and the end of the school year. The day and time of such parties will be designated by the administration. Parties are limited to no more than one (1) hour and will be scheduled at the end of the instructional day. All other special parties **must** receive administrative approval in advance. Families wishing that their child not participate in class parties should let the homeroom teacher know in September.

CLASS TRIPS

Class trips occur periodically throughout the year. Trips are taken for educational purposes. **Adults, designated as class mothers/fathers,** will be invited to participate as chaperons on the various trips. Additional parent support may be requested. Bus capacity will dictate decisions on numbers attending any trip. The Board of Education will cover the cost of the bus, additional costs to be borne by the parents.

All children participating on a field trip **must** have a signed permission slip from a parent on file in the office. Children without signed permission slips will not be allowed to participate. Every attempt will be made to have the school cover the cost of basic classroom field trips.

CO-CURRICULUM AND INTERSCHOLASTIC PROGRAMS

The school offers many co-curriculum and interscholastic programs throughout the year. Examples of the programs are:

- a) Extra-curriculum sports (grades 5-8);
- b) Co-Curricular activities: assembly programs, field trips, student council, safety patrol, yearbook committee, etc.;
- c) additional activities may be offered during the school year.

All students in Good Academic Standing may participate in extracurricular activities and interscholastic sports. Good Academic Standing requires students to have minimum of a "C" average in all subjects prior to the start of the activity and maintain it throughout the activity period. The final marking period of a school year will determine eligibility for fall activities.

Eligibility Criteria - Students receiving less than a C in any core academic subject areas or special subject area are ineligible to participate in interscholastic sports and/or co-curricular activities. Status may be reviewed throughout the marking period and eligibility will be re-instated at the discretion of the school administrator utilizing the following criterion:

1. Scholastic grades on individual tests, quizzes and other teacher graded assignments are a C or better.
2. Homework is completed
3. Students will be on a probationary period for one complete marking period.

DETENTION

Detention will be given to any student who willfully violates the school rules for acceptable behavior. Such detention may be issued by a classroom teacher (class detention) or by the school administration (school detention). In any case, detention will last no longer than 4:00 p.m. on Monday through Friday. Parents are expected to make the necessary arrangements for the transportation of their child to their home, if necessary. The student will be excluded from any interscholastic games or co-curricular activities on that day.

Notification of detention arrangements will be made between the teacher or the school administration and the family.

Please understand that the purpose of detention is to serve as a reminder to children that every student deserves the right to the highest quality and safest education that may be provided. Parents are particularly asked to assist us at all times in this endeavor.

DISCIPLINE PLAN

The district has developed a detailed School Discipline Plan that will be distributed to families the first week of September. **Parents are required to sign the cover sheet and return it to the school office.** Your signature indicates that you have received the School Discipline Plan. The discipline guidelines should be kept on file at home for reference. Formal discipline notification forms will be sent home with the student on the day of an infraction.

DISMISSAL

The Board of Education has recently passed a new policy, *Pupil Supervision After School Dismissal*, regarding the dismissal of children. In an effort to ensure the safety of all students, and to see that children are dismissed according to the wishes of the parents, it is necessary for all parents to fill out the *Dismissal Request Form*.

The following procedures will be in place for dismissal (Regular Dismissal Days 3 pm, Early Dismissal Days 12:53 pm, Preschool Regular A.M. Dismissal is 11:00 a.m., Preschool Regular P.M. Dismissal is 3:00 p.m. Preschool A.M. Delayed Opening Days Dismissal is 12:30 pm):

1. Preschool and Kindergarten students will be dismissed through the front center doors on Gulfstream Avenue to a parent or parent designee listed on the *Dismissal Request Form*.
2. 1st through 3rd grade students will be dismissed through the front center doors on Gulfstream Ave. according to the submitted *Dismissal Request Form*.
3. 4th through 8th grade students will be dismissed through the door on the corner of Gulfstream Ave. and Atlantic Drive according to the submitted *Dismissal Request Form*.
4. Parents picking up younger children may have the option of having their older children dismissed through the front center doors on Gulfstream Ave.
5. If so noted on the *Dismissal Request Form*, homeroom teachers will dismiss students directly to those parents or parent designee at the above noted doors. Parents & Parent designee must come to the appropriate door and may not remain in their car.
6. Students on Safety Patrol whose parents are requesting parental pick-up will return to the school for dismissal directly to their parents at the front center doors on Gulfstream Ave.
7. Parents wishing to change the *Dismissal Request Form* must do so in writing.
8. If someone is not available to pick up the child according to the *Dismissal Request Form*, the child will wait in the office until the authorized person is available to pick-up the child.
9. If a parent or designee is running late, if possible, the main office should be contacted with the

approximate time of arrival at 908 486-7410

10. As per policy, "If a parent/escort is more than twenty minutes late to pick-up a supervised pupil for any reason, a fee of \$50.00 will be imposed."
11. In cases of unscheduled early dismissal days (ex. weather emergency) or other emergency parents will be contacted directly by the school with additional information.

DISMISSAL & PRESCHOOL PICK-UP

Winfield Board of Education policy states that no Preschool students will be dismissed unless accompanied by a parent or a guardian.

Children will not be allowed to leave school with anyone other than individuals listed on the student's Dismissal/Emergency Forms.

DISMISSAL PRIOR TO THE END OF THE SCHOOL DAY

If for any reason it is necessary for a student to leave before dismissal time, that student **must** wait in the main office to be signed out by a parent or guardian. If someone other than a parent or guardian is to pick up the child, the parent or guardian must inform the school in writing and call the office to notify the school. School officials are not permitted to release pupils to minor children, to any person except the parent(s) or guardian(s), or to those persons the parent/guardian has indicated as "emergency contacts" on the Pupil Emergency Card. There are occasional special circumstances or specific needs. In those instances, and for one day only, the parent(s) or guardian(s) may designate in writing a person different than the one listed on the Pupil Emergency Card as the person to whom the child(ren) should be released.

DOCTOR AND DENTIST APPOINTMENTS

Parents and guardians are expected to make every effort to schedule student doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Physicians and dentists will freely give "appointment kept" notices or slips to the pupils on request. These "appointment kept" notices or slips, when presented to school officials, certify that the absence or lateness is an "excused" one and it won't be counted against the student when applying the School Discipline Code provisions to pupils with excessive absence or tardiness.

DRESS CODE & SCHOOL UNIFORMS

The Winfield Township School believes that a reasonable student dress code bears a direct relationship to the goal of fostering an environment conducive to discipline and learning. The code is fairly enforced and it is related to a sound educational goal. Our student dress code has been developed to assure consistency and appropriateness in the regular classroom setting, as well as in special school situations. The school is interested in order and discipline rather than uniformity. The dress code has been established to govern school hours and school activities.

When it comes to a display of speech and political expression, the rule we will apply is whether it causes disruption or inattention within the educational setting. In all cases of health and safety hazards, we will rule in favor of protecting all students.

The Dress Code will be reviewed annually to assure that it is maintaining a reasonable environment of dignity and respect in our school.

Grades Preschool - 8

1. All school attire shall be neat, clean and reflect an appearance of modesty and good taste.
2. **Apparel shall not be tight fitting, sheer, brief, low-cut, or revealing above or below the waist as to be embarrassing, indecent or disruptive to the school setting.**
3. Half-shirts, halter-tops, tube tops, tops with spaghetti straps or bare-shouldered tops are not

- permitted. Sundresses with straps are permissible. Articles of clothing intended to be worn as undergarments are not permissible attire for outerwear. Sweatshirts, warm-ups, and T-shirts are permitted, if they are not torn and if they are not cut or tied to expose the midriff.
4. Short shorts, cut-off shorts, or swimsuits are not to be worn. Dresses and skirts shall extend to the fingertips of the pupil when the arms are placed at the pupil's side.
 5. Outdoor jackets and hats are not to be worn in school. If the school is experiencing heating problems, exceptions can be made.
 6. Footwear is required. Plastic beach thongs, flip-flops and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer on stairs. Heelies are not allowed within the building or on school grounds.
 7. Graphics that are suggestively obscene or offensive on a garment are prohibited (e.g., alcohol, drugs, obscenities, or words or phrases with double meaning).
 8. Nonprescription sunglasses, glazed and/or tinted glasses are not to be worn in the school building.
 9. Any student attending any school function (field trips, dances, activities during or after school hours, etc.) will not be permitted, to attend unless properly attired. Proper attire would be considered the student dress guidelines, unless otherwise designated.
 10. Students should maintain a neat and well-groomed appearance at all times. Parents must share in this responsibility.
 11. Other quasi-attire shall be permitted so long as it does not foreseeably or actually cause disruption, disorder, or a clear and present danger. "Quasi-attire" means armbands, buttons, pins, or other methods of symbolic expression.
 12. Electronic devices, such as CD players, cassette players/recorders, and radios shall not be turned on or worn during school hours or on school grounds, since they can reasonably be expected to cause distraction or disruption to classes. The school prefers that these items not be brought to school. When infractions occur, the equipment will be removed from the student and stored until the end of the day. These items are not recommended for field trips.
 13. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or club instructor.
 14. All interpretations and decisions on the student dress guidelines shall be made by the building principal.
 15. For special activities, student dress guidelines may be waived for the day by the school administrator.
 16. Baseball caps are not permitted to be worn inside the school building.
 17. NO JEWELRY, DEEMED BY THE SCHOOL ADMINISTRATION AS DISRUPTIVE AND/OR UNSAFE, WILL BE PERMITTED DURING THE SCHOOL SESSION.
 18. No skateboards permitted on school grounds during the hours of 8:30 a.m. - 3:15 p.m.
 19. Cell Phones (Please refer to the new district policy at the end of this handbook.)

Enforcement:

Students not conforming to the Dress Code shall be disciplined by the Principal in accordance with other Board policies.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS

1. **Before School Starts:**
Emergency Information message calls via our emergency message system will be made to families who have signed up. If it begins snowing or there is an emergency before your child leaves for school, additional information can be found **on line at <http://nj1015.com>** for announcements regarding school closings. In addition, two blasts on the fire station horn at 7:00 a.m. will indicate that school is closed for Winfield students.
2. **Delayed School Openings:**
Parents will be notified via phone through our emergency information system .
3. **After the School Day Begins:**
In the event of an emergency after school has begun (inclement weather, boiler breakdown, etc.) you will be contacted should it be necessary to close school. If you cannot be reached personally, the people listed on the student emergency card will be contacted. An emergency phone list will be compiled so that every Winfield school family receives only one call. Remember, this will only be used if an emergency arises DURING SCHOOL HOURS.
4. In the event of a safety and security dismissal, students will only be released to their parents/guardian.

FIRE DRILLS/EMERGENCY LOCKDOWN DRILLS

Fire drills are held once a month to provide building evacuation practice. Students are expected to follow their teacher's directions and quietly exit the building. Exit directions are posted in every classroom. The school will also hold a practice for emergency weather conditions. Emergency Lockdown/Safety drills will occur once per month for a duration of 15 minutes. No one will be allowed in or out of the building at that time.

OTHER DRILLS

Other drills including weather and evacuation drills will be conducted with the district Emergency Plan.

GRADUATION & GRADUATION AWARDS

The projected Graduation Ceremony for the 8th grade Class of 2012 will be on June 19, 2012. The final date will be determined based upon David Brearley High School & Union County Vocational-Technical High Schools graduation and Winfield School final day of school. The Board of Education has recently revised the requirements for the Valedictorian, Salutatorian and other awards. The requirements are as follows:

8th Grade Commencement Awards

The following awards / honors are given at the Eighth Grade Commencement:

- Valedictorian
- Salutatorian
- Reading
- Language Arts
- Math
- Social Studies
- Spanish
- Science
- Art
- Music/Drama
- Honor Society
- Creative Writing
- Poetry
- Physical Education

The requirements for the awards / honors are as follows:

- Valedictorian
 1. A score of proficient in all areas of the NJASK grade 6 and 7.
 2. Highest overall class rank
 - a. Class rank is determined using the 7th and 8th grade academic classes of:
Language Arts
Math
Reading
Social Studies
Science
Spanish
Algebra (will have a weight of 1.5) unless an Algebra class is not offered then the Math grade shall be calculated with a weight of 1.0)
 3. A final grade of 90 and above in each individual subject listed above for the 8th grade year.
 4. For the 7th grade year an overall combined average of 90 or above for all the subjects listed above.
- Salutatorian
 1. A score of proficient in all areas of the NJASK grade 6 and 7.
 2. Second highest overall class rank
 - a. Class rank is determined using the 7th and 8th grade academic classes of:
Language Arts
Math
Reading
Social Studies
Science
Spanish
Algebra (will have a weight of 1.5) unless an Algebra class is not offered then the Math grade shall be calculated with a weight of 1.0)
 3. A grade of 90 and above in each individual subject listed above for the 8th grade year.

4. For the 7th grade year an overall combined average of 90 or above for all the subjects listed above.

- Individual Academic Awards (Reading, Language Arts, Math, Social Studies, Spanish, Science)
 1. Highest combined grade point average in the subject area for grades 7 and 8.
 2. Math award is granted to the student with the highest combined grade point average in 8th grade Algebra (unless an Algebra class is not offered then it shall be awarded to the student with the highest grade point average in Math) and 7th grade Math.
- Art
 1. Highest combined grade point average in the subject area for grades 7 and 8.
- Music/Drama
 1. Highest combined grade point average in the subject area for grades 7 and 8.
- Physical Education
 1. Participation in sports program 5th through 8th grade
 2. Demonstrate good sportsmanship
 3. Highest combined grade point average in the subject area for grades 7 and 8.
- Creative Writing
 1. Based upon the recommendation of the Language Arts teacher and the Middle School Teacher Committee.
- Poetry
 1. Based upon the recommendation of the Language Arts teacher and the Middle School Teacher Committee.
- Honor Society
 1. Students who have earned Honor Roll status for a minimum of 20 times 3rd grade through 8th grade
 2. The above will be prorated for students who move into the district after 3rd grade.

For additional information please refer to Board Policy #5127

GUM

Our school has a three-part policy that governs the use of gum during school hours: 1) NO GUM, 2) NO GUM, 3) NO GUM! Students are expected to comply with all aspects of this policy.

HEALTH SERVICES

A number of health and health-related services are available through the school. Among them are:

- 1) **Physical Examinations and Screenings**
A physical exam is required for every student upon entry to school, and shall be conducted by a physician/medical home of the student. A Physical Report must be sent to the school (forms are available at school). If the student does not have a physician/medical home, an exam can be provided. Vision and Hearing screenings for all students are given on a yearly basis by the nurse.
- 2) **Emergency Cards**
Emergency cards will be distributed in the first day packed each school year. These must be filled out and returned the first day of school. Parents are asked to provide work numbers and at least two local telephone numbers of people whom we may contact if the parent is not available. Do not list persons who are working, unable to drive, or unavailable during school hours.
PLEASE NOTIFY THE SCHOOL NURSE IMMEDIATELY OF ANY CHANGES TO THE EMERGENCY CARD.
- 3) **Immunizations**
Immunizations are reviewed annually to be sure all student records are up to date. The nurse would appreciate your forwarding verification from the physician when any booster is given.
- 4) **Home Instruction**
Home instruction is available for students who may be absent for an extended period of time. A physician's note listing the diagnosis, probable duration of illness, and a recommendation for bedside instruction is required in order to initiate the process. A written request from the parent is also required.
- 5) **Miscellaneous**
The office is to be notified immediately if a student has a communicable disease. A note, signed by the attending physician, is required before a student may return to school. A note from the doctor is also required if a student is to be excused from Physical Education or recess for any length of time.

HOMEWORK

Homework assignments are an integral part of the learning process. They are designed not only to augment classroom instruction but also to promote self-discipline and a sense of responsibility among students. Homework is designed to enhance but not replace or reduce the need for classroom work or supervised study.

Homework will be varied to include both long term and nightly assignments, which will include reinforcement, research, and creative project activities. Homework will be assigned at a level that students can accomplish independently. Failure to complete homework can be considered as an uncooperative act.

ILLNESS OR INJURY

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. Parents are expected to make arrangements to pick up their child when the school staff feels that this action is necessary.

IMMUNIZATIONS

State Law requires that every student who is admitted to public school must have evidence of a successful vaccination as required by the State of New Jersey.

INSURANCE

The Winfield Township Board of Education, in cooperation with an insurance firm, makes school accident insurance available to all students. Details of a school insurance plan, a 24-hour a day plan, and the cost of each, are explained in a letter to parents distributed in September. Purchase of school insurance is voluntary. If you do not have student coverage, this plan may be helpful during student emergencies.

INTERIM REPORTS

An interim report is issued to students who are having difficulty or who are in danger of failing for the marking period. An interim report may be issued to students who are showing improvement in their work or are doing outstanding work. The report is sent home approximately 15-20 days before the report card is issued. A drop in one grade will not necessarily result in an interim report, if the student is producing satisfactory work.

INTERRUPTION OF CLASSROOM INSTRUCTION

Parents can help us eliminate interruption of classroom instruction by eliminating spur-of-the-moment requests. For example:

1. Request permission for a child to leave early by writing a note and having permission granted in the morning.
2. See that your child is prepared with daily needs such as lunch, lunch money, sneakers, homework, etc.
3. Always check in at the main office to secure a Visitor's Pass before proceeding to your child's classroom.

LOCKER SEARCHES AND INSPECTIONS

Students in Grades 5 to 8 are issued lockers for their use in the Winfield Public School. Assembly Bill #422, effective June 26, 1985, authorizes the search of students' lockers or other storage facilities by the principal or other official designated by the local Board of Education. The law provides that these inspections may take place as long as written notice is given to the students at the beginning of each school year that such inspections may be made. The lockers are property of the Board of Education.

In compliance with this law, this is to notify our students and their parents that inspection of the aforementioned areas will be on-going during this school year at Winfield School.

LOST AND FOUND

Any large items lost on school property such as lunchboxes, backpacks, clothing, etc. may be found in a box located in the main office. Smaller items such as jewelry, notebooks, etc. will be kept in a secure location in the main office if they are turned in. Items not claimed by July 1st will be donated to needy organizations.

LUNCHROOM REGULATIONS

The Winfield Township School provides a daily hot lunch program that meets the requirements of the National School Lunch Program. The menu selection is under the direction of the cafeteria manager/food service company.

The lunchroom schedule is developed each year so as to balance the student lunchroom seating count. The specific time periods are reviewed each summer in conjunction with the master schedule.

The same general rules for behavior apply in the cafeteria as in the classroom. Students are expected to behave in a reasonable manner. Seating will be announced and directed by the teachers on duty. Classes will generally sit together.

The line up for milk/lunch will be under the direction of the teacher-in-charge. Monies necessary for the purchase of lunch items will be handled by the cafeteria manager. Lunch prices will be posted. Students who qualify can receive reduced price or free lunch, based upon the application data submitted to the school in September.

The monthly menu will be distributed in advance with the School Newsletter. Menu changes can be expected when food commodities dictate emergency changes, or there is a delayed opening.

LUNCHROOM PROCEDURES FOR STUDENTS

1. Students are expected to make sure their lunch orders are accurate and recorded on the daily lunch count list. Failure to order a hot lunch may result in an alternate cold lunch.
2. A hot or cold lunch may be purchased in the cafeteria. In addition, milk, juice, ice cream and other desserts may be bought. There is one serving line. While in line, students must wait their turn.
3. Proper behavior is expected of all students in the cafeteria. This includes: appropriate eating habits, no popping of bags or milk cartons, no throwing of food, utensils or other items, no visiting other tables and following the directions of the teacher-in-charge*.
4. No group of students will be dismissed until the table and the floor around the table is clean and ready for the next lunch period.
5. No one is to leave the cafeteria during the lunch period without permission. Lavatory passes regularly required in other classes will not be required of lunch students.
6. Students should speak softly while in the cafeteria.
7. The teacher-in-charge will establish the rules to be followed prior to dismissal.
8. Students who fail to follow the above rules will be reported to the office for disciplinary action. Eating in the cafeteria is a privilege.
9. Lost or forgotten lunches should be labeled and given to a lunchroom supervisor in the cafeteria.
10. Lunches that are turned into the office by a student or parent/guardian are sent to the classroom prior to lunch. It is the student's responsibility to check and see if his/her lunch has been brought in.
11. Classes are in session during each lunch period. Student cooperation is necessary so as not to disturb the classes as you move through the hallways.
12. It is expected that all students will eat lunch daily. When it is deemed that this rule is not being followed, contact with the family will be initiated.
13. Lunch will not be eaten in the library or on recess playground.

*An abbreviated list of “Lunch Rules” is posted in the cafeteria for student reference.

MARKING SYSTEM

KINDERGARTEN

- E - Excellent
- G - Good
- N - Needs Improvement

GRADES 1 – 4 Academic Subjects

GRADES 5 - 8 All Subjects

- | | |
|----------|--------------------------------------|
| 90 – 100 | A - Outstanding Achievement |
| 80 – 89 | B - Above Average Progress |
| 70 – 79 | C - Average Progress |
| 65 – 69 | D - Below Average Progress - Passing |
| Below 65 | F - Below Average Progress - Failing |

Grades will be listed numerically on Report Cards

SPECIAL SUBJECTS for GRADES 1-4

- O - Outstanding
- S - Satisfactory
- NI - Needs Improvement

INCOMPLETES

When a pupil does not complete work missed for absence or other reasons, he/she will receive an "incomplete" for the marking period. Pupils will be given 10 school days following the end of the marking period to make up the missed work.

If work critical to the pupil's understanding of the subject is not made up, the grade for missing assignments will be considered "F" and final grade adjustments will be determined.

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete will report to the pupil the work he/she has missed and citing the consequences mentioned above.

HONOR ROLL

Students in grades 3-8 are eligible to be recognized as Honor Roll student utilizing the following criteria
Grades 3-4 High Honor Roll – 90 and above in all academic subjects and O or S in Special Subject areas.

Grades 3-4 Honor Roll – 80 and above in all academic subjects and S or above in Special Subject areas

Academic Subject Areas include: Language Arts, Reading Spelling, Math, Social Studies, Science & Spanish

Special Subject Areas include: Music, Physical Education, Library, Computers/Technology, Art & Health

Grades 5-8 High Honor Roll – 90 and above in all subject areas (classes)

Grades 5-8 Honor Roll – 80 and above in all subject areas (classes).

MEDICATION POLICY

No student is to carry medication to the classroom. If it is necessary that medication be taken during school hours, the following is required:

- a) A note from the prescribing doctor,
- b) A note from the parent, and
- c) The medication must be in a prescription bottle, labeled with the name of the child, the current dosage, the date of the prescription, the prescription number, and the name of the doctor. Medication must be given to the School Nurse.

According to New Jersey State Law, only the nurse is permitted to dispense medication. Please keep this in mind when sending medication to school.

Non-prescription medications (such as Aspirin, Tylenol, Cough Syrup, Midol, etc.) may not be administered except on written order from a physician. Parent's phone instructions and written requests are unacceptable.

MOVING PLANS

Please notify the main office as soon as possible if you plan to move out of Winfield Township. Health records and transfer cards must be prepared and picked up at the office by a parent on the last day of student attendance. Student records are mailed directly to the new school district upon their request.

PARENT CONFERENCES PRESCHOOL - GRADE 8

FALL CONFERENCES

Monday, October 17, 2011	Afternoon
Tuesday, October 18, 2011	Evening

SPRING CONFERENCES

Tuesday, February 21, 2012	Evening
Wednesday, February 22, 2012	Afternoon

PETS

Pets, of any kind, are not allowed at school without permission. The Principal may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. We prefer that the visit be for only the time necessary to enjoy the pet lesson.

PHYSICAL EDUCATION DRESS

Children are required to wear sneakers in the gym in order to participate in Physical Education activities. Failure to wear sneakers will be considered as being unprepared for class. Due to safety reasons, hanging jewelry such as dangling/hoop earrings are not allowed.

PLAYGROUND - LUNCHTIME

Students will be given an opportunity to benefit from a lunchtime recess with an outside playground period. **For safety reasons, sneakers are highly recommended.** Students will be instructed about safe playground behavior and will be required to follow appropriate playground rules.

Students who act inappropriately may receive "time out" or be denied playground privileges.

Parents are requested to reinforce these safe practices at home.

1. Students are to act in a safe manner.
2. Fighting, tackling, wrestling and body contact games are not permitted.
3. Throwing any objects that would jeopardize the health and safety of others is prohibited.
4. Students are not to be in the building during their assigned outdoor recess time.
5. Eating food outside is not permitted.
6. Hard balls are not allowed at school.
7. Students should play only in designated areas.
8. Students must obey all safety rules and use caution when playing on the playground equipment.
9. Students are not to engage in any activities that are harmful to their safety or the safety of others.
10. If students have any questions or doubts about any playground games or activities they are to ask their teacher.

PROGRESS REPORTS

First Marking Period	October 11, 2011
Second Marking Period	December 19, 2011
Third Marking Period	March 1, 2012
Fourth Marking Period	May 14, 2012

PROMOTION/RETENTION

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern coincides with the system of instructional objectives established for each pupil.

Adjustments in grade level subject instruction are considered an option for students who excel in specific subject areas.

Pupil promotion shall be related to district goals, objectives, and pupil proficiency with particular reference to basic communication and computation skills. Pupil retention shall be considered when:

1. The student is not achieving minimum proficiency levels in basic communication and computation skills.
2. The student is achieving significantly below ability and grade level.
3. Retention would not cause an undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefiting the child totally.
5. Parents or the legal guardian request retention.

P.T.O.

The Winfield School P.T.O. (Parent Teachers Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled during the year and they are announced in the School Newsletter.

Each year the P.T.O. sponsors several moneymaking projects. With the help of all parents, these projects can be very successful. They allow the P.T.O. to fund many important activities at the school. **All PTO information/flyers will be on blue paper. Please watch for them.**

REPORT CARDS

Report cards for grades 1-8 for the upcoming 2011-2012 school year will be issued on the following dates:

First Marking Period	November 21, 2011
Second Marking Period	February 3, 2012
Third Marking Period	April 17, 2012
Fourth Marking Period	June 20, 2012 or last day of school

Report cards for Preschool & Kindergarten for the upcoming 2011-2012 school year will be issued on the following dates:

Wednesday, December 7, 2011
Monday, March 12, 2012
Wednesday, June 20, 2012

Report card envelopes must be signed and returned to the classroom teacher. Final report cards are not issued until all materials or book fines have been submitted to the classroom teacher in June.

Progress reports may be sent home or phone calls made to indicate a student's success or weaknesses during a marking period. Parents are encouraged to contact the classroom teacher with any questions or concerns they may have. If a parent wishes to meet with a teacher at times other than those already scheduled for parent conferences, please contact the teacher through the main office and a mutually agreeable time will be arranged.

SAFETY PATROL

Safety Patrol members will serve their school by conducting street corner, playground recess & dismissal patrol during the school year.

SCHOOL BOOKS

Students are responsible for all books and workbooks issued to them. Books are very expensive and should be treated with care. No writing is permitted in the hard cover books and **book covers must be used to protect them.** Do not use contact paper. In case of damage or loss, the student is monetarily responsible for any replacements. Books average \$25.00 each.

SCHOOL VISITORS

When entering or leaving the school building, **a parent or visitor must report to the MAIN OFFICE to sign in, state the reason for visiting and the times of both arrival and departure.** A visitor's badge will be issued and must be worn while in the building. It is absolutely necessary for the security of the students and staff that this procedure be adhered to at all times. The office will handle the distribution to students of items dropped off at school. We ask everyone's cooperation in keeping our hallways free of visitors. The principal must be notified when there is a potential issue surrounding child custody rights.

SEXUAL HARASSMENT

It is the policy of the Winfield Township Board of Education to maintain a working/learning environment that is free from sexual harassment. Any complaints will be investigated thoroughly as detailed in the board policy.

SMOKING

Smoking is strictly forbidden during school hours. Students are neither to carry nor use tobacco products of any kind. The School Discipline Code will be followed in the event that an infraction or infractions occur. New Jersey law prohibits everyone from smoking on school property and during school functions (trips, athletic games, etc.) Please refrain from smoking on school grounds.

SOLICITATION

Students are not to be solicited for money unless the principal has approved a project. Any sale of items to be conducted at the school by students for community drives or for other reasons, is to be approved by the Chief School Administrator.

SPECIAL EDUCATION NEEDS

The Winfield Township Board of Education is dedicated to providing a continuum of educational programs and services for all handicapped students between the ages of three and twenty-one.

In accordance with N.J.A.C. 6:28-1 et seq., the Board will make every effort to provide this continuum within the framework of the regular school program, providing whatever supplementary tutelage is indicated by the pupil's individual education plan.

If the child study team reports that the pupil will not benefit from mainstreaming, the Board shall endeavor to provide, within the system, facilities for special classes at all levels whenever possible. When appropriate facilities are not available, the Board shall provide special education in, and when necessary, children's

transportation to, other districts or special schools.

SPEECH THERAPIST

A speech therapist is available and visits the school up to two days per week. Students who are referred by their teachers may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist.

STUDENT CODE OF CONDUCT

1. I am respectful of myself and others.
2. I am responsible for my own actions.
3. I am respectful of my environment and all things in it.
4. I use a positive attitude to deal with all situations.
5. I act in a safe manner.
6. It is my responsibility and job to learn.

STUDENT COUNCIL

Winfield School has a very active and effective student council. The purpose of the council is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in the areas of academics, sports and fund raising.

Student council elections are held in the fall. A representative is elected from each class (Grades 5-8) to serve on the General Council. A school-wide election is held to select a president and vice president. All members of the student body are encouraged to participate in the activities of student government.

STUDENT - EXPECTATIONS

1. Demonstrate respect for people and property
Students are honest, courteous and polite.
Students respect the property of others.
Students accept the rights of others to their own opinions.
Students settle differences peacefully.
Students display good sportsmanship at school-related functions.
Students participate in the maintenance and cleanliness of school facilities and property.
2. Take responsibility for their own behavior and learning
Students recognize that school is work and academic development is the primary purpose.
Students complete all homework, class work and exams.
Students make personal choices based on reasonable decision-making processes.
Students accept constructive criticism and disagreement when necessary and appropriate.
Students accept the consequences of their actions.
3. Use time and other resources responsibly
Students attend school regularly and punctually.
Students use study periods and library time for schoolwork.
Students use books and other equipment appropriately.
4. Share responsibilities when working as members of a group

Students cooperate, contribute and share in the work of the group.
Students accept and assume leadership when appropriate.
Students listen to the points of view of others.

5. Meet the unique requirements of each class

Students participate actively in class work.
Students follow class rules and procedures.
Students bring to class textbooks, clothing and other materials necessary for participation.
Students observe rules for safe handling of class equipment and materials.

6. Monitor their own progress toward objectives

Students record and maintain records of progress.
Students plan courses of study and schedules.
Students seek assistance from school staff members and peers.
Students value the relationship of learning to everyday life.

7. Communicate with parents and school personnel about school-related matters

Students take time to discuss academic learning and school progress with parents and school personnel.
Students transmit information to parents and return responses to appropriate school personnel when requested.
Students know the appropriate people to involve when a problem occurs.
Students outline with parents and teachers a clear and concise educational goal for the school year.

STUDENT PICTURES

Student pictures will be taken during the early part of the school year. Some years, pictures are also taken in the spring. Parents will be notified in advance of the date for the pictures and any purchase options available. Fall pictures are usually back in time for the winter holidays. Pictures for Fall 2011 and Panoramic picture will be taken on Tuesday, September 20, 2011. Retakes will be taken Thursday, October 27, 2011. Spring Pictures will be taken Thursday, March 8, 2012.

TARDINESS

Any student arriving after 8:37 a.m. (grades K-8) is considered tardy. It is disruptive to classroom procedures when students are late. Before going to class, the student must report to the main office. Please make every effort to arrive on time. Continued tardiness will result in disciplinary action. Parents should consult the regulations on Tardiness that are found in the Student Discipline Code for more information, especially penalties, about tardiness.

TELEPHONE CALLS

In case of emergency, the office will call the parent. Failure to bring textbooks, homework assignments, sports uniforms or equipment, will not be considered as emergencies. Please review your child's daily schedule and promote student responsibility with regard to special activities such as music, gym, art, etc.

USE OF TELEPHONE AND ELECTRONIC COMMUNICATION DEVICES

It is the policy of the Winfield Board of Education that no student shall possess or use an electronic paging device, beeper or cellular telephone while on school premises, or while under the authority of the school, or while attending any function sponsored or authorized by the school, except that a student

may possess and use an electronic paging device, beeper or cellular telephone upon prior written consent of the student's parent/guardian and the Chief School Administrator or the Chief School Administrator's designee. Such conduct will be granted only upon a showing of medical necessity or other compelling reason as may be determined by the Chief School Administrator.

Classes (i.e., the instructional process) will not be interrupted to advise faculty, staff or pupils that a message has been received unless an emergency exists. **Use of cell phones and beepers by faculty and staff during instructional class time or student activities is prohibited except for extreme emergencies.** Likewise, faculty members will not be called out of class to accept telephone calls unless they are of an emergency nature.

If a pupil telephones his/her home and requests that a parent/guardian bring an item to the school, the parent/guardian **must bring the item to the office.** It will be the pupil's responsibility to stop at the office to obtain the item. No classes will be interrupted to tell a pupil that the requested item is in the office.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

VANDALISM

"The parents or guardians of any pupil who shall damage school property shall be liable for damages for the amount of the injury to be collected by the Board of Education in any court jurisdiction together with cost of such." (Title 18A37-3) Violation of this policy will be cause for disciplinary action that may include in-school suspension, out-of-school suspension, or recommendation for expulsion.

VIDEO SURVEILLANCE

Winfield School has installed a video surveillance system which provides a full view of all entrances and corridors which are monitored through two stations in the main office. The system also maintains records for 21 days.

The system is designed to enhance the safety and security of the school building during the day, evenings and weekends. District personnel are able to view those entering and exiting from all entrances, to view deliveries at the delivery entrance and to provide an additional level of assistance to the police department in the case of an intruder. After hours, should a break-in occur or a door be found to be ajar, the police will be able to view the premises prior to entering the building. Should a security incident occur during the school day, the authorities will be able to accurately assess the movement of people within the building.

WINFIELD TOWNSHIP SCHOOL

**STAFF ASSIGNMENTS
2011-2012**

Superintendent of Schools	Alice Krihak	
Board Secretary/Bus. Administrator	Thomas West	
Preschool	Deborah Russell	
Preschool Aide A.M.	Joanne Viteka	
Preschool Aide P.M.	Donna Perez	
Kindergarten	Celeste Wright	
Grade 1	Colette Bapst	
Grade 2	Patricia Pfeifer	
Grade 3	Kristina Barabas	
Grade 4	Jacqueline Dickert /Shannon Flannery	
Grade 5	Chris Cahill-5-8 Soc. Studies, 5 Language Arts	
Grade 6 Homeroom Teacher	Patricia Lardieri 5-8 Science	
Grade 7 Homeroom Teacher	Lynn Bakazan 6-8 English, Reading & Literature	
Grade 8 Homeroom Teacher	Andrew Ciriaco 5-8 Math	
Resource Center	Geraldine Paez	
Resource Center	Donna Sykes	
Resource Center	Deanna Castello	
Computers	Lardieri-1,3,6, Sykes-2, Dickert-4, Ciriaco-5,Paez-7 & 8	
Physical Education/Health (G-8)	Gregory Hoffman	
Art (5-8) (K-4)	Rachel Razza	Tuesday & Thursday
Nurse/Health (5-7)	Janice Greatorex	
Music (K-4) (5-8)	David Lerner	Monday & Wednesday
Librarian (K-4)	Lucia Dominguez	
World Language	Lucia Dominguez	M, Tues, Thurs & F.
School Secretary	Gail Lehotsky	
School Secretary	Rosa Italiano	
Head Custodian	Scott Douglas	
Custodians	M. Heuser, J. Mucci & P. Wilson	
Learning Consultant	Amy Abramson	
Social Worker/Counselor	Phyllis Beals	M-10-1:30 & Tues. 9-4:00
Social Worker/Counselor	Nadene Murphy	Thurs. 9-4:00 & Fri-10-1:30
Psychologist	Lynda Ackerman	
Speech Therapist	Lynn Shereshewsky/Ellen Hefter	
Cafeteria	Gloria Leiva	