



**Stone Harbor Elementary School
Student-Parent Handbook
2014-2015**

Working together to provide excellence in education for our children.

DIRECTORY

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Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
BSI/Special Education
BSI/Special Education
Reading Specialist
Technology/Enrichment/STEM
Physical Education
Health/Physical Education
Literacy Specialist
Music
Head Nurse
Nurse
Art
Spanish
Instrumental Music
School Counselor
Business Clerk
Administrative Secretary
Day Custodian
Night Custodian
Technology Coordinator

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OBJECTIVES OF STONE HARBOR ELEMENTARY SCHOOL

- To make the students the heart of the school, with every teacher giving instruction in sound fundamentals and inspiring every student to work to the limit of his/her ability.
- To develop in each child a full appreciation and acceptance of the responsibilities as well as the privileges of our democratic society.
- To develop the habits and attitudes essential for personal integrity and civic competence.
- To emphasize maximum achievement and proficiency in the fundamentals of reading, computation, writing, and oral and written composition.
- To assist pupils to recognize and discover interests and aptitude for vocational purposes as well as for personal growth and development
- To promote health and physical fitness.
- To develop the traits of initiative and self-reliance through classroom practices.
- To teach respect for other pupils, for adults, and for constituted authority.

ATTENDANCE REGULATIONS

Regular and punctual attendance is one of the desirable traits learned by children when they first enter school. Help the school by seeing that your child comes regularly at the scheduled time. It is impossible to make up experiences, which a child misses when he/she is out of school. However, a child who has any sign of fever, chills, a very runny nose, severe coughing, skin eruption, red sore throat, or diarrhea, should not be sent to school. Such symptoms may indicate the beginning of a contagious disease. It also frequently means that the child has to be sent home from school. Under these conditions where these symptoms exist, it is neither fair to the individual child, nor to the children with whom he/she comes in contact, for him/her to attend school.

ABSENCE

PLEASE NOTE: If a child is absent for any reason it is the responsibility of the parent to notify the school office at 368-4413 before 9:15 A.M. This also provides a safety check for our students.

As noted above, parents are legally prohibited from excusing their child from school for any cause other than personal illness, serious illness in the immediate family, funeral attendance, or religious holiday specified by the state Department of Education. Incomplete term reports, unfinished homework, late night activities

the evening before, family vacation, and shopping excursions are not an excused absence.

A Doctor's authorization to return to school is required after an absence of three (3) consecutive days. This note must be presented to the nurse on the first day the student returns.

In addition to the above, a parental note must be presented to the teacher after two (2) or more consecutive days absent from school

Students who are absent for legitimate reasons are expected to assume personal responsibility for make-up work. It is not the teacher's responsibility to contact the student in regards to make-up assignments. The student makes the necessary arrangements for make-up work with the classroom teacher and proceeds accordingly. Students will have the number of school days to make up all missed work equal to the number of days absent. Teachers will set up a list of assignments for the student to complete upon return to school, following the "number of days procedure" outlined above.

Parents may contact the school to arrange for work missed on the day of absence. Parents must notify the school by 9:15 A.M. on the day of the absence for school assignments. Assignments may then be picked up at 3:30 in the main office.

TARDINESS

Punctuality is of utmost importance and is each student's responsibility. Tardiness impacts not only your child but disrupts the entire classroom and the instructional program for all the students. A student who is not in class at 8:45 is tardy. If a child is tardy for any reason, the parent/guardian must sign the student in at the main office.

VACATIONS

It is realized that many parents are employed throughout the summer and as a result are unable to vacation as a family during the summer recess.

As State law does not recognize vacations as legal absence, our school therefore recommends that those parents affected, plan their vacations around the days school is not in session as per the enclosed school calendar.

SCHOOL HOURS

The School Hours for regular classes are as follows:

Grades K - through 4th - 8:45 A.M. - 3:35 P.M.

We request that all parents cooperate by not sending your child to school any earlier than 8:30.

EARLY DISMISSAL

Kindergarten through Four - 8:45 A.M. - 12:50 P.M.
(LUNCH WILL NOT BE SERVED ON THESE DAYS)

AFTER-SCHOOL POLICY

Upon occasion, parents can expect their children to stay after school in order to:

- Make-up work missed by being absent
- Make up work not completed during the day
- Receive special supplemental help
- Participate in extra curricular activities and clubs
- Detention

STONE HARBOR PUBLIC SCHOOL CONDUCT CODE

The Stone Harbor School endorses and expects appropriate behavior in order to provide an optimum learning environment for all students. Inappropriate behavior will be corrected with specific disciplinary actions.

The intent of discipline is to foster self-responsibility, accountability and self-control. Discipline will consist of a logical progression of steps that are consistent and fair and take into account the severity and frequency of the inappropriate behavior and the age of the child.

Discipline guidelines will be consistent with the School Board philosophy and policy.

Learning can best take place in an atmosphere free from disruptive behavior. Creating this atmosphere requires the wholehearted cooperation of parents, teachers and students. We ask for your support of the following guidelines. These guidelines were designed with the welfare of your child in mind. The rules presented should help him/her to become a responsible citizen in our school.

GUIDELINES

All students shall adhere to the following:

1. Regular attendance as required by state law. Permission must be obtained to leave school for any reason.
2. Showing respect for school personnel, all of whom have a duty to help insure proper behavior.
3. Showing respect for other students and their belongings.
4. Language and dress which is not disruptive to the instructional process of the school.
5. Careful and considerate use of all school property.
6. Observing rules of safety, whether in school or traveling to and from school. This includes bicycle safety.

UNACCEPTABLE BEHAVIOR OFFENSE CONSEQUENCES

Disrespect or threats directed toward and/or other students - Bullying teacher	Loss of recess Detention with
Students passing from one area to another in a disorderly or disruptive manner (no running)	
Unexcused tardiness	
Violation of classroom rules (developed individually)	
Violation of bicycle safety rules could result in the loss of bicycle privileges for one marking period	
Violation of lunchroom and playground rules as listed in parent handbook	
Food outside of the lunchroom without permission	

Gum or candy in classrooms or playground

Such as, but not limited to:

Fighting

Meeting with the Principal
Parent Notification

Cheating by student (results in
an automatic zero)

Profanity directed at fellow students

Disrespect directed toward an adult
verbal and/or non-verbal abuse

Stealing

Insubordination

Writing obscene messages

Leave school ground without permission

Forgery

Vandalism

Vandalizing (students will be
responsible for all costs to repair/
replace items to original condition)

UNACCEPTABLE BEHAVIOR OFFENSE CONSEQUENCES

Smoking in school
suspension
Parent Conference

Out of school
and

Directing profanity at an adult
Threatening or actual violence
directed toward an adult

Possession of being under the
Required
influence of controlled substance

Medical Evaluation

Additional behavior modification steps may be introduced at teacher's discretion. When special circumstances demand, the sequence for disciplinary action may be adjusted to fit the situation.

All rules apply to school sponsored activities, i.e., field trips, awards assembly, special evening activities, etc. Repeated violations will result in the student's loss of privilege to attend activities.

It should be noted that there might on occasion be undesirable/unacceptable behavior exhibited that is not listed. Consequences of such behavior will be dealt with in accordance with the intent of the policy as presented.

DETENTION

Detention is held from 3:35 – 4:30 P.M. on Mondays and Thursdays. Parents are notified in advance via letter, which is to be signed and returned to school. It is our desire that detention will only be needed on an occasional basis, as all the students will faithfully follow the rules of the school.

We ask that parents support this concept by not requesting their child be excused from serving on the assigned date.

Students who are late or who do not report to detention will receive additional detention assignments and face the possibility of more severe disciplinary actions.

LUNCH PROCEDURES

Students in school will be provided a supervised location to eat their lunches.

Those students who eat lunch in school are requested to use lunch boxes and thermoses. Glass containers are prohibited.

1. Eat lunch at assigned tables
2. Permission by Staff Member must be granted to leave assigned tables
3. No loud talking, noise making, etc.

RECESS PROCEDURES

Use playground equipment for the sole purpose for which it was intended. This applies to our playground equipment. If that one simple rule is followed, everything else is self-explanatory.

1. Students are to keep off the stage door steps.
2. Students are not to climb on any fence or on the backstop.
3. Students are to go down the slide only. (They are not to climb up it).
4. Students are to sit on the swings. (They are not to stand on them). Only one person to a swing. Students are not to play in front of swings. Students are not permitted to jump out of swings.
5. There should never be any tackling or takedowns.
6. There will be no closed games. School equipment is provided for everyone's use. No equipment from home is permitted.
7. Students are not to leave the fenced area without first obtaining permission. This means even to retrieve a ball.
8. Students should not do flipping or back flips on the playground.

If these basic rules are followed, the safety of our children will be greatly enhanced.

This would also be true during after school hours and on weekends.

EMERGENCY TELEPHONE NUMBERS

Parents must provide the school with the current home and cell telephone numbers, especially an unlisted number. It is also necessary that the school have an emergency telephone number and business telephone for working parents. It is the responsibility of the parents to notify the school when the number is changed or if the service is discontinued.

EMERGENCY CLOSING OF SCHOOL

In the event school is closed due to inclement weather, we will utilize our Global Connect Notification All System.

Should it be necessary to dismiss school during the day, we will attempt to notify you via telephone and/or email. Advance arrangements should be made for your child to proceed to the home of a friend or relative in the event that the school would need to institute an emergency

closing and you are not at home. Where possible, the school should know of these arrangements.

If an emergency arises which makes it unwise in the school's judgment to dismiss pupils at appointed hours, they will be detained in school until a parent calls for them or until the emergency abates. It shall be understood that a parent may not assume responsibility for children other than their own unless the school has written or telephone confirmation from the other parents.

The Stone Harbor Elementary School has an approved Emergency Disaster Plan to be utilized in the case of emergencies. Policy #5142 sign off form for whom your child is to go home with in case of emergency, will be in the back of your handbook.

SICKNESS AND ACCIDENTS AT SCHOOL

If a pupil is sick or has an accident of sufficient seriousness to warrant it, the school will get in touch with the parent. It is the responsibility of parents to take the child home, if possible, and to arrange for medical attention. The school will administer first aid and use its discretion as to what shall be done in an emergency.

If there is no responsible person in the home when a child needs to go home, the child will be sent to the home of a person authorized by the parent to function in such an emergency. For this reason it is imperative that the school has current emergency telephone numbers.

The school is not responsible for the cost of medical treatment of pupils who become sick or are in an accident at school. Although every effort will be made to prevent accidents, the school's responsibility is limited to the administering of first aid.

REGISTRATION

Pre-school Kindergarten Round Up – Registration for children who will enter Kindergarten the following school year is held in the winter. Exact dates will be announced in the newspaper. Information and forms necessary for registration will be completed at this time.

A child must be five years of age on or before October 1st of the entrance year to be eligible to enter Kindergarten in September.

A child must be six years of age on or before October 1st of the entrance year to enter first grade in September.

A birth certificate or other legal evidence of age is required. Evidence must be submitted certifying completion of 3 injections of diphtheria, whooping cough and tetanus (D.P.T.) and (1) booster injection, on or after the fourth birthday. Two doses and (1) booster of oral polio vaccine on or after the fourth birthday.

Additionally, (1) vaccination against measles, german measles (rubella) and mumps, either separately or in combined form (M.M.R.) vaccine and (1) booster against measles either solely or in a combined form (M.M.R.) vaccine and a Hep B series and a physical dated and signed by the physician or nurse practitioner.

Beginning September 2003, every child born on or after January 1, 1998, will be required to have received one dose of the varicella (chicken pox) vaccine or have proof that the child had the chicken pox prior to entry into the school system.

In rare instances, a child may be admitted to the school on a provisional basis without completion of all required immunizations. Such cases are handled on an individual basis and require a statement from a physician or a health department that the child has started to receive the necessary immunizations. The immunization series must be completed in a reasonable length of time, normally 30 days from entrance in school.

PUPIL TRANSFERS

All requests for transfers out of the district must come from the parents of the child to be transferred in advance of the transfer date. We ask you to inform the school at least two days before the transfer date. Transfer cards will be mailed to the receiving district. Pupil records will be sent to the receiving district following a request form from the administration of that district.

Parents are required to sign authorization forms so that the child's permanent records can be forwarded to receiving districts.

VISITORS

To provide maximum safeguards for your child, all visitors, including parents, regardless of their purpose in visiting the school, must report directly to the office before going anywhere in the school building.

PUPILS RIGHT OF PRIVACY

The Board of Education acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and cubicles, for that purpose. In no storage place provided by the Board shall pupils have such an expectation of privacy, as to prevent examination by a school official. Pupils are notified that inspections of their desks, cubicles and other storage areas may be conducted. Regular inspection of such facilities provided to pupils for the storage of property may be conducted without further notice.

ASSIGNMENT BOOKS

Assignment Books are provided to the students in grades 3 and 4. They are to be cared for as are other educational materials. If a pupil loses his or her assignment book, a new one is to be purchased. Please ask to see your child's assignment book every night. This is an excellent medium for communication, as well as to enable you to assist your child in fulfilling his or her responsibilities.

USE OF SCHOOL COMPUTERS

Acceptable Use Policy

Student Ethical Use Guidelines

Forms are included for new students upon entrance to school.

The Internet

The Internet is a worldwide telecommunications network. There are hundreds of resources on the Internet. You will find libraries, government agencies, universities and K-12 schools, discussion groups, software, technical information, as well as the millions of people who are connected to this worldwide network of computers.

As a student attending Stone Harbor Elementary School, you will have access to the Internet. A user name will be given to you, along with a password. Anytime you log-on to a computer on the Stone Harbor School District's network, you are agreeing to use responsible behavior. Students may not change or alter the assigned password.

Responsible Behavior Guidelines

All students are expected to:

1. Log-in to the computer using only your name and password.
2. Use the school computers for school related activities.
3. Respect the privacy of information stored in the computer.

Therefore unacceptable behavior refers to:

- Attempts to acquire and modify, in any way, information that belongs to another student.
- Attempts to access restricted portions of the network or operating system.

Use software that has been installed and/or provided by the Network Supervisor. This includes the use of only authorized copies of commercial software products.

Flash drives brought from home will not be inserted into any school computer without the expressed permission from the Network Supervisor.

Violating the above guidelines of “Responsible Behavior” will result in losing your computer privileges.

CLASS TRIPS

A school excursion is an educational experience provided for pupils under the sponsorship of the school and the guidance of teachers. Conditions of behavior shall be identical to that required in the classroom and on school property. These rules and regulations shall apply during the entire excursion and not cease until the pupils are dismissed from the bus and leave school property.

When a school excursion is planned, permission slips will be sent home to be signed by the parent or guardian. No child will be permitted to attend unless permission has been filed with the school.

COMMUNICATION WITH TEACHERS

Communicating with the Schools by E-mail, Telephones and Notes:

The school welcomes communication from parents. Depending upon your need, you may choose to communicate via e-mail, phone, note or conference. Staff members will make every effort to respond to you within two (2) school days. Please follow the guidelines set out below.

Here is a simple guide for the use of each communication channel:

- (Brief) E-mail or note: If the same issues come up twice; then,
- (10 min.) Phone call: If further discussion is required; then,
- (20 min.) Face-to-face conference with your child’s teacher or with an administrator.

E-mail

E-mail works well when asking questions or making simple requests for information. All faculty, administration and staff members can be

reached via e-mail.

Suggestions when e-mailing your student's teacher, principal or any school staff:

- Please remember that e-mail is not confidential.
- Be concise.
- Make a simple request for information.
- If the concern is lengthy or involved, please request a conference instead of using e-mail. The need to repeat e-mails over an extended period of time is a signal that the parent or teacher should request a conference.

Steps to Resolve Concerns

Board policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

- Teacher
- School administrator
- Superintendent
- Board of Education

School personnel will ensure prompt and equitable resolution of complaints. Complaints should be resolved within 30 days of their origin and no later than 60 days. When there are extenuating circumstances which prevent a resolution within this time frame, the parties may mutually agree to an extension of time. In circumstances where danger to persons or property is involved, school personnel should immediately respond to the complaint.

PARENTS PICKING UP CHILDREN VIA AUTOMOBILE

Parents picking up children are asked to park their car and meet their child at the front of the building. Grades 1-4 will exit out the front doors. Kindergarten will exit out the kindergarten door. We would like dismissal time to go as smooth as can be, to assist with this when your child is released to you please refrain them from playing on the grounds and on the railings. The quicker students and parents leave the school grounds the less chance of congestion and accidents.

Please keep the school bus loading and unloading zone free of parked cars between 8:30 – 8:55 A.M. and 3:30 – 3:45 P.M.

PHYSICAL EDUCATION

Physical Education is recognized as a necessary part of a modern educational program. Since physical activity is essential to physical, social and mental growth we require all children to participate unless excluded by means of a doctor's statement.

Please note: The student will be expected to participate in modified physical education activities while excluded from regular class activities. The doctor's statement must specify those activities which are to be restricted or avoided and suggest adaptive physical education

alternatives. Students who are in a modified physical activity program are also expected to operate in similar fashion during lunch recess periods.

Sneakers and socks are required for safety and health reasons. Please wear sneakers to school on gym days so we do not have to waste instructional time changing into them. In the interest of safety, sneakers are to be laced completely and tied during all activities.

FIRE/SAFETY DRILLS

Under state law, each school is required to have 1 Fire Drill and 1 Safety Drill per month. Children have been trained to leave the building in a quiet, efficient fashion to help insure safety in the event of a fire.

DRESS CODE

For children, school is their job and their clothing should be appropriate to the occasion and in good taste. Please keep in mind that your child will be on the playground at least twice a day. With this in mind, please dress him or her appropriate to the weather conditions. Parents will be called if a change of clothes is necessary.

When weather conditions warrant the wearing of shorts, typically fall and spring months, they must be appropriate. The shorts should be neat, hemmed, and at least finger tip in length.

Students will refrain from wearing plastic slip-ons, high heels, and flip-flops to school. This type of footwear has caused several injuries in the past.

REPORT OF CHILDREN'S PROGRESS

In Stone Harbor, we strive to keep you informed about your child's progress based upon all that we know about his/her ability, weaknesses, interests and attitudes. We do this by means of Parent-Teacher Conferences and written reports. A parent may request a conference with their child's teacher at any time throughout the year. However, all conferences are to be scheduled through the office prior to the appointment. This will allow sufficient time for the conference and all the materials for a successful conference will be ready.

Kindergarten will have parent conferences scheduled for the end of the first and third marking periods. Report Cards will be issued at the end of the second and fourth marking periods. The report card distribution dates will correspond to the rest of the grade levels.

If, after receiving your child's Report Card, you would like to schedule a conference, please call the school and arrangements will be made.

Likewise, if your child's teacher or teachers feel it would be beneficial to have a conference, you will be contacted to arrange for a convenient time.

GRADING SYSTEM

The following symbols are used in the evaluating the first and second grade children on their Report Card:

Assesment Scale:

S= Secure
D= Developing
B= Beginning

Conduct /Effort:

1= Commendable
2= Acceptable
3= Needs Improvement

Letter grades will be used in grades 3 through 4.

The following scale is used in determining letter grades:

A	=	100-92
B	=	91-83
C	=	82-75
D	=	74-66
F	=	65 - below

HOMEWORK

The purpose of homework is to provide additional practice in skills, which have been learned in school or to encourage experiences the child cannot get in school.

Your child's homework will reflect his/her needs; see that he/she does it. Help your child by suggesting a good time and place for them to study. This area should be well lighted and away from any distractions. Help them by showing interest. You do not help your child by doing it for them. You teach them that they do not have to meet their own responsibilities when you do this.

Remember – homework is not a punishment; it is a way to reinforce and practice what has been taught and learned in class.

Kindergarten to Grade Two: Homework is not assigned on a regular basis but is only provided when a teacher feels that it will benefit some or all of the children.

Grades Three and Four: Homework is an important part of your child's learning experience at this grade level. It teaches a sense of responsibility and when it is done correctly can develop good work habits.

Typically, thirty- forty minutes is adequate for the average third and fourth grade child to work on any given assignment.

Your child will not necessarily have homework every night. Yet, they may wish to work on special long-term projects of their own interests. These projects are usually in the science or social studies areas.

Homework assignments will increase in regularity through third and fourth grade, so that your child is prepared for homework every night in grades five through eight.

While parents' interest in the child's homework is very much encouraged, the whole purpose of it is defeated if you give too much assistance. New work is never assigned for homework. Any additional work that a child shows a desire to do at home should be encouraged but not forced upon a child.

The child should be provided with a quiet area free from all distractions and well lighted for which to do homework assignments.

It is important to note, that the amount of time required to complete a homework assignment will vary from student to student. The suggested time guide should be considered average, some students work faster, some work slower. If the completion of nightly homework is consistently over the guidelines, please make the teacher aware of the situation.

ADMINISTRATION OF MEDICATION

At times it may be necessary for a student to take medication during the school day. Please, under no circumstances, send medication with your youngster to the school. This applies to ALL medications whether prescription drugs or over the counter medications. An adult member of your family must bring the medication to the school. Under no circumstances should a student carry medication on their person.

EXCEPTION: A student may be permitted to self-administer medication for asthma or other potentially life-threatening illnesses. If your child qualifies for self-administration of medication, please contact the school nurse for the proper procedure (guidelines) so as to comply with State Law.

When administering medication the following procedures will be followed:

1. All medication must be kept in the nurse's office. Parents are required to bring such medication to the nurse's office.
2. Medication will be dispensed in accordance with written instructions from a physician, which identifies the drug, the dosage, and the purpose of medication.
3. All medication must be brought to the school in the original container and labeled with the student's name.
4. A written statement from the parent or guardian, giving the school permission to administer medication is required.
5. Tylenol, Benadryl, and cough preparations cannot be given without a physician's note.

PUPIL RECORDS

The New Jersey State Board of Education adopted regulations concerning the administration of pupil records. The parent has the right to view the records of their child, to be given copies of these records, to challenge the accuracy or relevancy of the record, and to insert additional data in the records. Parents may make arrangements with the Building Administrator to review student records.

RESOLUTION OF EQUAL EDUCATION OPPORTUNITY

The Stone Harbor Board of Education affirms its responsibility to ensure all students in the public school of Stone Harbor equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. To fulfill the responsibility, the Board has established a program to review and modify, as may be necessary, its present school and classroom programs and employment/contract practices.

AFFIRMATIVE ACTION

The Stone Harbor Board of Education affirms its responsibility to ensure all students in the public school of Stone Harbor equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. To fulfill this responsibility, the Board has established a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices.

Dr. Renee Murtaugh, Supervisor of Curriculum and Instructional, is the Affirmative Action Officer for the Stone Harbor School District. Her telephone number is 609-368-4413. Debra Bossuyt is the 504 Liason for the Stone Harbor School District. Her phone number is 609-967-7544.

If a parent, child, or staff member wants to file a grievance relating to Affirmative Action, the following procedure should be followed:

1. In the event of a grievance applicable to the Multi-Year Equity Plan or employment policies in accordance with Title IX and Vi mandates, the grievance should be filed in writing with the Affirmative Action Officer.
2. The Affirmative Action Officer will within ten (10) days of the receipt of the written complaint meet with the building administrator in order to resolve the complaint.

If said grievance is not resolved within ten days by the administrator, it shall be taken up the chain of command to the Chief School Administrator, Board of Education, County Office of Education, OEE0, and the Commissioner of Education

BOARD MEETINGS

June 12, 2013 @ 7pm	December 11, 2013
July – no meeting	January 8, 2014
August 14, 2013	February 12, 2014
September 11, 2013	March 12, 2014
October 9, 2013	April 9, 2014
November 13, 2013	May 14, 2014

ANNUAL AHERA ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) parents and guardians must be notified annually of the district's activities regarding asbestos found in the STONE HARBOR ELEMENTARY SCHOOL, located at 93rd and Third Avenue, Stone Harbor, N.J.

In the past year, two periodic inspections have been conducted, including the required "3 Year Building Reinspection". The most recent inspection was performed in June, 2013. This means that an inspector came to the school and visually inspected all areas

containing asbestos materials. The inspection in no way posed any harm to the students and/or staff.

The Inspection Report and Management Plan are available for your review between the hours of 9:00 A.M. and 3:00 P.M. on regular school days upon five (5) working days notice by contacting Mrs. Stacey Tracy, Chief School Administrator, at 967-7544.