



**OVERLOOK PRIMARY SCHOOL HANDBOOK/CALENDAR**

**2023-2024**

# LETTER FROM THE PRINCIPAL

Dear Families,

On behalf of the Arlington Central School District Board of Education, our Superintendent Dr. David Moyer, our Deputy Superintendent Dr. Daisy Rodriguez, and the Overlook Primary School faculty and staff, I want to welcome you to the 2023-2024 school year. I am looking forward to the year ahead.

In this Handbook, you will find important dates and information for the school year. Our Handbook is one of the many ways we will use to communicate between the home and school. Please visit this handbook throughout the year. Our website will help keep you updated on the most recent information about all school activities.

The home-school connection is an important piece of student success. I encourage you to be involved in any way that you can. Please know that you are welcome to visit our school and we encourage you to attend scheduled parent/teacher meetings as well as other family events. I look forward to meeting you and please feel free to reach out at any time.

I hope this Handbook is helpful to you and we wish you, your child and your family a wonderful and productive school year.

Sincerely,

*Mrs. Jess Wheeler*

Mrs. Jess Wheeler  
Principal

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**Be Kind • Be Respectful • Be Accepting • Be Your Best • Believe**

*Our mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community and lead passionate, purposeful lives.*

# Overlook Primary School

2023-2024

JESS WHEELER, PRINCIPAL

## **KINDERGARTEN**

FAGAN, JULIE  
LONGBARD, ALLISON  
MAHER, KAREN  
PAKRAD, KRISTEN  
TARSIA, ERIC  
VENDITTO, SHANNON

## **SPECIAL EDUCATION**

MUSSIG, LIZ  
POLITI, JAIME  
RIEFENHAUSER, JENNA  
SILANO, SHANNON

## **ENL**

BAICHWAL, SUE  
CHEUNG, LILY

## **OT/PT**

KUHN, CASEY  
LUNDSTEDT, JOANNE  
RUTLEDGE-CUATT, PENNY

## **NURSE**

STROM, SUSAN

## **SRO**

DANA RUSSO

## **FIRST GRADE**

BRICKHOUSE, RHONDA  
Jaeb, Cassandra  
KORTAN, DAMIAN  
PIEHLER, DONNA  
THOMAS, NANCY  
WAY, CHRISTENE

## **AIIS MATH**

EIRISH, CARRIE

## **AIIS READING**

ARMSTRONG, SARAH  
MCALLISTER, CLAIRE

## **SPEECH & LANGUAGE**

PUGNALI, JAYNE  
KILEY LAZARUS

## **OFFICE STAFF**

LEWIS, KELLEY  
RINCK, BONNIE

## **FOOD SERVICES**

CARNEVALE, SUE  
KUEHNER, KIM

## **SECOND GRADE**

HANSON, GENNA  
IVERS, PAM  
MELIOUS, ALI  
RITCHIE, KIM  
SANCHEZ, CRYSTAL  
SHIM, EUNI

## **SPECIALS**

CIANCIO, STEVE – PHYSICAL EDUCATION  
GREY, MINDY – LIBRARY  
MIMRAN, EVA – MUSIC  
NYARADY, AIMEE – ART  
WAYNE ROSE – PHYSICAL EDUCATION  
WASZCZAK, CHRISTINE – LIBRARY CLERK

## **SPECIAL SERVICES**

LAURA BAGNAROL (SOC. WKR.)  
RODRIGUEZ, TAMMY (SCH. PSYC)

## **GROUNDS**

OLIVA, JOHN

## **SECURITY GREETER**

OWENS, JOHN

## **TEACHING ASSISTANT**

BYRNE, SUMMER  
CASO, JENNIFER  
MILLER, KELLI  
RODRIGUEZ, JENNIFER  
ROBINSON, TERESA  
COOK, AMY  
FERRI, DEBORAH  
FINCHAM, ELLEN  
JONES, RYAN  
MAHER, JESSICA  
MEHMOOD, FAIZA  
RAMOS, JULIA

REINOSA, ARELIS  
SCHETTINO, SHARON  
TURNER, ROSEANN  
WEYANT, LAUREN  
WHITE, STEPHANIE

## **CUSTODIAL STAFF**

BAIRD, STEVE  
BUCKLEY, TODD  
DEGUISTO, MATTHEW  
HUNT, VICTORIA  
WILLIAMS, CHARLIE

## **DISTRICT MISSION STATEMENT**

The Arlington Central School District mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community and lead passionate, purposeful lives.

## **OVERLOOK VISION STATEMENT**

Together, We grow joyful learners for their future and ours.

## **CORE VALUES**

**Be Kind • Be Respectful • Be Accepting • Be Your Best • Believe**

We believe that:

- All people have inherent value.
- Lifelong learning is essential for growth.
- A community thrives when all members embrace their interdependence with compassion and empathy.
- Potential can only be attained through commitment, resilience, and high expectations.
- All people can learn.
- Change is essential for progress.
- All people are responsible for their choices and actions.

## **FAMILY ENGAGEMENT**

Overlook Primary School highly values family involvement. Family involvement in school leads to greater academic, social, and emotional success. Through our PTA, regular family engagement activities, and communication, we collaborate with families to ensure that everyone is a welcomed and active member of our community. We encourage you to stay connected to our school community, and find ways to actively take part in your child's schooling.

## GENERAL INFORMATION

### PARENT PORTAL

*Parents/legal guardians may sign up for Parent Portal (a web-based system that allows parents and students a secure way to access **progress reports, report cards, attendance and schedules**). Parent Portal can be accessed at the Arlington Central School website, [www.arlingtonschools.org](http://www.arlingtonschools.org) under the tab for Parents.*

For assistance with login/access, parents should email from their registered email account to [parentportal@acsdny.org](mailto:parentportal@acsdny.org).

**Support can only be offered via email.**

### SCHOOLMESSENGER

As you may know, Arlington uses the SchoolMessenger callout service to phone you about emergencies, school closings, and early dismissals, as well as to remind you about school activities and important dates. As we look to reduce the paper we send home, we will be increasingly using SchoolMessenger to email forms and pertinent school and district information.

SchoolMessenger has recently upgraded their system and it will now be even easier for parents and guardians to set their notification preferences and to add additional contact information to the system. **Two significant changes require your attention:**

**1. Each parent/guardian now has your own account.**

- Each parent/guardian now has a SchoolMessenger account, so each parent will receive messages on the primary phone and email we have listed for you.
- Non-custodial parents will now receive phone notifications (if we have your number), unless you opt out using the new SchoolMessenger App.
- All parents/guardians who do not want to receive a 5:00 am closing/delay call must opt out using the App. Please sign up for the SchoolMessenger App immediately so that you get the information you want, the way you want it!

**2. Any preferences you previously added to SchoolMessenger have been deleted.**

- You must sign up for the App to set up your preferences. This includes opting out of the 5:00 am closing/delay call and setting up text messaging (if desired).

- The district has automatically added one primary phone number and one email per parent/guardian to SchoolMessenger to receive notifications. If you want to receive messages at any other phone number or email address, you must add this contact information through the App.

### **The SchoolMessenger App: How it works:**

The SchoolMessenger App provides access to all the messages and information sent by the Arlington Central School District. Accessible from any internet-enabled device, the SchoolMessenger App visually displays and organizes alerts, notifications, and attachments for easy review and reference. The SchoolMessenger App also allows you to customize how you receive communications from the school and district. If you download the App on your mobile phone, you will be able to receive push notifications.

### **How do I sign up for the SchoolMessenger App?**

Please follow the directions linked below. When signing up for the App, use the email address where you received this message.

[http://www.arlingtonschools.org/pages/arlington\\_schools/Parents/7164670974232660402/Instructions\\_for\\_Signing\\_Up\\_for\\_SchoolMessenger](http://www.arlingtonschools.org/pages/arlington_schools/Parents/7164670974232660402/Instructions_for_Signing_Up_for_SchoolMessenger)

## **SCHOOL HOURS**

8:45 AM – 3:15 PM

- Our school day starts at 8:45 am; students may arrive no earlier than 8:30 am. There is no adult supervision prior to 8:30 am
- Students who arrive after 8:45 am will be marked late.

## **EARLY/LATE ARRIVAL**

On occasion, circumstances may require that a student arrive late to school or be dismissed before the regular closing time. If it becomes necessary for a student to arrive late or leave early, the parent/guardian must report to the building greeter with proper identification and sign the student in or out on the Student Sign-In/Sign-Out sheet. We kindly ask that parents do not sign students out of school within the last 30 minutes of the day.

## **DROP-OFF/PICK-UP PROCEDURES**

**DROP-OFF IN MORNING** – The morning bell rings at 8:35 am. Students will not be allowed into the building until 8:30 am. Then they must enter directly into the cafetorium and wait for the 8:35 am bell to ring. All students arriving at school other than by school bus may be brought to the lobby entrance of the school by an adult no earlier than 8:30 am. Adults will not be permitted into the building during arrival.

**PICK-UP IN AFTERNOON** - If you will be picking your child up, please send in a note to let us know that your child will not be riding the bus home. Without a written note, students must be placed on the bus. It is very difficult for young children when they are unsure of how they will arrive home, so please help us with timely notes.

The school day ends at 3:15 pm. We ask that you pick up your child at 3:15 pm so that classes are not interrupted. Every adult must show identification every time they pick up.

## **DISMISSAL PROCEDURE FOR PICK-UPS**

The following are our dismissal procedures for children who are being picked up at 3:15 pm. These procedures will enhance the safety and efficiency of the process. The teachers will review them with the children. We appreciate your support in discussing the procedures with your child and instructing them to follow these procedures.

- Cars can enter the school campus beginning at 2:45 pm. Before then, we ask that you remain off campus. If needed, you can begin a line at the edge of the property that grows down Hartstone Dr.
- At 2:45 pm, cars can proceed to the curb in front of the building. Please wait in your car.
- In the passenger side front window please have displayed the card that will be provided to you. This card has your family name on it. You will also need your child's dismissal tag to display.
- Children will be called from the Cafetorium and brought to your car. Adults must stay in the car. A member of the Overlook staff will help the child into the car.
- If your child needs help buckling their car seat or seatbelt, and you would prefer to do it yourself, please pull around to the far side of the parking lot to do this.
- Please be aware that the playground is closed to the public until after school has dismissed and the buses have left the school grounds. No students are permitted on the playground before school. No one, other than attending students or staff, may use the playground during school hours.

Thank you in advance for your understanding and cooperation in this matter.

## **NEW YORK STATE ATTENDANCE REGULATIONS**

When a student is absent, the school must obtain an affidavit (commonly called an "excuse") from the parent or guardian and signed by him/her stating: (1) the student's full name, (2) days and dates absent from school, and (3) the reason for absence. This excuse is a legal document, which must be kept on file for three years and can be admitted in court as documentary evidence. Failure to present a note following an absence will result in the absence being recorded as truancy.

Legal absences are as follows: Personal Illness; Recognized Religious Holidays; Critical Illness or Death in the Immediate Family; Required Attendance at Court; Extremely Bad Weather; Quarantine; Impassable Roads

Illegal absences fall into two categories: truancy and unlawful detention.

- **TRUANCY:** A student sent to school by his/her parent/guardian and expected to be in school is considered truant if he/she absents himself/herself for some unlawful reason.
- **UNLAWFUL DETENTION:** Unlawful detention occurs when a pupil is absent from school with the knowledge and consent, stated or implied, of his/her parent/guardian for other than legal reasons, such as "visiting", "away", "vacation", "shopping", "needed at home", "no shoes", "overslept", "car trouble", etc.



## **VISITOR POLICY AND PROCEDURES**

We take the safety of our students and staff very seriously and have made significant improvements to the security of our schools:

- Security greeters are in place at all schools
- Security greeter workstations are positioned by the door to maximize visibility and to give the greeter direct access to the camera/buzzer system
- All schools have an emergency alert system tied directly to the Town of Poughkeepsie Police or to the Dutchess County Sheriff's office
- Schools practice a variety of safety drills, including four lockdown drills per year
- The District Emergency Response Team (DERT) and Building Emergency Response Teams (BERT) have been established.
- All buildings have a Raptor System installed. More information can be found at [ACSD Raptor](#).

### **Erie - 3210 - VISITORS TO THE SCHOOLS**

The Board recognizes that a safe and secure environment is necessary for the successful implementation of the school program. Since our schools and the Central Administrative Office (CAO) are places of work and learning, a procedure must be established for school visitors.

The building administrator or his or her designee is responsible for all persons in the building and on the grounds. Any person who is not a district employee or student of the school is considered a visitor.

Visitors who desire to visit a school or CAO must have an appointment or shall do so with the permission of the appropriate administrative staff member. Appointments must be made in order to volunteer in a classroom, to discuss concerns with a teacher or guidance counselor, or to meet with any other school personnel.

The following procedure applies to each visitor, every time he/she visits our schools and CAO when school is in session:

1. All visitors to the schools or CAO must enter and exit through the designated single point of entry/exit - the main entrance.
2. In order to be buzzed into the building, the visitor should:

- a. Show a photo ID to the camera; and
  - b. Identify the purpose of their visit, including with whom they have a scheduled appointment.
3. Upon being granted entry, the visitor must report directly to the building greeter and show photo identification.
4. Provided the visitor has an appointment, the greeter will sign the visitor in on the visitor log and issue a visitor badge and lanyard. The badge must be worn and displayed at all times while in the school or on school grounds. Visitors are only permitted in the area of their appointment.
5. When possible, the person being visited or another building employee should meet the visitor in the main lobby and escort them to their destination.
6. When the visit is complete, the visitor should return the visitor badge and lanyard to the greeter at the main entrance and exit the building. Visitors should not use other exit doors unless there is an emergency in the building requiring evacuation.
7. Any person needing to drop items off for a student or staff member should leave the item in the main lobby with the greeter. It is not necessary to permit the person into the building and register them as a visitor.

The Superintendent of Schools or his/her designee may refuse any individual or group access to the schools when the stated purpose is judged to be unreasonable, disruptive, or not in the best interest of the students.

The building administrator or his/her designee is authorized to take any action necessary to secure the safety of students and school personnel.

Unauthorized visitors shall be required to leave school premises immediately and will be subject to arrest and prosecution for trespassing, pursuant to the New York State Penal Law, if they refuse.

All visitors are expected to abide by the rules for public conduct on school property contained in the District Code of Conduct. Any visitor who does not abide by the District Code of Conduct will be considered an unauthorized person and will be required to leave.

Ref:

Education Law § 1708; 2801

### Cross Ref:

Policy 6000--Identification Badges

Policy 5300--District Code of Conduct

Effective: September 1, 2013

Adoption Date: April 23, 2013

Amended Date: June 26, 2018

We realize that following these procedures may take a few extra minutes, but for the safety of our students and staff, we appreciate your cooperation. Together, we can make our schools a safer place for our children to learn. We look forward to a safe and successful school year.

## **CURRICULUM**

Copies of the Arlington Central School District's curriculum for grades K-12 are available on the district website (<http://www.arlingtonschools.org/>).

## **REPORT CARDS**

An important component of this position is to maintain close communication with parents. To facilitate this, report cards are issued on a trimester schedule (three times a year). In addition, conferences are scheduled at the end of the first report period and subsequently as needed or desired by either the parent and/or teacher. All conferences must be arranged ahead of time. To schedule an appointment with your child's teacher, call 845-486-4970.

Report Card Distribution to Parents: December 16    March 16    June 26

## **FAMILY CONFERENCES**

Family conferences are formal meetings for families and teachers to discuss student progress and to build strategies to help students be more successful. Additionally, conferences help families understand the academic achievement standards as they apply to their child's progress and performance. We ask that you make it a priority to attend our family conferences. It is important that these meetings occur.

## **BUS RULES**

The safety of our students is very important to us. Below please find a list of rules for them to follow while riding our school buses. Abiding by these rules will ensure a secure trip to and from school.

- Be ready when the bus arrives.
- Board only your assigned bus and only at your established stop.
- Obey the bus driver. He/She is in complete charge of the bus and is doing his/her best for you.
- Cross 10 feet in front of the bus rather than behind the bus. Await the driver's signal before crossing the road.
- Remain seated until the bus stops.
- While on the bus, students should keep hands and heads inside the bus at all times.
- The consumption of food and/or beverages is forbidden.
- Loud voices and noises can be distracting to the driver.
- The bus driver will report any irregularity to the Principal. The Principal may refuse transportation to a student for failure to comply with the above regulations.

If your child is not riding the bus and is being dropped off at school, please park in the front lot and walk your child to the building, or drop off at the "Kiss and Go" sign. Please do not drop off prior to 8:30, when supervision is available.

## **FOOD SERVICE**

- Breakfast is available for \$1.95\* daily. The choice for breakfast is listed on the monthly menu and on the food services section of the ACSD website.
- Lunch is available for \$3.25\* and a menu is provided monthly. In addition to the complete meal (protein, bread, vegetable, fruit and milk), a la carte items can be purchased at an additional cost. \* All prices are subject to change.
- Free/reduced lunch or breakfast is available for children who are eligible under the income guidelines published in August. We encourage all families who believe they may qualify to complete the required form, or speak directly to one of our clerical staff for more information. Your information remains confidential, and students who receive free or reduced lunch receive their lunch in the same manner as all other students.

Please visit the district website ([www.arlingtonschools.org](http://www.arlingtonschools.org)) and click on the link for School Lunch for more information.

## HEALTH AND WELLNESS

The Arlington Board of Education supports a District Wellness Policy that is intended to promote student wellness. The wellness policy provides guidelines and expectations around nutrition, physical activity, and other school-based activities. Working together, we will be able to meet the nutrition guidelines of the wellness policy for the benefit of your children at school.

Please note the following areas and let's work together to do our best to support:

- As a school we are responsible for providing foods that are high in nutrients, low in saturated fat and added sugars, have zero grams of trans-fat per serving, and are of moderate portion size for all foods and beverages available on school grounds.
- School-sponsored fundraisers conducted outside of the school day are encouraged to support the nutrition guidelines of the wellness policy by promoting the sale of healthy food items (fresh fruit and produce) and/or non-food items, such as water bottles, plants, etc.
- Staff and families are encouraged to provide students with healthy options at any event where foods and beverages are served to students (classroom parties, school-wide events, celebrations, rewards, etc.)
- At school-sponsored events outside of the school day where food or beverages are sold, 50% of the items sold must meet the USDA "Smart Snacks in Schools" Standards.

There are other nutrition guidelines listed within the wellness policy, however, they do not apply to the elementary school level. If you would like to review the entire policy, please go to the district website and search the Board of Education Policy manual, [http://www.arlingtonschools.org/pages/arlington\\_schools/Board\\_of\\_Education/Policy\\_Manual](http://www.arlingtonschools.org/pages/arlington_schools/Board_of_Education/Policy_Manual), or contact our main office and we will send you a copy.

## BIRTHDAY POLICY

Student birthdays are important, and are recognized within the child's classroom. Teachers may briefly recognize and celebrate a student's birthday. We kindly ask that you speak to your child's teacher prior to bringing in any items for a child's birthday. It is important that the teacher is able to manage each birthday in an equitable manner for each child. If you wish to celebrate your child's birthday outside of school and would like to invite students from class, the teacher may distribute invitations only

if one is being sent for each child in the class. Please also note that some classrooms act as “buddy” classrooms, and students who are part of your child’s class for a portion of the day should also be invited. Please ask your child’s teacher for more information with respect to their particular classroom celebrations. ACSD is latex free. Balloons are not permitted.

## **PERSONAL BELONGINGS**

Students should ensure that any personal belongings they bring with them to school do not pose a distraction to self or others. Belongings of significant value should also not be brought into school. Please note that the school does not take responsibility for any personal belongings brought to school. This includes cell phones and watches that are capable of communicating through text and voice.

## **CARE OF SCHOOL PROPERTY**

Students will not mark or deface school property or school buses in any way. This includes desks, books, walls, toilet partitions, etc. School pride and a sense of responsibility should also prompt them to make the appearance of the school as attractive as possible. If school property is damaged or lost, the damaged or defaced property or item(s) must be replaced, repaired and/or paid for by the responsible student’s family.

## **LOST AND FOUND**

The lost and found box can be found in either the front hallway or the cafetorium. Please label all your child's belongings to ensure that you can locate them quickly, if lost. If they should lose their belongings on the bus, call the bus transportation number (845-486-4955) with the bus number right away and they will check the bus that night. Once the school year ends, all lost and found items will be donated to a local charity.

## **ACADEMIC INTERVENTION SERVICES (AIS)**

### **LANGUAGE ARTS INTERVENTION**

The AIS reading program serves students who are performing below grade level. It provides students with intensive instruction in reading and writing. The basic goals of this program are to help students achieve grade-level literacy skills, confidence in dealing with literacy requirements and a greater amount of pleasure in personal reading and writing. This support is typically provided with a reading specialist outside the classroom (pull-out) or occasionally within the classroom setting (push-in) by a teaching assistant.

### **MATH INTERVENTION**

Our math intervention program is designed to support students who may need extra help in mathematics. Faculty and staff work closely to identify students who need these supports, and develop strategies and interventions to ensure that the student is progressing. This support may be provided within the classroom setting (push-in) or outside the classroom (pull-out).

## **PUPIL PERSONNEL SERVICES**

### **SPEECH/LANGUAGE PATHOLOGIST**

Overlook Primary School offers support for the development of communication skills for children so they can meet the academic demands in the classroom and daily communication interactions. Through the use of a wide variety of activities, children practice talking and listening skills so they can express their unique ideas. Curriculum ideas from literature, science and math support practice opportunities for concepts, vocabulary and sentence formulation. Talk with your children at home about the events in their school day. Talk about interesting ideas that are part of the curriculum. Ask questions, for example; “What do you notice?” and “What are you wondering?” about a variety of topics to provide practice talking about our

observations or what we are curious about. Students meet to practice expressive language, receptive language, pragmatic skills, articulation, voice and fluency skills to enhance their ability to communicate for academic and social interactions.

## **SCHOOL SOCIAL WORKER**

For Students: Crisis counseling, support groups for children of divorce, friendship groups.

For Families: Crisis counseling, evaluation and assessment, brief family counseling, community referral, liaison with outside agencies school-family contact.

For Staff: Consultation services, classroom presentations on friendship, anger management, cooperative learning, communication, decision making, problem solving, medication, conflict resolution, working to develop behavior plans for students and families, working as part of a team to work with families and students to improve learning.

## **SCHOOL PSYCHOLOGIST SERVICES**

The primary role of the school psychologist is to work with students, families, teachers and staff to ensure a productive learning environment in which all children reach their full educational potential. Although most commonly thought of as a resource for students with Special Education needs, the school psychologist is also accessible to any student. Services are available in the following areas:

**Assessment:** A variety of techniques are used to evaluate a student's academic progress, his/her individual learning style, ability to benefit from classroom instruction and behavioral or management needs.

**Counseling/Consultation:** individual or group counseling environments are available addressing a wide range of issues that adversely impact a student's learning. Referral resources to outside support agencies are also available. Crisis intervention counseling can be quickly implemented should a student experience an unexpected trauma. Information and educational or parenting approaches are also available.

**Behavior Management:** Positive goal-oriented behavior management strategies are developed between the school psychologist, the student, his/her family and the classroom teacher, which assist the student in understanding and regulating their own actions. Students are encouraged to actively participate in the development of their management plan and to take responsibility for its success with support from staff.



Special Education: The school psychologist coordinates all services for students with special needs. Questions regarding Special Education services or processes may be directed to the school psychologist.

### **New York State Office of Children and Family Services (OCFS) 1-800-342-3720**

The New York State Office of Children and Family Services (OCFS) website: <http://ocfs.ny.gov/main/cps/> contains many resources. Included are a childcare facility listing, information on foster care and adoption, language assistance resources as well as many others.

## **HEALTH SERVICES**

### **PHYSICAL EXAMS**

Physical exams are required in grades 1, 3, 5, 7, 9 and 11. Any student who hasn't had a physical by their personal physician will be required to have a physical by the school physician. Also, any new students entering the Arlington Central School District must have a physical exam.

### **IMMUNIZATIONS**

Proper immunizations are required prior to entrance into school. The school nurse will inform you of the necessary immunization requirements. Students who have not met the requirements may be excluded from school.

### **MEDICATIONS**

A doctor's written order is needed for any medication to be given by the nurse. All medication must be labeled and brought into school by an adult between the hours of 8:30<sup>AM</sup> and 3:30<sup>PM</sup>. At the end of the school year, all medications must be picked up by an adult and a new prescription obtained for the next school year. A refrigerator is available in the health office for medication. If your child has a special need, please make the nurse aware of the situation.

## **EMERGENCY CARDS**

Please notify the nurse and main office if you have any changes in telephone numbers on your emergency card. Your child will not be released to anyone unless they are listed on the emergency card, however, in the case of an emergency, you may send a note for someone else to pick up your child. Identification will be checked.

## **SCREENING**

A vision and hearing screening is done annually by the school nurse as directed by NYS in the appropriate grades.

## **HEALTH-RELATED ISSUES**

Please notify the school nurse of any health-related issues your child may develop.

## **ILLNESS BASICS**

Students must be fever-free (fever is below 100°F), without vomiting or diarrhea for twenty-four hours, without the aid of medication, before returning to school.

## **CONJUNCTIVITIS (PINK EYE)**

Students should be on medication for 24 hours before returning to school. Pink Eye is highly contagious.

## **HEAD LICE**

Students may return to school after they are free of any live head lice, and must see the school nurse in the health office before returning to class. Children are not permitted to ride the school bus to school until they have been checked by the nurse. If head lice are found during school hours, a parent or guardian must pick up the student. Any student with head lice may not ride the school bus.

## **PHYSICAL EDUCATION EXCUSES**

A written notice is required if your child is unable to participate in PE. If your child must be out of PE for over one week, a doctor's note is required. A re-entry notice from the doctor is necessary for the student to resume participation in PE class. Children wearing casts, splints and/or ace wraps are not permitted to participate.

## SPECIALS

### LIBRARY

The Overlook Library has a variety of materials available for our students, including over 10,000 media items such as books, eBooks, computers, academic databases and the Internet.



While the students may not borrow computer software or audio-visual material, these materials are used in the library, and borrowed by the teachers for classroom use. Children may borrow books and magazines during their regularly scheduled class times or anytime during the week at their teacher's discretion.

Children may borrow books for one week and renew if more time is needed; they do not have to have to bring the book back to the library to renew it. Kindergartners are allowed one book and children in first and second grade are allowed two books.

Teachers often schedule extra research periods in the library for classes and small groups. Books signed out for reports or research assignments may be kept for longer periods of time. Every student has two 40-minute library classes each cycle.

### ART



The art program is a student-centered choice based learning environment. The children are treated as artists and the art room is their studio. The art studio is organized by media, and students will be creating and exploring in drawing, collage, painting, printmaking, clay, recycled material sculpture, and fiber arts. The focus is on the Studio Habits of Mind: Engage & Persist, Express, Envision, Reflect, Develop Craft, Stretch & Explore, Observe and Understand Art Worlds. Their ideas and questions are respected, supported, nurtured and celebrated. Students will explore with a variety of media, generate original ideas, and learn to care for art tools and materials. Through teacher led skill builders, demonstrations and explorations, students will gather skills and experiences with all types of media and the creative process. They will create personal artwork with these skills with choice over subject matter, media and technique. Creative problem solving, discovery and meaning making are highly honored. Reflection on the process is at the heart of their learning. Students will begin the critique process by sharing their art with their peers and telling the story of their art.



Learning is the goal of the child's art experience- the artwork itself is a wonderful by-product and at the same time the driving force of problem solving, perseverance, satisfaction and joy.

In the art studio children learn:

- Skills and techniques to build their knowledge of art methods and materials.
- Art history, styles and artists which connect to their classroom studies and personal artwork.
- Artists are encouraged to experiment, problem solve, think, build, reflect and share.
- Art connects to other learning and informs understanding outside of art making.
- There are multiple ways to learn, be successful and show understanding.
- Everyone can be an artist. Everyone can learn.
- All art has value.

Artists at Overlook have art once per cycle for 40 minutes. **Please dress for a mess!**

## PHYSICAL EDUCATION



The basic aim of a quality Physical Education program is to contribute to the physical, mental, social and emotional growth of the child. Our program successfully achieves this goal by providing the child with age appropriate skill development and activities that range from the development of basic coordination skills to the more sport specific games and activities.

At the primary level, children are introduced to locomotor and non-locomotor movements, skills and activities that develop eye-hand and eye-foot coordination, balance, throwing and catching skills, KiDnastics, and the general development of body control. Students are also exposed to activities that promote free expression and creativity, to know organized games with simple rules and objectives, as well as being involved in small and large group activities that foster the understanding and development of sharing, working and playing cooperatively.

It is imperative that each child comes to Physical Education class with the proper footwear. Sneakers are necessary for safety and we ask that parents provide their child with this necessary component. Sandals, flip-flops, boots and Crocs are not acceptable footwear for safe participation in PE. Comfortable clothes are also very important to the child's safety and enjoyment in PE class. All children attend PE class twice per cycle.

## MUSIC

There is a tradition of excellence in music throughout the Arlington Central School District. Students can avail themselves of many opportunities and enriching experiences through their participation in general music at Overlook Primary School

Music, as a creative art, is an integral part of a child's education. It is an area of the curriculum that is concerned with subjective responses and affective growth, yet dependent upon experiences and knowledge. Through the study of music, the child discovers the relationship between knowledge and expression, structure and creativity, history and the universality of man. Through musical experiences, the child grows in self-understanding, self-awareness, and self-expression.



At Overlook, the general music program contributes to the musical growth of children by nurturing their musical interests and abilities, broadening their musical horizons, and enriching their knowledge and enjoyment of music. While guiding children toward aesthetic growth, they develop their awareness of the constituent elements of music: rhythm, melody, harmony, form, expression, and style. Some of the musical experiences provided by the general music program are:

- |                                 |                            |
|---------------------------------|----------------------------|
| -SINGING ALONE AND WITH A GROUP | -READING AND WRITING MUSIC |
| -MOVING TO MUSIC                | -PLAYING MUSICAL GAMES     |
| -PLAYING INSTRUMENTS            | -PERFORMING                |
| -LISTENING TO MUSIC             |                            |

All students attend general music class once a cycle for 40 minutes.

## SIX-DAY ROTATION FOR SPECIALS

Our specials work on a six-day cycle. All students at Overlook will have two PE classes, two library classes, one art class and one music class per six-day cycle. Our days will be referred to as days one through six.

The six-day cycle creates continuity in the special schedule throughout the school year. It also helps the school district share staff more efficiently.

Every effort will be made to keep students and families informed of the cycle day throughout the school year so students can be prepared for their day's special (e.g. sneakers on PE day, return of Library books, etc.)

# Overlook/Titusville Parent Teacher Association

## Join ... Participate ... Make a Difference!

Overlook/Titusville PTA is your local chapter of a national organization with a mission of bringing the home and the school into a closer relationship. PTA is open to all parents, caregivers, teachers, and community members who care about and work cooperatively in the education and development of our children. Please consider **JOINING** PTA, to support our efforts. Please try to **PARTICIPATE** in PTA events so that you can be a part of the community at Overlook and Titusville Schools. **MAKE a DIFFERENCE in your school community!**

## 2023-2024 PTA Officers

**President - Sarina El Jamal Vice President - Melanie Caesar**

**Secretary - Kelly Crawford Treasurer - Brittany Obertnoy VP of Membership - Natalie Reilly**

## PTA Important Dates – 2023-20234

8/24-9/16 Mums Sale	10/23-10/27 PTA Spirit Week	3/11-3/15 Double Good Popcorn Sale
9/9-9/24 Spirit Wear Sale	10/31-11/2 Fall Book Fair @ TIS	3/19 PTA in the Park@ OPS 4-6PM
9/12 & 9/13 Fall School Pictures @OPS	12/1 Holiday Shop @ OPS	4/15-4/19 PTA Spirit Week
9/14 Fall Pictures@ TIS	12/8 Holiday Shop @ TIS	4/22 PTA in the Park @ OPS 4-6 PM
9/22 PTA Membership Event @ OPS 5-7 PM	1/22-2/9 PARP OPS and TIS	4-29-5/3 Staff Appreciation Week
9/18-9/30 Fall Catalog Sale	2/2 OPS 2nd Grade Dance (snow date 2/23)	5/17 Ice Cream Social @ OPS 5-7 PM
10/17-10/19-Fall Book Fair @ OPS	2/9 TIS 5th Grade Dance (snow date 2/23)	5/21-5/23 Spring Book Fair TIS
10/20 Fall Festival @ TIS 5-7PM	2/26-3/1 Read-a-thon (TENTATIVE)	5/27-5/30 Spring Book Fair OPS
	<b>DATES ARE SUBJECT TO CHANGE</b>	5/24 PTA in the Park @ OPS 5-7 PM
		6/11 PTA in the Park @ TIS 5-7 PM

## PTA MEETING SCHEDULE

Date	Location	Time		Date	Location	
September 14	OPS	6pm		March 21	OPS	6pm
October 6	TIS	10am		April 26	TIS	10am

November 2	OPS	6pm		May 9	OPS	6pm
December 15	TIS	10am		June 20	OPS	10am
January 18	OPS	6pm				
February 23	TIS	10am		* Meeting & Volunteer Recognition		

OPS Meetings @ 6:00pm (zoom) @ 7:00pm /  
TIS Meetings @ 10:00am (and zoom) @ 7:00pm

### **OPS/TIS PTA – Standing Committees (2022-2023)**

2<sup>nd</sup> & 5<sup>th</sup> Grade Dance – Sarina El Jamal & Natalie Reilly  
Arlington Council Representative – Jessica Moglin  
Arts in Education - Kelley Lewis (OPS) & Hollis Bakke / Moira Schneckner (TIS)  
Book Fairs – Melanie Caesar (OPS) & Jessica Moglin (TIS)  
Double Good Popcorn Sale - Jenny Fox  
Discount Cards: Erica Martinson  
Fall Catalog Sale – Melanie Caesar  
Fall Festival – Help Needed  
Ice Cream Social – Natalie Reilly and Jackie Conner  
Membership Event – Natalie Reilly  
MS&T Fair: Beth Plotsky  
Mums Sale: Erica Martinson  
PARP – Brittany Perri (OPS) & Lauren Swarthout (TIS)  
Reflections – Melanie Caesar  
School Pictures – Jenny Fox  
Science in Ed – Moira Schneckner  
Spirit Wear: Lauren Swarthout  
Staff Appreciation – Natalie Reilly  
Website: Jenny Fox  
Yearbook (OPS/TIS) –Jenny Fox

To volunteer for any of the positions needing help or to contact any of the above members, please e-mail: [opstispta@gmail.com](mailto:opstispta@gmail.com)



## ARLINGTON CENTRAL SCHOOL DISTRICT

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### Code of Conduct 2022-2023

The Arlington Central School District has a longstanding set of expectations for conduct that are based on the principles of safety, civility, mutual respect, citizenship, character, acceptance, inclusiveness, honesty and integrity. The Board of Education annually adopts a Code of Conduct (Code) that clearly defines expectations for acceptable conduct and identifies possible consequences for unacceptable conduct and ensures that consequences, when necessary, are administered promptly and fairly. The Code applies to all students, employees, parents and other visitors when on school property, school buses, attending a school function, or when engaged in off-campus behavior that endangers the health, safety and well-being of members of the school community or which may substantially disrupt the educational process.

The District is committed to providing a safe and productive school environment where students and staff engage in the teaching and learning process free from disruption or interference. Therefore, students, teachers, parents, support staff and administrators must work together to create conditions that make our school district safe and that support active teaching and learning.

### **Student Rights and Responsibilities**

Every student has the responsibility to attend school regularly, to be considerate of others and to observe the Code of Conduct.

***Each student has the right to feel safe at school.*** All students have the right to concentrate on their school work and activities and enjoy them without worrying about unkind words and actions from others. No student should be subjected to harassment or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression) by school employees or students on school property or at any school-sponsored function. It is against school rules for anyone to make anyone else feel uncomfortable due to any of these characteristics, or to make anyone else feel threatened or unsafe. Even if an action takes place off school grounds, it can be considered against school rules when it negatively impacts the ability of students to focus on their school work and participate in school activities.

### **Student Conduct**

The Arlington Central School District expects all students to conduct themselves in a civil manner that shows regard for other students, staff, and other members of the school and general community.



All members of the school community are expected to engage in school-wide systems to promote positive behaviors, supports and interventions. Each building will inform students and parents of the school rules regarding dress and prohibited student conduct at the beginning of the school year. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in behavior that is:

- Disorderly/Unsafe (*i.e., running, misusing equipment*)
- Insubordinate (*i.e., failure to comply with reasonable directions*)
- Violent (*i.e., hurting others, possessing a weapon, threatening others*)
- Endangering the welfare of others (*i.e., discrimination, harassment, sexual harassment, intimidation, possession of alcohol or drugs, provoking/encouraging/inciting others to violate the Code of Conduct*)
- Dangerous behavior off campus, including the school bus
- Academic misconduct (*i.e., plagiarism, cheating, forging notes*)

*Please see the Technology Acceptable Use Agreements and Code of Conduct for a more complete list of prohibited behavior.*

### **Reporting & Retaliation**

All students are expected to promptly report any violations of the Code of Conduct to the appropriate adult. This includes incidents of other students or staff being harassed or discriminated against by students, school staff or other individuals on school property. Students who believe they have been harassed or discriminated upon due to their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), are to report allegations to the Dignity Act Coordinator(s) who will investigate all complaints and take prompt corrective action, as necessary. In addition, any district staff member who observes or learns of an incident or possible incident of harassment or discrimination must take immediate and appropriate action to report the incident to the administration. Staff members must also take steps to both end the harassment or discrimination and prevent it from reoccurring. Any act of retaliation against a person who reports, investigates or participates in the review of a complaint of harassment or discrimination will not be tolerated.

All students, staff, and parents are responsible to report violations of the Code of Conduct to a school administrator or law enforcement personnel. Disciplinary action, when necessary, will be firm, fair and consistent. School personnel will consider all circumstances in determining consequences. As a general rule, discipline will be progressive, meaning that a student's first violation will receive a lighter penalty than subsequent violations (unless a law has been broken). Discipline procedures range in severity from a verbal warning to permanent suspension from school. Students must be told what rule has been broken and must be given a chance to tell their version of the facts to the administrator who is imposing a penalty. Additionally, information must be shared with parents if the penalty will result in removal from class, and/or suspension from school, transportation or extracurricular activities.

*Please refer to the Code of Conduct for further details.*

*Note: The District adheres to all Federal and State regulations regarding the discipline of students with disabilities.*

### **Dignity for All Students Act**

A state law known as the Dignity for All Students Act focuses on ensuring that our schools are a safe place and that all students know they are protected from certain types of behavior including cyberbullying. Each school has a Dignity Act Coordinator, who is trained in addressing the issues covered by the law. If anyone is making you or anyone else feel unsafe, threatened, harassed or discriminated against, and is therefore causing an imposition on your ability to learn, please talk to your Dignity Act Coordinator, principal, or another adult at school.

**Dignity Act Coordinators**

The Board of Education shall appoint District Coordinators and Building Level Coordinators on an annual basis and as changes occur throughout the school year. The names of the Building Level Coordinators will be available on the District website ([arlingtonschools.org](http://arlingtonschools.org)) and by contacting a District Coordinator or any school office.

**The District Coordinators are:**

Mr. Paul Finch, Assistant Superintendent for Human Resources  
Arlington Central School District  
144 Todd Hill Road  
LaGrangeville, NY 12540  
(845) 486-4460 X20116

Ms. Jill Post, Assistant Superintendent for Pupil Personnel Services  
Arlington Central School District  
144 Todd Hill Road  
LaGrangeville, NY 12540  
(845) 486-4460, X20121

**Dress Code** The responsibility for student dress and general appearance rests with individual students and parents. Examples of standards of dress include but are not limited to the following:

- Extremely brief garments and see-through garments are not permitted, including garments that expose a student's mid-section.
- Underwear should be completely covered with outer clothing.
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
- Clothing may not include items that are vulgar, obscene, libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Clothing may not include messages or depictions of items that promote or cause fear, violence, or are otherwise disruptive of the educational environment.
- Clothing may not promote and/or endorse gang involvement, the use of alcohol, tobacco (smoking/vaping) or illegal drugs and/or encourage other illegal activities.
- Clothing that obstructs a student's identity, including but not limited to hats, hoods from sweatshirts, jackets, and sweaters, as well as face masks, may not be worn in school.

**Student Searches**

A school administrator may conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District Code of Conduct. Other District staff may, in exigent circumstances where immediate action is warranted, conduct searches of students and their belongings in cases where such staff have a reasonable suspicion to believe that the search will result in evidence that the student violated a law or the District Code of Conduct and there is not time to contact administrative staff. Student lockers, desks and other school storage places may be subject to search at any time by school officials or law enforcement, without reasonable suspicion, prior notice to students and without their consent.

**Academic Integrity**

Each student's work should be his or her own. Students have the responsibility to complete their work themselves and to acknowledge sources of information used in that work. The Code of Conduct contains more information about the rules of academic integrity and the consequences for violating them.

**Visitors to the Schools**

Anyone who is not a district employee or student of the school is considered a visitor. When a visitor wants to visit a building during the school day they must call the main office to make an appointment. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. This includes, but is not limited to, abiding by the no smoking policy, being properly attired, not committing acts of violence or harassment, and not violating any civil law. Visitors are expected to abide by all the rules for public conduct on school property contained in the Code of Conduct. Any visitor who does not abide by the Code of Conduct will be asked to leave school property. ***Our mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community and lead passionate, purposeful lives.***

**The Code of Conduct is posted on our website at [www.arlingtonschools.org](http://www.arlingtonschools.org).**

**Please contact your school principal if you have additional questions or need more information about the Code of Conduct.**

**The Code of Conduct is reviewed and updated as necessary each year. It is approved annually by the Arlington Central School District Board of Education.**

**This summary document is distributed to all students in the beginning of the 2019-2020 school year.**

**The Code of Conduct is posted on our website at [www.arlingtonschools.org](http://www.arlingtonschools.org).**

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## **SCHOOL CLOSINGS AND DELAYS**

### **Early Dismissal Times**

If we anticipate significant inclement weather to arrive during the school day **before** the normal dismissal time, ***Overlook students will be released at 11:30am.***

District early dismissal times as follows:

- **Arlington High School**                      **10:00 a.m.**
- **Middle Schools**                              **10:00 a.m.**
- **All Other Elementary Schools**              **11:30 a.m.**

These are our traditional bus departure times for an emergency early dismissal. Unless there are extraordinary circumstances that severely threaten students' well-being, we will not conduct an early dismissal later in the day. Although this increases the possibility of dismissing students based on weather forecasts that do not materialize, we believe that this will be safer for students and less confusing for parents.

### **Emergency Drop off Locations**

In order to safeguard each child, ***please confirm with your school a single emergency drop off location*** in the event of an early dismissal. Please discuss this plan with your children. When confusion occurs, it is not always possible to reach parents to confirm their child's destination. We need your help to ensure that every Arlington student is transported safely to the correct location. Please note: SchoolMessenger automatically calls the home phone number. Parents can add additional phone numbers and text messaging by creating a Contact Manager account. If you already have an account, please make sure it is up to date. If you wish to create an account, visit the "Parents" section of the Arlington website at [www.arlingtonschools.org](http://www.arlingtonschools.org) for more information. **If you have a kindergarten student or are new to Arlington, we will be emailing you information about Contact Manager by the end of August.**

### **Cancellation Procedures**

Between 4:30 a.m. and 5:00 a.m., Dr. Moyer will consult with our Transportation and Maintenance Departments, weather forecast services, and other school districts to make the best decision possible about delays and cancellations.

### **Delayed Openings – Two and Three-Hour Delays**

If it appears that weather or road conditions will improve, we will delay the start of school. Our standard delay will be for a two-hour period. However, if weather or road conditions suggest the need for a longer delay, we may call a three-hour delay. PLEASE listen to the announcement carefully or check the website if you have any question about the length of the delay. If after announcing a delay we determine that safety conditions will not improve, we will announce a school closure between 7:00 a.m. and 8:00 a.m.

In the event that there is a delay on a scheduled half day of school the half day will be rescheduled for another date and students will remain in school until regular dismissal time.

**Information about Cancellations, Delays, and Early Dismissals:**

There are a variety of sources of information for school delays, closings, and early dismissals:

<b><i>School Messenger</i></b>	<p>This system is designed to call phone systems, utilize email addresses and send text messages depending upon the information available in the system. The system has the ability to call all possible phone numbers for a student or family simultaneously for a minimum of three attempts. If an answering machine responds, a message will be left.</p> <p>In order to avoid receiving duplicate calls, please listen to the message introduction. If you hang up immediately, the system thinks the call has been dropped and will call you again.</p> <p>If you have questions about <b><i>SchoolMessenger</i></b>, please visit the Arlington website at <a href="http://www.arlingtonschools.org">www.arlingtonschools.org</a> for more information.</p>
<b>Websites</b>	<p><a href="http://www.arlingtonschools.org">www.arlingtonschools.org</a></p> <p><a href="http://www.cancellations.com">www.cancellations.com</a></p>

## 2023 – 2024

ALL DATES ARE SUBJECT TO CHANGE

### BOARD OF EDUCATION MEETINGS – 7PM

<u>Purpose</u>	<u>Date</u>	<u>Location</u>	<u>Purpose</u>	<u>Date</u>	<u>Location</u>
Reorg. Meeting	July 11	CAO (5:00 pm)	Business Meeting	February 13	Traver Road Primary School
Business Meeting	August 15	CAO	Business Meeting	February 27	CAO
Business Meeting	August 29	CAO	Business Meeting	March 12	Beekman Elementary School
Business Meeting	September 12	Titusville Intermediate School	Business Meeting	March 26	CAO
Business Meeting	September 26	CAO	Business Meeting	April 9	Overlook Primary School
Business Meeting	October 10	West Road Intermediate School	Business Meeting	April 23	Arthur S. May School
Business Meeting	October 24	CAO	Business Meeting	May 14	Union Vale Middle School
Business Meeting	November 14	Noxon Elementary School	Business Meeting (to accept vote results)	May 21	CAO (approx. 9:45 pm)
Business Meeting	November 28	CAO	Business Meeting	May 28	CAO
Business Meeting	December 12	Vail Farm Elementary School	Business Meeting	June 11	Arlington High School
Business Meeting	January 9, 2024	LaGrange Middle School	Business Meeting	June 25	CAO
Business Meeting	January 23	CAO	Reorganizational Meeting	July 2	CAO (begins at 5:00 pm)

ARLINGTON CENTRAL SCHOOL DISTRICT  
TELEPHONE NUMBERS & ADDRESSES

<u>SCHOOL</u>	<u>TELEPHONE NUMBER</u>
ARLINGTON HIGH SCHOOL, 1157 Route 55, LaGrangeville 12540	486-4860
ARTHUR S. MAY SCHOOL, 601 Dutchess Tpke, Poughkeepsie 12601	486-4960
BEEKMAN ELEMENTARY SCHOOL, 201 Lime Ridge Rd, Poughquag 12570	227-1834
LAGRANGE MIDDLE SCHOOL, 110 Stringham Rd, LaGrangeville 12540	486-4880
NOXON ROAD ELEMENTARY SCHOOL, 4 Old Noxon Rd, Poughkeepsie 12603	486-4950
OVERLOOK PRIMARY SCHOOL, 11 Maplevue Rd Ext, Poughkeepsie 12603	486-4970
TITUSVILLE INTERMEDIATE SCHOOL, 128 Meadow Lane, Poughkeepsie 12603	486-4470
TRAVER ROAD PRIMARY SCHOOL, 801 Traver Rd, Pleasant Valley 12569	635-4300
UNION VALE MIDDLE SCHOOL, 1657 East Noxon Rd, LaGrangeville 12540	223-8600
VAIL FARM ELEMENTARY SCHOOL, 1659 East Noxon Rd, LaGrangeville 12540	223-8033
JOSEPH D'AQUANNI (WEST ROAD) INTERMEDIATE SCHOOL, 181 West Rd, Pleasant Valley 12569	635-4310
Overlook Primary School Principal – Mrs. Jessica Wheeler	486-4970
Superintendent –Dr. Dave Moyer	486-4460
Deputy Superintendent – Dr. Daisy Rodriguez	486-4460
Supervisor of Transportation – Mr. Daniel McNamara	486-4955
School Lunch Department – Mr. Mark Hicks	486-4491