

The Norwood Public School District
Norwood, New Jersey 07648

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Dear Parents,

Welcome back to school! I hope that you and your families had a healthy and restful summer. I am delighted to be serving as your Interim Chief School Administrator and look forward to working with the Norwood educational family to continue the district's outstanding work on behalf of our students.

We will be providing many handouts on the first day of school. Please take the time to review all the information with your family and do not hesitate to contact us if you have any questions. I look forward to meeting you during the school year and to working closely with you to continue the tradition of excellence in Norwood.

Use our Website <http://www.nvnet.org/k8/norwood/index.html> for Important Information

- "Latest News" section
- Parent Handbook (no longer printed on paper)
- Curriculum Guides – Grade Level Summaries
- Key Policies
 - Admission
 - Class Size
 - Class Party Guidelines
 - Computers
 - Conduct & Discipline
 - Discrimination
 - Dress Code
 - Extra Curricular Activities
 - Food Service
 - Fund Raising
 - Grievance/Complaint Procedure for Students & Parents
 - Harassment, Bullying, and Hazing
 - Interscholastic Competition
 - Nondiscrimination/Affirmative Action – Employees Contracts
 - Nondiscrimination/Equal Educational Opportunity
 - Line of Responsibility
 - Nutrition
 - Student Conduct
 - Visits to the School

2009-2010 Daily Schedule

Start	End	Period/Function
8:20 a.m.	8:35 a.m.	Homeroom
8:35 a.m.	9:20 a.m.	1
9:20 a.m.	10:05 a.m.	2
10:05 a.m.	10:50 a.m.	3
10:50 a.m.	11:35 a.m.	4
11:35 a.m.	12:30 p.m.	5/ Lunch for Grades 5-8
12:30 p.m.	1:25 p.m.	6/ Lunch for Grades K-4
1:25 p.m.	2:10 p.m.	7
2:10 p.m.	2:55 p.m.	8

Please arrange for your child(ren) to be on time every day and send a written explanation if lateness is unavoidable. We start instruction at 8:35 a.m. each day.

Support Our PTO

Our Parent Teacher Organization works tirelessly to help enrich and supplement the educational program. Please join the PTO and support their work in every way possible. Make sure to visit the website at www.norwoodpto.com. It is full of useful information and posts all PTO flyers – no more paper flyers. Our PTO Executive Board officers for 2009-2010 are: Colleen Steele, Liz Giampaglia, Sam Fruhling, Kathy Moon, Fran Drucker, Sally Seidenfrau, Alicia Johnson, Robert Solomon, and Annie Hausmann.

Communication

School-wide flyers, letters, and forms are sent home with students or posted on our website. Urgent or confidential parent information is mailed directly to you. Timely and emergency information is disseminated via our automated telephone system. PTO information is posted on their website. Any organization wishing to send home flyers must submit the material to Betty Johnson for approval by Friday of the week prior to the dissemination date.

Cell Phones, iPods and Electronic Devices

Given the stressful times we live in, we understand that many parents will provide their children with cell phones to communicate in emergencies. Since we obviously need to minimize classroom interruptions, cell phones must be kept in backpacks or lockers. Students, who use cell phones during the day without staff permission and for non-emergency needs, may have the telephones taken away until the end of the school day. Repeated infractions will require parents to come to school to retrieve the device.

Lunchtime

Please refer to page 25 of the Parent Handbook posted on our website. Our policy (File Code 3542) requires that: Children shall not be released from school based upon a telephone call. A parent/guardian must come to school to pick up the child, show proper identification, and sign the child out. A parent/guardian may give written permission/fax (201-768-4916) for another adult to take their child(ren) out of school during lunchtime. Please remember that students need to bring lunch and snacks with them or order lunch through the PTO. Please do not arrange for food delivery from any outside sources since we are unable to monitor the food once it is delivered.

Influenza – Please see <http://www.flu.gov/plan/school/schoolguidance.html>

Influenza is widespread in Bergen County at this time. The flu may be H1N1 or regular seasonal influenza. The Center for Disease Control has issued new guidelines for Health Officials and School Administrators concerning responses to influenza during the 2009-2010 school year. This information is designed to decrease exposure to regular seasonal flu and 2009 H1N1 flu while limiting the disruption of day-to-day activities and the vital learning that goes on in schools.

Closing School - Based on the experience and knowledge gained in jurisdictions that had large outbreaks in spring 2009, the potential benefits of preemptively dismissing students from school are often outweighed by negative consequences, including students being left home alone, health workers missing shifts when they must stay home with their children, and interruption of students' education. Still, although the situation in fall 2009 is unpredictable, more communities may be affected, reflecting wider transmission. The overall impact of 2009 H1N1 should be greater than in the spring, and school dismissals may be warranted, depending on the disease burden and other conditions. If closing school should ever be necessary, we would use our emergency telephone calling system to inform all parents.

Staying Home When Sick - Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever (100degrees or greater), or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs.

Hand Hygiene and Respiratory Etiquette - The new recommendations emphasize the importance of the foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available). We will be emphasizing all these points with our students and providing

many opportunities for hand washing. Parents may want to send some individually wrapped hand cleaners in with their children.

Routine Cleaning - School staff will routinely clean areas that students and staff touch often with the cleaners they typically use. Special cleaning with bleach and other non-detergent-based cleaners is not necessary.

Early Treatment of High-Risk Students and Staff - People at high risk for influenza complications (those who are pregnant, have asthma or diabetes, have compromised immune systems, or have neuromuscular diseases) who become ill with influenza-like illness should speak with their health care provider as soon as possible.

Conditions of Increased Severity - CDC may recommend additional measures to help protect students and staff if global and national assessments indicate that influenza is causing more severe disease.

Safety – Wearing of Flip Flops

Flip-flop type shoes have caused numerous accidents in schools. In order to protect the well being of our students, please do not send your child to school in flip-flops. Flip-flops are not permitted at recess.

Staffing Update

Dr. Jeffrey Feifer is serving as the Interim Chief School Administrator while the Board of Education continues its search for a permanent replacement for Dr. Rose. Dr. Feifer has been working as a Special Education Consultant to the Superintendent of Northern Valley Regional High School for the past two years. Prior to that, he served 33 years in Closter, 9 as a school principal and 23 as Superintendent of Schools.

After ten years of devoted service to Norwood, Business Administrator **Gary Grembowiec** has left the district to assume his new job in West Essex Regional High School District. We all wish him the very best in this next stage of his distinguished career.

The Board has hired **Joan Dunn** as Interim Business Administrator/Board Secretary. Most recently, Joan has served as Interim Business Administrator in New Milford. Prior to that, she was the BA in Closter for 13 years. Joan has also worked as Assistant Business Administrator in Teaneck and Business Administrator in Northvale. She has a wealth of experience, including QSAC monitoring in New Milford, and will be an invaluable addition to our staff as we transition to a new Business Administrator.

Welcome back **Tricia McGee** who has returned from a family leave. She will be teaching grades 7/8 Language Arts.

We are pleased to welcome the following additional new staff members to the Norwood family:

Frances Orefice – will be our full-time Guidance Counselor. Frances earned her B.A. in Elementary Education from Caldwell College and her Masters of Guidance, Counseling, and Personnel Services from Montclair State University. Her certifications qualify her to teach Nursery School and Elementary School, and to serve as a Guidance Counselor and Supervisor. Her experience in education includes seven years as Principal of Our Lady of Mount Carmel School in Tenafly, Director of Guidance in Allendale, and Guidance Counseling in Ridgefield. She also serves as an Adjunct Professor in Teacher Education at Felician College.

Lauren DiChiaro - will join our Kindergarten Team. Lauren graduated with a B.S. in Elementary Education, concentration in Language Arts, from Indiana University. She holds New Jersey Certification in Elementary Teaching, K-5, and has completed field experience and student teaching in Kindergarten and grade 3. Last year, she substituted and worked as an instructional aide in grade 1.

Jordan Henshaw – a former student in the Norwood Public School will join the grade 2 team. Jordan worked here for the last four months of school as a maternity leave replacement and taught Music, K-8. She earned a B.S. in Elementary Education and Special Education from Millersville University of Pennsylvania and has student taught in grades 3, 6, 7, and 8. She has also substituted at all grade levels in Norwood and Franklin Lakes. Jordan has her State Certificate in Elementary Education, K-5.

Rosemarie Zara – officially joins our staff as a Resource Center Literary Specialist and Basic Skills Teacher. She is a graduate of Fairleigh Dickinson University where she earned Orton-Gillingham Teacher certification, a Masters in Learning Disabilities, a Masters in Teaching, and a B.A. in Psychology. She worked in Norwood as an Orton-Gillingham Consultant for the past three years. She has also worked as an Orton-Gillingham Teacher at the Masonic Learning Center in Tenafly, as a grade 5 teacher in Aberdeen, and as a grade 2 teacher in Clifton.

Susan Sullivan – will officially join us in the capacity of Media/Technology Aide. Susan has previously provided clerical assistance on a voucher basis. Susan earned her B.A. from Trenton State College and has a Bergen County Substitute Teacher Certificate. She has also substituted in Norwood for four years and is an active member of Norwood Recreation.

Checklist of First Day Handouts

Item	Note
Parent Handbook	Access via www.nvnet.org/k8/norwood .
Parent Notification of Dismissal Form	Complete 1 form for each child and sign; return to the teacher. Specify how you wish us to dismiss each child.
Student Conduct Contract	Review with each child in grades 5-8; return to the teacher. Student Code of Conduct is in our Handbook online.
Family Life Objectives	Please review and confer with your child's teacher if you have any questions about this curriculum.
Evacuation Form	Complete 1 per family, sign, and return to the teacher of your youngest student.
Emergency Card	Complete 1 per family, sign, and return to the teacher of your youngest student.
Locker Policy	Please review with your child if he/she has a locker.
Medical Card	Complete 1 card for each child, sign and return to the teacher.
Policies on Sexual Harassment, Bullying, and Hazing	Review and retain. Communicate with the teacher as needed.
Grade 8 Graduation Requirements Letter	Complete 1 letter for each child, sign and return to the teacher. Keep the legal size sheet that describes the requirements.
"Free & Reduced Meals"	This is a required application. Please complete, sign, and return to the teacher.
Private Accident Insurance	Optional for purchase but please complete, sign, and return to the teacher even if you decline to buy the policy.
September Calendar	Review and use daily. (See back cover of the online Parent Handbook for the annual calendar.)
Authorization for Release of Pupil Information	Please review, sign, and return to the teacher.
Handouts from Teachers	Review and discuss as appropriate.