

MANASQUAN HIGH SCHOOL



"Excellence in Education "

Rick Coppola, Principal

167 Broad Street

Manasquan, NJ 08736

tel: 732-528-8820 ext.1000

fax: 732-528-0316

e-mail: rcoppola@manasquanboe.org

August 2018

Dear Students and Parents:

I hope this letter finds you having a relaxing and restful summer. During the month of August, our thoughts focus on the upcoming academic year. The teaching staff and administration have been working diligently over the summer, revising curriculum, upgrading facilities and planning for our opening. Manasquan High School will begin the 2018-2019 school year on Wednesday, September 5th.

As you know, we are entering an exciting time at Manasquan High School. Many of you attended our meetings last spring to discuss our new "drop and rotate" schedule. We will be meeting with students during the first week of school to discuss new procedures that we will be implementing during the school day. Also, we are preparing for the opening of our new Science wing sometime during the school year.

Listed below are important dates and key information for the upcoming year:

1. **"Back-to-School Night"** will be held on Wednesday, September 12th at 7:00 p.m. Parents will follow their child's schedule and meet their teachers for 15 minutes. During this time the teacher will explain the course's overview and proficiencies, as well as his/her expectations of the students. Follow-up parent conferences can be scheduled through your child's guidance counselor.
2. We are pleased to announce that Manasquan High School will provide PSAT testing on Wednesday, October 10th for sophomores and juniors during the school day. Testing will start promptly at 7:30 am. Non-testing students should report to school by 10:15 a.m. Busing for testing students and non-testing students will be provided so please plan your schedule accordingly.

3. Due to the "Pest Management Policy" approved by the Board, all food and drink bottles will be prohibited in all classrooms and specified areas of the school building (gymnasium, auditorium).
4. Also attached is the Permission to Photograph Form from Mr. Cahill regarding your wish not to have your child be "photographed and published" in our school newspaper, yearbook, or internet for sports, awards, achievement, etc. **This form must be returned to the Athletic Director's Office no later than September 15th.**
5. A reminder to parents and students- assigned lockers are the property of the school, and periodic unannounced locker searches will be conducted during the school year.
6. Please thoroughly review all contents of the Student/Parent Handbook with your child.

Please check the high school web page for daily announcements and important updates, including new phone extensions for all offices and personnel in the high school. Once again, I hope that the remainder of your summer vacation is enjoyable. If you have any questions, please do not hesitate to contact us.

Very truly yours,

Rick Coppola
Principal

MANASQUAN HIGH SCHOOL



Peter Cahill, Supervisor of Athletics

167 Broad Street
Manasquan, NJ 08736
tel: 732-528-8820 ext.1020
fax: 732-528-0367

August 2018

Dear Parent/Guardian:

During the school year there are times when your son/daughter may be photographed and published in our school paper, publications and internet for sports, awards, achievement, etc.

In some cases, students may also be videotaped in class during a teacher observation.

If you **DO NOT WANT** your child to be photographed or included on video, please sign the form below and send the form back to my office **NO LATER THAN** September 15, 2018.

Thank you for your cooperation in this matter.

Sincerely,

Pete Cahill
Supervisor of Athletics/Extra-Curricular Activities

I **DO NOT** wish to have my child photographed or included in a videotaped classroom lesson.

Child's Name _____

Grade _____

Parent Signature _____ Date _____

REMIT TO: Peter Cahill, Supervisor of Athletics/Extra-Curricular Activities
Manasquan High School

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Dear Parents & Guardians:

The Manasquan School District has adopted the Canvas Learning Management System (LMS) as our online platform for teachers and students to interact in a secure, web-based environment. In this system, students in grades 5-12 will have access to a number of digital, web-based tools that their teachers may provide. These could include, for example, an online calendar of assignments, electronic course materials, announcements, discussion boards, etc.

In some respects, this represents a move away from our existing teacher homepages that have traditionally housed some of these online resources. Not only does Canvas provide much more robust tools for digital learning than teacher homepages but it also does so in a secure, non-public environment so as to better protect student privacy.

Students in grades 5-12 have access to Canvas using their district-issued accounts. Parents can also create "observer" accounts within Canvas that allows them to view the same materials and resources as their children.

For instructions to create a parent (observer) account for your child or children, please refer to the guide available here:

www.manasquanschools.org/canvas

Please contact us at parentportal@manasquanboe.org should you need assistance or have any questions.

Sincerely,

Rick Coppola
Principal

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August 2018

Re: Family Life Education Curriculum

Dear Parents and/or Guardians:

Please be advised that the following courses and programs are included in the Manasquan School District's Family Life Education curricula in the high school:

Health: 9, 10, 11, 12 Peer Leadership Training

Science: Biology Honors, Lab Biology, Anatomy and Physiology, A.P. Biology, Biology Concepts, Dynamics of Health, Medical Terminology

Social Studies: A.P. Psychology, Psychology, A.P. Human Geography

New Jersey State Law allows any students or parent/guardian to sign a **waiver form** if he/she finds specific material presented in the course "to be morally or conscientiously objectionable." In this case, a student must obtain this form from his/her **Guidance Counselor**, stating in writing, the specific reasons and areas found objectionable, and have the form signed by the parent. The student will then be excused, without penalty from only that area of classroom instruction, be assigned to a study hall and provided with an alternate assignment.

If you should have any questions or would like to review a specific course of study, please do not hesitate to contact my office.

Sincerely,

Rick Coppola
Principal

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August 2018

Re: The Family Educational Rights and Privacy Act (FERPA)

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Manasquan School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Manasquan School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Manasquan School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight & height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary & Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Manasquan School District to disclose directory information from your child's education records without your prior written notice, then you must notify the district in writing. The Manasquan School District has designated the following information as directory information:

- | | |
|------------------------------------|--|
| --Student's name | --Participation in officially recognized activities & sports |
| --Address | --Weight and height of members of athletic teams |
| --Telephone listing | --Degree, honors, and awards received |
| --Electronic mail address | --Most recent educational agency/institution attended |
| --Photograph | |
| --Date & place of birth | |
| --Major field of study | |
| --Date of attendance & grade level | |

Should you have any additional questions, please do not hesitate to contact my office.

Sincerely,

Rick Coppola
Principal

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August 2018

Dear Parent/Guardian:

The Every Student Success Act (ESSA) is designed to make changes in teaching and learning that will help our students achieve more in school. The law requires that all schools receiving federal funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives federal funding and we are happy to share this information with you.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific, legal definition of "highly qualified" in order to teach in schools that receive federal funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of their knowledge in the subject they teach.

New Jersey has some of the most qualified teachers in the country and we are extremely proud of the quality of the teaching staff in the Manasquan School District. All of our regular teachers have college degrees, and many have advanced degrees. The State of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. Every teacher in our school is fully qualified and dedicated to teaching your child. After reviewing the federal requirements individually with each teacher in our school, I am very pleased to inform you that every member of our instructional staff meets the legal definition of "highly qualified" required by the federal government.

I encourage you to support your child's education and communicate with his or her teacher on a regular basis. By families and educators partnering together – we can provide your child with the best education possible.

Very truly yours,

Rick Coppola

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Dear Parents:

Manasquan High School is excited to welcome you back to school and to our expanded Student Mobile Technology Initiative. All students in the high school will be provided a Dell Latitude laptop device as part of our digital learning initiative aimed preparing students for college and careers in the 21st century. In this program, each student will be issued a device for the duration of the school year which they will be expected to bring to all classes but may also take home. As with any other district-owned issued equipment issued to students, these devices should be handled with care regardless of where they are being used. With this in mind, the Board of Education has adopted a Technology Use Fee option for parents in which you may elect to pay a non-refundable \$50 annual use fee which will cover any first-time accidental damage to the device. The full terms of this option are explained in detail on the attached form. Before being issued a device, each student and parent must sign the district's Student Mobile Technology Device & Use Fee Acceptance/Waiver Form, which is attached to this letter along with the District's Acceptable Use Policy.

It is our intent to distribute as many devices as possible to students prior to the beginning of school on the dates listed below for your grade. ***If you would like your son/daughter to be issued their device during these times, please bring with you the signed form (and \$50 payment by check or cash, if you elect to pay the use fee).*** Forms will also be available at the distribution nights.

The upperclassman tablet distribution times at the high school are:

Tuesday, August 28th from 6-8 P.M.

Wednesday, August 29th from 6-8 P.M.

Thursday, August 30th from 11 A.M. - 1 P.M.

If you are unable to attend the above dates or are not prepared to sign the form at that time, tablets will only be able to be issued once school begins the following week.

We hope you share our excitement for this opportunity for our students. For specific questions regarding the technology program, please contact technology@manasquanboe.org.

Sincerely,

Rick Coppola
Principal



Manasquan School District Student Technology Device & Use Fee Form

The Manasquan School District is excited to offer your child participation in our 1:1 Student Mobile Technology program. Please review the below provisions of this program as well as the attached applicable Board of Education Policies.

- When using the district-provided Mobile Technology Device, pupils must comply with the District's Acceptable Use of Computer Network/Computers and Resources policy and regulation: Board of Education Policy/Regulation #2361 (attached).
- The district-provided Mobile Technology Device is, at all times, property of the District. The device and peripherals, loaned to a pupil, must be returned to the District in the condition they were initially provided to the pupil considering reasonable use and care by the pupil while they are a student in a District school. The District reserves the right to demand return of the device/peripherals at any time. Failure to return the device/peripherals may result in disciplinary action and/or criminal charges sought against the pupil and/or the person in possession of the device/peripherals.
- The parent or pupil shall be responsible to reimburse the District the replacement cost of any technology device or its associated peripherals that are lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the District. The parents or pupil shall be responsible to pay a fine to the school district for any repairable damage to the device and/or peripherals. (Also see Technology Use Fee Option below.) "Damaged" is defined as hardware or software breakage that hinders the operation of the device while being used within the parameters of the Acceptable Use policy.

New Jersey's Anti-Big Brother Act Notice

The electronic device provided by the Manasquan School District may record or collect information on a pupil's activity or a pupil's use of the device. The Manasquan School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. **The district may remotely activate a location tracking feature and/or the device's on board camera should the device be reported stolen or missing.**

Technology Use Fee Option

In accordance with Manasquan Board of Education Policy #7523 (School District Provided Technology Devices to Pupils), the District is offering pupils/parents the option to pay a technology use fee to protect pupil/parent from bearing the full fine cost for accidental damage of the device and/or its peripherals.

- Payment of an annual, **non-refundable** \$50 use fee covers **first time accidental damage** to the device/peripherals as defined above. After initial damage, the parent/pupil may elect to pay an additional \$50 two additional times to cover a repair fine as long as it is received prior to the subsequent damage. The full fine cost of subsequent repairs for damage will be charged to the parent/pupil.
- All damage to a device/peripherals must be reported to the Assistant Principal's Office immediately.
- Lost or stolen devices/peripherals are **not covered** by payment of the use fee. In these cases, pupils/parents are required to pay the full cost of the replacement of the device/peripherals.
- Damage caused intentionally or by inappropriate usage that violates the District's acceptable use policy (#2361) or the School District Provided Technology Devices to Pupils policy (#7523) is NOT covered by payment of the use fee.
- Pupils/Parents choosing to waive fee payment shall incur a fine for a repairs caused by damage of the device/peripherals. The fine costs are defined in Policy #7523.

Please initial the line that applies to your selection:

_____ I accept the \$50 technology use fee in accordance with the terms above. My payment is attached.
(Make check payable to Manasquan School District.)

_____ I waive my right to the technology use fee and understand that I will incur all costs to repair or replace my technology device/peripherals in accordance with the terms above.

By signing below, I understand and agree to the terms set forth in this agreement and Manasquan Board of Education Policy #2361 (Acceptable Use of Computer Network/Computers and Resources) and Policy #7523 (School District Provided Technology Devices).

Student's Printed Name

Student's Signature

Date

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Rev 8/7/18

Manasquan Board of Education
169 Broad Street
Manasquan, NJ 08736

Technology and Internet User Contract

Student Name: _____

Student ID #: _____

Student Contract

I have read and understood Manasquan Board of Education Policy 2361 (Acceptable Use of Computer Network/Computers and Resources) and the accompanying regulation number 2361 and agree to abide by the same. I understand that any inappropriate conduct may include, but is not restricted to, immediate revocation of the technology and Internet access rights, detention, suspension, and/or legal prosecution. The Manasquan Board of Education, its administrators, and teaching staff are not responsible for any misconduct that I commit. I am fully responsible for my actions. In using this technology, I promise not to engage in the inappropriate usage described in the Board's policy and to be polite and respectful of the rights, the ideas, the information, the intellectual property, and the privacy of others. I will also report any misuse of technology or the Internet to a teacher or administrator. I understand that failure to report such misuse exposes me to the same punishment as the offender.

Student's Printed Name

Student's Signature

Date

Parent Contract

I am the parent/guardian of the above student. I have read and understood Manasquan Board of Education Policy 2361 (Acceptable Use of Computer Network/Computers and Resources) and the accompanying regulation number 2361 and agree to abide by the same. I understand that complete blockage of inappropriate material for children is not guaranteed and I will not hold the school responsible for the student's access of unauthorized material. I understand that the Manasquan Board of Education and its employees do not make any warranties, express or implied, about any service, software, or information which my child may receive. I agree to be fully responsible for the supervision of my child's use of the Internet outside of school. I agree to indemnify and hold harmless the school district and any of its employees for all costs, including legal fees, which arise as a result of my child's inappropriate use of the technology or Internet systems.

I understand that I have a responsibility to explain to my child that he or she should never give out personal information or photographs of themselves or others and that he or she should immediately inform me if he or she receives any inappropriate communication.

By signing here, I give my son/daughter permission to utilize all technologies and access the internet through his/her school.

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

This form is to be returned to the Director of Technology.

POLICY

Manasquan Board of Education

Section: Program

2361. ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

Date Created: June, 2011

Date Edited: August, 2016

2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

M

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding

appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Director of Technology a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act:

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 14 June 2011

Revised: 20 November 2012

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August 2018

Dear MHS Parents and Guardians:

Over the past school year there was an increase in the number of students who are smoking or possessing an e-cigarette, often referred to as a "vape," while in school or at school-related events. Possession of a vape pen, e-cigarette, traditional cigarette, or any materials associated with them is strictly prohibited at school and is illegal by the enacting of the "New Jersey Smoke-Free Air Act" N.J.S.A. 26:3D-58 (b). While we are concerned about the legality of underage vaping, we are more concerned with the general well-being of our students. It has been reported that the nicotine level in one juice pod is equivalent to one pack of cigarettes. The impact of such a high level of nicotine is significant.

The most popular device we have been confiscating is the "Juul." It is marketed toward beginning vape users as it is a simple, yet stealthy, device – it resembles a flash drive for the computer. A starter kit, which includes the device and four (4) juice pods, can be purchased for about \$50. Although you **must be at least 21 years old to purchase a vape**, students seem to have little difficulty in acquiring these devices at convenience stores, smoke shops and online.

To curtail the use of e-cigarettes and ensure the health and safety of our students, the MHS administration will continue to take the following steps when students are in possession of or are found to be using e-cigarettes on school grounds or at school-sponsored activities.

- Students found in possession of or using e-cigarettes or vaporizers will receive initial consequences as per the student handbook guidelines for smoking or use of tobacco products on school grounds.
- Students found in possession of or using e-cigarettes or vaporizers will be seen by our school nurse for any safety concerns.
- Parents/Guardians will be immediately notified of the situation.
- As e-cigarettes and/or vaporizers can be used to smoke illegal substances which are odorless, students found in possession of or using e-cigarettes or vaporizers may be required to receive a medical examination and drug screening. Students with positive test results will face additional consequences and counseling requirements.
- Students found in possession of and/or using traditional, e-cigarettes or vaporizers will be required to meet with the Student Assistance Counselor to candidly discuss the dangers of drugs, alcohol, and tobacco products.
- School Counselors will also be made available for consultation.

It is our hope that with you as our partners we can influence student behavior to refrain from the use of vapes. Please do not hesitate to contact us if you have any concerns. We have attached several resources for your use as well.

Thank you for your continued support,

Rick Coppola
Principal

Donald Bramley
Assistant Principal

Richard Read
Assistant Principal