

# Parent and Student Handbook

## Francine Delany New School for Children



119 Brevard Road  
Asheville, NC 28806

Phone: (828) 236-9441  
Fax: (828) 236-9442

<b>Table of Contents</b>	<b>Page</b>
Understanding Francine Delany	3
What is a charter school?	3
What is FDNSC’s philosophy?	3
How is FDNSC governed?	4
What is the volunteer requirement for parents?	4
Communication at Francine Delany	5
How can I keep in touch with my child’s teacher?	5
Can I visit the school?	5
Are there community events we can attend?	5
Where can I go with problems?	5
Daily Schedule at Francine Delany	6
When does school start?	6
When can my child arrive at school?	6
When does school end?	6
When should I pick up my child?	6
Does FDNSC offer any after school care?	6
Attendance Policy	7
Which absences can lawfully be excused?	7
How can I get an absence marked as excused?	7
Which absences cannot be excused?	8
When can an early release or a tardy become an absence?	8
How many absences are “too many” absences?	8
What is summer school and its attendance policy?	8
Safe School Policy	9
What is absolutely prohibited on FDNSC’s campus?	9
What will happen if my child brings any of these items to school?	9
Discipline Policy	10-11
Frequently Asked Questions	14
Inclement Weather	14
Transportation	15-16
Health and Safety	17
Miscellaneous	18
Contact Directory	19

# Understanding Francine Delany

## **What is a charter school?**

A charter school is an independent public school. Francine Delany New School for Children (FDNSC) became a charter school in 1997. The N.C. Department of Public Instruction sponsors FDNSC's operating contract.

As a charter school, FDNSC has the ability to hire and dismiss, contract for outside services, define its own educational philosophy and curriculum, and control its own finances. Charter schools are held accountable by the state; in order to stay in operation, they must meet the terms of their respective charters.

Charter schools may not charge tuition. They receive the same per-pupil money allotment from the state as other schools in their district. They must maintain a racial balance that reflects the racial makeup of the local school district.

Charter schools focus on results, permit true decentralization, offer new professional opportunities for teachers, and provide for a more market-driven educational system.

## **What is FDNSC's philosophy?**

"Francine Delany is a school I truly believe in—where the community works for the individual, and the individual learns to work for the community.

Our emphasis is on academic development and social justice.

It's a model of public education that really works."

- We believe that students learn best when they are actively engaged in an experientially rich, hands-on program of study.
- We strive to create a learning community that includes students, teachers, parents, and community all working in partnership. Our classrooms serve as working models of this learning community.
- We challenge students to develop critical thinking skills and reach ambitious academic goals while developing self-respect and respect for others.
- We value curiosity and creativity.
- We believe that teachers function as guides and partners.
- We do not discriminate on the basis of race, gender, national origin, disability, or religion.

## How is FDNSC governed?

FDNSC has two main bodies that govern the operation of the school.

1. **The Directorate** is the administrative and operating body of the school responsible for the day-to-day management. It consists of FDNSC teachers and founding teachers. Its responsibilities include:
  - ensuring that the school conforms to state and federal laws,
  - carrying out overall school policies as directed by the Board of Directors,
  - making curriculum decisions,
  - managing the budget,
  - overseeing the admissions process,
  - managing faculty and staff, and
  - disciplining students as outlined in our Safe School policy.
2. **The Board of Directors** is the governing body of the school and safeguards its existence, values, and philosophy as stated in our charter. The Board has nine members: four teachers employed by the school, three parents of children attending the school, and two members from the community. The Board
  - establishes policies,
  - approves personnel,
  - oversees the budget, and
  - ensures that all of the school's affairs are consistent with state and federal laws.

Anyone interested in serving on the board should contact a Directorate or Board member. For a listing of current Board members, please refer to [www.fdnsc.net](http://www.fdnsc.net).

The Board meets monthly at 5:30 p.m. at the school. All meetings are open to the public, and we encourage parents to attend. The meeting dates for each school year are set at the first Board meeting. For information on Board meeting dates, please call the office.

## What is the volunteer requirement for parents?

Because we believe parents play an important role in our learning community, we ask that you volunteer ten hours *per semester*. You can fulfill this volunteer time by driving on field trips, helping out in the classroom, lending a hand at the health fair, etc. Contact your child's teacher for other volunteer opportunities.

*Please be sure to record your volunteer hours in the log book in the office.* We use this log to gauge the level of parent involvement; plus, this log is very useful when we apply for grants and donations.

# Communication at Francine Delany

## **How can I keep in touch with my child's teacher?**

We value open and frequent communication between teachers, parents, and students. Below is a list of ways we can keep in touch.

- Teachers have regularly scheduled teacher/parent/student conferences for the purpose of evaluation throughout the year. These meetings typically coincide with report cards. Look for notices in your child's papers and sign up for a conference time that works for you.
- Feel free to email your child's teacher (addresses are on the back cover or on our website) with questions, observations, or comments. You may also call the school (236-9441 # 0) and leave a message for the teacher.
- You can also schedule a meeting with your child's teacher. Please call the school (or send a note with your child) to schedule an appointment before 8:00 a.m. or after 2:30 p.m. To protect the learning environment for all children, teachers do not schedule conferences during the school day (8:00 a.m. - 2:30 p.m.). Sometimes Exceptional Children's conferences are scheduled during the day.

## **Can I visit the school?**

Yes! We want you to know what is happening at FDNESC. You are welcome in the classroom as a visitor or as a volunteer. Volunteering is a helpful way to become part of the learning community. Please ask your child's teacher to set up a schedule that is convenient to both of you. (*You may always join your child at lunch for a quick and informal visit.*) Always check in at the office to sign in and get a visitor's name tag.

## **Are there community events we can attend?**

Yes, we have open-houses, parents' nights, community events, and other activities organized through classrooms. FDNESC strives to create an open and friendly environment, and these community events are wonderful times to let your child be your guide and to meet the many people who make up this learning community.

## **Where can I go with problems?**

As a parent, your observations and questions are important to us. If you have questions about your child's program or progress, please talk directly to your child's teacher first. If the issue is not resolved, see a member of the Directorate, to schedule a Directorate sub-committee meeting. If you do not resolve the issue at the Directorate level, please contact the Board President.

# Daily Schedule at Francine Delany

## When does school start?

School starts at 8:30 a.m.

## When can my child arrive at school?

Students should arrive between *7:30 a.m. and 8:15 a.m.* **Do not bring your child to school before 7:30 a.m.;** there is no supervision before 7:30.

We've explained below where your child should go when he or she arrives.

If...	Then...
Your child arrives between 7:30 and 8:00 a.m.,	your child should go straight to the multi-purpose room.
Your child arrives after 8:00 a.m.,	your child should go directly to his or her classroom.
Your child has breakfast at the school and arrives between 8:00 and 8:15 a.m.,	your child should go to the multi-purpose room.
Your child arrives after 8:30 a.m.,	your child should go to the office and get a tardy slip

## When does school end?

School ends at 2:15 p.m.

## When should I pick up my child?

You should pick up your child between *2:15 p.m. and 2:30 p.m.* We will supervise the children until 2:30 p.m. After 2:30 PM, children will go to the multi-purpose room. Parents should park and come to the multi-purpose room for their child. **We will charge parents \$5.00 for childcare for each 15 minute interval past 2:30 p.m. Please pay when you pick up your child.** For more information on riding the bus, please see the *Transportation* section in the *Frequently Asked Questions*.

## Does FDNSC offer any after school care?

No, we do not offer any on site after school care. However, several after school programs pick up at our school including: YWCA and Salvation Army. Students may ride our bus to the JCC and Little Rascals.

# Attendance Policy

We believe that each student should be on time and attend school every day. Regular school attendance is critical to your child's learning. We also believe that you and your child are responsible for ensuring regular attendance.

Because we believe so strongly in the importance of school attendance, our attendance policy goes beyond the North Carolina State Laws pertaining to student attendance by not excusing travel-related absences. Furthermore, the Board of Directors is committed to the implementing a student attendance policy that is nondiscriminatory, discourages dropouts, and encourages regular attendance.

In this section, we will explain our policy by answering these questions:

- Which absences can be excused?
- How can I get an absence marked as excused?
- Which absences cannot be excused?
- When can an early release or a tardy become an absence?
- How many absences are "too many" absences?
- What is summer school and its attendance policy?

## **Which absences can lawfully be excused?**

If your child is absent for one of the reasons below, you can request that the absence be marked as excused. (These conditions are also true for any tardy or early release.)

- a. The student is ill and cannot physically attend school. (See our *Health and Safety* FAQ's.)
- b. The student has a medical or dental appointment. (The student should return to school with a note from the medical or dental office.)
- c. The student is absent because of the death of an immediate family member.
- d. The student is absent due to the observance of an event required or suggested by the student's religion.
- e. The local health officer or State Board of Health orders the isolation of the student.
- f. The student is required to attend a court hearing.

We consider your child present when your child is:

- a. participating in a school-sponsored field trips,
- b. involved in other activities initiated by and scheduled by the school,
- c. attending special school events which may require early dismissal from school, or
- d. attending an in-school suspension.

## **How can I get a lawful absence marked as excused?**

Write a note explaining the absence with your signature. Send the note in with your child when he or she returns from the absence within two days.

As soon as a parent anticipates a student's extended absence because of a severe, prolonged, or chronic illness under a physician's care, the parent must notify the child's teacher.

### **Which absences cannot be excused?**

In general, if the absence is not covered in the reasons for excused absences above, we cannot excuse the absence.

We cannot excuse any absences related to travel, however educational it may be.

### **When can an early release or a tardy become an absence?**

We expect students to arrive on time and remain in school the full day. Tardies and early releases cause students to miss important information and are strongly discouraged.

An early release will become an absence if the student was present for less than three hours of the school day.

Three unexcused tardies or early releases or any combinations of early releases and tardies will be equated to one day of absence.

### **How many absences are "too many" absences?**

We believe that students benefit from being in class every day. If your child is out for 3 consecutive days because of illness, we may require you to provide a doctor's letter verifying the illness.

Once your child has **10 absences** (either excused or unexcused), the Directorate will require the family to attend a meeting to discuss an attendance improvement plan. The Directorate may file *A Report of Unlawful Absences* if the child accumulates unexcused absences.

We will require your child to attend summer school if your child has **19 or more absences** (excused or unexcused).

### **What is summer school and its attendance policy?**

FDNSC's summer school program operates a five-day session. The daily schedule is 8:30am-11:30am, and the cost is \$50.00 paid in advance. If a student is unable to afford the summer school, the student's parents may ask the Directorate for a fee reduction. The Directorate will determine whether to reduce the \$50.00 fee within 10 days.

During the summer school sessions, absence, tardiness, or disruptive behavior will result in dismissal from the summer school program. This may result in a grade level retention.).

# Safe School Policy

We strive to provide the entire school community with a safe, orderly, and caring learning environment. In this section, we outline items we prohibit from our campus. In addition, please note that bringing any of these items onto school property can result in disciplinary actions. (You may ask in the office to see the Safe Schools Policy in its entirety)

## **What is absolutely prohibited on FDNSC's campus?**

We prohibit the following on campus:

- Knives (including pocket knives, folding knives, sheath knives, "Swiss Army" and "Leatherman" or other multi-tools that include knife blades)
- Weapons
- Alcohol
- Tobacco
- Drugs (including both illegal, over-the-counter, prescription)

If your child requires medication at school please see the Safety and Health Policy for procedures.

Bringing weapons, alcohol, tobacco, or drugs to school will result in the following:

- We will consider this action a serious misbehavior.
- We will suspend the student from school immediately.
- We may contact the police or take other legal action if appropriate or necessary.

Also remember, if a student uses any object as a weapon and threatens, intimidates, or injures another student or staff member, the same consequences apply. We will immediately suspend the student and may contact the police.

## **Since tobacco is prohibited on campus, can I smoke if I'm at school?**

No. We prohibit all tobacco, alcohol, and drugs.

# Discipline Policy

We believe that students have a major role in making meaningful decisions about their schooling and in designing an educational community in which they feel connected to one another and to adults. Students must exercise self-discipline so that an appropriate learning environment can be maintained. Our Discipline Policy assumes that our expectations for student behavior are clearly communicated and failure to follow those expectations is a matter of student choice (i.e. poor decision making). Our plan reflects the belief that we should learn from our mistakes through logical consequences. Parents are a vital link in this learning process. We look forward to the support of the parent in helping us resolve any problems.

## **What are logical consequences?** *(from Rules in School by Northeast Foundation)*

When children make mistakes in following the rules, the teacher will help them solve the problems caused by their mistakes through the use of "logical consequences." Logical consequences are not punishments. They are ways to help children see the effects of their actions, repair the situation, and learn to do better next time.

There are three basic kinds of logical consequences:

**Take a break** – If a child is losing self-control, s/he goes to a designated spot in the room to cool off. The break is short. The child comes back as soon as s/he has regained control. Children may go voluntarily to "take a break." Children may go voluntarily

**Loss of privilege** – If a child misuses a material or acts out during an activity, s/he will be told to stop using the material or doing the activity for a short period of time. The privilege will be restored when the child and teacher have talked about how to prevent a similar problem in the future.

**"You break it, you fix it"** – If a child damages something or hurts another's feelings, s/he will try to fix the damage. In the case of hurting another's feelings, the child might offer an apology of action - writing a card, helping with an activity, making illustration, taking some other action beyond verbally saying sorry.

Our goal as teachers is to help children believe in their ability to create a caring learning environment. Learning to live by the rules they've created is an important step. Logical consequences are relevant, realistic and respectful. They help us learn by our mistakes in everyday classroom situation.

## **What behaviors will require further disciplinary actions?**

Below is a list of behaviors that are against school policies of nondiscrimination and safety.

We will initiate disciplinary actions if the student does any of the following:

- Actions that could endanger the safety of another individual or self (e.g., violence, verbal abuse, displaying hostile treatment, disobeying bus rules, and violating our Safe School Policy)
- Actions that could damage school or personal property (e.g., graffiti)
- Actions, behaviors, and language that are socially unacceptable such as those that are sexually explicit, exploitative, or bigoted. (Examples include: teasing, bullying slurs, innuendos, derogatory remarks, jokes, demeaning comments, mimicking, name calling, gestures, physical contact, stalking, and displaying or circulating written materials or pictures (including clothing).)
- Actions that threaten to disrupt the learning environment (e.g., excessive interrupting and refusing to cooperate)

### **What is the disciplinary procedure?**

Depending on the severity of the offensive behavior, the teacher may handle the problem in the classroom with the use of logical consequences or (s)he may enlist parent support to help solve the problem.

We use the following disciplinary procedure:

- The teacher documents the behavior
- The teacher uses logical consequences
- The teacher contacts the parents\*
- The teacher, parent, student and a directorate member create a Student Behavior Plan\*
- Student follows a behavior plan
- Contact parents\*
- Schedule a follow-up meeting to document progress on the Behavior Plan

\* as needed

### **What forms might you see?**

Teachers may use the Student Update form or an informal note to report any incident they feel the parent might want to know about their child's progress or behavior. This might be used to inform the parents of achievements or academic needs.

The Incident Report form has two levels. Level I deals with minor infractions that are chronic disruptions to the learning environment. Level II forms address the more severe infractions. See forms inserted between pages 12 and 13.

### **When does this discipline policy apply?**

This policy will apply in the following circumstances:

1. while in any school building on any school premises before, during or after school hours;
2. while on bus or other vehicle as part of any school activity;

3. during any school function, extracurricular activity, or other activity or event (on or off campus);
4. when subject to the authority of school personnel; and
5. anytime or place when the behavior has a direct and immediate effect on maintaining order and discipline in the school.

# Frequently Asked Questions

## Inclement Weather

**How will I know if the school is closed because of inclement weather?**

1. Watch WLOS-TV or check [www.wlos.com](http://www.wlos.com) for our school name. You may also listen to WCQS (88.1) FM. We *do not* follow the Asheville City School system. You will see or hear our school name if school is cancelled.
2. If our name appears, it will specify whether FCNSC is:
  - Open with no buses on icy roads,
  - Open at 10:00 am, or
  - Closed.

**What will change if the school opens at 10:00 am?**

When the school opens late because of weather, we will *not* provide morning or afternoon transportation. You must drop-off and pick-up your child on these days. Please drop your children off between 9:45 a.m. to 10:00 a.m. There is no scheduled supervision prior to 9:45 a.m.

Please remember that we want you and your child to be safe. If school opens at 10:00 a.m. and your roads are too dangerous to travel, please send us a signed note to that effect within two days of your child's return to school, and we will excuse the absence.

**What if my child goes to an after school program run by Asheville Parks and Recreation?**

In addition to looking for FDNSC status, you'll also need to know if Asheville City Schools are closed. If Asheville City Schools are closed, the Asheville Parks and Recreation's after-school programs will be cancelled.

**What if my child goes to another after school program?**

Be sure to listen for your after-school program and plan accordingly.

**What if the weather turns bad during the day?**

- Listen to TV or radio for announcements.
- Feel free to pick up your child any time you believe weather is making roads hazardous.
- If your child's early dismissal plan is different than his or her regular after school transportation, please let your child's teacher know in writing. Again, check with your after- school arrangement to see if it provides service for early dismissal. Your child's teacher must be aware of what you want your child to do.

## Transportation

**We live within the Asheville City School district, what are the transportation options for my child?**

To help us keep our transportation budget affordable, we ask that parents who *can* transport their children or carpool with other families do so.

If you live *within one mile of the school*, you must drop-off and pick-up your child.

If you live *beyond one mile*, we may be able to provide bus service. Our bus service completes a one hour loop around the city picking up students at different locations within the Asheville City School District limits. The main bus stops currently include stops at (or close to) the West Asheville community center, Hall Fletcher Elementary, the Reid Center, the Jewish Community Center, Claxton Elementary, and Isaac Dickson Elementary. Our bus may be able to accommodate other stops along this route. Please call the office for more information.

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**We live outside of the Asheville City School district, what are the transportation options for my child?**

Unfortunately, we do not provide a bus service for families outside the City School district.

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**If my child rides the bus, what should he or she know?**

Safety for all bus riders is critically important. For this reason, all students must follow the rules below.

### **Bus Safety Rules**

- Enter the bus in a quiet and safe manner
- Go directly to your assigned seat
- Keep your hands, feet, and other objects to yourself
- Keep noise at a low level or no talking if requested by bus monitor
- Stay in your assigned seat until the bus has come to a complete stop
- Exit the bus in an orderly manner and go directly to your destination.
- No standing, no feet in the aisles, no lying down or changing seats
- No food, animals, video games, or music listening devices to be used on the bus
- Students must not distract the driver's attention through disruptive behavior.

Be sure that your student reads and understands the form we will send home during the first week of school. You and the student must sign and return this form by the end of

the second week of school. Your child will not be able to ride the bus until you return this form.

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**What happens if my child breaks a bus safety rule?**

Below are the consequences for breaking any bus rule:

- First offense—1 day suspension from bus service.
- Second offense—3 days suspension from bus service with mandatory parent conference prior to readmission to bus service.
- Third offense—suspension from bus service for the remainder of semester (either January or the end of the school year).
- Fighting on the bus is an automatic 5-day suspension from bus service.

**If a child is suspended from the bus, the family will have to provide transportation to and from school.**

**We will not excuse absences from school because of a bus suspension.**

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**What if I need to change how my child gets home?**

If your child will go home by a different method or be picked up by someone different, you must notify your child's teacher **in advance** and **in writing**. If the teacher does not receive your written notice, your child will follow the regular method of getting home.

## Health and Safety

**What should I do if my child needs medicine during school hours?**

You must stop by the office and fill out a form giving us permission to administer the medicine. If your child needs prescription or non-prescription medicine, we must also have the current prescription signed by a physician. All medication will be stored and dispensed in the office.

**What will you do if my child becomes ill or is hurt during school?**

If we believe your child is ill or has been hurt, we will try to call you immediately at the phone number you left with your child's teacher.

If we cannot reach you, we will use the *Emergency Information Form* to contact you or the person you designated.

In an emergency, we will call 911 while we are still trying to reach you.

If the problem is an accident/injury, our staff will complete an accident report to keep on file. If the injury is minor, the classroom teacher will exercise judgment in making a decision to call you during the day. However in most cases, we will alert you so you can view the injury yourself.

**How long should my child stay out of school if he or she has head lice or nits?**

Your child must stay home until effectively treated and all lice and nits are gone. Treatment with a pediculicide shampoo such as RID, R&C, or A-200 is usually effective.

**What if my child has a contagious condition such as pink eye, ringworm, or chicken pox?**

To protect the school population, students with diseases that can spread easily must be kept at home until treatment renders the students non-contagious.

- **Pink Eye (Conjunctivitis):** Student may return to school with a doctor's note; or when antibiotic treatment has started; or when the eye is no longer red and swollen, and discharge and itching has stopped.
- **Ringworm:** Student may return to school after treatment has begun.
- **Chicken pox:** Children may return to school after all lesions are scabbed.

**When should I keep my child home?**

Your child should stay home if he or she:

- has a fever of 100 degrees or higher;
- has been exposed to a communicable illness; or
- demonstrates any of these symptoms—malaise, headache, nausea, vomiting, abdominal pain, or symptoms of upper respiratory infection.

**Should I worry about asbestos at the school?**

No. Our campus has been certified as asbestos free.

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### Miscellaneous

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**Can my child have a cell phone at school?**

If your child's teacher and you (as the parent) both agree to allow the cell phone at school, then, yes. However, the cell phone *must remain off* during school hours and on the bus. The student must safeguard the cell phone. The school will not be responsible for it. If the student uses the cell phone improperly then the student will lose the privilege to carry one and may face a disciplinary measure.

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**Can my child bring a electronic devices to school?**

Students may not bring personal items or electronics that are unrelated to school. School is not the place for these items because they tend to interfere with the learning environment. Staff members may confiscate these items. Parents will need to pick them up.

The school is not responsible for anything your child brings to school.

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**Can my child sell or trade items at school?**

No. Students cannot sell or trade items such as candy, gum, cards, etc. to other students on campus. Exceptions to this policy are items that the Directorate approves as school or class fundraisers.

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# Francine Delany Contact Directory

Francine Delany New School for Children Office phone: (828) 236-9441 #0  
 Web Site: [www.FDNSC.net](http://www.FDNSC.net)

[Staff/Directorate](#) Office e-mail: [office@fdnsc.net](mailto:office@fdnsc.net) Info: ext. 227

	<u>Ext.</u>	<u>E-mail</u>	<u>Assistant</u>
Elana Froehlich, K Teacher	376	<u><a href="mailto:elana@fdnsc.net">elana@fdnsc.net</a></u>	Jo McKernan
Melissa Murphy, 1/2 Teacher	687	<u><a href="mailto:melissa@fdnsc.net">melissa@fdnsc.net</a></u>	Debbie Freeman
Jessica Roberts, 1/2 Teacher	687	<u><a href="mailto:jessica@fdnsc.net">jessica@fdnsc.net</a></u>	
Debbie Newton, 1/2 Teacher	639	<u><a href="mailto:debbie@fdnsc.net">debbie@fdnsc.net</a></u>	Catherine Cobbs
Roslyn Clapp, 3 <sup>rd</sup> Teacher	252	<u><a href="mailto:roslyn@fdnsc.net">roslyn@fdnsc.net</a></u>	Rockelle Hancock
Naomi Marotta, 4 <sup>th</sup> Teacher	627	<u><a href="mailto:naomi@fdnsc.net">naomi@fdnsc.net</a></u>	Sara Metzger
Brian Pesci, Teacher 5/6	737	<u><a href="mailto:brian@fdnsc.net">brian@fdnsc.net</a></u>	Debby Vance
Katrina Roth, Teacher 5/6	768	<u><a href="mailto:katrina@fdnsc.net">katrina@fdnsc.net</a></u>	John Murphy
			Kendra Barrow
			Chelsea Kouns
Lindsey Hogan, 7/8 Teacher	464	<u><a href="mailto:lindsey@fdnsc.net">lindsey@fdnsc.net</a></u>	
Tom Robertson, 7/8 Teacher	762	<u><a href="mailto:tom@fdnsc.net">tom@fdnsc.net</a></u>	
Ted Duncan, 7/8 Teacher	386	<u><a href="mailto:ted@fdnsc.net">ted@fdnsc.net</a></u>	
Buffy Fowler,	369		
Operations Coordinator		<u><a href="mailto:buffy@fdnsc.net">buffy@fdnsc.net</a></u>	
Kelsey Goss,		<u><a href="mailto:kelsey@fdnsc.net">kelsey@fdnsc.net</a></u>	
Exceptional Children's Teacher	467		
Lucy Sawyer,			
Exceptional Children's Teacher	729	<u><a href="mailto:lucy@fdnsc.net">lucy@fdnsc.net</a></u>	
Nancy Griffin,			
Administrative Assistant	0	<u><a href="mailto:office@fdnsc.net">office@fdnsc.net</a></u>	
Frank Griffin,			
Human Resource/Facilities			
Support	474	<u><a href="mailto:frank@fdnsc.net">frank@fdnsc.net</a></u>	
Giles & Susan Collard, Movement			Richard Graham, Music
Chris Corral, Art			TBD, Drama